

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
NOVEMBER 23, 2010**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Tuesday, November 23, 2010 in the Priscilla Trujillo Schafer Boardroom of the Administration Building on the El Rito Campus. Regents present: Michael P. Branch, Alfred Herrera, Feliberto Martinez, Cecille Martinez-Wechsler, and Theresa Romero-Martinez. Board President Michael Branch called the meeting to order at 9:10 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Dr. Anthony Sena, Provost and VP of Academic Affairs; Dr. Catherine Berryhill, Dean of the College of Teacher Education; David Schutz, Director of Capital Projects; Alfredo Montoya, Director of Financial Aid; Margaret Campos, Director of the El Rito Campus; Nancy O’Rourke, Director of Human Resources; Henrietta Trujillo, Director of Business Operations; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Tim Crone, President of the Faculty Senate.

II. APPROVAL OF AGENDA

The final agenda was approved as presented.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of October 19, 2010 were approved as presented.

IV. FINANCIAL REPORT

A. Budget Status Update.

Ms. Henrietta Trujillo, Director of Business Operations, presented the budget status report on behalf of Ms. Susan Pacheco, Chief of Staff/Comptroller. The items covered include:

Audit: The Auditing Firm of Moss Adams will be on campus the week of December 6 through the 13. The Business Office is committed to have about 90% of everything that has been requested by the auditors by December 3. If they do not finish, they will return after the holidays to complete the audit.

HED Reports: The Business Office met the deadline in submitting the Report of Actuals to the Higher Education Department (HED). Ms. Trujillo reported that beginning fund balances for FY10 are correct on paper but not on Banner. The Business Office is working closely with Debbie Garcia from HED on getting Banner up-to-date with regard to beginning balances. By mid-December all numbers should be reflected in Banner. The Business Office is working on process and procedures for the office so new employees know what reports are due and when. In addition, an organizational plan has been developed so everyone knows who is in charge and who serves as back-up for employees that are absent, etc. The Business Office has been working hard to get the books in order; progress has been evident.

V. OLD BUSINESS

A. AQIP Update.

Dr. Anthony Sena stated that at the Strategy Forum in Chicago, November 17-19, an action project was developed which will be used as a model for developing other action projects in the future: The action

project is “how to integrate AQIP at the institution at all levels.” President Barcelo stated the College is taking a serious look at the Systems Appraisal Feedback Report submitted September, 2009, and all items will be addressed. The College will also do a better job at explaining to employees that this is an accreditation issue and AQIP should be taken seriously. The forum was extensive and busy from early in the morning until late at night. What became evident is that the College needs to have a training in place for new employees concerning AQIP. Problems that were raised are similar among other institutions.

Mr. Alfredo Montoya provided his observations concerning AQIP because he is involved with many other governmental entities and the difference between NNMC and these entities is like day and night. NNMC has established a cultural of quality improvement and many accomplishments to improve processes have taken place. The College needs to celebrate its successes more and develop friendly terms with regard to AQIP in order to get more faculty and staff on board.

Category 2 of the Systems Portfolio - Accomplishing Other Distinctive Objective:

Dr. Cathy Berryhill, Dean of the College of Education, reported on Category 2 of the Systems Portfolio. The College decided to focus on three processes (non-instructional objectives): 1) Athletics, 2) Scholarship Support, and 3) El Rito Campus. Although these are non-instructional processes, faculty and staff are affected by any decision made since student issues should be taken into consideration in every decision. The College surveys faculty and staff to seek input for the decisions made by the Leadership Team and the PITs (Process Improvement Teams). A great deal of data has been gathered for each one of these processes. (A copy of Ms. Berryhill’s PowerPoint presentation is attached.) The accomplishments and goals for each of these processes are as follows:

Athletics: Accomplishments: The establishment of the Basketball program as a regular and ongoing program of the College; the establishment of routines and procedures for advertising and encouraging participation by local athletes in the college program; the use of the dorm and food service facilities on the El Rito campus as an effective way to cut cost to the program for housing and transportation. Goal for 2010-11: Increase opportunities for local area athletes. President Barcelo suggested that Ryan Cordova make a presentation to the Board at the end of the basketball season.

Scholarship: Accomplishments: An assessment of the student survey and revision of the application process in response to concerns expressed by students and faculty; successful 2010 scholarship banquet underwritten by Ohkay Casino. Goals: 1) Continue to solicit and invest assets to grow the corpus of the Foundation to increase scholarship awards; and 2) Create an improved scholarship application process for students and faculty.

El Rito: Accomplishments: The study of utility costs as a way to encourage spending capital funds on renovating heating systems in some buildings; the reinstatement of The Cibola Language Institute as a summer and year-round program for students interested in immersion language instruction; the use of dorms for student athletes. A recent highlight was the dedication of the new plaza. Goals: 1) Development of programs that will be self-sustaining and use the existing resources available; and 2) Plan a major renovation project that will create more interest in using the existing dormitory spaces.

In conclusion, Dr. Berryhill stated there are processes in place, there are PITs in place, there are goals being written and accomplishments being made. With this in mind, there is still so much to do, but this area impacts the community more than any other area, so the College needs to be diligent in looking for ways to improve.

B. Capital Projects Update Report.

Mr. David Schutz, Director of Capital Projects, presented a capital projects update report. Before going through the report Mr. Schutz addressed security issues at NNMC (Item H under New Business).

Security: Incidents on campus (bomb threats, drugs on campus, break-ins, etc.) has prompted the College to act more aggressively with regard to security issues on the campuses. President Barcelo asked Mr. Schutz to convene immediately a security and emergency preparedness committee. The committee will have five permanent members and five at large members. Mr. Schutz pointed out that security is a problem nationally at other colleges and universities. Faculty will be asked that at the first day of classes they go over the emergency flip chart posted in each classroom with their students.

Immediate short term measures include: Meet with the Mayor of Espanola and the Chief of Police to discuss how the city can partner with the College (provide an officer on campus from 7:00 am to 7:00 pm; make sure all the cameras and detectors are working properly; install alert buttons at cashiers, reception area, etc.; close off the administration area to reduce traffic. Some long term measures include: Have everyone wear ID cards and swipe cards; develop a central command post where all security cameras can be monitored; ability to send text messages alerting students and employees of emergencies. The short-term and long-term measures combined will cost the College money to implement.

Teacher Education Building: Office furniture has been delivered to the new building. Staff will be moving in the first part of December. Mr. Schutz stated that it looks like the College will achieve a LEED silver certification. There are some processes and follow up to go through first.

SERPA Building: The SERPA project is under construction. Mr. Schutz reported that when the College broke ground and dug trenches for the footings water was encountered. The water table was about five feet below the surface due to irrigation flooding. Regent Branch suggested the College make an additional attempt to obtain matching funds from the Governor's office for the Vigil Ditch project.

El Rito Plaza and Water Project: Construction is 100% complete.

Espanola Bookstore Expansion: A temporary solution has been reached to alleviate the long check-out lines experienced in the past at the beginning of each semester by providing additional cash registers near the entrance to the Bookstore.

Ben Lujan Learning Resource Center Addition: This item is on the agenda under New Business, Item A.

Student Housing Project: This project is a top priority so the College will seek other funding resources (EDA, etc.) and not depend on legislative action (increase GRT) to insure that the College gets a residence hall.

Nick Salazar Center for the Arts: This project is bidding today. Construction will commence over the holiday season.

ARRA Project – Solar Heating System Upgrades-Espanola: This item is on the agenda under New Business, Item B.

ARRA Project – Heating System Upgrades-El Rito: This project is under design. Groundbreaking will take place in the spring, 2011. Mr. Schutz explained the benefits of a bio mass system for the El Rito Campus.

C. Review and consideration of proposed changes to Faculty Handbook (second reading).

Tim Crone, Faculty Senate President, presented a second reading concerning the proposed changes to the Faculty Handbook. The first reading was presented by Dr. Mellis Schmidt on April 20, 2010. These changes include the following:

- Policies and Procedures on the Establishment of New Academic Departments, Colleges or Schools and the Transfer of Curriculum or Program from One Department/College to another Department/College. This is new material and standard language in most institutions.
- Policies on the Appointment and Dismissal of Chairs and Directors. President Barcelo stated that the statements regarding the dismissal of Chairs and Directors should be reviewed by the Director of Human Resources for clarification. Dr. Sena recommended that proposed change H be reviewed further by the faculty senate.
- Date of Eligibility for Tenure. The proposed change is that “Faculty will be considered for tenure after a five-year probationary period, by which time the faculty must apply for tenure.” Dr. Sena recommended that this proposed change not affect existing faculty at this point in time because they did come in under a separate policy.
- Faculty Previously Tenured at Other Institutions. Dr. Sena stated that language appears to indicate that the Provost’s approval is the only one required in terms of affording tenure to faculty who were previously tenured at another institution. Language should clearly indicate that it should be a recommendation from the Provost to the President and then to the Board of Regents. President Barcelo stated this can be a sensitive issue and there should be a point of discussion/negotiation taking place between the new faculty and the College.

The proposed changes to the faculty handbook will be reviewed further and presented to the Board at a later date.

(At this time the Regents took a short break at 11:26 am. The open meeting reconvened at 11:40 pm)

D. Review and consideration of Background Checks Policy (second reading).

Ms. Nancy O’Rourke, Director of Human Resources, presented the Background Checks Policy (attached) for a second reading by the Board. The first reading of this policy was presented by Dr. Andres Salazar on August 20, 2010. The policy has been reviewed extensively by several individuals and also by legal counsel. Ms. Susan Pacheco was unable to attend the meeting and present some proposed minor changes to the policy. Ms. O’Rourke stated the specific sensitive positions requiring background checks will be identified and the type/level of background check these positions will undergo. The vendor who will be doing the background checks has been selected. President Barcelo stated that a background check is also needed for anyone who claims they have a degree to make sure the degree is legitimate. Regent Herrera stated that if the background check results in an adverse decision, the College has to be careful as to what kind of information will be provided back to the individual. Ms. O’Rourke stated that a copy of the report from the agency will be available when notifying the employee. The final revised policy will be presented to the Board at a later date.

(At this time the Regents took a lunch break at 11:55 a.m. The open meeting reconvened at 12:45 pm)

VI. NEW BUSINESS

A. Approval to negotiate contract with highest ranking proposal (contractor) for addition to the Ben Lujan Learning Resource Center.

Mr. Schutz stated that five proposals were received from NM general contractors in response to the RFP solicitation for the construction of the Ben Lujan Learning Resource Center Library Addition project. The review and ranking was not complete when the Regents received their board packet. Mr. Schutz explained the final ranking process (spreadsheet attached), which is now complete. He requested that the Board authorize him to enter into negotiations with the top ranked contractor, Franken Construction Company from Las Vegas, New Mexico. The bid of \$4,129,000 is higher than the projected maximum allowable construction cost. He would like to see this number at the \$3.7M range to give the College

enough money to pay the architects (around \$400,000), provide a comfortable contingency balance, and have enough money to buy computers, furniture and equipment for that facility. Mr. Schutz pointed out that the difference between the high bidder and the low bidder is very close, which indicates that the drawings are put together very well. The proposed central security room in this new addition will cost the College extra money for a change order; eliminating space and creating new space will require engineers and architects to go back to the drawing board. A final contract will be presented to the Board for review and approval at the regularly scheduled meeting in December.

Regent Alfred Herrera moved to authorize Mr. Schutz to proceed with negotiating a contract with Franken Construction Company. Motion carried unanimously.

B. Approval of contract for the Solar Panel Restoration Project.

Mr. Schutz stated that three proposals were received from NM general contractors for the restoration of the solar collectors on the library and VE Building. He requested Board approval to negotiate a contract with Franken Construction, the low bidder on this project at \$134,600.00. Mr. Schutz stated that \$456,000 was allocated for this project. The balance (about \$270,000) will be used to develop a solar program that will be monitored by the Engineering Program. Another scenario that the College is looking at involves using the remainder of those funds to put up solar photovoltaic panels to run the pumps and motors that serve the heating and cooling systems in those buildings. Weatherization will also be looked at with the remaining funds.

Regent Cecille Martinez moved to approve to negotiate a contract with Franken Construction Company for the Solar Panel Restoration Project. Motion carried unanimously.

Mr. Schutz noted for the record that the College received a protest from a grieved sub-contractor on this project. Experts have told Mr. Schutz that the sub-contractor has no standing and that the protest will fail. The College will not execute a contract with Franken Construction Company until this matter is resolved; this matter is between the contractor and the sub-contractor. The College should be able to proceed with the project; however, Mr. Schutz stated that legal counsel will be contacted regarding this matter.

C. Approval of holiday schedule.

President Barcelo stated that the Leadership Team proposed the following schedule for the Board's review and consideration: The two campuses will close on Tuesday, December 21, 2010 at 5:00 p.m. Staff will return to work on Tuesday, January 4, 2010. The typical employee will take four days of holiday and five days of annual leave during the period December 22-January 3. Staff were notified that they may, again, voluntarily forego a holiday on Veteran's Day, Thursday, November 11, 2010 in order to take a total of four holidays as stated below:

Four Holidays:

1. Thursday, December 23 – **Christmas Eve**
2. Friday, December 24 – **Christmas Day** (Since Christmas Day falls on a Saturday, the holiday is celebrated on Friday.)
3. Friday, December 31 – **Veteran's Day**
4. January 3 – **New Year's Day** (Since New Year's Day falls on a weekend, the holiday will be celebrated on Monday.)

Five Annual Leave Days:

1. Wednesday, December 22
2. Monday, December 27
3. Tuesday, December 28

4. Wednesday, December 29
5. Thursday, December 30

Some employees in the offices of Admissions, Financial Aid, and the Business Office will have to work one or two days during the holidays. **Regent Theresa Martinez moved to approve the holiday schedule as presented. Motion carried unanimously.**

D. Resident Advisor requirements.

This item was postponed because Ms. Susan Pacheco, who was going to make this presentation, was unable to attend the meeting.

E. Approval of proposal to update petty cash and implement small purchase reimbursement process.

Ms. Henrietta Trujillo, Operations Managers for the Business Office, presented the below internal change for the Board's review and approval:

Petty Cash Reimbursements

The College has a Petty Cash Reimbursement process that has been in place for many years. The process allows employees who have made emergency business related purchases to be reimbursed through the Petty Cash fund with approval by their manager. The maximum amount an employee can be reimbursed is a total of \$25.00 per request.

Current Process:

- A Petty Cash Reimbursement Request must be completed and signed by the employee.
- Original receipts must accompany request.
- Approval by manager is required.
- Budget check by the Business Office is required.

The Business Office is proposing that the ceiling be increased to \$50.00. This change will eliminate the need for processing Purchase Reimbursement Requests (PRs) "after-the-fact" which has been an audit finding for the college in past audits. In addition, this change will reduce administrative time and costs associated with processing PRs for these small dollar items.

Regent Cecille Martinez moved to approve the ceiling for petty cash be increased to \$50.00. Motion carried unanimously.

Small Purchase Reimbursement Process

Proposal: Develop a policy and implement a process that will allow for the following type of reimbursements:

- With manager approval, allow employees to make business purchases up to \$200 without going through the Purchase Requisition (PR) and Purchase Order (PO) process.
- A new form will be developed which will require documentation of the type of purchase and the reason for the purchase.
- A policy will be developed to provide guidance on the types of purchases that will be allowed as well as provide information on controls that will be established.
- Employees will be required to submit original receipts and attach to "Small Purchase Reimbursement" form.

- Manager approval will be required on form. Note: Managers must monitor purchases closely to ensure that purchases are business related.
- Business Office budget approval will be required.

This will eliminate the need for processing Purchase Reimbursement Requests (PRs) “after-the-fact” which has been an audit finding for the college in past audits. In addition, this change will reduce administrative time and costs associated with processing PRs for these small dollar items as well as streamline processes.

Regent Feliberto Martinez moved to approve the Business Office to proceed with the development of a small purchase reimbursement process policy. Motion carried unanimously. The final policy will be presented to the Board for review and approval at a later date.

F. Approval of new course fees-Nursing Program.

Dr. Sena presented a proposed new course fee in the Nursing Program. This \$35 course fee, attached to NURS 235L, will pay for students to attend the NM Legislature Capital Challenge Day (all day student conference including lunch) and addresses course competencies related to health care policy and professional role. The new fee will be effective in January 2011 for second level nursing students in the associate degree nursing program. Regent Branch suggested that if the College is a depository for fees, that there should be an enterprise fund set aside so these fees, etc., do not get co-mingled with I&G funds.

Regent Feliberto Martinez moved to approve the new course fee of \$35.00 in the Nursing Program as presented. Motion carried unanimously.

G. Brief Overview of RFP Process with Santa Fe Higher Education Center.

Dr. Sena provided a brief overview of the Higher Education Center in Santa Fe.

- SFCC established a Learning Center District. The SFCC Governing Board also serves as the Learning Center District Board. This Board will have control over the Center.
- There was a majority vote from the District Board to name the project the *Santa Fe Higher Education Center* at their meeting held March 25.
- HED approved the Higher Learning Center proposal on 12/8/09.
- SFCC invited responses from regionally-accredited higher education institutions to provide information regarding their interest in, and ability to, deliver bachelor’s and master’s degrees at the Higher Learning Center. Responses will be used to draft an RFP.
- Voters in Santa Fe County approved the Higher Learning Center this year.
- At the end of October, 2010 an RFP was sent out to various institutions to bid for offering courses at the baccalaureate and graduate level at the Higher Learning Center. The RFP is based on a needs assessment conducted by the SFCC Governing Board. Areas of potential interest from colleges include: business administration, teacher education, environmental science, ADN to RN nursing programs.
- The Center will be housed for the next few years at the Santa Fe Community College campus.
- The deadline of December 3, 2010 to submit bids has been extended to January 24, 2011. Bids will undergo review and if approved will be implemented in the fall 2011.
- Dr. Sena has asked Northern’s faculty to consider making proposals in order to at least go through the process. Right now there are many questions because each proposal that is approved will require \$20,000 to defray the cost of the Center being housed at SFCC.
- President Barcelo stated this needs more discussion given the financial status of the state. Many questions have not been addressed.

H. Campus Security Update/Overview by David Schutz.

This item was covered under Old Business – Capital Projects Update Report.

VII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. President Barcelo invited Margaret Campos, Interim Director of the El Rito Campus, to give an update regarding the El Rito Campus. Ms. Campos stated she has been impressed with the faculty and staff at El Rito; she has requested desk audits in order to update job descriptions. Security issues are being addressed. She has not heard any complaints concerning food services. All areas are being looked at carefully by Ms. Campos and administration; new ideas and initiatives are being explored. As a new employee, Ms. Campos stated she is learning the budget process. President Barcelo stated she appreciates the work Ms. Campos has accomplished thus far.
2. President Barcelo thanked everyone for their support and participation at the Inauguration the end of October. She is still receiving lots of positive feedback from participants. The Appreciation Dinner to thank facilities and staff on November 20 was well attended and great fun.
3. President Barcelo reported that Phase I of the College's reorganization (Academic structure) is going well. The finance office has also made organizational changes which are working well. The next phase is to review the department of student affairs.
4. President Barcelo attended a NNMC Foundation Retreat on November 13. The Chair of the Foundation, Dr. Richard Marquez, is doing an amazing job. The general consensus from that meeting was the need to raise additional dollars over and above scholarships. President Barcelo spoke about developing a five-year capital campaign which is critical to the future of Northern. Another area that was pointed out is that the salary for the Director of the Foundation should actually come out of the Foundation.
5. President Barcelo and Dr. Sena met with Pedro Garza, Regional Director of the Economic Development Administration, and Representative Nick Salazar on November 10. They are encouraging the College to submit a proposal for a planning grant with a focus on the El Rito Campus. The first draft of this proposal is being worked on along with a format for a needs assessment.
6. The Governmental Restructuring Task Force met a couple of weeks ago regarding the proposed budget cut (\$23.3M cut). Dr. Dan Lopez, representing the four-year institutions, responded the best he could with the information he had. Prior to the meeting, a 30-minute emergency conference call took place to discuss the budget cut. The Presidents agreed that it made more sense for HED to tell institutions what the percentage of the cut is and each institution decide how they were going to meet that cut, because each institution differs. It was also agreed that any cuts need to be equitable by institutions.
7. President Barcelo stated that the Higher Education Institutions will make a presentation before the LFC on Saturday, December 4. President Barcelo is meeting with key staff to prepare for this meeting.

VIII. COMMENTS FROM THE BOARD

The Regents agreed that more Appreciation events like the only held on November 20 to thank employees for their hard work need to take place.

IX. PUBLIC INPUT

Dr. Sena reported that two programs were recently approved to Candidacy Status for Accreditation. The Nursing Program has been granted this status by the National League for Nursing Accreditation

Commission (NLNAC), and the Business program is approved by the Accreditation Council for Business Schools and Programs (ACBSP). The College of Teacher Education will also be going through the process of achieving NCATE accreditation.

X. STUDENT INPUT

None.

XI. PERSONNEL MATTERS

A. Personnel actions.

- A.1 President Barcelo recommended the hiring of Ms. Margaret Campos at Interim El Rito Campus Director effective October 25, 2010.
- A.2 President Barcelo recommended the hiring of Ms. Brandi Cordova as Customer Service Professional effective November 1, 2010.
- A.3 President Barcelo recommended the hiring of Dr. Matthew Martinez as NPI Director effective November 22, 2010.

Regent Theresa Martinez moved to approve the new hires as presented. Motion carried unanimously.

XII. EXECUTIVE SESSION

President Barcelo requested an executive session to discuss personnel matters and a pending litigation issue. **Regent Alfred Herrera moved that the Board enter into executive session pursuant to Section 10-15-1(H)(7) and 10-15-1(H)(2) of the Open Meetings Act to discuss a pending litigation issue and limited personnel matters. Regents Feliberto Martinez, Theresa Martinez, Cecille Martinez, Alfred Herrera and Michael Branch moved in the affirmative to adjourn into executive session at 2:52 p.m.** The open meeting reconvened at 3:29 p.m. Regent Branch reported that no action was taken in executive session.

XIII. ADJOURNMENT

Regent Theresa Martinez moved to adjourn the meeting. The meeting adjourned at 3:30 p.m.

APPROVED: December 16, 2010

Josephine Aguilar, Recording Secretary

/s/ _____
Michael P. Branch, Board President

/s/ _____
Cecille Martinez-Wechsler, Secretary/Treasurer