

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
OCTOBER 19, 2010**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on Tuesday, October 19, 2010 in the Boardroom of the Montoya Administration Building on the Espanola 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 9:13 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Dr. Anthony Sena, Provost and VP of Academic Affairs; Alfredo Montoya, Dean of Student Services/Director of Finance Aid; Dr. Dan McLaughlin, Director of Assessment; Susan Pacheco, Chief of Staff/Comptroller; Ryan Cordova, Men’s Basketball Coach; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Dr. Mellis Schmidt, Tim Crone, and Gil Sena. Others present: Chris McGuinness, Reporter with the Rio Grande Sun.

**II. APPROVAL OF AGENDA**

President Barcelo stated that Item C under Old Business, Review of Faculty Handbook (second reading), will be removed in order to perform a more thorough review and data assessment before presenting to the Board for final approval. Regent Branch stated that David Schutz is attending a Higher Education Department (HED) meeting and may not make it back in time for his presentation. Susan Pacheco will present the Capital Projects Update Report in his absence.

**III. APPROVAL OF MINUTES**

The minutes for the meeting held September 16, 2010 were approved as presented.

**IV. FINANCIAL REPORT**

**A. HED Reporting Status by Susan Pacheco.**

Ms. Susan Pacheco, Comptroller/Chief of Staff, stated that the fiscal watch report will be finished next week and will be mailed to the Regents for review. The Business Office is currently working on some end of year reporting that has to be submitted to HED. The main report that HED is interested in is the Report of Actuals—revenue and expenditures for last fiscal year. Due to the recent turn-over in the Business Office, HED has requested a meeting with President Barcelo and Business Office staff to discuss the reports they need and to see if they can offer the College assistance. During the course of the audit, the Business Office staff found some problems in some of the revenue reporting. Some revenue from grants had not been reported in the Banner system. Regent Branch noted that revenue is under reported and there are no short falls. Staff has been working on correcting and reconciling the revenue reports and expect to be finished at the end of this week. After the Report of Actuals is finished staff will work with adjusting fund balances. The Auditors (Moss Adams) will assist in a consultancy basis to complete this analysis and HED is willing to accept whatever the College works out in conjunction with Moss Adams’ assistance on this matter.

One other report that HED has requested is an accurate equipment list, which is instrumental to HED in making determinations on ER&R funding. Henrietta Trujillo is working with the Purchasing Department

to update the fixed assets list and to come up with an accurate equipment list that will be submitted to HED.

Ms. Pacheco reported that the problem in the past with Valley National Bank with regard to missing check numbers on statements has been resolved.

President Barcelo complimented the Finance staff for doing a remarkable job and staying on top of things with regard to the audit and other reporting issues.

### **B. Audit Status Report by Susan Pacheco.**

Susan Pacheco stated that the Business Office staff will take the time to get grants revenue reporting corrected before the College can proceed with the Audit. This will probably make the Audit late, but not as late as last year. Ms. Pacheco anticipates completion of the audit by the end of December. Moss Adams has done a significant amount of work already.

## **V. OLD BUSINESS**

### **A. AQIP Update by Dan McLaughlin and Anthony Sena.**

The report this month dealt with the Systems Portfolio which comprehensively portrays the College's current stages of development in relationship to nine AQIP categories. Over the next few months, an overview of each category will be made by the leader of the category, starting with Category 1: Helping Students Learn, led by Dr. Sena. The PowerPoint presentation Dr. McLaughlin presented is attached. The nine categories (and leaders in parenthesis) in the Systems Portfolio are as follows:

1. Helping students learn. (Anthony Sena)
2. Accomplishing other distinctive objectives. (Catherine Berryhill)
3. Understanding students' and other stake-holders' needs. (Alfredo Montoya)
4. Valuing people. (Nancy O'Rourke)
5. Leading and communicating. (David Trujillo)
6. Supporting institutional operations. (Andres Salazar)
7. Measuring effectiveness. (Carmella Sanchez)
8. Planning continuous improvement. (Dan McLaughlin)
9. Building collaborative relationships. (Mellis Schmidt)

The production of the Systems Portfolio takes place within a seven-year sequence. There are two overlapping cycles: one is a four-year cycle of Systems Portfolio production and formal appraisal, and a seven-year cycle of formal reaffirmation by the Higher Learning Commission (HLC). The purpose of the nine AQIP categories is to: 1) provide a framework to examine processes, 2) create a focus on design, deployment, results, and improvement, and 3) help us determine whether we meet the HLC criteria and standards. Each AQIP category asks: 1) how well-designed and robust are your **processes**?; 2) how effective are the **results** that your systems and processes achieve?; and 3) how do you use your performance data to drive **improvement**?

Dr. McLaughlin and Dr. Sena reported on four key processes in Category 1:

- 1) Creating New Academic Programs – Dr. Sena explained how the College designs new programs and courses that facilitate student learning and are equal or better than those offered by other organizations (the diagram/description of the process is attached). Initial discussions, surveys, demands for the programs, budgetary considerations, etc., start with the department before the new program is introduced to the Educational Policy Committee.

- 2) Academic Assessment - The processes for academic assessment are reflected in the attached diagram. Faculty for each academic program design student learning outcomes and assessment measures at the program level. Faculty gather and analyze assessment data, they design improvements and then produce an annual summary. Since the early 1990's the HLC has made academic assessment a top priority. In addition, the College needs to be doing general education assessment, which is historically complex. The Student Learning Academic Committee (SLAC) began last year utilizing a measure to ascertain the quality of program assessment efforts (the Rubric for Program Assessment Feedback is attached); this is the key measure for academic assessment. This information is archived in an online database called WEAVE ONLINE.

Dr. McLaughlin reported that NNMC Assessment Day is scheduled on Wednesday, October 20, at the Espanola Campus. Assessment Day is meant to celebrate success, promote best practices, and produce assessment summaries for 2009-2010.

- 3) Program Review – Once a program is established, all key criteria are reviewed in order to evaluate the effectiveness of the program. Each fall semester a set of programs (4 to 5) are identified to undergo program review. It is critical that each program have an Advisory Council which is necessary to strengthen academic programs.
- 4) Faculty Development – Processes being development include orientation materials for new faculty; workshops run by HR on safety, diversity, and harassment; best instructional practices for all faculty; supplemental travel support; and educational attainment support for existing staff and faculty who want to go from a bachelors to a masters or from a masters to a doctorate degree.

Goals/Improvements for 2010-11: 1) assess all five areas of the common core of the general education program; 2) finalize revisions, design measures, implement and assess core curricular instruction, program review and faculty development activities; 3) continue to increase the number of academic programs targeted for assessment and that they are actually doing the work; and 4) of those targeted programs, make sure that as many as possible are at the satisfactory level—4.0 level (6.0 being the highest on the rubric scale).

Dr. Sena stated a lot of work and hours have been devoted to academic assessment and significant progress has been made.

### **B. Capital Projects Update Report by David Schutz.**

Ms. Susan Pacheco, Chief of Staff, presented a capital projects update report on behalf of Mr. David Schutz, Capital Projects Director, who is in Santa Fe attending a HED meeting.

Teacher Education Building: Construction of the building is complete. Staff is waiting for the furniture to be delivered before moving in. The building will be dedicated on October 29, 2010.

SERPA Building: The official ground breaking ceremony was held on October 4, 2010. A contract has been executed with Blue Sky Builders and construction has commenced.

NNMC Community Center Campus: These funds will supplement the SERPA program in accordance with the MOA approved by the Board of Regents in May, 2010.

El Rito Plaza and Water Project: Construction is 100% complete. The El Rito Plaza will be dedicated on October 28, 2010.

Espanola Bookstore Expansion: This project is on hold pending further review. A Bookstore Process Improvement Team (PIT) is looking at the Bookstore in general and how to improve book ordering and selling process.

Ben Lujan Learning Resource Center Addition: The design of the library addition project is complete. Bids from contractors are scheduled for October 26, 2010. Construction is anticipated to commence in November, 2010.

Student Housing Project: The College attorney will be drafting legislation to be presented to the legislators at the 2011 legislative session. The bill will authorize Rio Arriba County Commissioners to increase **gross receipts tax** by one-eighth. This will require passage by the voters in Rio Arriba. Passage of this bill will generate revenue to pay the loan the College will obtain for constructing a residence hall. If all goes well, the project timeline for completion is August, 2012.

Nick Salazar Center of the Arts: Construction will commence sometime in November, 2010.

ARRA Project – Solar Heating System Upgrades-Espanola: This project is underway. Consultants are in the preliminary design phase.

ARRA Project – Heating System Upgrades-El Rito: Project is underway. Consultants are in the preliminary design phase.

Million Gallon Water Tank: At Regent Branch's suggestion, President Barcelo will speak to David Schutz about the possibility of using the water tank with the existing irrigation ditch system to use for irrigation purposes.

Mr. Gil Sena approached the Regents and requested that the El Rito Plaza be named after former President Dr. Sigfredo Maestas. After some discussion, the Regents suggested that the naming of the El Rito Plaza go through the proper naming process the College has established.

### **C. Review of Faculty Handbook (second reading) by Faculty Senate President.**

This item was tabled for a more thorough review and data assessment before presenting to the Board for final approval.

## **VI. NEW BUSINESS**

### **A. Grants Presentation by David Trujillo.**

Dr. Sena presented this item on behalf of David Trujillo, Assistant Provost for Grants and Special Projects, who could not attend the meeting. The College recently received two grant awards as follows:

A) Promoting Post-Baccalaureate Opportunities for Hispanic Americans (PPOHA) Programs in the amount of \$563,364.00 for the period 10/1/2010 – 9/30/2011 for a total of five years (total \$2.8M). The Project's overall five-year budget focuses on improving capacity and establishing a sustainable, affordable infrastructure to support the success of Northern's graduate students in Teacher Education and Engineering.

B) Strengthening Hispanic Institutions-HSIs Program (Title V) in the amount of \$646,517.00 for the period 10/1/2010 – 9/30/2011 for a total of five years (total \$3.2M). This project will

increase persistence to graduate through three inter-connected, based components: 1) aggressive **Outreach** to the secondary schools to raise awareness of the need for higher education and to provide information on rigorous secondary school programs of study; 2) comprehensive **Student Success** efforts that enable systematic student tracking, advising, counseling and other services; supporting the academic preparation and transitions of our students by restructuring developmental courses from a time-based to a competency-based model; and instituting Summer Bridge Programs for first-year students; and 3) **Professional Development and Learner-Center Pedagogy Implementation** via a First Year Experience program that will lead to General Education reform; and sustaining these widespread, institution-wide innovations through faculty and staff professional development.

The finance committee of the Board and the Business Office will be meeting to discuss the indirect costs from this and other federal grants and the need for long-range financial planning. These grants are meeting a particular need that the College cannot fill with existing resources.

## **VII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS**

1. President Barceló stated that the Inauguration scheduled October 28 and 29 will provide an opportunity to showcase the College.

2. President Barceló will be sending out a weekly broadcast to the College community to keep everyone informed of things happening on the campuses. Responses to these broadcast updates have been positive.

3. President Barceló invited Dr. Sena to report on the Friday Academy Initiative. Dr. Sena stated that Friday Academy will bring 100 eighth grade students from Carlos Vigil Middle School to the Espanola Campus every Friday this fall semester for instruction in six disciplines (three per day) in the areas of biology, mathematics, chemistry, engineering, critical writing, and life skills. The school district will transport the students between the middle school and the college. The school district will also pay substitute teachers in order for the regular teachers to accompany and stay with their students. Faculty from Northern will provide the instruction. Next semester another group of students (130) will take advantage of Friday Academy. In April all 230 students will come together for a closing ceremony.

4. A Retention Committee, developed by Dr. Sena, has been meeting the past few weeks. Jan Dawson has been working with staff. Bernadette Chavira-Merriman and Dr. Patricia Trujillo are working with faculty. At the first meeting the structure was set up. At the second meeting committee members will meet with President Barceló and Dr. Sena to discuss the elements and the objectives everyone would like to see going forward.

5. President Barceló provided comparison data prepared by Carmella Sanchez, Director of Institutional Effectiveness, from Fall 2009 and Fall 2010 concerning students enrolling at NNMC. The draft report (attached) includes breakdowns of enrollment, student residency, demographics, and degree aspirations. The report also includes growth calculations as well. President Barcelo stated a more complete report will be made available to legislators before the legislative session.

6. President Barceló and administrative staff have been focusing on the direction of the El Rito Campus the past few weeks. Susan Pacheco reported that Ms. Margaret Campos, adjunct faculty at NNMC who teaches Project Management, has been selected to serve as Interim El Rito Campus Director. Charlene Carroll who has been the Operations Manager for the El Rito Campus the past few months has been asked by David Trujillo to come back to the Espanola Campus to help him administer the two new Title V grants. Ms. Campos will provide a key role in providing leadership at the El Rito Campus. A

committee will continue to work closely with Ms. Campos with regard to all activities on the El Rito Campus (cultural activities, security, etc.). Two Resident Advisors are currently being placed at the dorms.

The Native American Heavy Equipment Training Program at the El Rito Campus was successful but will need to be properly examined by all stakeholders and reviewed thoroughly before proceeding/continuing with the program.

#### **VIII. COMMENTS FROM THE BOARD**

1. Regent Theresa Martinez reported that the Inauguration Committee has been meeting and working hard to finalize the plans for the Inauguration events scheduled October 28-29, 2010. She recognized and complimented the committee for their dedication and hard work.

2. Regent Branch stated that it was brought to his attention that members of the local Labor Management Relations Board will need to be reappointed. One member is appointed on the recommendation of individuals representing the union, one on the recommendation of individuals representing management, and the third member is on the recommendation of the first two.

#### **IX. PUBLIC INPUT**

None.

#### **X. STUDENT INPUT**

None.

#### **XI. PERSONNEL MATTERS**

##### **A. Personnel actions.**

A.1 President Barceló recommended the hiring of Ryan Cordova as Athletic Director. She stated that Mr. Cordova will now be part of the Leadership Team.

A.2 President Barceló recommended the hiring of Ms. Katie Cadena-Priebe as Administrative Assistant in the Business Administration Department effective October 11, 2010.

A.3 President Barceló reported that Ms. Katherine Garduno, Assistant Librarian, resigned effective October 11, 2010.

**Regent Theresa Martinez moved to approve the new hires and accept the resignation as presented. Motion carried unanimously.**

#### **XII. EXECUTIVE SESSION**

President Barcelo requested an executive session to bring the Board of Regents up-to-date on the law suit filed by the Rio Grande Sun. **Regent Alfred Herrera moved that the Board enter into executive session pursuant to Section 10-15-1(H)(7) of the Open Meetings Act to discuss a pending litigation issue. Regents Feliberto Martinez, Theresa Martinez, Cecille Martinez, Alfred Herrera and Michael Branch moved in the affirmative to adjourn into executive session at 11:55 a.m.** The open meeting reconvened at 12:25 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 12:26 p.m.

APPROVED: November 23, 2010

Josephine Aguilar, Recording Secretary

/s/ \_\_\_\_\_  
Michael P. Branch, Board President

/s/ \_\_\_\_\_  
Cecille Martinez-Wechsler, Secretary/Treasurer