

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
OCTOBER 25, 2012**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on **Thursday, October 25, 2012** in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Alfred Herrera, Cecille Martinez-Wechsler, and Feliberto Martinez. Regent Rosario (Chayo) Garcia was absent and excused from attending the meeting. Board President Michael Branch called the meeting to order at 9:05 a.m.

Northern New Mexico College staff present: Dr. Anthony Sena, Provost and VP of Academic Affairs presiding on behalf of Dr. Nancy Barceló, President; Domingo Sanchez, VP for Finance and Administration; Ricky Serna, VP for Institutional Advancement; Dr. Steve Martinez, Dean for Academic Support; Frank Orona, Dean of Student Services; Carmella Sanchez, Director of Institutional Effectiveness; Bernie Padilla, Director of Human Resources; Angelo Jacques, Director of IT; Ms. Desirae Montoya, Human Resources Compensation and Classification Specialist; Carman Melendrez, Grant Writer; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Dr. Mellis Schmidt, Dr. David Torres, and Tim Crone,. Others present: Juan Diaz, Student; Isabel Rodarte, Consultant for the Library Addition; and Louis McGill, Reporter with the Rio Grande Sun.

II. APPROVAL OF AGENDA

Regent Branch confirmed that Item VI(B) is an action item for approval. The description in the board packet states this item for information.

Regent Herrera moved to approve the final agenda as presented and the description for Item VI(B) changed from information to approval to be consistent with the approval status. Motion carried unanimously.

A. Introduction of new employees.

The following new employees were introduced to the Regents:

- Angelo Jacques, Director of Information Technology
- Ms. Desirae Montoya, Human Resources Compensation and Classification Specialist

III. APPROVAL OF MINUTES

The minutes for the regular meeting of September 27, 2012 were approved as presented.

IV. FINANCIAL REPORT

A. Approval of Fiscal Watch Report as of September 30, 2012.

Mr. Domingo Sanchez stated that the Business Office has identified technical issues in Banner that will be corrected. A consultant will come next week to assist staff with Banner issues related to the budget and to Human Resources. Correcting these issues in Banner will make financial information that is presented to the Board more accurate.

The Fiscal Watch Report (attached) reflects actual revenues as of the end of September 30, 2012 is at \$5.5M With a beginning balance of \$3.9M added to this amount, the total revenue comes to \$9.5M. Total expenditures as of September 30, 2012 are at \$6.9M. The comparison report from prior year to the current year reflects total revenue down by 1% as of September 30. Fund balances were slightly higher last year. Increases in revenue will occur with the beginning of spring registration. Cash and cash equivalents as of the end of September 30, 2012 is \$1,279,177.

Mr. Sanchez stated he will give the Regents a more detailed report on cash and cash equivalents at the next finance committee meeting. He will also provide a report on the issue of collateralization.

Regent Herrera moved to approve the Fiscal Watch Report as of September 30, 2012 as presented. Motion carried unanimously.

B. Budget and Audit Update.

The revenue and expenditure report for Instruction and General as of September 30, 2012 is attached. The report reflects a decrease in total revenues from last year by -2.3%. Total expenditures are down this year (\$2.5M) compared to last year (\$3.0M). Net assets are at \$1.9M for the current year compared to \$1.6M last year, an increase by 22.5%. Mr. Sanchez stated this number looks good as the College gets to the middle of the year; however, the Business Office will watch expenditures closely to make sure the numbers are within the budgeted amounts. Mr. Sanchez stated that in an election year institutions are not allowed to expend more than 50% of the operating budget. Mr. Sanchez will find out if it is required that a formal declaration be made as part of the budget report. Mr. Sanchez stated that at the next finance committee meeting he will provide more detail on why some amounts are in a negative.

Audit Update: Mr. Sanchez received word from the State Auditor that they will be releasing the FY11 within the next few days. Mr. Sanchez is waiting for the release of this audit in order to schedule a meeting with HED regarding the issue of Fiscal Watch Reports. Auditors with Moss Adams are on site working on the FY12 Audit. The deadline for staff to finish preparation of financials for FY12 is November 1. The Audit is due November 15.

C. Grants Update.

Mr. Sanchez reported that one grant was submitted this month that is pending: \$15,000 for STEM education in radiology with the LANL Foundation. The College received a \$25,000 grant from the Board of Nursing for scholarships.

D. Capital Projects Update.

Ben Lujan Library Addition: Mr. Sanchez hopes the College will get the Certificate of Occupancy for the Ben Lujan Library Addition in early December. The carpet will be delivered on November 1. Furniture will be installed by mid-November. Electronic equipment is already onsite and is currently stored. The Regents will tour the building after this meeting concludes. The contractor is working in completing the parking lot and landscaping the land around the building. Mr. Sanchez reported that he is meeting on a weekly basis with the contractor. Some requirements have to be met for LEED Certification. Mr. Sanchez is working on the scope of work application.

Other Projects: Mr. Sanchez stated that expanding the Bookstore is being proposed after the spring 2013 semester in order to acquire more room for books, office space, etc. The proposal is to move the Student Lounge to the west side where the Bookstore is currently situated and move the Bookstore to where the Student Lounge is located. The selling of electronic products in the Bookstore is also being considered.

Monitors will be placed in the Montoya Administration Building to advertise events occurring on campus. Branding the College is a top priority. Rearranging and/or relocating the Boardroom is also being considered.

V. OLD BUSINESS

A. Approval of 1000 Policy Series (Institutional Organization).

Mr. Ricky Serna, VP for Institutional Advancement, stated that the 1000 Policy Series was made available for comment and input from the College community for a period of one month. Comments received, which were mostly minor, were reviewed by the Policy Review Committee. The document that was presented last month remains intact with the exception of only a few minor changes that Mr. Serna pointed out. Mr. Serna brought to the Regents' attention the Athletic Eagle, the official mascot of the College. The mascot in the document differs slightly from the one displayed in the gym floor at the Eagle Memorial Gymnasium in that it has feathers coming out from the letters. **Regent Cecille Martinez moved that the College insert the Athletic Eagle with the feathers in the policy in order to be consistent. Motion carried unanimously.**

Also discussed at the meeting: 1) Regent Branch suggested that the constitutional authority of the Board be identified and how legislation affected the College (No. 69); 2) Regent Branch pointed out a contradiction in that the policy states (No. 809) that "All changes to policy must be approved in writing by the President, and when warranted, the Board." (Similar language is also found in No. 773-780). The current Board of Regents Policies and Procedures states that all policies of the institution shall be approved by the Board before they become effective. It was decided that language will be changed to read "it is the responsibility of the President of the College to present all policies to the Board for final approval." 3) A concern was brought up that a major change to the organizational structure would have a fiscal impact on the College and any changes should be reviewed or approved by the Board. After a lengthy discussion, it was decided that the language remain as stated in the policy. Mr. Serna suggested that in the Board of Regents Policies and Procedures there be language underneath duties and responsibilities of the Board to approve policy that impact the fiscal state of the institution. The organizational chart of the College shall be reviewed and approved by the Board of Regents prior to approval of the operating budget on an annual basis.

Mr. Serna stated that for the purposes of carrying out policies from this point on, all policies approved by the Board as part of this process will supersede any old policies. The staff handbook will become a compilation collection of all the approved policies. Mr. Serna pointed out that no changes will be made to the faculty handbook. The Policy Review Committee will make sure there are no contradictions. Regent Branch suggested that a caveat be added indicating that policies approved today supersede any policy in effect.

Regent Cecille Martinez moved to approve the 1000 Policy Series as presented and amended with a caveat that these approved policies supersede existing policies, seconded by Regent Herrera. Motion carried unanimously.

(At this time the Board recessed for a short break at 10:55 a.m. The open meeting reconvened at 11:10 a.m.)

B. Funding Formula Update.

Dr. Sena stated that the Funding Formula was the main topic of discussion at a CUP meeting Dr. Barceló attended on October 17 in Albuquerque. Ricky Serna and Domingo Sanchez attended the Funding

Formula Steering Committee Meeting on Friday, October 19, also in Albuquerque. Dr. Sena gave the Regents a copy of a draft version of the FY14 Funding Formula Scenario (attached) from HED. The HED has recommended a formula that would yield the increases to all institutions that showed some growth over the last year compared to the prior year. Over the last several months, all the institutions identified performance measures specific to the comprehensive institutions, the two year institutions and the research institutions. Carmella has been working with the Funding Formula Technical Committee to determine whether or not those sectors are effective or efficiently measurable and what the data is by which the HED would establish baselines for all those sector measures. She stated the committee is confident with the comprehensive college sector specific measures and stated that the data is clean.

The HED proposed on Friday, October 19, that they move forward a funding formula that does not include any of those sector measures that many worked on over the last several months. HED still has some questions about the validity of the data for all those sector measures and they do not feel comfortable attaching dollar amounts to some of that data. HED is recommending a funding formula that shows an approximate 1.7% increase in funding for higher education across the state, which is approximately a \$7.7M increase in funding to higher education institutions. As a result of that recommendation, all of the sectors would show an increase greater than 1.7%. In this scenario Northern is positioned to increase its state appropriation by a little over \$200,000 in FY14. At the end of this upcoming fiscal year, the typical committee would continue to review all those sector measures.

Per state statute HED is required to submit a budget recommendation to LFC on November 1. On Monday, October 29, Secretary Garcia scheduled a meeting to meet with all Presidents to talk about the funding formula.

Dr. Sena pointed out the concerns CUP has regarding the scenario from HED: 1) whether or not this actually reflects sector equity, 2) ERB should not be reflected in the formula calculations because it is not part of the outcomes measures, and 3) the formula itself is too heavily weighted in favor of the Complete College America philosophy, which is a major driver for two-year schools and doesn't take into account the value that research and comprehensive universities bring in.

C. Update: Student Representative on the Board of Regents.

Mr. Ricky Serna stated he met and worked with the Student Senate Office to prepare an application for students interested in applying to be a Student Representative on the Board of Regents. The policy outlining the requirements and application process was sent out Broadcast to the College community on October 8. Students interested in this position were asked to turn in the application and other necessary requirements (transcripts, current resume, 300-word essay to the Office of the Dean of Student Services by 5:00 p.m. on October 26, 2012. Interviews will be scheduled on November 9, 2012. A recommendation will be submitted to the Regents at the November Board Meeting.

A discussion regarding whether or not to introduce legislation to modify the structure of the Board to include a Student Regent and whether or not that would warrant an increase in the number of Board members from five to seven took place. This is a constitutional amendment that would require approval on the ballot by the state of New Mexico. Regent Branch assigned Regents Cecille Martinez and Alfred Herrera to an Ad Hoc Committee to look at existing board structures at other institutions and to come up with recommendations for the Board.

D. AQIP Update.

Ms. Carmella Sanchez, Director of Institutional Effectiveness, stated that when Dr. Stephanie Amedeo-Marquez, former Director of Accreditation and Assessment, left the College, she and Dr. Steve Martinez

collected information on the three Action Projects that were ongoing and submitted the Action Project Update to the Higher Learning Commission. The 2012 Action Projects are: 1) Campus Safety and Security; 2) Develop Strategies to Improve Recruitment; and 3) Implementing Assessment Improvements. The attached report reflects the feedback from HLC on these three Action Projects. AQIP requires all participating institutions to have at least three Action Projects underway at all times; when one ends, an institution must begin another to take its place. To assure that all institutions are seriously engaged in continuous quality improvement, AQIP requires annual evidence of these improvement efforts. Ms. Sanchez stated an Action Project should last no more than a year to achieve its goals. Ms. Sanchez stated that all Action Projects are entered into a web-based database containing all current and successfully completed Action Projects undertaken by AQIP participants.

VI. NEW BUSINESS

A. Developmental Education Task Force Update.

Dr. Anthony Sena stated that Dr. Mellis Schmidt and Dr. Steve Martinez have been leading a task force comprised of developmental education faculty and other stakeholders in trying to see how to change/improve developmental education at Northern. A copy of the PowerPoint Presentation is attached. Dr. Sena reported that a statewide HED conference on this topic is scheduled November 28 and 29 in Albuquerque.

Northern is an open enrollment institution. About 82% of first time students test below college level in English and about 96% test below college level in math. The task force has taken a comprehensive look and discussed strategies for improving developmental education. The Summer Bridge Program is a model that will be replicated because it has proven to be very successful at Northern. The Summer Bridge Program took about 40 students and provided them with coursework in Math and English and provided the students with enormous resources (advisement, tutors, etc.).

New model for developmental studies at NORTHERN;

- Vertical alignment of Math and English developmental courses with College courses.
- Accelerated learning in Math and Writing.
- Math and Writing centers support courses with on-demand tutoring and with embedded tutors in Math and Writing developmental courses.
- First year Experience (FYE) support.
- Intrusive Advising. Elements of Intrusive Advising:
 - The institution takes the initiative
 - Advisors don't wait for students to come for advisement, advisors come to them.
 - Mandatory orientation
 - Early Alert System
 - Student Ambassadors

These new initiatives will be measured during the first eight weeks and during the second eight weeks, initiatives will be reviewed further in order to insure success. The presentation reflects Math and Writing Placement distribution and completion rates. Dr. Schmidt stated she will include persistence rates at a later time. In the past, student in PD 108 had to go through four different classes before getting to a college course. In the new DS Math Course Structure: 1) Students can continue from where they left off, 2) design assessments to determine mastery, 3) track pre-requisite, 4) students can complete 2-3 courses in one semester. Regarding Developmental Writing Courses, the goal is to funnel all three developmental courses (PD 121, Eng. 108N, and Eng. 109N) to Eng. 111 in one semester.

This is nationwide crisis and through the dual credit program discussions have begun with the school districts. Higher education institutions and K-12 are now actively asking each other questions that need to be addressed.

The Public Education Department (PED) in New Mexico, along with 47 other states, has adopted the Common Core State Standards (CCSS) for public schooling, establishing new guidelines for both teachers and students. The NM Common Core State Standards are a different approach to learning, teaching and testing that engenders a deeper understanding of critical concepts and the practical application of that knowledge. Developed over many years, tested, and proven to be effective, these updated standards prepare students to be more ready for college and competitive in both national and international job markets. NNMC has an opportunity to teach teachers how to teach in a new format that PED has come up with

B. Approval of non-bargaining unit salary increase.

Mr. Domingo Sanchez presented a compensation summary cost report (attached) for non-bargaining unit employees that will be receiving a salary increase. The report reflects a summary of all the funds in the College that would be affected, along with the number of FTEs. Non-bargaining unit employees are employees that might have confidential positions within the College, directors, program managers, deans, or employees in management areas. The report in terms of dollar amounts is not reflective of increases for Vice Presidents or the President. It is proposed that employees earning up to \$25,000 get a 3.00% increase, employees earning up to \$50,000 get a 2.00% increase, and employees earning above \$50,000 get a 1.50% increase. The total compensation package is \$106,616.

Regent Herrera stated that this proposal was discussed and approved in the Finance Committee of the Board. Mr. Domingo Sanchez stated that once approved by the Board, a letter will be submitted from the President's Office to the employees regarding this matter. Mr. Bernie Padilla stated that the effective date will be November 1, with the pay raise reflecting in the November 20 pay check.

Regent Alfred Herrera moved to approve the salary increase for non-bargaining employees as presented, motion carried unanimously.

VII. STUDENT REPORT

None.

VIII. COMMENTS FROM THE BOARD

A. Reports from BOR Committee Chairs.

1. Regent Branch stated he is looking forward to a working session after the AGB Webinar held October 17 in order to move forward in finalizing the formation and consolidation of Board committee. Regent Branch requested assistance from administration with this task.
2. Regent Herrera inquired if staff had entered into discussions with Rio Arriba County about a GED Program for people who are incarcerated. Staff will provide an update at a future Board meeting.
3. Regent Herrera publicly thanked Domingo Sanchez and the College for helping to accommodate and facilitate the Working Classrooms event. He stated this is part of community outreach.

4. Regent Herrera requested a report at the next Board meeting regarding a topic he has brought up previously concerning a program at Northern for today's working adults (similar to the University of Phoenix model).

5. Regent Branch shared with the Board two AGB Publications he recently received. The first one is regarding External Influences. He stated that boards should be sure that their independence is untainted by external influences on their deliberations. Policy makers and other sources outside the institution should afford governing boards the respect they deserve as deliberative policy bodies. A copy of this publication was given to each Regent to read and discuss further at a separate meeting. The second publication is Board Responsibilities for Intercollegiate Athletics. He provided a copy to President Barceló to discuss with her staff the issue of intercollegiate athletics at Northern.

6. Regent Branch stated that the presentations and issues handled today were well presented and complimented the President and staff for bringing the College to a new level of professionalism.

IX. PUBLIC INPUT

Dr. Steve Martinez stated that the EXITO grant is an invaluable resource to the College. He neglected to acknowledge Carman Melendrez, Grant Writer, for her role with the EXITO grant. The grant will pave the way for Northern to initiate the College's developmental studies and accomplish many goals.

X. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. Dr. Sena stated that Dr. Barceló asked him to make sure to acknowledge a couple of successful activities that happened earlier in the month. Dr. Patricia Trujillo was the brain child behind the first rate academic conference, *Historias de Nuevo Mexico*, held at the El Rito Campus October 12-13, 2012. Also on October 12-13, the *7th Annual Traditional Agriculture and Sustainable Living Conference*, spearheaded by Dr. Camilla Bustamante, took place at the Espanola Campus. Dr. Sena stated this speaks to what Regent Branch said earlier about a noticeable professional academic atmosphere that is developing at Northern.

2. A calendar for the months of November and December was provided in order to determine the date for the next Board meeting. Thursday, November 22, is Thanksgiving Day, a national holiday. The HED Developmental Education Reform Conference is scheduled on November 28 and 29. Finals week is December 10-14 and the College closes starting December 20 for the holiday break. It was the consensus of the Board to schedule the next Board meeting on Friday, December 7, which will cover the months of November and December. The meeting will take place at the El Rito Campus.

3. Dr. Sena reported that he, Dr. Barceló, Dr. Steve Martinez, Dr. Carman Melendrez, and Ricky Serna attended the HACU Annual Conference in Washington, DC. The meeting was positive and informative.

XI. PERSONNEL MATTERS

A. Personnel actions.

On behalf of the Dr. Barceló, Dr. Sena recommended the hiring of the following individuals:

1. Mr. Angelo Jacques as Director of Information Technology effective 10/01/2012.
2. Mr. Darian Gonzales as Security Officer I effective 10/02/2012.

3. Mr. Marvin Torres as Security Officer I effective 10/02/2012.
4. Mrs. Desirae Montoya as Human Resources Compensation and Classification Specialist effective October 1, 2012.
5. Mr. Melvin Moquino as Security Officer I effective 10/02/2012.
6. Mr. Michael Marquez as Security Officer I effective 10/02/2012.
7. Mrs. Lynette Cruz as Account Technician II effective 10/15/2012.
8. Crystal Trujillo as Accountant II (Contracts & Fixed Asset Accountant) effective 10/08/2012.

Regent Cecille Martinez moved to approve the personnel actions as presented. Motion carried unanimously.

XII. EXECUTIVE SESSION

Dr. Anthony Sena recommended that the Board go into Executive Session to discuss personnel and collective bargaining issues. Regent Garcia moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2) and 10-15-1(H)(5) of the Open Meetings Act to discuss limited personnel matters and collective bargaining issues. **Regent Feliberto Martinez, Regent Cecille Martinez, Regent Alfred Herrera, and Regent Branch moved in the affirmative to adjourn into executive session at 12:42 p.m.** The open meeting reconvened at 1:05 p.m. Regent Branch reported that no action was taken in executive session.

XIII. ADJOURNMENT

Regent Cecille Martinez moved to adjourn the meeting. The meeting adjourned at 1:05 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: Dec. 7, 2012

/s/ _____
Michael P. Branch, Board President

/s/ _____
Cecille Martinez-Wechsler, Secretary