

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
OCTOBER 27, 2011**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, October 27, 2011 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Alfred Herrera, and Cecille Martinez-Wechsler. Regents Feliberto Martinez and Rosario (Chayo) Garcia were absent and excused from attending the meeting. President Michael Branch called the meeting to order at 9:03 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; David Schutz, VP of Administration; Domingo Sanchez, Chief Financial Officer; Susan Pacheco, Chief of Staff; Ricky Serna, Special Assistant to the President, Grants and Sponsored Programs; Dr. Ken Dvorak, Asst. Provost for Academic Support; Dr. Stephanie Amedeo-Marquez, Interim Director of Assessment and Accreditation; Karen Dvorak, Director of Human Resources; and Brandi Cordova, Administrative Assistant to the VP of Administration and Recording Secretary. Others present: David and Jeanette Maestas with Telcom Solutions; Jeff Genauer and Juan Carlos, Members of the Student Senate.

II. APPROVAL OF AGENDA

Two presentations by Stephanie Amedeo Marquez were moved up on the agenda after approval of minutes. This allowed her the time she needed to get to a class she teaches Thursday mornings. Regent Branch also requested that Executive Session be moved up on the agenda after Old Business. The final agenda was approved as amended.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of September 20, 2011 were approved as presented.

(Note: The meeting was tape recorded; however, the tapes did not work so the minutes are summarized without discussions that took place around any particular item.)

V. OLD BUSINESS

A. AQIP/Fall Focus Visit Update.

Dr. Stephanie Amedeo Marquez, Interim Director of Assessment and Institutional Accreditation, reported on the following:

- Action Project No. 3 on Campus Climate: Response from the Higher Learning Committee (copy of full report attached) was more than positive.
- Faculty Assessment Day held Wednesday, October 19, 2011.
- HLC Focus Visit scheduled November 14-15, 2011.

E. Approval of Institutional Review Board for the Protection of Human Participants Policy.

The Policy on Institutional Review Board for the Protection of Human Participants was presented at the September 20 meeting of the Board by Dr. Anthony Sena, Provost and VP of Academic Affairs, and Dr.

Virginia Salas, Assistant Professor of Biology, for the Board's review. This policy was presented again for approval by Dr. Stephanie Amedeo Marquez on behalf of Dr. Salas.

Regent Cecille Martinez moved to approve the Institutional Review Board Policy as presented. Motion carried unanimously.

IV. FINANCIAL REPORT

A. Budget Status Report and Audit Update.

The presentation prepared by Mr. Domingo Sanchez, Chief Financial Officer, is attached.

V. OLD BUSINESS

A. Capital Projects Update Report.

Mr. David Schutz, VP of Administration, provided an update on the SERPA Building, the Library Addition to the Ben Lujan Learning Resource Center, and the two ARRA Projects. The Capital Project Update Report is attached.

B. Update on Tel Com Solutions Report.

Telcom Solutions completed audits of the College's utility records (electric, gas, and propane), telephone, internet, and cellular records. David Maestas, CEO of Telcom, explained in detail the attached report reflecting current monthly expenses being paid by the College and the savings the College will incur.

C. Update on Funding Formula.

Ricky Serna provided the Board with a report on the state's new higher education funding formula. Mr. Serna explained the essential milestones that have been reached since the new funding formula efforts were announced in February of this year. Mr. Serna further explained that the institution has played in a very active role in the ongoing discussions and solicitations for feedback that have been facilitated by the Funding Task Force and the New Mexico Higher Education Department (HED). Mr. Serna also reported that presently it is difficult to determine what the fiscal impact of the new formula will be for the college since several changes have been made throughout the development process. Some variations have shown potential for budget increases while others are showing risk for long-term budget cuts. In a letter from Dr. Barceló to Secretary Garcia, the college expressed some concerns that the apparent need for additional higher education dollars to fund incentives may result in budget cuts should additional dollars not be made available. Mr. Serna informed the Board the Dr. Barceló has been asked to speak at the LFC committee meeting on November 17th when the HED is slated to present the new formula.

EXECUTIVE SESSION

Regent Alfred Herrera moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2) and 10-15-1(H)(7) of the Open Meetings Act to discuss limited personnel matters and legal matters. **Regent Cecille Martinez, Regent Alfred Herrera, and Regent Branch moved in the affirmative to adjourn into executive session at 10:24am.** The open meeting reconvened at 11:24am. Regent Branch reported that no action was taken in executive session.

VI. NEW BUSINESS

A. Approval of Holiday Schedule (3-year plan).

President Barceló recommended that the Board approve the holiday schedule for 2011, 2012, and 2013. This will allow staff to plan their vacations in advance during the holiday break. The proposed three-year plan is as follows:

| <u>2011</u> | <u>2012</u> | <u>2013</u> |
|--|--|---|
| Close the campuses at 5:00pm on Wednesday, December 21 – Reopen for business on Tuesday, January 3, 2012 at 8:00am. | Close the campuses at 5:00pm on Wednesday, December 19 – Reopen for business on Wed., January 2, 2013 at 8:00am. | Close the campuses at 5:00pm on Friday, December 20 – Reopen for business on Thursday, January 2, 2014 at 8:00am. |
| Three holidays: December 23 (for Christmas Eve) December 26 (for Christmas Day) January 2 (for New Year’s Day) | Three holidays: Monday, December 24 Tuesday, December 25 Tuesday, January 1 | Three holidays: Tuesday, December 24 Wednesday, December 25 Wednesday, January 1 |
| Five Annual Leave Days: December 22, 27, 28 29, 30 | Six Annual Leave Days: December 20, 21, 26, 27, 28, 31 | Five Annual Leave Days: December 23, 26, 27, 30, 31 |

Staff will no longer be given the option to voluntarily forego Veteran’s Day in order to have four holidays during the Christmas break. The College will be closed on Veteran’s Day this year and in 2012 and 2013.

Regent Alfred Herrera moved to approve the three-year plan as presented. Motion carried unanimously.

B. Sponsored Programs and Grants Update.

The presentation (Institution Grants Profile) prepared by Ricky Serna, Special Assistant to the President, Grants and Sponsored Programs, is attached.

C. NNMC Foundation Director Search Update.

The Search Committee for the selection of the NNMC Foundation Director interviewed four candidates the middle of October. These candidates also met with President Barceló, Richard Marquez, Chair of the Foundation, and the President’s Executive Team. In addition, the top candidates will be interviewed via video conferencing by Dr. Debra Friedman, Consultant for the College’s Capital Campaign. The final selection by President Barceló and Richard Marquez will take place mid-November.

D. NNMC Foundation Dinner Update.

The 16th Annual Scholarship Awards and Donor Recognition Dinner held Saturday, October 8, at the Ohkay Casino and Convention Center was a huge success. Close to 500 people attended the event and approximately 66 deserving students were awarded scholarships. The total amount raised exceeded the amount raised last year by about \$1,000 (\$38,000 to \$39,000).

VII. PRESIDENT’S REPORTS AND ANNOUNCEMENTS

1. President Barceló attended the “Winning the Future: Hispanic-Serving Institutions and President Obama’s 2020 Goal” Summit in Washington, DC, on Wednesday, October 5. On Thursday, October 6, she met with Congressman Lujan, Senator Udall, Senator Bingaman, Maria Goldberg, Executive Director of USDA’s HSI Program, and Estevan Rael-Gálvez, Vice President of Historic Sites with the National Trust for Historic Preservation, to primarily discuss the possibility of recognizing the El Rito Campus as a

National Historic Site. As a result of this trip, the USDA provided two internships, all travel expenses paid, for two Northern students to attend the HACU Conference in San Antonio, Texas, October 29-31, 2011.

2. A Ribbon Cutting Ceremony for the Sostenga Tiendita in the JCI Building was held on Wednesday, October 26. Attendees included President Barceló, Regent Chayo Garcia, Mayor Alice Lucero, and many others. A group of students are working to help open the Tiendita which will feature local, naturally grown cuisine/vegetables and specialty drinks. The opening of the Tiendita represents several years of work and planning toward the overall sustainability of the Sostenga Center. President Barceló spoke about the economic and educational elements of this project and about the Sostenga Business Plan, that Dr. Camilla Bustamante has prepared, a living document to meet the community and student objectives.

3. President Barceló hosted a reception on Wednesday, October 19, for Business Leaders from the Espanola Valley. Approximately 25 business owners attended including Regents Michael Branch and Alfred Herrera, the President's Leadership Team, and College Deans. The reception was positive and successful.

4. The College has created new committees or re-activated some committees: The committees include: 1) EXITO Fellowship Committee, 2) Provost's Advisory Council (PAC-DAAR) charged with providing suggestions and recommendations of the College's needs in Data Acquisition, Analysis and Reporting, 3) Provost's Technology Advisory Committee (P-TAC), 4) Academic Advisement Review Committee, 5) Policy Review Committee, 6) Diversity & Equity Council, and 7) Security and Safety Committee. The handout attached explains in details the function of each of these committees.

5. Strategic Planning meetings continue with input being obtained from faculty, staff, students, and the community. The mission and vision statements are being revisited and data is being collected.

6. The College will embark on legislative strategy meetings in preparation for the upcoming 30-day legislative session. The College will also host a legislative luncheon sometime in December to bring area legislators up-to-date on the College's progress since the end of the last legislative session and share with them the future direction of NNMC.

7. President Barceló has been asked to speak at the LFC committee meeting on November 17th when the HED is slated to present the new funding formula.

8. President Barceló provided an overview of the proposed El Rito Innovation Center. The Center will be a multidisciplinary cross-functional facility that will emphasize undergraduate research opportunities community education and outreach, land and acequia use policy, and cultural and ecological tourism. The Research Station is a primary element of the El Rito Innovation Center but will be integrated with other key elements of the Center (focus areas described in the handout attached). Development and advancement of the Station will include partnerships and collaborations with other academic institutions, state and federal agencies, high schools, area employers, community organizations, and stakeholders. A proposed Northern NM Cultural Heritage and Ecological Tourism Center and Northern New Mexico Land Policy and Acequia Center will partner with the Station by hosting conferences, seminars, workshops, day meetings, etc. Funding opportunities will include USDA grants, NWCG fire science grants, DOE grants, research grants, partnerships with universities, meetings, other.

VIII. COMMENTS FROM THE BOARD

IX. PUBLIC INPUT

X. STUDENT INPUT

XI. PERSONNEL MATTERS

A. Personnel actions.

NEW HIRES

- A.1 Ms. Christy Dammen, Career Technical Advisor, effective September 26, 2011.
- A.2 Dr. John Hollenbeck, Instructional Designer, Distance Education, effective September 26, 2011.
- A.3 Ronald Mier, ³/₄ time Theater Director, effective September 26, 2011.
- A.4 Karen Dvorak, Human Resources Director, effective October 10, 2011.
- A.5 Amparo Torrez Lopez, Administrative Assistant in the Math & Science Dept., effective September 26, 2011.

Resignation:

- A.6 Susan Nordmeyer, Director of Title V & Special Initiatives (Interim), resigned effective October 15, 2011.

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

XII. ADJOURNMENT

Regent Cecille Martinez moved to adjourn the meeting. The meeting adjourned at 1:22pm.

Brandi Cordova, Recording Secretary
(Minutes prepared by Josephine Aguilar, Assistant to the President)

APPROVED: November 22, 2011

/s/ _____
Michael P. Branch, Board President

/s/ _____
Cecille Martinez-Wechsler, Secretary