

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
SEPTEMBER 16, 2010**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, September 16, 2010 in the Priscilla Trujillo Schafer Boardroom of the Administration Building on the El Rito Campus. Regents present: Michael P. Branch, Feliberto Martinez, Cecille Martinez-Wechsler, and Theresa Romero-Martinez. Regent Alfred Herrera was excused from attending the meeting. Board President Michael Branch called the meeting to order at 9:24 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. Catherine Berryhill, Dean of the College of Teacher Education; David Schutz, Director of Capital Projects; Dr. Dan McLaughlin, Director of Assessment; Susan Pacheco, Chief of Staff/Comptroller; Nancy O’Rourke, Director of Human Resources; Amberliegh Rodriguez, Assistant HR Director; Charlene Carroll, El Rito Operations Manager; and Josephine Aguilar, Assistant to the President and Recording Secretary. Others present: Chris McGuinness, Reporter with the Rio Grande Sun. Three El Rito community members were also present.

II. APPROVAL OF AGENDA

The final agenda was approved as presented.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of August 20, 2010 and the special meeting of August 30, 2010 were approved as presented.

IV. FINANCIAL REPORT

A. August 2010 Financial Summary Report.

Ms. Susan Pacheco, Comptroller, provided a report on the following topics:

ERUC: The Effective Resource Utilization Committee (ERUC) has been meeting for the past several weeks to discuss the budget reduction of 3.2% mandated by the state. The budget adjustment forms were submitted to the Higher Education Department (HED) which reflect the cuts in Instruction, Institutional Support, and Operations, Maintenance and Plant. In Instruction \$125,000 is being reduced throughout various departments. The balance in Instruction is for the Research and Public Service Projects (RPSPs). These projects include the Northern Pueblos Institute (NPI), special funding for teacher education, faculty salary adjustments, and Athletics. The College is still in the process of reviewing the reduction in Institutional Support; that reduction will be about \$106,000. Some vacancies including the benefits for these positions are providing some savings (VP in Finance and Administration, Director of Public Affairs, and Associate Provost). In Operations, Maintenance and Plant, Mr. Andy Romero, Facilities Supervisor, believes that there might be a savings of about \$2,000 in utilities this year due to some of the improvements made. There are a number of other forms that the College will be providing to the HED (Report of Actuals due September 30 for FY 2010, and beginning balance adjustments). The ERUC will start looking at ways to address other potential reductions when the legislative session commences in

January. A staff member from HED will be at the Espanola Campus assisting the Business Office staff with fiscal watch reports and a number of other tasks.

Audit: The auditors have been on site for about two weeks. The audit is going smoothly. A recently hired temp with extensive audit experience is coordinating the audit and making sure they are receiving the information requested.

Current cash position: Current cash balances are up by about \$30,000, which is to be expected because at the end of August revenue for tuition and fees comes in for the fall semester. There is a new temp working with grants and contracts in the Business Office who is bringing the books (cash flow issues) up to date. Federal draw-downs are immediate; however, there is a lag time of about 10 to 14 days to actually see funds come in from the state. The Business Office staff is monitoring the spending by the departments.

Regent Branch stated he appreciates the interaction taking place between the Business Office and the Higher Education Department.

B. Fiscal Watch Report for the month ending July 31, 2010.

No report presented this month.

V. OLD BUSINESS

A. AQIP Update.

Dr. Dan McLaughlin provided an AQIP update as follows:

- President Barcelo will be identifying a point person with regard to planning and accreditation.
- The Leadership Team has considered the first reading of a plan to construct an inclusive committee that will be in charge of overseeing strategic planning and accreditation specifically with respect to the systems portfolio.
- A team of seven will be attending the Strategic Forum in Chicago in November, 2010. Preparations for this forum are underway; the focus will be on strategic planning. HLC requires that the College update the institutional profile, which has been accomplished. The team will identify four new action projects at the forum.
- There are nine categories that need to be addressed in the Systems Portfolio. One category at a time will be presented to the Board of Regents at each board meeting. Dr. Sena and Dr. McLaughlin will report on Category 1 (Student Learning) at the October meeting.
- In order to solve some problems in the Bookstore (one being the number of books available for purchase by the students) a committee led by Dr. McLaughlin will utilize process improvement strategies to find solutions. Mr. Montoya stated that at President Barcelo's request a committee will meet to discuss the possibility of disbursing financial aid earlier than in the past years which may assist the students in purchasing their books either from the Bookstore or online by the first day of classes. All options will be discussed to look at the best interest of the students.

B. Capital Projects Update Report.

Mr. David Schutz, Director of Capital Projects, presented a capital projects update report as follows:

College of Education Building: Anticipated completion date is the end of September, 2010. The project is in the red in terms of the overall budget due to a number of factors related to the architect. Mr. Schutz previously briefed the Regents on this matter.

SERPA: The College entered into a contract with Blue Sky Builders for construction of the SERPA Building. A pre-construction meeting took place on September 15, 2010. The groundbreaking ceremony is scheduled on Monday, October 4, 2010 at 10:00 a.m. The General Obligation Bond for Phase II of the SERPA Building is on the ballot in November. Mr. Schutz is spearheading a committee to promote and develop a campaign for the passage of GO Bond "D." Mr. Schutz explained the initiatives being planned for this purpose.

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

El Rito Plaza: Construction is 100% complete. As part of the inaugural festivities, the dedication of the El Rito Plaza will take place on October 28 in the morning. Mr. Schutz stated that he has received a suggestion that the College consider naming the plaza after former President Dr. Sigfredo Maestas. Mr. Schutz stated he is waiting to obtain the approval from the McCune Foundation to spend the remaining funds to build a ramada.

Espanola Bookstore Expansion: This project is on hold pending further review by Administration and Bookstore staff. Mr. Schutz stated he spoke to Mayor Alice Lucero about the possibility of a joint venture with the City of Espanola in the old Hunter Building. The city is proposing to purchase this building from Mr. Hunter to house the city library.

Ben Lujan Learning Resource Center Addition: The College is advertising for contractor bids in the Rio Grande Sun on Wednesday, October 22, and in the New Mexican and Albuquerque Journal on the 23rd. Contractors will be given about three weeks to submit proposals. An evaluation committee will review all the proposals and make a recommendation based on a ranking system to the Board. Mr. Schutz hopes to break ground on November 1, 2010.

Student Housing Project: An option being discussed is to seek legislative support for this project. The College attorney will draft legislation to present to the legislators – the bill will authorize Rio Arriba County Commissioners to increase gross receipts tax by one-eighth percent. This will require passage by the voters in Rio Arriba. Passage of this bill will generate revenue needed to construct a residence hall. A marketing campaign will take place to assure passage of this bill. If all goes well, the project timeline for completion is August, 2012.

Nick Salazar Center for the Arts: This project is ongoing and moving forward. Construction is anticipated to commence in November, 2010.

ARRA-Solar Heating System Upgrades-Espanola: This project is underway.

ARRA-Heating System Upgrades-El Rito: This project is underway. Mr. Schutz reported that the Environmental Protection Agency is considering new regulations (emission standards) that would impact many small operations throughout the nation. It may take several months before EPA is able to pass and implement these new regulations. Right now engineers are telling Mr. Schutz that there are a number of ways that will enable the College to stabilize the heating system and bring up efficiency without installing a Bio-Mass Boiler. If EPA imposes more stringent regulations on emissions, the College will request a waiver from EPA in order to move forward with the Bio-Mass system.

Connie Valdez Memorial Garden: A dedication ceremony is scheduled on Friday, October 29, 2010 as part of the inaugural festivities. The family of former President Connie Valdez has donated roses and a planting day will take place prior to the dedication.

Montoya Administration Building: The rotunda and commons/cafeteria area is currently undergoing a face lift. New furniture has been ordered.

VI. NEW BUSINESS

A. 2009-10 Academic Program Review.

Dr. Anthony Sena, Provost and Vice President of Academic Affairs, reported that this last cycle the Academic Program Review Committee looked at career technical programs. The committee is comprised of all the Department Chairpersons, the Dean of the College of Education, the Provost, Director of the Library, Director of Assessment, and the Registrar. The programs reviewed in AY 2009-10 include:

- Adobe/Construction Trades
- Barbering and Cosmetology
- Spanish Colonial Furniture Making
- Welding
- and an update on Fiber Arts and Electricity (probationary)

The College considers some of these programs as Cultural Heritage Programs: Adobe Construction Trades, Fiber Arts, and Spanish Colonial Furniture Making. These programs enhance awareness/value of art & history that is at risk of being lost; they also preserve significant cultural traditions. The technical career programs include: Construction Trades, Electricity and Welding. These programs provide opportunities for projected increases in workforce needs.

The PowerPoint presentation and handout provided to the Regents (attached) reflect total declared majors for fall 2009, average percent retention, four-year student credit hours/productivity, and number of graduates for each of the programs mentioned above. A lengthy discussion took place with regard to all these areas.

Common programmatic concerns include the following:

1. Curriculum: Advisory Councils; Accreditation.
2. Recruitment and Retention: Marketing and recruitment; enrollment; active instructor advisement; graduating students; tracking graduates.
3. Instructional Resources: Instructor training; adequate technologies; functional and safe laboratories/classrooms.

Recommendations by the Academic Program Review Committee include the following:

1. Affiliate Heritage Programs with similar efforts (i.e., Northern Rio Grande National Heritage Area, Ghost Ranch, National Hispanic Center, Las Golondrinas)
2. Increase non-traditional scheduling for Heritage Programs.
3. Develop hybrid continuing education/credit course curricula for Heritage Programs.
4. Encourage program completion and graduation by credit students.
5. Expand Heritage Programs into Espanola, Santa Fe, and Albuquerque.
6. Develop a Living Cultural Heritage Museum at El Rito.
7. Revise electricity curriculum to complement renewable energy option.
8. Extend and expand offerings of electricity/renewable energy to Espanola Campus.
9. Develop an effort for dedicated facilities for electricity, welding, barbering cosmetology, and

construction trades at the Espanola Campus.

10. Offer concentrated CTE courses at the El Rito Campus on Fridays for Dual Credit and general undergraduate students.

A discussion with regard to offering a hospitality/culinary program and partnering with New Mexico State University was discussed. Regent Theresa Martinez stated that she has received many comments from community members about the need for a hospitality program at NNMC.

Charlene Carroll reported on the Heavy Equipment program for native students at the El Rito Campus. The future of this program will be discussed in detail with staff. Graduation is scheduled to take place on October 8 (Note: date changed to October 9) at the Ohkay Oweingh Conference Center.

President Barcelo and David Trujillo plan to meet with Pedro Garza, Executive Director of Economic Development Administration Office in Austin, Texas, to discuss the need of a planning grant for both campuses which will define the future of the College.

B. Approval of out-of-country travel request.

Regent Branch reported that Regents Cecille Martinez and Theresa Martinez will be attending the ACCT Community College Leadership Congress in Toronto, Canada, October 20-23, 2010.

Regent Feliberto Martinez moved to approve the out-of-country travel request as presented. Motion carried unanimously.

VII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. President Barcelo stated she has declared every Friday at Northern as Spirit Day.
2. During the fall 2010 semester, the College experienced a 3% increase in headcount and a 5% increase in FTE. President Barcelo stated that Admissions and Recruitment is a priority this year and ideas are being discussed to increase enrollment. Another topic being discussed is Northern's car fleet which is aging; recruiters are using old cars which creates a burden.
4. President Barcelo and Dr. Sena recently visited with the Superintendent from Chama Valley Independent Schools, Juanita Manzanares Off-site coordinator and other staff members from Chama. The College is pleased with the relationship it has with Chama.
5. The Northern Bookstore Manager reported to the President that sales doubled over last year. This speaks to the growth of the institution and the need to expand the Bookstore.
6. President Barcelo and Board President Branch have been meeting with area legislators to discuss the needs of the institution. President Barcelo is also meeting with Pueblo Governors to enhance the relationship between the College and the Pueblos. President Barcelo would like to host a reception with the Business Leaders of Espanola so they understand the direction the College is going. Meetings with school administrators are also being set up.
8. The search for an Athletic Director is ongoing. There are two candidates and a selection committee will be interviewing these applicants.
9. An RFP for legal council was posted. A selection committee will be rating the proposals received.

10. A new web site for the College has been launched. The new site is about 85% complete.
11. A two-day event is scheduled for the Inauguration of Northern's new president. The installation of the new president will take place on October 28 at 2:00 p.m. and community events the morning of October 28 and all day on October 29, 2010. This is a great opportunity to showcase what the College is doing and the direction the College is going in the future.
12. Nancy O'Rourke, Director of Human Resources, has been working on revising the staff handbook. The handbook will be made available to all staff for input. The Regents received a copy of the draft handbook at the meeting. Nancy is also working on a salary review; an objective third party will address salary inequities. This review will be presented at the January Board meeting. The College needs consistency in terms on how salaries are allocated, positions classified, etc.
13. President Barcelo met with the faculty senate and the finance department to discuss the visions and changes that have been encountered. The response was very positive.
14. The Annual Foundation Scholarship Dinner is schedule on Saturday, October 2. President Barcelo publicly thanked the Regents for their contributions to the Foundation.

A. Organizational direction for the future by President Barcelo.

President Barcelo stated she has been reviewing carefully the organizational structure of the College and its leadership and considering what might be in the best interest of the institution. President Barcelo looked at the organizational structure the Board of Regents, the faculty senate and others approved a couple of years ago, but was not implemented for a number of reasons, financial reasons being one of them. President Barcelo invited Ms. Susan Pacheco, Chief of Staff, and Dr. Sena to present the new structures. The first organizational chart reflects direct reports to the President (chart attached). The second organizational chart reflects direct reports to the Provost (chart attached). Not only does this structure define how we function but also puts us in line with other peer institutions. This organizational structure has been changed slightly from the one approved in March, 2009.

VIII. COMMENTS FROM THE BOARD

Regent Branch stated the Board is committed to work with President Barcelo in moving the College forward. With this in mind, he would like to see how the College is progressing in achieving accreditation for programs seeking accreditation: National NCATE Accreditation for Teacher Education; Engineering Department pursuing ABET Accreditation; RN to BSN; and the Business Administration Department pursuing ACBSP Accreditation.

Regent Branch suggested the College pursue with Speaker of the House Ben Lujan the status of the legislative mandate requirement to establish a master's degree program in engineering.

Regent Branch reported that Governor Richardson visited Northern's Espanola Campus on Thursday, September 9, to make a formal announcement regarding the film and media funds the College received from his office in the amount of \$100,000.

Regent Branch stated higher education institutions and public education (K-12) need to work and join together with regard to budget cuts. Everytime there are budget cuts in any amount imposed by the legislature, higher education gets the cuts and many times public education does not.

IX. PUBLIC INPUT

None.

X. STUDENT INPUT

None.

XI. 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 Cecille Martinez 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, and Michael Branch moved in the affirmative to adjourn into executive session at 12:00 noon.** The open meeting reconvened at 12:22. Regent Branch reported that no action was taken in executive session.

XII. PERSONNEL MATTERS

A. Personnel actions.

There were no new hires to report requiring approval. President Barcelo reported that Ms. Lori Cheever, Customer Service Professional (Switchboard Operator), resigned effective September 17, 2010.

XIII. ADJOURNMENT

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 12:23 p.m.

APPROVED: October 19, 2010

Josephine Aguilar, Recording Secretary

/s/ _____
Michael P. Branch, Board President

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