

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
SEPTEMBER 20, 2011**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on **Tuesday, September 20, 2011 at 9:00 a.m.** in Classroom B in the new Solar Energy Research Park & Academy (SERPA) Building located south of the Espanola Campus on Railroad Avenue. Regents present: Michael P. Branch, Alfred Herrera, Cecille Martinez-Wechsler, and Feliberto Martinez. Regent Rosario (Chayo) Garcia was unable to attend the meeting when changed from Thursday to Tuesday. 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; 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. Stephanie Amedeo-Marquez, Interim Director of Assessment and Accreditation; Dr. Catherine Berryhill, Dean, College of Education; Sandy Krolick, Director of Design; Lisa Powell, Public Affairs Representative; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Gilbert Sena, Dr. Sandra Rodriguez, and Dr. Virginia Salas. Others present: Jeff Genauer, Student Senate President.

President Barceló thanked Mr. Schutz and staff for their work in getting the meeting room ready for the Board meeting and for the opportunity to see and tour this beautiful building.

II. APPROVAL OF AGENDA

Regent Branch requested that Item VI(F) be moved up on the agenda after approval of minutes. The final agenda was approved as amended.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of August 25, 2011 were approved as presented.

IV. NEW BUSINESS

F. Presentation of Video regarding Santa Clara Fire Devastation.

President Barceló stated that Mr. David Lindblom, Creative Director of Canel Seis, produced a video about the Las Conchas Fire which burned more than 150,000 acres in July, 2011. The video, which was shown to the Regents, focuses on the devastation to land owned by the Santa Clara Pueblo. About 45% of their watershed burned, leading to fears of flooding and about 30% of their total land was burned. Dr. Barceló stated that this project, which is of the highest quality and professionally done, is an example of what the College can do in partnership with the broader community. The Pueblo needs help financially to recover from this devastation to their land. President Barceló stated she will be meeting with Governor Dasheno in the near future and will get his permission to distribute this video to colleagues throughout the country.

(At this time, Dr Sena, Provost, invited Dr. Catherine Berryhill, Dean of the College of Education, to introduce Dr. Sandra Rodriguez, new Faculty in the Teacher Education Department. Dr. Rodriguez will be helping with the Post Baccalaureate program.)

IV. FINANCIAL REPORT

A. Budget Status Report and Audit Update.

Mr. Domingo Sanchez, Chief Financial Officer, presented the following information (attached) to the Regents.

Number of Employees at NNMC: The attached handout reflects the current makeup of faculty and staff at the College as of August, 2011.

I&G Fund (Operational Fund): The financial report for I&G for the period ending August 31, 2011 reflects that a total of \$3.7M revenue was generated; compared to last year \$3.1M was generated. Also more tuition was generated (\$1.7M) compared to last year (\$952,826.65). Expenditures for the current year total \$1.6M; last year \$1.8M was spent. President Barceló emphasized that Student Services/Student Support is a high priority.

Inventory of Cash Accounts: Mr. Sanchez listed the cash accounts but not the amounts in each account. He explained that the banner system hadn't rolled numbers forward to the new fiscal year. The Finance Office is making good progress with reconciliations which identify bank deposits, withdrawals, etc. Mr. Sanchez will provide a more accurate update on these accounts at a later date. Mr. Sanchez also stated that he will look at consolidating the number of accounts that the College currently has.

B. Report of Actuals for FY10-11.

The Higher Education Department (HED) requires all institutions of higher learning to submit, by September 15th of each fiscal year, an Unaudited Report of Actual Revenues and Expenditures for the most recent fiscal year ending on June 30, 2011. Northern submitted this report by the due date and is in the format required by HED (copy attached). The report reflects an ending-year I&G fund balance of \$54,000 on June 30, 2011. The positive ending fund balances can be directly attributed to the College's Fiscal Recovery Plan which was implemented in the second half of FY11 (2010-2011). Mr. Sanchez stated the College did not meet the reserve requirement (approximately \$400,000 is needed in reserves), but it did meet the operating budget in terms of living within the revenues that were available.

C. Approval of Financial Policies.

Mr. Sanchez presented five draft policies for the Board's review and consideration at the July 19 Board of Regents meeting. These policies (attached) are now ready to be presented for adoption/approval in preparation of the FY12 operating year. These five policies, listed below, will serve as guidelines for the Business Office moving forward.

- Procedures for Accounting Records and Reports
- Procedures for Purchasing
- Procedures for Budget and Budget Maintenance
- Procedures for Cash Receipts
- Policy for Fixed Assets

During discussion of the above policies, it was suggested that a statement be included in the Procedures for Purchasing Policy that the Regents approve contracts exceeding \$50,000. Regents Branch suggested that the College have in place an internal audit process, a third party review of major grants and contracts

to make sure monies have been spent correctly. President Barcelo stated she has already spoken to Ricky Serna, Special Assistant to the President-Grants and Sponsored Programs, about making this a requirement for future applications as part of the College's accountability process.

Regent Branch requested information regarding the travel budget of the Board of Regent. He would like to know what is available in order for the Regents to attend important workshops and conferences, especially now that the College is a four-year institution. The Regents' budget will be presented at the next Finance Committee meeting.

Regent Cecille Martinez moved to approve the five financial policies with minor edits as presented. Motion carried unanimously.

Audit Update: Mr. Sanchez reported that the FY10 audit has not been completed by Moss Adams, LLC. Mr. Sanchez explained that in April HED requested that the College do a reconciliation of fund balances which the College did in order to approve the operating budget for FY11. HED then requested budget schedules for FY10 and cash balances, this work will be completed this week by Kardas, Abeyta & Weiner, P.C. and submitted to HED. Mr. Sanchez stated he plans to meet with Ms. Duffy Rodriguez, Deputy Secretary for Budget and Policy at the Department of Finance and Administration, to request her assistance in getting Moss Adams to complete the FY10 Audit. Mr. Sanchez will provide another audit update at the next meeting of the Board. He stated that the work for the FY11 audit is much further ahead than any other audit in the past. The deadline to complete the FY11 Audit is December 15, 2011. Moss has not committed to do the FY11 Audit. Regent Branch pointed out that the College will again be placed on fiscal watch status if the Audit is late.

(At this time the Regents took a brief break at 10:36 a.m. The open meeting reconvened at 11:02 a.m.)

V. OLD BUSINESS

A. AQIP/Fall Focus Visit Update.

Regent Branch stated that Dr. Stephanie Amedeo Marquez, Interim Director, Assessment and Institutional Accreditation, left the meeting early because she had to teach a class. She will provide an update at the next meeting.

B. Capital Projects Update Report.

Mr. David Schutz, Vice President of Administration, presented an update on current capital projects summarized as follows:

Solar Energy Research Park and Academy (SERPA): Mr. Schutz reported that the building is 99.5% complete. Minor issues are being dealt with. Mr. Schutz is very happy with the work of the architects and the local contractor, Blue Sky Builders. Remaining funds from the project (about \$6,000) will be utilized to install a sign at the entrance, plant trees, etc.

Solar Collector Refurbishment (ARRA Project): Phase 1 is 100% complete. Approval was obtained to use the remaining budget of \$235,000 for Phase II, which is to install a Solar Photovoltaic (PV) generating system to provide supplemental power to the Seledon Martinez Education Building. Mr. Schutz reported that Rodman Electric out of Santa Fe got the bid. The budget includes \$26,000 for project monitoring.

Ben Lujan Learning Resource Center (Library Addition): The building has gone vertical. The project is on time and within budget. Anticipated completion date is April 25, 2012.

El Rito Heating Project (ARRA Project): This project is 99% complete. Mr. Schutz stated he has identified some funds to buy the biomass boiler from the NM Finance Authority Program. The purchase of the biomass boiler qualifies as an alternative energy component to the system.

VI. NEW BUSINESS

A. First Reading of Policy: Institutional Review Board for the Protection of Human Participants.

Dr. Antony Sena introduced Dr. Virginia Salas, Assistant Professor of Biology. Dr. Salas, who joined the College in January, has about 15 years of experience in research and clinical settings. Because of her experience she is the ideal person to head up the Institutional Review Board (IRB). Dr. Salas provided an overview of the IRB, a collection of NNMC full-time faculty and community leaders who are charged with reviewing any research studies involving the use of human subjects. The board exists to ensure that study designs conducted at the college by students, staff or outside parties incorporate methods for protecting the rights and welfare of study subjects. This committee will benefit the college by providing instructional and operational standards of professional conduct and practice in the systematic review of research proposals involving human subjects. Registration of the NNMC IRB with the US Department of Health and Human Services is required for many types of grant support from HHS, and will therefore prepare the College for petitioning grants from this and other government agencies. Related to this issue, Dr. Sena briefly spoke about a book, a biography on Ms. Henrietta Lacks, a poor African American woman suffering from cervical cancer. In 1951 cancer cells were taken from Ms. Lacks, which ultimately changed biomedical history.

Dr. Sena will bring this policy for a second reading and/or approval at the next Board meeting. This policy has been reviewed by the Biology Department and the College of Arts and Sciences in general is also reviewing the policy. The policy will be shared with others at the College.

B. Approval of new Room & Board Rates for the El Rito Campus.

This item was not presented to the Board of Regents for approval at this time. In the meantime, Mr. Schutz provided a handout (attached) outlining what other institutions (ENMU and NMHU) are charging for housing and meal plans. Northern's rates are low compared to other institutions. This item will be presented at the next Board meeting.

C. Foundation Director Search and Foundation Dinner Update.

David Schutz provided an update on the progress and timeline of the search for the Foundation Director position (handout attached). He also provided an update on the 16th Annual Scholarship Awards and Donor Recognition Dinner (handout attached).

Foundation Director: The following information was provided for the Board's review: 1) The Job Description for the NNMC Foundation Director position; 2) List of Search Committee Members; 3) Selection Process and Timeline; and 4) the Screening Rubric. Interviews of the top candidates will take place in October.

Foundation Dinner: The "Save the Date" cards were sent out to over 1400 contacts. The Foundation Dinner will take place at 6:00 p.m. on Saturday, October 8, at the Ohkay Casino and Conference Center.

The reception for the recipients and the donors takes place before the dinner at 5:00 p.m. The keynote speaker is Ms. Claudia Delgado. Ms. Delgado is a graduate of Northern and a former Foundation Scholarship recipient. She graduated with Magna Cum Laude honors and now teaches 2nd grade at San Juan Elementary School. The target is to raise as much or more than last year. The College is very appreciative that TSAY Corporation is again underwriting the dinner cost. Mr. Schutz reported that Mr. Rich Marquez, Chair of the NNMC Foundation and Deputy Director of LANL, communicated with all LANL sub-contractors challenging them to participate in this event.

Regent Branch asked if the President’s Office had established a VIP list as in previous years inviting these individuals as guests to the dinner; i.e., area legislators; David Abbey, LFC; Chairman of the Finance Committee, John Arthur Smith; Rep. Lucky Varela; Rep. Kiki Saavedra, etc. Mr. Schutz stated that the VIP list includes area legislators, city counselors, Espanola School Board Members, Rio Arriba County Commissioners, HED, Mayor Alice Lucero, and a few others.

D. Report: Funding Formula.

Dr. Sena provided an in-depth update on the Funding Formula (handout attached). The Funding Task Force has released its recommendations to HED for the new funding formula. During the coming weeks, HED Cabinet Secretary Dr. Jose Garcia will be accepting comments from institution presidents on this proposal. The deadline to come up with the new Funding Formula is October 15, 2011. Presidents from two and four-year colleges will meet on Monday, September 26, to discuss any last minute concerns with Dr. Garcia. This afternoon, September 20, Chief Financial Officers will meet in Santa Fe to also discuss any concerns that they may have. Dr. Sena prepared a handout that reflects the multiple elements of the old formula and the elements that are in the new proposed formula (based on performance outcomes and not on enrollment). Dr. Sena stated that the elimination of the tuition credit is a plus for Northern. In summary, the elements in the new proposed formula are reflected in the table below. Detailed information, using current/actual data, can be found in the handout attached.

Elements	Component
Base	<ul style="list-style-type: none"> • Prior Year I & G Appropriation • + One-time utilities adjustment.
Workload/Instructional Grid	<ul style="list-style-type: none"> • + Instruction, Instructional Support, Student Services, Academic Support – Change in 3-yr. avg. • + Plant Operations & Maintenance/Utilities – Change from prior year. (David Schutz has been meeting with HED to make sure that all the sq. ft. that is eligible goes into the calculation, along with the two new buildings (Library Addition and the SERPA Building).
Outcomes/Award Grid	<ul style="list-style-type: none"> • + Total Awards – Change in 3-yr. Av. • + Workforce Awards – Total Awards. • + At-Risk Awards – Total Awards.
Institutional Share	<ul style="list-style-type: none"> • - Land & Permanent Fund Revenue • - <u>Mil Levy Revenue</u> <p>= General Fund Appropriation Estimations: (HED-FF Taskforce - \$10,465,731.00) (CUP - \$10,505,945.00)</p>

The two and four year institutions have different concerns and new developments with regard to the funding formula are day-to-day. Dr. Sena shared with the Regents an article in the Albuquerque Journal North dated Monday, September 19, 2011 (copy attached). The article states that days after the funding formula proposal was released by HED, Secretary Garcia warned that the state can’t afford the rewards. Dr. Garcia stated that Colleges should expect flat budgets. That means incentives might still be available, but schools won’t be able to earn money for their good performance. The Regents will be kept posted on this issue.

E. Policy Update by Susan Pacheco.

Ms. Susan Pacheco, Chief of Staff, will be reviewing and updating all Board policies. The first batch of policies reflecting changes (proof reading marks) were provided in the Board packet for the Regent's review. These policies include Administrative Withdrawal, Tuition for Military Call, Payroll Deduction Resolution, Staff Emeritus Status, Recruitment Policy, Student Deferred Payment Plan, Sick Leave Bank Policy, Records Management, Refunds, and Soliciting Policy. President Barceló has asked Susan that first priority is to review policies that affect the day-to-day operations of the College. Some of these policies include: travel policy, rental policies and use of College facilities for non-College activities, grievance policy, tuition waivers, student handbook, etc. Ms. Pacheco will be reviewing these policies for consistency internally, consistency across the policies, across the handbooks, and across the Collective Bargaining Agreements. Policies will also be compared with other sister institutions. The final updated policies will be presented to the Board for approval.

F. Presentation of Video regarding Santa Clara Fire Devastation.

The Video was presented at the beginning of the meeting.

VII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. President Barceló provided welcoming remarks at the El Rito Alumni Reunion on Friday, September 16, 2011 at Buffalo Thunder. About 170 former graduates registered for the three-day event, which was reported to be a huge success.
2. The College participated in the El Rito Fiesta Parade on Sunday, September 18, 2011.
3. Dr. Barceló will attend the "Winning the Future: Hispanic-Serving Institutions and President Obama's 2020 Goal" Summit on Wednesday, October 5, in Washington, DC. The event will be attended by presidents from Hispanic Serving Institutions across the nation.
4. Dr. Barceló reported she has asked Dr. Sena to work with the Deans to revamp the orientation program by making it mandatory in July of next year. This is about meeting the needs of the students, etc.
5. On September 30, 2011 President Barceló will attend the International Adobe Conference in Albuquerque NM. She stated she is disappointed that this conference is not taking place at the El Rito Campus as in prior years. She will be talking with the Chairs and Quentin Wilson about the future of the Adobe Program in El Rito.
6. President Barceló will address the students at a Student Forum scheduled on Tuesday, September 27, 2011 in the Boardroom.
7. President Barceló has been meeting with each academic department and these meetings have been a huge success. The positive feedback she has received has been amazing.
8. The Regents will be getting an invitation to attend a reception in mid-October for business leaders from the Espanola Valley. This will be followed by another reception with the Superintendents from the surrounding area. The third reception will be for non-profit and governmental leaders.

9. Dr. Sena reported that the College received word that NNMC received a \$5.9M Cooperative Title V STEM Award. In cumulation with the CAMP and EOC awards, the College has received about \$10.5M in total. A press release will be sent out about this.

VIII. COMMENTS FROM THE BOARD

None.

IX. PUBLIC INPUT

None.

X. STUDENT INPUT

Jeff Ethan Genauer, President of the Student Senate, reported on several topics as follows: 1) the Student Senate has decided to declare the last week in October Basketball Spirit Week. The Santa Clara Basketball Classic is taking place October 28 and 29 and the Tiendita opens in the JCI Building on the 24th with the grand opening scheduled on the 26th; 2) Mr. Genauer stated he spoke with Mr. Ray Powell, NM State Land Commissioner, to see if he was interested in speaking at NNMC at whatever form is appropriate, at a BOR meeting or at a special event; and 3) during his term as President of the Student Senate, Mr. Genauer stated he will continue to try and get a Student Regent on the Board of Regents.

XI. PERSONNEL MATTERS

A. Personnel actions.

The following personnel actions are from the period August 29 – September 16, 2011:

- A.1 President Barceló recommended the hiring of Sandra Rodriguez as Faculty/Director for the Post Baccalaureate Program in the Education Department effective August 29, 2011.
- A.2 President Barceló recommended the hiring of Mary Lou Hoffman-Duran as Custodian on the Espanola Campus effective September 1, 2011.
- A.3 President Barceló recommended the hiring of Jessica Bryant as Writing Specialist in Developmental Studies effective September 16, 2011.

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

President Barceló announced the following retirements/resignations/terminations:

- A.4 Paula Reid, Student Advisement Coordinator, will retire on September 30.
- A.5 Paul Romero, Coordinator for GEAR-UP, was terminated due to lack of funding for the position effective August 31, 2011.

Regent Alfred Herrera moved to accept the retirements and terminations as presented. Motion carried unanimously.

XII. EXECUTIVE SESSION

Regent Alfred Herrera moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2) of the Open Meetings Act to discuss limited personnel matters. **Regent Feliberto Martinez,**

Regent Cecille Martinez, Regent Alfred Herrera, and Regent Branch moved in the affirmative to adjourn into executive session at 12:38 p.m. *(Note: The Executive Session took place in the Boardroom of the Montoya Administration Building.)* The open meeting reconvened at 2:07 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 2:07 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: October 27, 2011

/s/ _____
Michael P. Branch, Board President

/s/ _____
Cecille Martinez-Wechsler, Secretary