

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
FEBRUARY 17, 2011**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, February 17, 2011 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 9:12 a.m.

Northern New Mexico College staff present: Dr. Nancy Barceló, President; Dr. Anthony Sena, Provost and VP of Academic Affairs; David Schutz, Interim VP of Administration; Dr. Dan McLaughlin, Director of Assessment; Susan Pacheco, Chief of Staff; David Trujillo, Assistant Provost Grants and Special Projects; Nancy O'Rourke, Human Resources Director; Nancy Sharp, NNMC Foundation Executive Director; Dr. Ken Dvorak, Director of Distance Education; Dr. Cathy Berryhill, Dean, College of Teacher Education; Dr. Jan Dawson, Assistant Provost for Academic Support/Registrar's Services; Dr. Matthew Martinez, NPI Director; Ambrosha Baca, NPI Administrative Assistant; Ryan Cordova, Athletic Director; Sandy Krolick, Art Director/Designer; Julianna Barbee, Director of SBDC; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Dr. Mellis Schmidt, Tim Crone, Ellen Trabka, Dr. Patricia Trujillo, Dr. Susana de la Pena, and Gil Sena. Others present: Lita Owen, Student Senate Vice President and John Ingram, Field Representative for AFTNM.

**II. APPROVAL OF AGENDA**

The final agenda was approved as presented.

**A. Introduction of new employees.**

President Barcelo introduced and recommended the hiring of Ms. Ambrosha Baca as Administrative Assistant for the NPI Program effective January 31, 2011. President Barcelo also introduced and recommended the hiring of Dr. Susana de la Pena as Developmental Writing Specialist under the Title V-EXITO grant effective February 1, 2011

**Regent Feliberto Martinez moved to approve the hiring of Ms. Baca and Dr. de la Pena as presented. Motion carried unanimously.** Regent Branch noted that the Board of Regents approved the hiring of Dr. Virginia Salas as Assistant Professor of Biology on January 20, 2011. Dr. Salas was listed again as a new employee at the February meeting. Dr. Patricia Trujillo also introduced Ms. Jessica Bryant who was recently hired as half-time Writing Center Director under the Title V-EXITO grant.

**III. APPROVAL OF MINUTES**

The minutes for the regular meeting held January 20, 2011 and the minutes for the special meeting held February 9, 2011 were approved as presented.

**IV. FINANCIAL REPORT**

**A. Budget Status Report and Audit Update.**

Ms. Susan Pacheco, Chief of Staff, presented a budget and audit update on behalf of Domingo Sanchez, Interim Chief Financial Officer.

Fiscal Operations Recovery Plan: Ms. Pacheco reported that immediate priorities outlined in the Fiscal Operations Recovery Plan approved by the Board of Regents on February 9, 2010 have been accomplished. A meeting with two representatives from SunGard took place. SunGard will assist the College in the development and coordination of an on-site Banner Finance Module training plan for all financial personnel. The College continues to meet with and provide updates to DFA, LFC, and HED every Friday. By the end of February the finance office expects to finish the operational cash account reconciliations for the auditors. DFA, LFC and HED are aware and satisfied with this timeline.

Kardas, Abeyta & Weiner, P.C., is assisting the College in coming up with correct beginning fund balances referencing the 2009 audit, which was the last time the College had an approved and unqualified opinion on the financials. Confirmed numbers will be submitted to HED for their approval before completing the final work on the budget.

Audit Update: All outstanding items required to complete the audit have been discussed with Moss Adams. A weekly phone conference takes place with the auditors prior to the Friday meetings with the Legislative bodies so everyone is on the same page. About 80% of what Moss Adams has requested has been provided to them. Moss Adams is waiting for some of the same information that the legislature is waiting for and they understand the deadlines the College is working under.

Grant activity and drawdowns continue as normal along with payroll activity in the Business Office.

## **V. OLD BUSINESS**

### **A. AQIP Update.**

Dr. Dan McLaughlin, Director of Assessment, and Nancy O'Rourke, Director of Human Resources, presented a PowerPoint presentation concerning category four of the Systems Portfolio: "Valuing People." A copy of the PowerPoint presentation is attached, which provides more details concerning this presentation.

All of the nine categories of the Systems Portfolio are broken down into three components: processes, results and improvements. Category four has 14 processes; eleven of these are being addressed. The three not emphasized at the present time include: 1) planning for changes in personnel, 2) designing work processes and activities, and 3) ensuring ethical practices.

1. Processes (broken down into six focus groups):
  - Focus 1: Identifying employee skills
  - Focus 2: Orienting new employees
  - Focus 3: Determining training needs; focus areas for training
  - Focus 4: Designing measures for valuing people
  - Focus 5: Designing recognition systems
  - Focus 6: Ensuring employee well-being(Ms. O'Rourke reported on the work underway for the above processes; refer to the attached PowerPoint presentation for more details.)
2. Results (measured from several survey instruments):
  - Job satisfaction.
  - Acknowledgement (top two in importance from employees who responded to a survey: 1) time off work, 2) letter from the President recognizing their work.
  - Satisfaction with policies.

3. Improvements (looking ahead):

- Connect training to College-wide strategic planning.
- Improve quantity and quality of performance results through use of web-based strategies and tools, especially in low-performing areas (e.g., policy awareness and fairness).
- Establish baseline data in “a critical few” areas.
- Assess the effectiveness of our professional development framework.

Regent Branch requested that all aspects of celebrating success be incorporated into an overall plan so everyone understands what the College does in certain circumstances and know what to expect; i.e., project success, employee success, etc.

**B. Capital Projects Update Report.**

Mr. David Schutz, Interim Vice President of Administration, presented a capital projects update report summarized as follows:

College of Education Building: Construction is 100% complete.

SERPA: The steel frame is being erected this week by the contractor, Blue Sky Builders.

Espanola Bookstore Expansion: Temporary partition walls were erected outside the bookstore and additional registers purchased to alleviate the heavy traffic anticipated at the beginning of the spring semester. At this point there is no space available for expansion. Staff is looking at ways to spend remaining funds.

Ben Lujan LRC Addition: The College entered into a contract with Franken Construction and the project is moving forward. Ground breaking will take place early March. The property directly south has been leased from the Vigil family for overflow parking and storage of materials and equipment during construction.

Residence Hall: The College continues to pursue funding options for the project. The gross receipts tax legislation option has been put on hold for a number of reasons.

Nick Salazar Center for the Arts: This project (acoustic and lighting systems upgrades) is now substantially complete.

ARRA – Solar Heating System Upgrades, Espanola: The College is waiting for the delivery of 260 specially made gaskets that seal the glass on the collectors. Mr. Schutz stated that the project came in way under what was anticipated, so about \$250,000 needs to be reprogrammed; phase two is being developed to spend remaining funds. Regent Branch requested that reauthorization of these funds should be an action item on the agenda at a future Board meeting.

ARRA – Heating System Upgrades, El Rito: Engineering plans are complete. Ground breaking will take place early March.

Ramada at the El Rito Plaza: This project has been delayed for warmer weather. Construction will be coordinated with the ARRA project so there are no conflicts. At this point in time, Mr. Schutz thinks construction of the Ramada will take place first.

Security System Upgrade: The College has been meeting with legislators, specifically Senator Carlos Cisneros, for support of a \$1.2M capital outlay request for upgrades to the security systems on the Espanola and El Rito Campuses. The College is also requesting \$850,000 to develop/create a student services one stop shop to make it more efficient for new and existing students.

Natural Gas Crisis: Due to a natural gas outage in early February, several areas in New Mexico, including Espanola and other towns in northern New Mexico, went without gas for about a period of four to six consecutive days. Mr. Schutz reported that when the gas was turned off on Thursday, February 3, facilities staff shut down the water supply systems and drained pipes in order to prevent pipes from freezing. The College closed its doors February 4 through February 7, 2011. Gas was restored on Sunday, February 6; however, the buildings did not warm up sufficiently for employees and students to return on Monday. Staff from the Facilities Department spent most of the day on Sunday with gas experts and plumbers re-lighting boilers, etc. President Barcelo thanked the Facilities Department for their excellent work during this time. (Excerpts from KOB.com: “NM Gas Company blamed supply and demand, and a lack of pressure to push the gas through the pipelines for the outage. Power blackouts in Texas cut off power to compressors in West Texas that feed gas into New Mexico. The NM legislature is moving forward with a full scale investigation into the natural gas outage that left about 32,000 customers across the state without natural gas in early February, 2011.”)

President Barcelo and David Schutz met with Superintendent Janette Archuleta and Mayor Alice Lucero’s representative on Tuesday, February 15, to discuss a common emergency preparedness plan whereby all three entities can undertake and implement during periods of crises. Rio Arriba County will be involved in these discussions as well. The College has offered its facilities for shelter for the community in the event of a crisis or emergency. Another topic that came up was inclement weather and coordination of school closures. The College is looking into the development of a contingency plan if the College is ever forced to shut down for an extended time in the event of a crisis.

*(At this time the Regents recessed for a short break at 10:25 a.m. The open meeting reconvened at 10:43 a.m.)*

#### **B. Board of Regents Retreat-Spring, 2011.**

President Barcelo stated that the Board of Regents Retreat will take place after the legislative session ends. The El Rito Campus is being considered for the location of the Retreat, food being the only expense. Josephine Aguilar, Assistant to the President, obtained estimates from a couple of places (Santa Claran and Buffalo Thunder) for a meeting room; rental rates range from \$300 to \$500. President Barcelo suggested that a planning committee decide on the date and location. Regents Cecille Martinez and Theresa Martinez volunteered to serve on the planning committee. Some items that Regent Branch suggested be on the agenda include: finance/budget, President’s contract and nine goals, future strategic planning, capital outlay, etc. A draft agenda will be presented for review in the near future.

#### **C. Update from the Effective Resource Utilization Committee (ERUC).**

Dr. Anthony Sena stated the ERUC has been meeting and working in parallel with Administration because of the current budget situation. Final recommendations will be presented to the Board of Regents for review and approval the end of March, 2011. Some of these recommendations include the following:

- The ERUC is looking at program review data from last year. Conclusions and recommendations from last year’s review are still relevant. The report talks about programs that are underproductive or need to be redirected in terms of admissions.

- There will be a recommendation for program suspension and redirection; whether courses should be offered for credit, continuing education, etc.
- Recommendations from the Provost's office for program efficiencies. Between the Provost's cost-saving recommendations and from the program review data from last year, the amount that could be saved is about \$250,000.
- Recommendations to increase tuition. The ERUC is looking at different scenarios of tuition rates (one tuition rate and incrementally raising tuition at different percentages). Last week Alfredo Montoya, Financial Aid Director, provided a summary on how tuition impacts financial aid. The whole issue of the funding formula and tuition credit taken by the state is complex and confusing. Dr. Sena stated this issue requires further discussion to understand it better. He explained that the state tuition credit is part of the funding formula that currently exists and that it is driven by student credit hours. Dr. Sena stated the new HED Secretary wants to set up three tiers of funding formula, one for research universities, one for the regional comprehensive universities, and one for community colleges by November.
- Another recommendation is that 1% be set aside from all instructional/academic budgets for professional development and program development initiatives.

## **VI. NEW BUSINESS**

### **A. Review and approval of Employee Compensation from Sponsored Programs Policy.**

Dr. Sena reported that this academic year discussions took place concerning compensating faculty who are working on grants particularly NSF, Title V, and other smaller grants. A committee reviewed about five policies currently in place at other institutions similar in size to Northern. The attached policy is based on best practices from other institutions. The purpose of the Employee Compensation from Sponsored Programs Policy is to ensure that the College is in compliance with all appropriate Federal requirements while also providing a policy and practice framework that (a) appropriately and fairly compensates faculty and staff for grant-related work, (b) provides incentives for faculty and staff sponsored programs activity, and (c) attempts to provide flexibility to managers of both academic and non-academic units faced with budget constraints and limited numbers of employees. The College recognizes the vital role played by sponsored programs in the development of institutional capabilities, the enhancement of the skills and knowledge of staff and faculty, the creation of new knowledge that benefits Northern's students specifically and the academic enterprise generally, and the furtherance of the mission, vision, goals and strategic priorities of the College. Mr. David Trujillo, Assistant Provost for Grants and Special Projects, stated that this policy recognizes the standards established by OMB Circular A-21, and adheres to the compensation-related policies and regulations of the specific Federal funding agencies whose regulations further refine and/or interpret the guidance in Circular A-21.

Dr. Sena stated that this policy only addresses compensation, but it would be beneficial for the College to consider a separate standard indirect cost rate policy. By legislative mandate there are no indirect costs attached to the Title V grants and a couple of NSF grants that are student aid oriented also do not allow the College to recapture indirect cost. However, there are other smaller grants that have indirect costs attached. Mr. Trujillo stated that the thought process that goes into how the College is going to absorb costs starts well before the grant is written. Dr. Sena and President Barcelo recommended approval of the policy.

**Regent Theresa Martinez moved to approve the Employee Compensation from Sponsored Programs Policy as presented. Motion carried unanimously.**

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

1. On Wednesday, February 16, President Barcelo, Dr. Anthony Sena, Regent Branch, Dr. David Barton, Phi Theta Kappa sponsor, and Dr. Brenda Kuiper who has taken over for Dr. Barton as the new Phi Theta Kappa sponsor, attended the All-Academic Team events at the legislature. Two outstanding students from NNMC were nominated and selected to the All-Academic Team: Laura Ulibarri, a Magna Cum Laude student seeking a B.A. in Elementary Education and Letitia Martinez, a Summa Cum Laude student seeking a B.A. in Integrated Studies.
2. President Barcelo invited the Men's Basketball Coach, Ryan Cordova, to make a presentation to the Board. Mr. Cordova reported that the Men's team will be participating next Friday and Saturday in the semi-finals of the Association of Independent Institutions (AII) Conference tournament in Denver. To make the conference a team has to finish in the top four. The Women's basketball will finish up their season with home games against Southwestern University on February 18 and 19.
3. At President Barcelo's request, Ellen Trabka, Chair of Health Occupations, reported that Commission on Collegiate Nursing Education (CCNE) evaluators were on-site for a formal accreditation visit of the RN to BSN program February 9-11, 2011. The site evaluators found that the program met all four accreditation standards. This is an important first step in the accreditation process. The team will submit a report within a month's time. The College will have an opportunity to respond to the report, make any necessary clarifications, and attach a formal response. The final report and formal response will be submitted to the CCNE sometime in July, who in turn will review it and make a formal recommendation for accreditation. This process will not be completed until October, 2011. The College passed an important milestone with flying colors.
4. President Barcelo recognized and thanked Lisa Powell, Editor/Writer, and Sandy Krolick, Art Director/Designer, for creating a NNMC view book that is first class and the best she's seen in her career. A four-minute video titled "Letters to Northern" has been developed for marketing purposes based on this view book. This was a collaborative internal effort by Producer and Canal Seis Director David Lindblom, script writer Lisa Powell, and other employees from Northern. The Regents were very impressed and thought the video first rate also. Nancy Sharp, Executive Director of the NNMC Foundation, stated the video was Dr. Barcelo's idea. The video was shown to the LANL Sub-Contractors Consortium on January 27 and the feedback was overwhelming positive.
5. Dr. Barcelo reported that at a Foundation Board meeting on February 16, the board members recommended that the NNMC Foundation is now in a position to be independent from the College and that it hire its own person to maintain the books. President Barcelo concurs and supports this recommendation. President Barcelo stated the MOU that is currently in place between the Foundation and the College needs to be looked at by Administration and the Board of Regents. The Foundation Board Members agreed that the College needs to pursue a major campaign to raise monies. President Barcelo stated that a colleague of hers, Dr. Debra Friedman, VP/Dean of Public Programs from Arizona State University, played a key leadership role at the University of Washington on their capital campaign to raise \$2B, which they exceeded. Dr. Friedman has agreed to work with NNMC as a consultant. She will provide a 4 to 6 hour workshop with the Foundation Board. She will also want to meet with the Board of Regents for a couple of hours. President Barcelo will keep the Board posted concerning the campaign.
6. President Barcelo stated she has been very involved at this legislative session. Some students, faculty and staff will be participating in Espanola Day at the Legislature on Friday, March 4. The students will have an opportunity to meet and talk to Northern's local legislators.

7. President Barcelo thanked the Regents for the flowers that were delivered to her office following surgery on her wrist which was broken as a result of a fall on the ice the middle of January. She said her wrist is healing.

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

1. Regent Branch stated that Representative Nick L. Salazar has been a great supporter and friend of the College for many years. Regent Branch publicly expressed his gratitude and appreciation to our area legislators for their support of Northern and its continued development. He urged students, faculty, and staff to also express their thanks when they see them. As soon as this legislative session is over, a planning session will take place to plan how the College will respond at the next session to improve coordination and communication with legislators.

2. President Barcelo also expressed her appreciation to the area legislators for their support of Northern. She stressed that her many visits with individual legislators are critical because they have been about Northern's future. She emphasized that there is no overreacting in terms of the issues being addressed currently at the legislature.

3. Regent Branch stated he was given a Quality Funding Resolution (copy attached) late in the day Wednesday, February 15, submitted by the NNMC Faculty, Adjunct Faculty, and Classified Staff Affiliate of AFT New Mexico. He gave a copy to each Regent to respond as soon as possible as to whether the Board should submit it, modify it, or not respond. Because the Resolution came in late on February 15, Regent Branch stated President Barcelo and the Regents did not have sufficient time to review the Resolution. Regent Branch stated the College plans to meet with legislators this week concerning some of the issues listed in the Resolution. Regent Branch stated his vision, as stated to Mr. John Ingram with NMAFT several weeks ago, is to get higher education in the state united to address particular items at the legislature and the importance of having some semblance of an organization which has not been in place. The attached Resolution goes beyond this by also including K-12, which is already a united organization. He wants the Regents to read and understand the Resolution as it is written, which places NNMC as the institution carrying the banner and leading the charge. He invited the Regents to submit ideas to President Barcelo on how to address this Resolution.

### **IX. PUBLIC INPUT**

1. Tim Crone reported that at the last Faculty Senate meeting, he submitted his resignation as President of the Faculty Senate. The Faculty Senate Constitution states that if the President resigns, the Vice President becomes the President and at the next meeting a new Vice President is elected. The current Vice President is Gilbert Sena, who is now the President of the Faculty Senate.

2. Julianna Barbee invited everyone present to the New Mexico Small Business Development Center (NMSBDC) day at the Legislature scheduled on Friday, February 25. The local business of PMI (Performance Maintenance, Inc.) will be highlighted. Ms. Barbee also reported that she is working on a video for Senator Bingaman. She is writing the script on his behalf for his support for the SBDC program. Ms. Barbee will also be doing a legislative presentation in Washington, D.C. in March, 2011 on behalf of the National SBDC program. She emphasized that everywhere she goes Northern goes with her (Northern's name and logo are on her presentations, videos, etc.).

3. Dr. Sena reported that last month he and David Schutz meet with Pedro Sedillo from Senator Bingaman's office concerning the submittal of some proposals for some priority items at NNMC: the El Rito Campus initiative, Security, and Residence Hall. Proposals with a budget will be submitted to Pedro Sedillo in the near future.

**X. STUDENT INPUT**

Lita Owen, Vice President of the Student Senate, reported that the Student Senate will be holding a seven-week lecture series title “Empowerment” at Northern’s Espanola Campus. Several speakers have been contacted to provide sessions during this time frame.

**XI. PERSONNEL MATTERS**

**A. Personnel actions**

Action to approve the hiring of two new employees took place under Introduction of New Employees above.

**EXECUTIVE SESSION**

**Regent Alfred Herrera moved that the Board enter into executive session pursuant to Section 10-15-1(H)(2) of the Open Meetings Act to discuss limited personnel matters. Regents Feliberto Martinez, Theresa Martinez, Cecille Martinez, Alfred Herrera and Michael Branch moved in the affirmative to adjourn into executive session at 12:06 p.m.** The open meeting reconvened at 12:40 p.m. Regent Branch reported that no action was taken in executive session.

**XII. ADJOURNMENT**

**Regent Theresa Martinez moved to adjourn the meeting.** The meeting adjourned at 12:40 p.m.

APPROVED: March 22, 2010

Josephine Aguilar, Recording Secretary

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

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