

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
DECEMBER 7, 2012**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on **Friday, December 7, 2012** in the Priscilla Trujillo Schafer Boardroom on the El Rito Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, Alfred Herrera, Cecille Martinez and Feliberto Martinez. Board President Michael Branch called the meeting to order at 1:08 p.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Dr. Anthony Sena, Provost and VP of Academic Affairs; Domingo Sanchez, VP for Finance and Administration; Ricky Serna, VP for Institutional Advancement; Frank Orona, Dean of Student Services; Dr. Mellis Schmidt, Dean of the College of Arts and Sciences; Dr. Steve Martinez, Dean for Academic Support; Bernie Padilla, Director of Human Resources; Todd Wilson, Director of Safety and Security; Jessica Jones, Interim Director of the Library; John Sena, Director of HEP; Jessica Bryant, Director of ABE; Melissa Velasquez, Director of the El Rito Campus; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Gilbert Sena, Karen Simpson, and Tim Crone. Others present: Louis McGill, Reporter with the Rio Grande Sun. There were a few other faculty, staff, and community individuals present.

II. APPROVAL OF AGENDA

President Barceló requested that Item B under New Business, Approval of Title IX policy, be removed from the agenda; further review is needed from the Office of Civil Rights. Regent Cecille Martinez moved to approve the final agenda as amended. Motion carried unanimously.

III. APPROVAL OF MINUTES

The minutes for the meeting on October 25, 2012 were approved as presented.

IV. FINANCIAL REPORT

A. Approval of Fiscal Watch Report as of October 31, 2012.

Before presenting the Fiscal Watch Report as of October 31, 2012 (attached), Mr. Sanchez reported on the progress made by the College in regaining a strong hold on its finances. Since January 2012, the College has successfully completed four audits: FY09, FY10, FY11, and the FY12 audit, which was due in November. Based on the successful submission of the audits, Mr. Sanchez stated that HED has pledged its support to remove the College from submitting monthly fiscal watch reports. The College will now submit financial reports on a quarterly basis, similar to other institutions (the next fiscal watch report will be presented in January for Board approval for the quarter ending December 31, 2012). HED has also stated that they will make a recommendation in writing regarding formal approval of the Operating Budget for FY 2013. In early spring of this year, HED will conduct a programmatic audit of the institution. Upon successful completion of the audit, the HED will completely remove the College from the Fiscal Watch list. Mr. Branch stated, for the record, that the problems this administration inherited went as far back as 2005 when the College converted to Banner and the level of staffing was not available to keep up with the volume of work required to catch up. Mr. Sanchez confirmed that the clean-up went back to fiscal year 2005. The Business Office did so much cleaning up and tightening up

of numbers that when the Auditors finished the FY10 and FY11 audits, they had to go back and do a single 2009 audit. The Finance/Audit Committee of the Board met on Friday, November 30, to discuss this and other budget issues.

Fiscal Watch Report: The overall cash at the end of October is at \$1,062,590 and total assets for the institution is at \$37,944,225. Total Liabilities is at \$1,354,768. The summary of operating funds reflects that the College brought in about 35.0% in total revenue and spent about 31.7%, which is good because the College is spending less than what is brought in. Overall, the College has an ending fund balance of \$4.2M. The summary of plant funds reflects an ending fund balance of \$32,303,110. The comparison report of operating funds reflects that at the end of October 2011 the college collected \$9M in total revenue compared to \$10M at the same time in 2010. In terms of expenditures the College collected \$8,049,437 in 2001 compared to \$9,204,093 in 2012. Overall, the fund balances are at \$4.2M this year compared to last year at \$5.3M. The overall ending fund balance for plant funds this year is at \$32.3M compared to \$29M last year. Mr. Sanchez will follow-up with the amounts for Student Aid on page 15, which appears to be a very healthy difference. Cash and cash equivalents at the end of the reporting period is at \$1,062,590.

In addition to the fiscal watch reports, Mr. Sanchez has been providing monthly I & G reports reflecting revenues and expenditures for unrestricted funds. Mr. Sanchez stated he expanded this report to include the auxiliary funds (attached)—self-supporting departments that might need a transfer from I&G to continue operation. Mr. Sanchez stated he may add another report to include federal accounts in order to better monitor programs that fall in this category. The I & G report reflects total revenue collected at \$5.9M for the current year compared to \$5.7M the end of October last year. Total expenditures are down for the current year (\$4.2M the end of October 31, 2012 compared to \$4.4M at the same time last year). Mr. Sanchez reported that numbers are getting more accurate and fund balances will be more reliable, so by the time the FY13 Audit is finished, the Business Office will be in a position to focus on improving policies and procedures that relate to the finances.

B. Budget and Audit Update.

Mr. Sanchez reported that the Audit Exit Meeting for the FY12 Audit took place on Wednesday, November 14. On Monday, December 3, the College received a letter from the State Auditor's office giving the go ahead to print the FY12 Audit. The auditing firm (Moss Adams) will print the audit and send it back to the State Auditor's office. Mr. Sanchez sent a letter to the State Auditor's office requesting that they waive the 5-day waiting period to release the audit. The College is waiting for completion of this entire process.

C. Grants Update.

The College received two sub-awards since last month.

1. NSF Grant – Viticulture Enology Science and Technology Alliance (VESTA) for \$168,000 to train technicians and workers for vineyards.
2. National Center of Genome Resources - \$10,000 to enhance capability and resources of New Mexico biomedical researchers.

D. Capital Projects Update.

The Ben Lujan Library Addition: The temporary certificate of occupancy will be available by the end of December. Mr. Sanchez has been told that the addition to the library should be ready by the first day of classes on January 14, 2013.

Bonds: GO Bond C for higher education passed by the voters on November 6. For Northern this means \$2M for campus security and safety upgrades and support for other much needed improvements and innovations. Mr. Sanchez stated the paperwork with DFA has been completed in order to move forward on the projects that fall within the language of the GO Bond. The bonds will be issued in March. Mr. Sanchez stated he will continue a conversation he had with DFA regarding the invoicing and reimbursement process.

LFC Budget Hearing: Mr. Sanchez reported that Northern's presentation at the LFC Budget Hearing for Higher Education on December 5, 2012 went well. Pictures were provided so legislators could see the needs of the College. The HED recommended \$2.5M for renovations to the Montoya Administration Building.

V. OLD BUSINESS

A. Academic Affairs Report.

- Funding Formula Update.

Dr. Sena reported that on October 29, 2012 a general meeting regarding the funding formula took place and since that time there has been no movement or action taken. The work of the Funding Formula Steering Committee was completed about three months ago. It was ultimately decided that not all of the outcomes that were proposed by the various sectors (the research universities, the comprehensive colleges, and the two-year colleges) had been given enough time to run clean data tests. As a result, the proposed funding formula did not include any of the work accomplished during the summer months. The technical committee has continued to meet to do trial runs with the data that exists—using last year's formula. Dr. Sena stated that at this point in time it looks net positive for Northern.

Ricky Serna reported that LFC Budget Hearings for Higher Education took place on December 5. A \$4.7M increase in funding is recommended for higher education. LFC recommendations are typically higher than HED recommendations. If the HED recommendation is the worst case scenario for Northern, than the worst case scenario would be a \$116,000 funding increase for FY14. The increase can be attributed to an overall percent increase (11.5%) to our outcomes as an institution, which includes STEM age awards. The College is hopeful that the higher recommendation will go through and that all of Northern's legislative requests/priorities are funded.

- Developmental Education Reform Conf. Update.

Dr. Steve Martinez stated that several individuals from Northern attended the Developmental Education Reform Conference in Albuquerque on November 28-29, 2012. In August it was reported to the Governor's Office that the State of New Mexico was spending \$27M a year on developmental studies. This raised a red flag for the Governor which prompted her to have HED Secretary Jose Garcia put together this developmental studies conference. The conference had several goals: The first goal was to find out what institutional plans already exist for developmental studies statewide. The second goal is to come up with a three-year master plan to address developmental studies. The conference also involved the business component. Complete College America (CCA) funded the entire conference and will basically try to pitch their model to the State of NM. CCA will lobby the HED for a contract.

Dr. Barceló stated that the feedback on the presentation made by Northern's staff was widely accepted by all. Northern's model is being looked at as a model to follow. Developmental studies is connected to the funding formula, which prompted the Provost to look at retention efforts, advising, dual credit, and other areas to improve developmental studies. Dr. Sena stated he is not sure Northern has the best model, but it certainly does have a very good one, which will be fine-tuned so it gets better. Discussion at the

Board meeting also included the importance of outreach to the local public schools and the quality and commitment of instructors. President Barceló stated Northern is in a position to probably have one of the strongest pathways to higher education. Northern issues about 300 GED awards a year. Many of these individuals enroll at Northern and go on to get a certificate, an AA degree and move on to earn a Bachelor's degree.

B. Status of Student Representative.

Mr. Ricky Serna stated that the policy outlining the requirements and application process for a Student Representative on the Board of Regents was sent out Broadcast to the College community on October 8, 2012. When the application period ended on October 26, 2012, the Dean of Student Services had two applications. A discussion on whether or not the College adequately promoted this opportunity well enough to the campus community took place. It was decided to extend the application period to the middle of December with the Dean of Students and Mr. Ricky Serna committing to do classroom presentations. Mr. Serna emphasized that it is not the initial quality of the two applications received but having a bigger pool and diverse group of applicants. The first two applicants will be considered and they are not required to re-apply. A recommendation will be submitted to the Board of Regents at the January Board meeting.

C. Review of 2000 Policy Series.

Mr. Ricky Serna stated that on December 3, the Policy Review Committee disseminated for campus community review the 2000 Policy Series that includes 29 policies in the areas of general management, grants and sponsored projects, information technology services, etc. The review process will close on January 7, 2013. The Policy Review Committee will review feedback and any changes will be incorporated. The 2000 Policy Series will then be presented for Board approval at the January or February Board of Regents meeting. An electronic copy was forwarded to the Board by Ricky Serna in November and hard copies provided at the meeting. Mr. Serna stated the faculty handbook is not included in this series.

Mr. Serna informed the Regents that he completed the changes to the Board of Regents By-Laws and will forward this document to the Regents for review.

(At this time the Regents took a brief break at 2:27 p.m. The open meeting reconvened at 2:40 p.m.)

VI. NEW BUSINESS

A. Approval: Disposal of Assets.

Mr. Domingo Sanchez provided a list of fixed assets for disposition. Mr. Sanchez reported that the College hired a fixed assets accountant to look at the fixed assets system that is set up within Banner. The process includes: 1) transfer assets to another department; 2) donate assets; or 3) disposal of assets. The attached list is a record of old computers with serial numbers identified for disposition.

Regent Alfred Herrera moved to approve the disposition of assets as presented by Mr. Sanchez. Motion carried unanimously.

B. Approval of Title IX Policy.

This item was postponed for a future meeting of the Board.

C. ABE/HEP Presentation.

Below is a summary of the presentation made by Mr. John Sena, HEP Director, and Ms. Jessica Bryant, ABE Director.

Basic Statistics from US Census Bureau in Rio Arriba County:

- Approximately 5,600 adults over the age of 25 do not have a high school diploma or its equivalent
- About 3,000 cannot speak English or do not speak it “very well”
- About 43 percent of adults over 16 are unemployed (6.5%) or are not in the work force (38.8 %)
- Only about 16 percent of adults 25 and over have a bachelor’s degree or higher

What is Adult Basic Education?

- Serves adults, 16 years of age and older, who function below the high school completion level.
- Is a division of the New Mexico Higher Education Department
- Is funded by State and Federal grants
- Provides opportunities for:
 - Learning basic literacy skills
 - Placement and retention in employment and workplace programs
 - Obtaining a GED
 - Enrolling in post-secondary education programs
 - Learning English as a second language (ESL) and Civics
- ABE Fall 2012 Enrollment = 132 (5 Adult Secondary Education, 92 ABE, 35 ESL)

What is HEP?

- Federally funded grant
- In existence at Northern for more than 40 years
- Serves seasonal and migrant farm workers
- Provides GED instruction, financial support and college and career counseling
- Serves about 100 students per year at Northern’s Española campus and in Taos
- HEP Fall 2012 Enrollment = 47 (28 Espanola; 19 Taos)

At Northern in 2011-12:

Of 40 ABE students enrolled in the High Intermediate to Adult Secondary Education level, 28 students earned a GED. Of 104 HEP students, 51 earned a GED.

Currently at Northern:

The ABE & HEP programs are working together to provide more structure for students. This includes:

- Hiring four full-time faculty and one part-time Job & Life Skills instructor
- ABE & HEP students enrolled in their specific programs, but learn together in the same classrooms with the same instructors
- Faculty hold daily tutoring & advising hours
- Faculty & staff meet regularly to collaborate on program improvement
- Formal policies to evaluate teachers
- Early interventions to address concerns with student attendance, behavior or academic performance
- Courses Offered: Language Arts (Writing, Reading, Social Studies & Science); Math; Job & Life Skills; English as a Second Language

GED 2014

- Changes to the GED test:
 - Computer test only

- Four assessments instead of five
- Two levels of assessment – high school equivalency and college/career readiness
- Question complexity based on Webb’s Depth of Knowledge
- Prior content knowledge will be assessed

What the College is doing to prepare:

- Developing comprehensive curriculum with faculty
- Professional development in teaching computer literacy & content knowledge

E. Report: Cohort-Based Scheduling.

Ms. Karen Simpson, Associate Professor in the Business Administration Department, explained that the purpose of the cohort-based scheduling study is to explore the feasibility of offering an accelerated Bachelor of Arts in Business Administration with a major in management. The Business Department has researched financial aid requirements, and Association of Collegiate Business Schools and Programs (ACBSP) accreditation requirements, and has conducted a student survey to determine interest in a cohort. The recommended date for starting the cohort would be fall 2013. Students wishing to enter the cohort must first complete all general education requirements and must have a GPA of 3.0 or better. Once a student is admitted, the student will be required to take two three-credit-hour classes every eight weeks or a total of 12 credit hours per fall and spring semesters. The proposed accelerated program classes would be taught face-to-face or online in 8-week and 4-week formats. To implement this cohort model, the financial aid, assessment for ACBSP, and the schedule must be in place. An additional full-time faculty will be needed to administer and manage the program. Students entering this cohort can expect to complete their Bachelor’s degree within 17 months, by January 2015.

The department currently offers both Associate’s and Bachelor’s degrees in Business and Office Administration. The Associate’s degrees in Business are accredited by ACBSP. The department hopes to acquire the accreditation for the Bachelor of Arts in Business by 2014. The proposal and a draft schedule of the cohort are attached.

Regent Herrera stated that, as a graduate of the University of Phoenix, this is something that is vitally needed in the community. Dr. Sena stated a big advantage this institution has over the University of Phoenix model is that the cost is based on Northern’s tuition and fees. Regent Garcia stated the concept is great; however, the College’s first priority should be to acquire the accreditation for the Bachelor of Arts in Business before moving forward and overall improvement of scheduling, course offerings, etc., to accommodate the students better.

E. Discussion: Faculty Handbook Revisions.

This item was tabled for a future meeting of the Board.

F. Approval: Legislation for NNMC Student Regent.

In October 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. Regent Herrera stated time is of an essence because if legislation is not introduced at this legislative session, the Board will have to wait until 2016. Discussions 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 have taken place. This is a constitutional amendment that would require approval on the ballot by the state of New Mexico.

Mr. Ricky Serna stated that Article 12, Section 13, of the New Mexico Constitution discusses the role of the Board of Regents and the structure and composition as they relate to the number of members and eligibility of those members. All four-year institutions in New Mexico, with the exception of UNM, have a Board of Regents comprised of five members. All of these institutions, including UNM, reserve one position on the Board for a student regent, appointed by the Governor of New Mexico.

At the 2012 legislative session a joint resolution drafted by Senator Richard Martinez unanimously passed the state Senate on February 15, 2012 by a 32-0 vote, but the vote came too late for the resolution to be forwarded to the House of Representatives for action before the session ended February 16 at noon. The resolution called for a constitutional amendment to require a student regent to join four other regents, appointed by the governor. The state constitution requires institutions of higher education to have at least one student member on their boards of regents, but it specifically exempts Northern, the New Mexico Military Academy, the New Mexico School for the Deaf, and the New Mexico School for the Visually Impaired from this requirement, meaning it would take a constitutional amendment to require Northern to have a voting student regent.

Mr. Serna stated that the committee met and it is their recommendation that legislation in support of a student regent on this Board be introduced at this upcoming legislative session, which would require that an amendment be put on the 2014 general election for a majority approval by the voters. Regent Cecille Martinez added that there is a lot of work to be done in committees of the Board and having a student regent and only four Regents would handicap the board in order to be effective.

Regent Branch suggested that the committee draft legislation for a five-member board and one for a seven-member board and bring back this information at the next meeting so the Regents can review the difference and be prepared to pick one of the drafts.

G. Approval of staff bargaining unit salary increase.

Regent Alfred Herrera moved that Item VI(G) be moved after the Executive Session. Motion carried unanimously.

VII. STUDENT REPORT

None.

VIII. COMMENTS FROM THE BOARD

Regent Branch stated he attended the Developmental Education Reform Conference in Albuquerque and is proud of the presentation made by Northern's faculty and staff, which was far superior from the other presentations made by other institutions.

A. Reports from BOR Committee Chairs.

None.

IX. PUBLIC INPUT

None.

X. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. President Barceló stated that Melissa Velasquez will give an in-depth progress report on the El Rito Innovation Center at a future meeting of the Board. President Barceló is pleased that a number of successful activities have already taken place at the El Rito Campus.
2. On November 27, 2012 a LANS annual program/budget accountability review meeting took place in Los Alamos. Faculty from the departments of Chemistry, Nursing and Education made presentations on the key areas of growth, significant accomplishments in 2012 and new initiatives for 2013. President Barceló stated the presentations made were excellent and the LANL board was extremely impressed with what is being accomplished at the College.
3. Copies of the December issue of the Northern Eagle Newsletter was given to the Board. A number of stories reveal the outstanding things that faculty, staff, and students are doing at Northern.
4. Dr. Myrna Villanueva, Consultant, has agreed to work with Northern to implement the recommendations that she made in her review of the College of Education. All colleges will undergo an extensive review to determine strengths and weaknesses.
5. Fall commencement will take place on Saturday, December 15, at the Nick L. Salazar Center for the Arts. This is Northern's second fall commencement and the first formal celebration in full College regalia. About 21 students have expressed an interest in participating.
6. Spring Convocation is taking place on Monday, January 7, on the Espanola Campus.

XI. PERSONNEL MATTERS

A. Personnel actions.

New Hires:

- A.1 President Barceló recommended the hiring of Mr. David Dillon as Technical Assistant Professor of Construction Trades effective November 1, 2012.
- A.2 President Barceló recommended the hiring of Ms. Minnie Miera as Interim Administrative Assistant effective November 19, 2012.

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

President Barceló announced the following retirements and resignations:

- Dr. Jan Dawson, Registrar, will retire effective February 1, 2013.
- Ms. Pam Montrose, Advisor/GED Examiner/VA Administrator will retire effective January 1, 2013.
- Mr. Hilario Romero, EOC Director, will retire effective January 1, 2012.
- Ms. Lydia Rivera, Accounting Tech (Student Billing) , will retire effective December 31, 2012.
- Mr. Darian Gonzales, Security Guard, resigned effective December 3, 2012.
- Ms. Kelly Loy, Director of the Massage Therapy Program, resigned effective November 30, 2012.

President Barceló reported that the retirees will be recognized at a holiday ceremony on Thursday, December 13, on the Espanola Campus.

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

XII. EXECUTIVE SESSION

Regent Herrera moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2), 10-15-1(H)(7), and 10-15-1(H)(5) of the Open Meetings Act to discuss limited personnel matters, legal matters, and collective bargaining matters. **Regent Chayo Garcia, Regent Feliberto Martinez, Regent Cecille Martinez, Regent Alfred Herrera, and Regent Branch moved in the affirmative to adjourn into executive session at 4:00 p.m.** The open meeting reconvened at 4:33 p.m. Regent Branch reported that no action was taken in executive session.

G. Approval of staff bargaining unit salary increase.

Mr. Domingo Sanchez stated that the Board approved the following salary increases for non-bargaining employees on October 25, 2012:

- Employees earning up to \$25,000 - 3.00% increase
- Employees earning up to \$50,000 - 2.00% increase
- Employees earning above \$50,000 - 1.50% increase

Mr. Sanchez requested to implement an increase for bargaining unit staff the same as presented in October for non-bargaining employees (above). If approved by the Board, the pay raise will be reflected in the December 20 pay check. There are three bargaining units at the College: 1) Classified Staff, 2) Faculty, and 3) Adjunct Faculty. The recommended salary increase is for the classified staff bargaining unit. A compensation summary cost report was submitted at the October meeting of the Board.

Regent Chayo Garcia moved to approve the salary increase for bargaining unit staff as presented. Motion carried unanimously.

XIII. ADJOURNMENT

Regent Chayo Garcia moved to adjourn the meeting. The meeting adjourned at 4:35 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: January 24, 2013

/s/ _____
Michael P. Branch, Board President

/s/ _____
Cecille Martinez-Wechsler, Secretary