

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
JULY 26, 2012**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on **Thursday, July 26, 2012** in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, Alfred Herrera, and Cecille Martinez-Wechsler. Regent Feliberto Martinez was not present due to an illness in the family and was excused from attending the meeting. Board President Michael Branch called the meeting to order at 8:05 a.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 Sena, VP for Institutional Advancement; Frank Orona, Dean of Student Services; Steve Martinez, Associate Dean for Academic Support; Dr. Mellis Schmidt, Dean of the College of Arts and Sciences; Todd Wilson, Director of Safety and Security; Carmella Sanchez, Director of Institutional Effectiveness; John Sena, HEP Director; Jessica Bryant, ABE Director; Dr. Harrison Rommel, Grant Administrator; Dr. Patricia Trujillo, Director of Diversity and Equity; and Josephine Aguilar, Assistant to the President and Recording Secretary.

**II. APPROVAL OF AGENDA**

The final agenda was approved as presented.

**A. Introduction of new employees.**

Mr. Ricky Sena, VP for Institutional Advancement, introduced some recent hires at the College.

- Ms. Jessica Bryant, ABE Director (Jessica previously worked for a year as a writing specialist in the Department of Developmental Studies).
- Mr. John Sena, HEP Director.
- Dr. Harrison Rommel, STEM Collaborative Grant Administrator.

Mr. Sena stated that Jessica and John are exceptionally important hires because the funding formula will be weighted heavily on successful outcomes. The second largest subgroup of Northern’s freshman class happen to be GED graduates, so over 80% of students will need developmental education classes. The goal is to make sure students graduate from their GED program and are prepared for freshman English and College Algebra.

**III. APPROVAL OF MINUTES**

The minutes for the regular meeting of June 28, 2012 were approved as presented.

**IV. FINANCIAL REPORT**

**A. Budget and Audit Update.**

Mr. Domingo Sanchez, VP for Finance and Administration, presented the I & G Financial Report for the month ending June 30, 2012 (attached). Total revenues for the current year are at \$14,685,542.69; for prior year at the same time, this amount is at \$14,720,452.78. Total expenditures for the current year are at \$13,505,847.58; the percent increase is 3.42% from last year.

Audit Report: The College is on track to start the FY12 audit work on August 6, 2012. The FY12 audit is due November 15, 2012 and Mr. Sanchez anticipates the audit will be completed on time. The College completed the financials for the FY11 audit and will be submitted to Moss Adams by Friday this week or Monday next. When financials are approved, an Exit Conference will be set up. The FY11 Audit was due in November, 2011 so it is eight months late.

FTE Report: The attached chart reflects the total number of work study employees, PT staff, FT staff, Adjunct Faculty, and FT Faculty. There is a slight drop of FT staff and also adjunct faculty because there are fewer classes in the summer months. The number of FT faculty remains steady.

### **B. Approval of Fiscal Watch Report as of June 30, 2012.**

Mr. Sanchez stated that the Fiscal Watch Report as of June 30, 2012 (attached) is in the format prescribed by the Higher Education Department (HED). Mr. Sanchez included a copy of the Fiscal Watch Policy set up by HED in 2008 and posted on their web site. According to the policy, HED gives the institution notice that they are being placed on fiscal watch and the institution agrees on a remedy or action plan to address this matter. Mr. Sanchez stated he has not seen written evidence and believes notification from HED may have been verbal. Mr. Sanchez will have a dialogue with HED to find out how long Northern will be on fiscal watch and what the requirements are to get the College off fiscal watch. Mr. Sanchez stated that when Mr. Tino Pestalozzi was with HED he told the College not to submit fiscal watch reports because the numbers were not reliable. As mentioned at the last Board meeting Mr. Sanchez stated that with the FY11 Audit complete, fund balances are now accurate and he has started producing these reports.

Mr. Sanchez stated that HED did not accept the report approved last month (dated May 31, 2012) because the signature page was not on letterhead. Mr. Sanchez is resubmitting this report along with the one being presented today as of June 30, 2012. The fiscal watch report includes the following reports:

- Comparison of approved annual operating and plant fund budgets with year-to-date revenues, expenditures and transfers;
- Comparison of current year-to-date to prior year's activities in operating and plant fund revenues, expenditures and transfers;
- Statement of net assets; and
- Statement of cash flow.

Mr. Sanchez pointed out that total revenues as of June 30, 2012 is at \$14,685M. At the same time last year revenues totaled \$14,720M. Total expenditures as of June 30, 2012 are at \$13,505M; last year total expenditures were at \$13,059M. There is an increase of net assets this year in the amount of \$1,178M. The fiscal picture for the year just ended is close to what Mr. Sanchez had estimated. He stated that some of these numbers will change, but not much.

Regent Herrera reported that the whole issue of fiscal watch reports was discussed at the Finance Committee meeting of the Board held July 24, 2012. He emphasized that there has been tremendous progress made in the finance area over the past year and obtaining a definite direction from HED is a priority so the College can start dealing with other important issues and move forward.

**Regent Herrera moved to approve the Fiscal Watch Report as of June 30, 2012 as presented. Motion carried unanimously.**

### **C. Grants Update.**

Mr. Sanchez provided a grants activity update (report attached). The report lists three awarded grants, three pending grants, and one pre-proposal. A description for each grant is provided. Regent Herrera suggested that the report also include a key component, which is how the grants fit into the mission and

vision of the College. President Barceló stated that the policy internally is that the College will not go after a grant unless it is related to the College's mission and overall academic planning. Mr. Ricky Serna suggested that once the Strategic Plan is finalized, a column be added to the right to include the strategic goal for each project. Mr. Serna stated the College is bringing in new grant employees at salaries that are more consistent with other employees at Northern who have similar functions and responsibilities. The College's obligations (financial implications) over the long-term will be thoroughly reviewed prior to submitting grant proposals.

#### **D. Capital Projects Update.**

Mr. Sanchez stated that the last outstanding capital project is the Ben Lujan Library Addition. The project has fallen behind schedule. The completion date is now estimated for mid-October. Mr. Sanchez will meet with the contractor to get a better handle on the reasons behind the delay. Mr. Sanchez will also review the contract and if the College needs to pursue penalties, he will proceed.

### **V. OLD BUSINESS**

#### **A. Update on Funding Formula Direction.**

Dr. Anthony Sena, Provost and VP for Academic Affairs, invited Ms. Carmella Sanchez, Director of Institutional Effectiveness, to join him with this presentation. Ms. Sanchez is a member of the HED Funding Formula Technical Committee and just came back from a meeting held July 20, so the information being presented is up to date. Both the 2-year colleges and 4-year comprehensive universities have very similar measures focused on getting students to be successful upon completion of a certain number of courses. The three recommended measures from the comprehensive colleges include:

##### **#1. The 24-credit hour retention and progress (freshmen and transfers) measure.**

This is defined as the number of new students (freshman and transfers) who complete 24-credit hours in good academic standing in their first year of enrollment at the institution. There was general support for this one, a version of which the 2-yrs are also using. Should dual enrollment count in these 24: LFC member suggest that dual enrollment course count if it is from the NM Common Core. There are some other questions that are still pending.

##### **#2. The "Developmental" measure.**

This is the number of students who enroll in developmental math or English courses and who successfully complete any college-level course in that subject. "Successfully complete" means grade of A, B., or C (and C-). A suggestion from the Technical Group is that the language be "enrolled in developmental" rather than "required by the institution" (will help since HED can only count what students are enrolled in—can't count what we "require").

For actual measures it was suggested that HED counting "backwards." Fred Lillibridge (DACC) suggested this as a way of tracking back from students' successful completion of a college-level class and to check if this was correlated to completion of a developmental class. There would be no limit to how long you go back, though most thought 2 years was more than enough.

##### **#3. The Junior status measure.**

This is the number of lower division students (native and transfer) who achieve junior-level status within three years of their first enrollment. This will encompass "Transfers" and will include "branchfers."

A challenge here is defining transfers and coding them correctly so that HED can pull numbers. Like the 24-hour completion measure, it's recognized as a "momentum point" for college attendees. Using the Lillibridge reverse, these students might be tracked more easily by looking at students with junior status and track back to see the number who were native freshmen and sophomores/transfer freshmen and sophomores within three years.

The handout attached refers to some pending questions for each of the above three measures. Also attached are the proposed sector measures for Research Universities that Dr. Sena briefly summarized. Dr. Barceló stated that there are two kinds of research -- applied research and basic research; research monies allocated from the state has to be defined. Some of Northern's faculty secure research grants and it is not clear how this would play out. There are still many unanswered questions. President Barceló will attend a Steering Committee Meeting on Friday, July 29, where these proposed sector-specific measures will be introduced and discussed. Dr. Barceló stated that she and Dr. Joseph Shepard, President of WNMU, will meet with Dr. Jose Garcia on Monday, July 30, to talk about the "dual mission" of both institutions in the context of the funding formula. Dr. Barceló feels that students who take our 2-year degree programs and matriculate into the 4-year programs should be counted as transfer students. Dr. Sena stated he has asked Dr. Steve Martinez, Associate Dean for Academic Support, to determine how many students are dual credit enrolled students and how many are common core enrolled students. These data will be important for future planning.

A lengthy discussion regarding K-12 preparation for College and funding level issues took place. This is a complicated issue which will require a concerted effort. President Barceló pointed out that Governor Martinez is very interested in projects that are closely aligned to families at all levels.

*(At this time the Regents took a short break at 9:28 a.m. The open meeting reconvened at 9:44 a.m.)*

## **B. GO Bond Direction and Security Update.**

Mr. Domingo Sanchez provided a brief update with regard to the General Obligation Bond. If GO Bond C for Higher Education passes in November, \$2M will be allocated to Northern for campus security and equipment upgrades. Mr. Sanchez stated that DFA and the Capital Outlay Bureau will work with the College regarding the language because the College may want more flexibility in some areas. The total amount for GO Bond C is \$119,400,000. Nearly every public college and university in the state will receive funding for much-needed improvements and renovations, so the institutions will be promoting and doing all they can for the passage of the Bond. Advertising materials have been distributed to all institutions. Northern will start a campaign via radio, TV, brochures, etc., in September. Rio Arriba County was very supportive at the last election so the hopes are high for passage this election. Mr. Ricky Serna reported that the NNMC Foundation Board has allocated some money to promote GO Bond C. It is important to note when campaigning that there will be no tax increase and that investing in Northern begins a domino effect of positive consequences not only for this institution, but also for this region.

**Security Update:** Mr. Todd Wilson, Safety and Security Director, presented a draft prevention plan for the Espanola Campus (copy attached). The El Rito Campus is also on his list of priorities and is working on a draft prevention plan for that campus. A summary of Mr. Wilson's report is as follows:

- New vehicles ordered; two vehicles are electric and one is gas powered.
- Custom NNMC badges (worn on the belt) have been designed
- Uniform specifications have been drafted; uniforms for security officers will not have a "police" appearance.
- Initiate a programmatic approach to high visibility security patrols.
- Repair all existing chain link fencing on both north and south property lines and extend fence to other parts of the Espanola Campus.

- Install post and cable barrier along property line around the Auto Tech building.
- At entrance to parking areas, place closure gates for use during campus closure times and during emergencies. In time, these will be placed on an electronic access/lock down system.
- Place safety rails at arroyo and acequia crossings.
- Placement of camera system primary to the exterior campus in Espanola and interior of the Montoya Administration Building; placement of electronic access system starting with the administrative and financial offices.
- Evaluation of combination of card access and biometric access system.
- Emergency communication system – internally to all buildings and externally to each campus as appropriate. In addition, include with the emergency communication system a ‘one button’ system to send a text message to students, staff and faculty in the event of an emergency.
- Placement of “panic stations” at key points throughout the campus.
- Work with appropriate departments regarding cash control measures, fix asset tracking and accountability, IT security, etc.

## **VI. NEW BUSINESS**

### **A. Status of Strategic Planning.**

Dr. Patricia Trujillo, Interim Director of Diversity and Equity, joined Dr. Anthony Sena in this presentation. Dr. Sena announced that Dr. Trujillo accepted the position as Interim Director for Diversity and Equity effective August 1. She will also continue, 50% of her time, as Assistant Professor in English. The Strategic Visioning Plan has been a working document since earlier this year. In addition to the broad overview being presented today, each of the academic units is developing strategic plans from within their own programs which will be incorporated into one document. The broad overview is the work of Dr. Patricia Trujillo, Dr. Barceló, and Dr. Debra Friedman. The document is still in draft form and feedback is being obtained from the Regents and the rest of the College community. Dr. Sena reported that the discussion has been good thus far. Dr. Trujillo highlighted some sections of the plan, one being the values section. The plan includes the nine core values established at the all-campus visioning retreat held February 20, 2012, which are: 1) Hispanic and Indigenous Services- Student Success, 2) Excellence Linked to Diversity, 3) Affordable, Accessible, Attainable, 4) Integrity and Professionalism, 5) High Quality Teaching, 6) Culture and Sustainability, 7) Community Building, 8) Family Centered, and 9) Educational Outreach.

In response to Regent Branch’s concern that Northern may be excluding the population that are not Hispanic or Native American, Ms. Trujillo referred the Regents to the second sentence under the first core value which states that “we strive to create inclusive educational experiences for all students, while tailoring our programs for student success with attention to cultural sensitivity and relevance.” This language will be refined to make it stronger. Another area Regent Branch expressed his concern was in identifying Northern’s service area in square miles. This part will be removed to avoid limitations; Northern, as a 4-year institution, can serve students from anywhere in the state or other areas. Regent Chayo Garcia suggested that Education Outreach should include others in the community besides K-12 school districts. Regent Cecille Garcia suggested that in the Family Centered section, language be inserted that the College will involve families in the education of their children. Regent Herrera stated that the College needs to work closely with the business community and this needs to be included in the Community Building section. The definition of Community Building needs to be expanded along with Educational Outreach.. The Regents were asked to submit any other comments or recommendations to the President’s Office and/or to Dr. Patricia Trujillo. President Barceló hopes to have the kick-off of this document in the fall, 2012.

## **B. Approval of Five-Year Capital Outlay Master Plan.**

Mr. Domingo Sanchez presented the Capital Outlay 5-Year Master Plan Outline for FY 2012-13 (copy attached and reflected below). He also provided a detailed project description for Priority 1 (renovations and facility upgrades to the Joseph Montoya Administration Building) and for Priority 2 (Espanola and El Rito Campus infrastructure repairs); copy attached. He stated that each year all institutions are required to submit their capital outlay requests to HED. HED requested that institutions submit only two priorities for FY12-13. Formal approval by the Board of Regents is required by HED. The HED Capital Outlay hearings will be held at NMHU August 15-16. Mr. Sanchez provided a summary of each project listed below.

### 2012-2013

- |   |            |
|---|------------|
| 1. Joseph M. Montoya Building Student Services Renovations              | \$ 2,500.0 |
| 2. Infrastructure Improvements for Heating, Cooling, Roads and Drainage | \$ 2,000.0 |

### 2013-2014

- |   |            |
|---|------------|
| 3. Eagle Memorial Facility Expansion, Phase I | \$ 2,000.0 |
| 4. Metal Trades Building Renovation           | \$ 2,500.0 |
| 5. Student Housing, Phase I                   | \$14,500.0 |

### 2014-2015

- |  |            |
|--|------------|
| 6. Land Acquisition, Phase I                     | \$ 3,000.0 |
| 7. Relocate General Services Facilities          | \$ 2,000.0 |
| 8. El Rito Campus Improvements                   | \$ 3,000.0 |
| 9. El Rito Observatory Renovations and Equipment | \$ 750.0   |

### 2015-2016

- |                                      |            |
|--------------------------------------|------------|
| 10. Student Union Facility, Phase II | \$ 7,000.0 |
| 11. Health Science Building Addition | \$ 2,400.0 |

### 2016-2017

- |   |            |
|---|------------|
| 12. Eagle Memorial Facility, Phase II - Natatorium Addition | \$ 2,500.0 |
| 13. Land Acquisition, Phase II – Future Facility Expansions | \$ 4,000.0 |
| 14. Early Childhood Development Facility                    | \$ 4,000.0 |

Regent Cecille Martinez expressed her feelings on why the Early Childhood Development Facility should be a priority and moved up on the list of projects. Mr. Sanchez stated that the Capital Outlay Master Plan is revisited every year and priorities can be shifted depending on what is ready to be put on the run way.

Regent Branch pointed out that the College has an agreement with the Energy, Minerals and Natural Resources Department's State Park and Recreation Division that the El Rito Campus Park, the El Rito Ballfield, and the tennis courts at the Espanola Campus were funded by the Land and Water Conservation Fund (LWCF) Program and therefore must be retained and maintained for outdoor recreation in perpetuity. This means that no part of the site can be converted to uses other than for outdoor recreation.

**Regent Chayo Garcia moved to approve the 5-year Capital Outlay Master Plan as presented with the contingency that next year this plan be submitted earlier to provide sufficient time for Board input. Motion carried unanimously.**

## **VII. STUDENT REPORT**

None.

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

### **A. Reports from BOR Committee Chairs.**

Regent Cecille Martinez reported that the **Academic and Student Affairs Committee** met on July 3 at 2:00 p.m. In attendance were Frank Orona, Anthony Sena, and Regent Martinez. Other individuals invited to be members of this committee include: Dr. Matthew Martinez, Erica Culpepper, and Sarah Romero, Student. Topics discussed at the meeting included: recruitment and enrollment, scholarships, enrollment management, retention and completion, programs scheduled for review (College of Education, Environmental Science, and Continuing Education), accreditation, program approval, faculty issues, and off-site distance education. The next meeting will take place on August 14, 2012.

Regent Alfred Herrera reported that the **Audit/Finance Committee** met on July 24 at 2:30 p.m. A great deal of time was spent discussing the issue of Fiscal Watch Reports. An important part of this report is the balance sheet which is now being provided by Mr. Sanchez. Regent Herrera emphasized that it took a great deal of work for the College to get to this point. Mr. Sanchez will continue to provide monthly Fiscal Watch Reports. Mr. Sanchez will follow up with the GED program at the jail at Tierra Amarilla. A critical area being look at critically is fixed assets. The committee also discussed the following issues: water rights owed by the College, the El Vado Property, and the development of a master calendar. Time ran out to thoroughly review the charter for the committee; a second draft will be reviewed by the committee.

Regent Branch stated the Board needs to discuss the schedule of future Board meetings and committee meetings. Mr. Sanchez pointed out to the Finance/Audit Committee the cost issue involved in holding these meetings.

Regent Branch reported that the Labor Management Relations Board (LMRB) members (Mr. Lithgow representing Management and Ms. Wood representing the Union) have not been able to come up with a decision to select the third “neutral” party. Regent Branch reported that there is a Supreme Court ruling that Boards can continue to serve until such time that they are replaced. Therefore, at this point the College does have a functioning LMRB.

## **IX. PUBLIC INPUT**

None.

## **X. PRESIDENT’S REPORTS AND ANNOUNCEMENTS**

1. President Barceló announced that El Puente (Summer Bridge Program) is holding a graduation ceremony this evening, July 26, at 6:00 p.m. in AD 101-102.

2. Also taking place this evening at 6:00 p.m. is a Community and Clean Water Summit at the Center for the Arts. President Barceló is scheduled to speak and welcome attendees.

3. President Barceló reminded the Regents that they were given a copy of the fall convocation agenda scheduled on Monday, August 13, in El Rito. Attached to the agenda is the schedule of workshops planned for faculty and staff on August 14 and 15.

4. President Barceló reported previously that a consultant, Dr. Myrna Villaevena, will be providing external evaluation services to Northern’s College of Education.

5. Dr. Barceló reported that she and Ricky Serna met with Representative Jim Hall on July 24 in Los Alamos. The conversation was very insightful.
6. A calendar of future events at the College was provided to the Regents by Josephine Aguilar.
7. Mr. Frank Orona provided an enrollment update for the fall semester. Compared to this time last year, the College is up 51 students HC and up 29 FTE. Mr. Orona also provided a more comprehensive breakdown regarding the summer session enrollment (attached).
8. President Barceló thanked the Regents and staff who attended the LANL Community Leaders Breakfast on July 24.
9. President Barceló provided a list of new faculty and staff hires. The list reflects that most come from New Mexico. She emphasized that the College looks at the applicant's skills and qualifications and not from where they come from. Northern is fortunate that many of these qualified, outstanding individuals are from this area.

## **XII. PERSONNEL MATTERS**

### **A. Personnel actions.**

- A.1 President Barceló recommended the hiring of Ms. Lisa Martinez as Capital Projects Director effective August 8, 2012.
- A.2 President Barceló recommended the hiring of Mr. Bernie Padilla as Human Resources Director effective August 6, 2012.
- A.3 President Barceló recommended the hiring of Ms. Deondra Rodriguez as Admissions Specialist effective July 11, 2012.
- A.4 President Barceló recommended the hiring of Ms. Sandy Sanchez as STEM Outreach Coordinator effective July 9, 2012.
- A.5 President Barceló recommended the hiring of Dr. Seth Fietze as Assistant Professor Program in Biology.
- A.6 President Barceló recommended the hiring of Ms. Alexandra Williams as Senior Financial Analyst effective July 2, 2012.
- A.7 President Barceló recommended the hiring of Mr. Marcos Tapia as Accountant-Fixed Assets effective June 25, 2012.

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

## **XI. EXECUTIVE SESSION**

President Barceló recommended that the Board go into Executive Session to discuss personnel and legal matters. Regent Herrera moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2) and 10-15-1(H)(7) of the Open Meetings Act to discuss limited personnel matters and legal matters. **Regent Chayo Garcia, Regent Cecille Martinez, Regent Alfred Herrera, and Regent**



**Branch moved in the affirmative to adjourn into executive session at 11:30 a.m.** The open meeting reconvened at 12:00 p.m.

**XIII. ADJOURNMENT**

**Regent Cecille Martinez moved to adjourn the meeting. The meeting adjourned at 12:00 p.m.**

Josephine Aguilar, Recording Secretary

APPROVED: August 23, 2012

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

Regent Rosario (Chayo) Garcia  
for Cecille Martinez-Wechsler, Secretary