

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
AUGUST 23, 2012**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on **Thursday, August 23, 2012** in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, and Feliberto Martinez. Regent Cecille Martinez was out of town and excused from attending the meeting. Regent Alfred Herrera also could not attend the meeting. Board President Michael Branch called the meeting to order at 8:38 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 Serna, VP for Institutional Advancement; Frank Orona, Dean of Student Services; Steve Martinez, Dean for Academic Support; Carmella Sanchez, Director of Institutional Effectiveness; Bernie Padilla, Director of Human Resources; Tony Gallegos, Assistant Director for Recruitment; Jessica Jones, Interim Library Director; Julianna Barbee, Director of the SBDC; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Gilbert Sena, Ellen Trabka, and Tim Crone. Others present: Jeff Genauier, student, and Isabel Rodarte, recently retired Director of the Library.

II. APPROVAL OF AGENDA

The final agenda was approved as presented.

A. Introduction of new employees.

- Mr. Domingo Sanchez, VP for Finance and Administration, introduced Mr. Bernie Padilla, hired as Director of Human Resources effective August 20, 2012.
- Mr. Frank Orona, Dean of Student Services, introduced Mr. Tony Gallegos as the new Assistant Director for Recruitment/Career Services effective August 16, 2012.
- Dr. Anthony Sena, Provost, introduced Ms. Jessica Jones as Interim Library Director.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of July 26, 2012 were approved as presented.

IV. FINANCIAL REPORT

A. Budget and Audit Update.

Mr. Domingo Sanchez, VP for Finance and Administration, apologized for not providing the budget reports prior to the meeting. However, he reported that the College is 30 days ahead in the reporting schedule to HED.

I & G Fiscal Report: The I & G Fiscal Report for the period ending July 31, 2012 attached reflects that the College is down slightly in total revenues (\$887,980.47 in July, 2011 compared to \$884,990.31 at the end of July this year). Last year expenditures totaled \$330,901.59; this year total expenditures are at

\$309,885.10. Mr. Sanchez explained why some numbers are in a negative. He stated this happens during the month of July when the Business Office does reversals of some entrees. Mr. Sanchez assured Regent Garcia that next month the percentages will level out.

Audit Update: The FY09 Single Audit is complete; however, Moss Adams is checking to see if the audit will require additional follow up. The FY10 Audit is complete. An Audit Exit Meeting for the FY11 audit is scheduled on September 18 at 2:00 p.m. The auditors were on campus mid-August to work on the FY12 audit and will return the end of September. The Business Office will work hard to make sure the FY12 audit is completed and submitted by the November 15 deadline. Mr. Sanchez reported that two big pieces to the audit have been completed thus far. Findings (some old and recurring) will be reduced as each fiscal year goes by.

FTE Report: The FTE Report was provided in a different format so the chart was hard to read. Regent Branch agreed with Regent Garcia that this report can be submitted to the Regents on a quarterly basis. Regent Branch stated that the main purpose of this report was not only knowing how many employees have been hired but more importantly the obligation of the College for those employees hired with grant monies.

B. Approval of Fiscal Watch Report as of July 31, 2012.

Mr. Sanchez stated that HED placed Northern on fiscal watch in 2007. Northern stopped submitting fiscal watch reports in October of 2010 at the request of Mr. Tino Pestalozzi from HED because numbers and fund balances were not reliable. After the Audit Exit meeting for the FY11 Audit, Mr. Sanchez wants to meet with HED and get an agreement on what the College needs to do to get off fiscal watch. With the completion of the FY10 audit fund balances are now accurate and Mr. Sanchez has started producing and submitting fiscal watch reports to HED. With three audits complete in less than a year, the College is now caught up and on track. Part of the work involved in getting the College to the point it is today was reducing the number of fund accounts. The services of an Internal Auditor (Abeyta, Weiner, Cherne, P.C.) will provide accounting support in order to finish the audits and prepare financials—this assistance is important going forward. Mr. Sanchez added that Northern will share new tools and processes developed with CNM and SFCC, at their request. One of these tools is a model that was prepared using the same software the auditors use to prepare the financials.

The attached Fiscal Watch Report (Statement of Net Assets) as of July 31, 2012 reflects cash and cash equivalents at \$2.1M. Total Assets is at \$35.9M and total Liabilities is at \$3.1M. The College is caught up on all reconciliations except for a couple of accounts which will be done by the time the Auditors come on site the end of September. The comparison report of the original budget and revised budget for the month of July reflects little activity because the new fiscal year just started. Total revenue in the books is at \$927,104 and expenditures are at \$1,217,422. Mr. Sanchez highlighted the Summary of Operating and Plant Funds, Comparison Report, and the Cash Flow Statement.

Regent Chayo Garcia moved to approve the Fiscal Watch Report as of July 31, 2012 as presented. Motion carried unanimously.

C. Grants Update.

Mr. Sanchez submitted a grants activity update report (attached). Two proposals have been submitted and are pending: 1) NSF S-STEM in the amount of \$598,000.00 for scholarships for engineering students and student mentoring, and 2) Rural Cooperative Development Grant for \$175,000.00 to increase the development of agri-business, including the Tiendita, Kitchen, and Greenhouse.

D. Capital Projects Update.

Mr. Sanchez presented the FY12 YTD Revenue and Expenditures Capital Projects Report (attached). For the remaining project, the Ben Lujan Library Addition, Mr. Sanchez will provide a more detailed report at the next Board meeting reflecting the appropriation (\$5M GO Bond), the progression of expenditures and encumbrances and the balance available for the project. Mr. Sanchez explained that there is a contingency that has not been obligated.

V. OLD BUSINESS

A. CUP Meeting Update.

Dr. Barceló stated that it has been interesting this past year because all of the Council of University Presidents (CUP) meetings have been focused primarily on the new funding formula and how each institution is being impacted by this change. A CUP Retreat was scheduled the end of July where several topics were discussed: Funding Formula, legislative priorities, state and federal issues affecting higher education in New Mexico, and the Education Retirement Fund.

B. Funding Formula Update.

Ms. Camilla Sanchez, Institutional Effectiveness Director and active member of the HED Funding Formula Technical Committee, joined Dr. Anthony Sena in presenting an update on the funding formula. Dr. Sena stated that the FF Technical Committee and the Steering Committee have been meeting regularly on this issue. On Tuesday, August 14, 2012 the College had an opportunity to present an overview of the funding formula to faculty and staff; the two sessions offered were well attended. The attached Power Point presentation explains how the funding formula has been changing over the past year. This week the CUP representatives ran a couple of scenarios on how this change will impact the funding for next year. In addition, all institutions have come up with sector specific measures for each of the three groups (community colleges and 2-year branches, comprehensive institutions, and research intensive universities). A meeting scheduled on Friday, August 24, in Albuquerque will be attended by Ricky Serna and Steve Martinez. Tony will be at a Chief Academic Officers meeting and will also try to attend. Dr. Sena stated that the Governor's Office has indicated that there will be a flat budget for higher education next year. If that is the case, it may not take into consideration the workload enhancements made by all institutions across in the state, which have been positive. There is a coalition between the workload elements in the formula and the Governor's mandate to keep the budget at a flat rate for higher education. This necessitates within one scenario what they call the "sanding" effort, which is to give a percentage of the net total across the institutions. In this picture, institutions, including Northern will lose money. To a small institution like Northern, a cut of \$500,000 is tremendous. CUP Presidents will take a firm stand not to implement the formula unless there are additional funds to provide the plus elements of this formula. It has also been suggested that institutions be held "harmless" for this next year.

Sector Specific Measures for the Comprehensive Institutions are as follows:

1. The 24-credit hour retention and progress (freshmen and transfers) measure defined as the number of new students (freshmen and transfers) who complete 24 credit hours in good academic standing in their first year of enrollment at the institution.
2. The "Developmental" measure. Number of students who enrolled in developmental math or English course as a co-requisite or pre-requisite and who successfully complete any college-level course in that subject. (NNMC and WNMU are impacted significantly when it comes to developmental studies because both institutions have a dual mission. Among peers and Research Universities they acknowledge and recognize this important role.)

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.”

CUP has tentative endorsed the following:

1. Three separate funding formulas.
2. Maintaining FY13 as a base budget for the next five years.
3. Suspend application of the new formula until new state funding is available.
4. Hold all outcomes and their weights consistent for five years.

Where we are today:

1. Ongoing formula development via two committees – Technical and Steering.
2. Building consensus on sector measures.
3. Determining regional workforce needs.
4. Negotiating:
 - o Sector measure weighting
 - o Sector equity
 - o Base minus vs. base plus model

At the present time much discussion is taking place with little consensus among the institutions. President Barceló stated she has the responsibility to look out for Northern. All the Presidents will be assertive as to the needs and best interest of the institution they represent. All agree in the importance of stability and equity.

(At this time the Regents took a short break at 10:06 a.m. The open meeting reconvened at 10:23 a.m.)

C. Legislative Luncheon Update.

Mr. Ricky Serna reported that the Legislative Luncheon was rescheduled from today (August 23, 2012) to Wednesday, August 29, because during the first week in August an LFC was called and many area legislators that were invited are members of the LFC. The agenda (attached) is based on conversations that Dr. Barceló and staff have had with some legislators. The agenda will cover the following topics: 1) NNMC Financial Recovery, 2) Institutional Challenges and Opportunities (Faculty/Staff Salaries, El Rito Update, and Title IV changes: impact on enrollment), 3) Funding Formula, 4) and the 2013 Legislative Priorities, which include the following:

- IT Infrastructure - \$300.0
- Faculty/Staff Compensation - \$50.0
- Compensation Package – commensurate with CUP request
- Capital Project Request 1: Campus Building Renovations \$2,500.0
- Capital Project Request 2: Campus Infrastructure and Repairs - \$2,000.0
- New Construction – Education Gross Receipts Tax – Rio Arriba County
- El Rito Research Center

On behalf of the Board, Regent Branch thanked Dr. Barceló and staff for reaching out to the legislators and presenting this level of information that is necessary in gaining their continued support on behalf of the College. Ricky Serna stated that the College has made presentations at various legislative committee meetings and will continue to do so in order to have a presence and communicate with them what is happening at NNMC. The College will be hosting the Veterans Affairs Committee at the SERPA Building on October 3.

D. 2012 Fall Convocation Review.

President Barceló stated she is concerned that some staff cannot attend the annual fall convocation at the El Rito Campus because of their duties at the Espanola Campus assisting students with registration, financial aid, etc. She stated that Fall Convocation needs to be a celebratory event involving faculty, staff, students and the community to kick off the new academic year. A committee will be appointed to plan week-long activities with the main event cumulating on Friday or Saturday, which will probably need to take place at the Espanola Campus to accommodate everyone. Regent Chayo Garcia suggested that a fund raising activity be considered during this time.

VI. NEW BUSINESS

A. Approval of changes to nursing fees.

Mr. Domingo Sanchez stated there are three components to the budget: 1) Operating Budget due May 1; 2) Capital Outlay Requests due in June; and 3) RPSPs due mid-July. At the next budget cycle he would like to cover all these pieces to the budget at the same time during the month of April. This will include review and approval of fees.

Ms. Ellen Trabka, Chair of Nursing and Health Sciences, presented changes to nursing fees (list attached). Board approval is needed for any changes to or additions to course fees. The changes that have changed are bolded. Ms. Trabka stated these fees are actually decreasing this year because the Nursing Department has changed standardized testing companies. These fees will go into effect during the fall 2012 semester. Ms. Trabka verified the changes are to NURS 113, NURS 125, NURS 119, NURS 225, and NURS 235.

Ms. Trabka stated that in order to increase the pass rate on the NCLEX RN-Registered Nurse Licensure Exam, students have to take two review courses at the end of the year in addition to several other things they do before they graduate. It is predicted that the pass rate will be in the 90s because of this requirement.

Regent Chayo Garcia moved to approve the changes to the nursing fees as presented. Motion carried unanimously.

B. Enrollment update.

Mr. Frank Orona stated he will have final enrollment figures to present at the next Board meeting. There are still some students who may be disenrolled because they have not made a financial commitment to the College. The College is also still accepting admission applications from dual credit students. Mr. Orona reported that Dr. Steve Martinez and his group of people have been on the road visiting several high schools (Coronado, Espanola, and Dulce) and as of yesterday 35 new applications for dual enrollment were received.

Mr. Orona shared with the Regents a draft copy of the Strategic Enrollment Management Plan (attached). Mr. Orona highlighted the institutional strengths and weaknesses that affect enrollment management. The Enrollment Management Committee will focus on what is best for the students and how to ensure their success while addressing all aspects of the institution's mission. Mr. Orona reported that the College offered a mandatory workshop on Tuesday, August 14, for faculty and staff advisors regarding advisement and new changes to Financial Aid.

VII. STUDENT REPORT

1. Dr. Barceló reported that the new Student Senate President, Gabriel Martinez, could not attend the meeting due to prior commitments.
2. In response to Jeff Genauer's question regarding the application process for the Student Representative on the Board of Regents, Ricky confirmed that any student can apply for this position; it is not restricted to only Student Senate members. Mr. Orona will follow up with the Student Senate in creating the application form.

VIII. COMMENTS FROM THE BOARD

A. Reports from BOR Committee Chairs.

1. Dr. Anthony Sena invited Dr. Steve Martinez, Dean for Academic Support, to report on behalf of Regent Cecille Martinez, Chair of the Academic and Student Affairs Committee. Dr. Martinez stated that the committee met on August 13 in El Rito to discuss a strategy in terms on how the committee will be developed. The model that will be used is similar to NMHU's model. At future meetings Regent Martinez will report on developments from three important components: Dean's Council, Student Affairs, and Academic Support.
2. Regent Chayo Garcia, Chair of the Executive Governance Committee, stated that the committee did not meet this month. Ricky Serna informed her that staff are busy working on the College's official logo, review of institutional policies, and the GO Bond Campaign.
3. Regent Branch reported that a draft charter has been developed for the Finance and Audit Committee. The committee met on Tuesday, August 21, and at that time a discussion took place on how to integrate the third part (Facilities) into the committee structure. Once this is done a meeting of the Regents will take place to discuss the set-up of each committee, determine who are the voting members, and the overall establishment and appointment of committees. Regent Branch stated the goal is to complete this task by the end of the year before new Regents are appointed by the Governor in 2013.
4. In response to a question raised by Regent Garcia with regard to tuition, President Barceló confirmed that the cost for tuition for taking one class for non-credit (example: aerobics, dance class, etc.) is the same as for a credit course (\$100.45). This is an important issue that is being looked at by the College. Dr. Sena stated that some of these courses have been transferred to the continuing education department.
5. Regent Branch stated he received a call from the local newspaper regarding his opinion on a personnel issue. Since it was a personnel issue, he did not comment. He stated that negative stories do create a certain amount of doubt in people's minds. In spite of some recent negative press, Regent Branch emphasized that he is proud of the work employees have been doing at the College and the positive direction this institution is taking. He stated he has seen an increase in professionalism by employees the last couple of years.

IX. PUBLIC INPUT

Mr. Gil Sena stated that he has not seen notices posted with regard to when BOR committee meetings are held so faculty can attend. Mr. Branch responded that the committees are not functional at this point. The Board is still in the process of formalizing the committees.

X. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. President Barceló explained that one percent of the total appropriation for any new construction or renovation of any building is deposited into the Art in Public Places fund after the issuance of the appropriate bonds or release of general funds. The amount appropriated for the Ben Lujan Library addition was \$5M (GOB); therefore, \$50,000 is available to spend in art work for that building. President Barceló stated that Ms. Isabel Rodarte retired in July as Director of the Library after 29 years of service to the College; however, she agreed to stay as a consultant until the new addition to the library is completed. Ms. Rodarte stated that in May of this year she established an art committee to review the DVD sent by the NM Arts Commission of all the art work approved by them. Although there were some beautiful pieces, they were not appropriate to set on the water fountain feature in the new addition. After some research to find the right art work, the Arts Committee unanimously selected two sculpture pieces made by well-known artist from Santa Fe, Ms. Estella Loretto. The two pieces are "Unfolding Blessings" at \$27,000 and an eagle at \$23,000. The College already has three pieces of her work at the Espanola Campus. Ms. Loretto is in the process of getting her art work listed on the NM Arts Commission roster.

President Barceló stated she would like to have a walking tour map of all the art that is on both campuses to share with the Chamber of Commerce and the public at large.

2. President Barceló reported that the College received a \$10,000 donation to the Foundation from Norman Pattiz, Chairman of the LANS Board of Directors from California. President Barceló is inviting Mr. Pattiz and his wife to be her special guests at the Foundation Dinner on September 29.

3. President Barceló reported that she attended the dedication ceremony of North Central Regional Transit District's (NCRTD) new building on Riverside Drive. The NCRTD plays a very vital and pivotal role in the delivery (blue buses) of this service to the people in northern New Mexico.

4. President Barceló stated that she will be addressing the Rotary Club on behalf of the College. She will be speaking about the importance of Bond C for higher education and the vision and direction of the College.

5. President Barceló stated that after the Board meeting she will be going to San Antonio, Texas, to speak at a retirement symposium held in Dr. Norma Cantu's honor. Dr. Cantu was a delegate at the Inauguration and Installation Ceremony of Dr. Barceló in October, 2010.

6. President Barceló announced that Ms. Julianna Barbee, Director of the SBDC, will be presenting a training workshop "Your SBDC YouTube Promo Video" in New Orleans, Louisiana, September 10-14, 2012. She will also be receiving the National Star Award representing our state. Ms. Barbee will be using Northern's logo in the video, so there will be national exposure for this institution.

7. President Barceló provide some materials to the Board: 1) El Rtio Studio Tour brochure taking place October 13-14, 2012; 2) El Puente publication of articles/poems from students; 3) Student Handbook; 4) International Student Handbook; and 5) a copy of an article from the Success Stories section of the Taos Newspaper regarding NNMC's Summer Bridge Program.

XI. PERSONNEL MATTERS

A. Personnel actions.

- A.1 President Barceló recommended the hiring of Ms. DeeDee Horton as Women's Basketball Coach effective August 1, 2012.
- A.2 President Barceló recommended the hiring of Mario Montes-Helu, Ph.D., Assistant Professor in Biology effective August 1, 2012.
- A.3 President Barceló recommended the hiring of Ms. Brenda Martinez as Student Services Center Coordinator effective August 1, 2012.
- A.4 President Barceló recommended the hiring of Mr. Tom Velarde as PT Men's and Women's Golf Coach effective August 1, 2012.
- A.5 President Barceló recommended the hiring of Mr. Eddie Sanchez as FT Custodian at the Espanola Campus effective August 16, 2012.
- A.6 President Barceló recommended the hiring of Mr. Tony Gallegos as Assistant Director for Recruitment effective August 16, 2012.
- A.7 President Barceló recommended the hiring of Ms. Jeri Irving as FT ABE Instructor effective August 20, 2012.
- A.8 President Barceló recommended the hiring of Ms. Anna Kaiper as FT ABE Instructor effective August 20, 2012.
- A.9 President Barceló recommended the hiring of Mr. John Sena as HEP Director effective August 20, 2012.
- A.10 President Barceló recommended the hiring of Mr. Jack Ballard as FT HEP Instructor (and PT Asst. Women's Basketball Coach) effective August 20, 2012.
- A.11 President Barceló recommended the hiring of Mr. Jeffrey Hornstein as FT HEP Instructor effective August 20, 2012.
- A.12 President Barceló recommended the hiring of Ms. Deborah Begal as Developmental Writing Specialist effective August 20, 2012.
- A.13 President Barceló recommended the hiring of Ms. Nadia Salazar as Assistant Professor in Biology (Temp.) effective August 13, 2012.

XII. EXECUTIVE SESSION

President Barceló recommended that the Board go into Executive Session to discuss personnel and legal matters. Regent Garcia 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 Feliberto Martinez, and Regent Branch moved in the affirmative to adjourn into executive session at 11:40 a.m.** The open meeting reconvened at 12:23 p.m. Regent Branch reported that no action was taken in executive session.

XIII. ADJOURNMENT

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

Josephine Aguilar, Recording Secretary

APPROVED: September 27, 2012

/s/ _____
Michael P. Branch, Board President

/s/ _____
Cecille Martinez-Wechsler, Secretary