

NORTHERN NEW MEXICO COLLEGE

BOARD OF REGENTS MEETING

OCTOBER 22, 2015

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, October 22, 2015 in the Boardroom of Northern New Mexico College, Espanola Campus. Regents present: Rosario (Chayo) Garcia, Damian L. Martinez, Esq. (via conference call), Kevin F. Powers and Melinda DeHerrera. Board President Rosario (Chayo) Garcia called the meeting to order at 8:35am.

Northern New Mexico College staff present: President Nancy "Rusty" Barceló (Via Conference Call), Ph.D.; Ricky Serna, Vice President for Institutional Advancement; Pedro Martinez, Ph.D. Provost/Vice President for Academic Affairs; Domingo Sanchez, Vice President for Finance and Administration; Chris Trujillo, IT; Sally Martinez, Executive Assistant to the Provost and Vice President for Academic Affairs; Jimi Montoya, IT Director; Brandi Cordova, Executive Assistant to the Vice President for Finance and Administration; Ryan Cordova, Athletic Director and Men's Basketball Coach; Alex Williams Senior Financial Analyst; John Waters, Director of Security; Henrietta Trujillo, Director of Financial Services; Julianna Barbee, Small Business Development Center Director; Jacob Pacheco, Director of Financial Aid; Jimi Montoya, Director of IT and Amy Pena, Executive Assistant to the President and Recording Secretary. Northern New Mexico College faculty present: Ivan Lopez; Lori Baca; Joaquin Vila; Claudia Aprea; Others present: Tony Ortiz, Attorney for Northern New Mexico College, Tim Crone, Ted Koetter and Ryan Baca.

II. APPROVAL OF AGENDA

Regent Garcia moved for approval of Agenda as presented. Motion passed unanimously.

III. COMMENTS FROM THE BOARD

1. Academic Affairs/Student Affairs Committee

Regent DeHerrera stated the Academic Affairs/Student Affairs Committee discussed El Centro Family Health and the Committee decided on moving forward with the project that has been pending. The Committee met with El Centro and they reviewed the package the College would need. The Committee is in the process of the first steps. El Centro was kind enough to offer to front the bill as the architect comes to the College to check the areas available to see if the College will be able to do this. The Committee is hoping this will go through and the College will be able to set up a clinic on campus to have medical necessities available for students and staff on campus. Regent Garcia stated it was an exciting that the College is going to get a clinic soon and they are willing to work with the College as much as they can.

Regent DeHerrera stated the Committee also discussed Marketing. The Committee would like to meet with Sandy Krolick to look at the budget for marketing and promotion of the College. This is one item the Committee would like to push.

2. Audit/Finance/Facilities Committee

Regent Powers stated the Audit/Finance/Facilities Committee met on Tuesday and discussed the items that will be presented under Item VIII, B by Mr. Sanchez for the Board Meeting. Everything that was dealt with has been included in the presentation for the Board of Regents Meeting.

3. Scheduling of November and December Board of Regents Meetings

Regent Garcia stated the Board of Regents needed to discuss the November and December Board of Regents Meetings since those meetings will be close to the holidays. Regent Garcia suggested the Board of Regents meet the week before. Regent Powers stated he would be out of the area from the 16th of November through the 1st of December. Regent Garcia asked if the November and December meeting could be combined. Regent Powers stated he does not see why it could not unless there are items that need approval such as the audit. Mr. Sanchez stated regarding the meeting in November and December, the Board of Regents has to accept the Audit but it could be November or December. It is not a prerequisite to the College or the Auditors submitting it. Last year the November and December meetings were combined. Regent Powers stated he returns on December 1, 2015 and would be available the 3rd or the 10th. Regent DeHerrera stated she would not be available on the 10th. Regent Martinez stated December 3rd would work for his schedule. Regent Garcia stated the next meeting of the Board of Regents for November and December would be held on December 3, 2015 at 8:30AM.

Regent Garcia moved for approval of the date of December 3, 2015 for the November/December Board of Regents Meeting. Motion passed unanimously.

IV. PRESIDENT'S REPORT AND ANNOUNCEMENTS

Mr. Sanchez stated he has a number of items to review for the Board of Regents and in addition to the items there will be a presentation (PowerPoint) by the Small Business Development Center. Mr. Sanchez, discussed the following:

- On October 13th Governor Martinez was on our campus to participate in the grand opening of the Sostenga Kitchen as an integral facility in a region-wide effort to support local farmers, encourage business incubation, and sustain northern New Mexico as an agriculturally based region of the state. Over 50 community leaders, guests and elected officials participated in the Ribbon Cutting Ceremony.
- On October 17, 2015 members of the Northern New Mexico Men's and Women's Cross Country Team traveled to Arizona Christian University to participate in the Firestorm Open. Leading the women was Shania Harry, who crossed the line in just over 21 minutes for a 14th place finish. Henrena Montoya, Krishia Artieda and Naomi Lehman were not far behind and placed 16th, 19th, and 24th respectively.

In the Men's 8k Race, Northern entered two runners and went against a group of just over 30 runners. Over the first half of the race, both Augustus Cuch and Matthew Herrera stayed in the main pack. As the second half of the race picked up speed, Augustus was able to finish in 8th place, Herrera finished in 20th.

- This past weekend the College hosted a training on techniques and tools that assist in PTSD recovery. The event was sponsored by the College's Veterans Resource Center, NNMC Student Veterans of America, OKAY Hotel-Casino, Los Alamos National Laboratory and Los Alamos National Security. The training was free to all veterans, Northern students and their spouses. Nearly thirty participants attended the event which was facilitated by Dr. Layne Kalbfleisch, Director of the Krasnow Investigations of Developmental Learning

and Behavior at George Mason University. Sessions included recognizing Stress/anxiety and coping skills to deal with PTSD. A second training is already being planned for May 2016.

- Tomorrow the College is celebrating the Grand Opening of the STEM Community Center which is located in the High Tech Building. The Center is funded by our Title III STEM Collaborative Grant. The Center will become a location where community members and youth grades 6 - 12 can participate in hands-on STEM activities, STEM movies and discussions, and receive advisement and mentoring services. Current STEM majors can access the Center for tutoring services, study space and a computer lab.

- This Saturday at 7PM the Northern New Mexico College Men's Basketball Team is hosting their Orange Blue Game. The event will consist of an intra-squad scrimmage, a dunk contest at half time, and an autograph session after the game. This is a great opportunity to get a sneak peak of all the excitement that is yet to come for the upcoming season. The event is free so bring your entire family!

- Registration for Spring 2016 is now open. We've partnered with the Valley Daily Post, a local newspaper, to have 10,000 course schedules delivered to Post Office boxes throughout the County. The schedules will promote the various opportunities the College offers to northern New Mexicans from earning a high school equivalency, continuing education, community rate courses and our degree programs.

President Barceló stated that October 12, 2015 was Indigenous People's Day and it was very well attended. The Pueblo Institute did a very good job with this.

Mr. Sanchez introduced Julianna Barbee and Ryan Baca. Regent Garcia thanked Ms. Barbee and Mr. Baca for presenting good news to the Board of Regents which was welcomed. Mr. Sanchez presented the Board of Regents with a short Bio on Julianna Barbee and Ryan Baca.

Julianna Barbee is the Director of America's Small Business Development Center at Northern New Mexico College. Also a Business Owner of Barbee Training & Consulting Nationwide. 25 years of Broadcast Television/Marketing/Video Production experience (*TV Reporter/Anchor, Account Executive, Commercial Producer, National Advertising*) A National Speaker and Business Trainer, a certified National FranklinCovey Trainer in *The 7 habits for Small Business Managers*, a certified Business Analyst. Assists businesses in job creation within the community, throughout the State and the Nation, business development, business expansion, marketing, multi-media production and presents training workshops at national conferences. Ms. Barbee has a Bachelor Degrees in Advertising/Public Relations, Broadcast Journalism/TV Production.

Ryan Baca is an Espanola Valley High School Senior, Northern New Mexico College Student, has been under the mentorship of Julianna Barbee SBDC NNMC Media Mentorship for 4 years. Mr. Baca started his Business this year. Mr. Baca is currently working on a website for Chimayo Conservation Corp. Mr. Baca will be starting to write a column for the Valley Daily Post. Mr. Baca has interviewed our Governor and legislators, presented for the University Economic Development Association.(UEDA) with Julianna, Presented for the International Business Visitors Program, Spoke at the NMSBDC statewide event. On a Channel 4 sports commercial. Involved in sports, Senior class president, homecoming king. Volunteers for the community (church usher greeter, Espanola Fiestas, knights of Columbus). Ms. Barbee stated Mr. Baca was just on Channel 7.

Ms. Barbee presented to the Board of Regents regarding SBDC and NNMC Working Together (attached) and Mr. Baca presented to the Board of Regents regarding Student Media Business Mentorship (attached).

Mr. Sanchez stated he mentioned a number of things going on and thanked Ms. Barbee and Mr. Baca for their presentations. Mr. Sanchez mentioned on October 23rd and 24th the College will be having the 10th Annual Agricultural and Sustainable Living Conference and everyone is invited to attend.

V. APPROVAL OF MINUTES

Regent Powers moved to approve the minutes of September 22, 2015 as presented. Motion passed unanimously.

VI. FACULTY SENATE PRESIDENT'S REPORT

Dr. David Torres, Faculty Senate President presented the following information from the September 9, 2015 Faculty Senate Meeting:

1. Sick Bank Policy - Dr. Hwang from the Business Department presented a model for giving back hours to staff who need hours. Faculty is interested in getting this policy implemented. The documents were forwarded to Mr. Sanchez and Faculty Senate hopes to move this process forward.
2. Faculty Constitution - Faculty Senate is still reviewing changes to the Faculty Constitution, specifically looking at the number of departmental Senators from each college.
3. Budget Committee - Faculty Senate looked at changes to the Budget Committee and hopefully the Budget Committee can provide a recommendation to the Provost who can advocate for the Faculty in the Budget process.
4. Faculty Association - Faculty Senate is trying to remove the term "Faculty Association" from the Faculty Constitution.
5. Undergraduate Curriculum Committee - The Committee is currently open for business. The Committee has not received any submissions for changes but hopes to get some in the future.
6. General Education Committee - This Committee met and Kathleen Sena, Registrar asked for input for a question for survey which is now being administered to employees regarding Fall Break. Currently, the College is having break during Thanksgiving but in the past it was in the middle of the semester.

Dr. Torres thanked Regent DeHerrera for attending the meeting. Regent DeHerrera asked where the paperwork was for the Sick Bank. Mr. Sanchez stated he has the paperwork and there were some issues discussed in Executive and they will be flushed out and more discussions will take place. Mr. Sanchez has had a follow up conversation with Mr. Padilla regarding the discussions.

VII. STUDENT SENATE REPORT

Ted Koetter, Student Senate Vice President introduced Anthony Medina who was just admitted to the Student Senate. Mr. Padilla stated he would like to see student growth expand and he would like to encourage people that Northern is not just a small College anymore. He would like to speak to students in high school and give them a better outlook on the College. He would like to emphasize that students keep their mind fresh and he would like to see the growth come up more. Mr. Padilla stated students not

coming to College is a big mistake. Mr. Padilla stated he has been a student for quite a while, has made changes and is enthused to push students forward. Regent DeHerrera stated it was Mr. Padilla's idea to have the film department put a clip together for a commercial or to play before the movies.

Mr. Koetter stated there will be meetings held by Student Senate to review its budget. Student Senate will assist the Student Life Office for the Halloween Event as well as co-sponsoring prizes. Student Senate is working on creating a new position in the Student Senate as the Dual Credit Student Representative which would be an ad hoc position. Regent Garcia offered a Gift Certificate for Anthony's on the Delta for the Halloween Event.

VIII. STAFF REPORTS

A. Provost and Vice President Report

1. Academic Initiatives

Dr. Pedro Martinez, Provost and Vice President for Academic Affairs stated Mr. Sanchez stated the Board of Regents heard about the accomplishments of the Po' Grant through the College of Education, there were 80 participants in the first lecture series. There was also another lecture series which coincided with Indigenous Day and was also well attended. The College of Education now have 23 members of the Navajo Nation who are also joining the Po' Program in order to continue to their trajectory to be certified as teachers. The College has also received requests from the Apache Nation in Ruidoso to be part of this as well.

Dr. Martinez stated regarding AQIP, the College is expecting responses from the HLC and comments in October or early November. Currently the College is wrapping up the Action Projects identified and new projects will start in December or January. The College is beginning to look at the Quality Highlights Report which is due to HLC in March. This covers a number of topics including systems portfolio, systems appraisal, action projects, student assessment and distance learning and dual credit. The Board of Regents will receive updates of its progress at coming meetings. Dr. Martinez stated he would like to underscore the amount of time Carmella Sanchez, Regina Robbins and Dr. Vila have been working with assessment which has been one of the areas the College was weak on, on the contrary, the College is beginning to see it is strong, it is just a matter of collecting the data to present to the HLC in May. The College is preparing webpages for the visit and collecting student assessment data.

2. Approval of Tenure – Dr. Ana Vasilic

Dr. Martinez presented to the Board of Regents consideration Tenure for Professor Ana Vasilic (attached). Dr. Martinez presented to the Board of Regents Dr. Vasilic's Resume and letter Dr. Martinez wrote to President Barceló recommending Tenure. Dr. Vasilic thanked all the Faculty and Staff for their support. Students have also been very supportive of Dr. Vasilic. Dr. Vasilic stated she is from Serbia, was in Delaware for six years, moved to the Middle East. Dr. Vasilic stated she is a very committed teacher and stated her first teaching experience was in 7th grade when she was helping students study for math exams. Dr. Vasilic likes teaching math but also likes doing research as her research is in applied mathematics. Dr. Vasilic is looking to continue her research and do more undergraduate research with faculty.

Regent Garcia asked for the wishes of the Board of Regents. Regent Powers moved for approval of Tenure for Dr. Vasilic. Motion passed unanimously.

3. Annual Security Report Update

Dr. Martinez introduced Jacob Pacheco, Director of Financial Aid and Jimi Montoya, Director of IT to give the Board of Regents an update in terms of the Annual Security Report (attached) which they have worked on quite a bit and it has been the collective effort of staff and administrators. Mr. Pacheco stated he has been asked to give an update on the Annual Security Report which is driven by the Clery Act which is a consumer protection law to ensure students, parents and employees have access to crimes committed on or near the campus. It is also to ensure that students are informed about security procedures and protocol the College may have and also programs on the campus to prohibit crimes. It is a Federal Law to ensure students, staff and faculty are safe and it sets the standard for campus safety across the nation. Mr. Pacheco stated all institutions of higher education who participate in Federal Financial Aid Programs are required to comply with the Clery Act and compliance is monitored by the US Department of Education and they can impose fines or suspend participation in financial aid programs for noncompliance with all the different components of the act and this is the reason why Mr. Pacheco has to pay special attention and have a special interest in ensuring the College is compliant with the Clery Act. The Clery Act requires the College to file the Annual Security Report by October 1st and disseminate it to the College community. The College sends a broadcast to the community alerting them it is available. This year the College made significant updates to some of the protocols and procedures. Some strides the College has made is that the College is required to provide crime alerts and emergency notifications to the campus community in the event of emergencies or significant threats to health or safety. This includes things occurring on campus and in the community.

Regent Powers asked if there is a definition of "near." Mr. Pacheco stated "near" in terms of reporting crimes is something that is adjacent to the campus. It does not necessarily have to be on the campus but adjacent to the campus, if there is a Clery Crime (murder, aggravated assault, auto theft, etc.) it must be reported. When a crime occurs that is considered a Clery Crime it should be included in the annual statistics. The College is working to ensure that crimes are reported on campus. The College has been doing Campus Security Authority Training and this is an effort to try to inform the campus community of the ability to report crimes and the fact that they should report crimes when they see them. Security will make a judgment of whether or not to include them in the reporting.

Mr. Pacheco stated a new amendment to the Clery Act is the SAVE Act. The College spent a lot of time on this (attached) and the College is required to have information in there and to provide it to students, faculty and staff about the high rate of stalking, domestic violence, partner violence and this staggering statistic that has been replicated across campuses is that close to 25% of females report being sexually assaulted as a college student. This amendment required the College to do some work and update the security report to include information on how to report these specific crimes and also to demonstrate what the College will do to bring awareness to these types of crimes.

Regent Garcia asked that "female" be changed and included "male" or eliminate "female" and list "College Students" because it is also a male problem. Mr. Pacheco stated the verbage is straight from statistics and language straight from the SAVE Act.

Mr. Montoya stated this has been a lot of work and Mr. Pacheco has been the champion for this. In August the College did Campus Security Authority Training which is training for the Clery Act. This was a mandatory class during Convocation and well attended. The College is also doing Title IX training which is ongoing and it will be available at every Convocation. In September the College produced the Annual Security Report and it is posted on the website and readily available at the Security Office.

Mr. Montoya stated the College has enhanced the Campus Emergency Response Team (CERT) and developed protocols. The College is working on the Development of the Emergency Response plan which is important because it has a checklist for emergencies taking place on campus. This will be distributed soon.

Mr. Montoya states the College has developed the Campus Alert and Emergency Notification System. Mr. Montoya reviewed emergencies at other colleges around the nation. The Emergency Response Team includes Domingo Sanchez, Andy Romero, Deborah Trujillo, Jimi Montoya, Ricky Serna, Pedro Martinez, Jacob Pacheco, and Kathleen Sena. The team will meet to decide what actions to take if any events occur. It is very important for the College to have practice drills as well as fire safety. On October 9th the College met with City Officials and they all agreed there needs to be a good communication channel around Espanola.

Mr. Montoya stated the College created an emergency notification system and it can notify different groups if necessary. Mr. Montoya conducted a test of the emergency notification system for the Board of Regents. Regent DeHerrera asked who is notified immediately. Mr. Montoya said it can be sent via email, phone and website. The only thing hindering the College is the accuracy of information and Ricky Serna, Vice President for Institutional Advancement assisted in creating a Google Document to receive accurate information.

Regent DeHerrera recommended Facebook be used for notification. Mr. Montoya stated one thing that may be used is a bookmark for students regarding instructions in case of emergency. Dr. Martinez stated the Advisement would work with students to get accurate information. Mr. Montoya stated the College would also visit other Colleges to get ideas of how they handle these situations.

The Board of Regents adjourned at 9:38AM and returned at 10:10AM.

B. Vice President for Finance & Administration

1. Fiscal Watch

Mr. Sanchez reviewed the Fiscal Watch Report (attached) for the Board of Regents. Mr. Sanchez stated the College has a quarterly requirement to submit fiscal watch reports on behalf of the College to the Higher Education Department (HED). The Fiscal Watch Reports in this packet (attached) are for the period ending September 30, 2015. Mr. Sanchez stated (page 87 attached) looking at cash at the end of September, the College had \$1,569,639 in cash and again the College is heavier on cash at the begin of the semester because of tuition collection and it will start coming down as the semester goes on. In unrestricted fund balance, at the end of September, the College has \$960,609 positive. This starts to taper down as the College gets closer to the month of November and the College gets another shot in the arm in December.

Mr. Sanchez reviewed (page 91) the Fiscal Watch Report Modified and it is modified to include all the BARs the College does on a daily basis or have been approved by the Board of Regents. The College had \$26M in revenue and a negative \$736 in the Operating Budget of a beginning balance and the College had total available of \$25.3M. The College's revenue is \$29.4M because the College has received a number of Grants. The fund balance is negative \$661. The College has about \$21.8M to spend. In terms of expenditures, the College has expenditures budgeted of \$25M and what has been received is \$7.3M in revenue which is 24% of the budget. The College has expended \$6M for the first quarter so the expenditures are at almost 24%.

Mr. Sanchez stated the Plant Funds (BR&R and ER&R) would start picking up now because the College has done quite a bit of activity in October and is trying to spend down some of the appropriations it has between now and at the end of the year. These numbers will start to climb in October, November and December.

Regent Powers stated the Audit/Finance/Facilities Committee spent time reviewing the Fiscal Watch Report during their meeting. There are no expenditures that are exceeding what is expected and revenue is coming in on target. From a standpoint of the Committee they felt everything was in order.

Regent Powers moved for approval of the Fiscal Watch Report as presented and submission of the quarterly report as needed by HED as required under Statute. Motion passed unanimously.

2. Budget Adjustment Requests (BARs)

Mr. Sanchez presented the BARs to the Board of Regents (attached). Mr. Sanchez stated there is a summary at the beginning giving the list of the BARs processed so far (71). The College has a lot of activity in September and October because that is when College is truing up the Grants received. In terms of the Budgets, there are 16 BARs Mr. Sanchez is requesting the Board of Regents approve. One is a transfer and four with unrestricted dollars. There are 8 BARs that are for the unrestricted funds, 1 transfer, 4 increases in the budget, and 3 increases in the budget. On the restricted side there are 8 BARs and 5 are increased bars and 3 are decreased bars.

Regent Powers stated the BARs were discussed in the Audit/Finance/Facilities Committee and there were no significant questions.

Regent Powers moved for approval of the BARs as presented. Motion passed unanimously.

3. Disposition of College Property

Mr. Sanchez presented the Board of Regents with the Disposition of College Property (attached). Mr. Sanchez stated the items are those the College is asking the Board of Regents to approve for the disposition process. Mr. Sanchez stated the College is going to be doing "house cleaning" to bring to the Board of Regents over the next couple of months. The College is getting ready for the flury of construction taking place over the next few months.

Regent Powers stated the Audit/Finance/Facilities Committee discussed this item and there were no questions.

Regent Powers moved for approval of Disposition of College Property as presented. Motion passed unanimously.

4. HED Audit

Mr. Sanchez presented the HED Audit (attached) and it was discussed in the Finance/Audit/Facilities Committee. HED had an interest in looking at the College's procurement practices and they were also looking at the expenditure of bond money to ensure it was being spent properly and by law. Through their process they identified two findings in the process that are included in the report. On page 156 (attached) there was a procurement code finding for lack of a competitive bidding process. This has been tightened up quite a bit and it has been corrected. The process has evolved quite a bit over the last few years. The

second finding was a procurement code violation they identified as unlawful employee participation and this one they identified what the criteria was. What it had to do with was Mr. Sanchez asking someone to sign when he was not in the office. It happened four times over the last four years. The College has since ceased that practice and identified managers that have signature authority. The College is formalizing who can sign on whose behalf in the different areas. There were some concerns (4), one is because the College is in a small community and will generally go with bidders or construction people in the surrounding area, and they noted it is a concern, it is not a finding. The College needs to be careful how it is dealing with the local vendors because it could be perceived as favoritism. No formal signature authority was another concern they had. Again, as mentioned, the College has tightened this up. There were so many issues the College was working on and a lot of these have been resolved. In this document, there are management responses behind each of the findings and concerns. This will give the Board of Regents a sense of how the College responded. The third concern was multiple and formal quotes required. These are some things that there was confusion about, GSD pricing versus CES pricing. All that process has been more formalized and the College is doing a much better job than it did two years ago on this. The responses from the College are also attached. The final concern was a verification MBRP balances. There was an amount the College said it thought it had left on a Bond and HED did not agree. They believed the number was wrong and they said the College misstated a balance left on a Bond by \$5,833.00. The College has responded to this and talked about the process. This was one that the College was not in 100% Agreement and this is their Audit. All areas in the Audit have been addressed. The College is glad it went through it because the good thing about going through this exercise is that it does bring to the attention of administration what the College could be doing better. The nice thing about the Annual Audit is that it does the same thing. This is one of the major areas that get an annual report card whether the College likes it or not for lots of good reasons. This is not a State Auditor's Audit; this is a Department of Higher Education Audit.

Regent Powers stated it is always good to have an independent third party come in and review what the College does. The fact that they found things out of compliance, the College would prefer that it was squeaky clean and there were no findings. Mr. Powers stated in his experience it is very rare that an entity would come in and do an audit and leave with nothing. It is expected that they will find something that would slip through the cracks. In terms of the finding on the procurement code, it appears that the College did do some bidding but it was not at the level that was high enough to comply with the letter of the law. The College did go out and seek bids and the bidders that provided bids were bidders that were qualified under the State Procurement Process. The staff believed that that was sufficient and in the opinion of HED it was not. That will not happen again. Some of the internal things cited have been corrected. This is a good learning experience, it makes the College a better organization and the Committee reviewed this document and feels the necessary internal steps have been taken to correct the deficiencies. Regent Powers stated this is a public document and people need to know what is in. The items that have been mentioned have been addressed and shouldn't occur again.

Regent Garcia asked if the Board of Regents needs to accept this formally or if it is just for information. Mr. Sanchez stated it is more for informational purposes and he does not believe there is a requirement that the College send back to HED that it has been accepted. It is good that it was brought out publicly and talk about the findings. Regent Garcia stated HED will receive a copy of the minutes and they will see the Board of Regents did see it.

5. Procurement Contracts

Mr. Sanchez stated the College was asked by Regent DeHerrera for a list of contracts that the College that is over the \$60,000 threshold. Mr. Sanchez stated the Contracts were provided (attached) that are for the first quarter and reviewed those contracts. With each Fiscal Watch Report the College is getting approved by the Quarter, the College will start bringing forward a list of those items. Mr. Sanchez stated there are many Agreements Institutional Advancement enters into and the College has obligations under Grants. Regent DeHerrera asked if they were academic wise. Mr. Sanchez stated many of them are academic but it does not have to be just academic. It could be other types of Grants. There are some purchases that are exempt from the Procurement Code, there are some exempt because in the history of doing business the State has identified certain ones that really don't lend themselves well (book purchases, utilities). Even though they are high dollar amounts, the College will do to the extent it can to reduce them.

Regent DeHerrera asked if the Gas Company heats the Espanola Campus. Mr. Sanchez stated it does. Regent DeHerrera stated Ferrell Gas is \$78,000 to heat El Rito. Mr. Sanchez stated it is and it is cheap because the College is shutting down portions of the buildings this winter. The College has paid upwards of over \$130,000 to heat the El Rito Campus. The other expense in El Rito is the Security and Lighting. Regent DeHerrera asked if this is part of Jemez. Mr. Sanchez stated this is part of Kit Carson. Mr. Sanchez reviewed all the pass-through Contracts and Auditor Contracts (attached). The previous contract for the Audit was approximately \$95,000 and this was when the College was a high-risk auditee. Because the College has cleaned up so much it has allowed the College to have the bill reduced. This was a big testament to how hard the finance people work on cleaning up or what they have been able to accomplish cleaning up. Regent Garcia stated and the College did not have to go back three years. Mr. Sanchez stated this is only the current year.

Regent DeHerrera asked if an audit has been done on the communications part. Mr. Sanchez stated the College has looked at it to reduce the cost on communications. It is not as easy as the College would like it to be. One of the things the College uses is voiceover IP but there are some real hard lines the College cannot get rid of (gate for El Rito, elevators emergency phones).

C. Vice President for Advancement

1. Enrollment Management Report

Ricky Serna, Vice President for Advancement presented the Board of Regents with the Enrollment Management Report (attached). The College is increasing up the number of applications it receives. Historically, the College pushed for a high number of contact cards expressing an interest to come to the institution. The College is cleaning up the application so the information on the contact card is not much different than from what they might put on a complete new application. The College has seen over a period of time that it doesn't receive in the month of August and very few in the month of September and in October and November the College receives them. One of the issues fixed is that the College opened the application for the fall 2016 semester which was something that was not done until the end of October but the College did that at the end of August.

Mr. Serna stated one of the things the College is working on in the Financial Aid Office is accepting students from high school with their 7th Semester Transcripts. Data is showing the College does a lot of recruitment from August through December, which is the prime recruitment season, but 50% of the College's students do not get accepted until the August that the fall semester starts. They apply November-April but the College does not admit them up until 10 months after they apply because the College waits for their official

high school transcript before admitting them. Those students stay waiting in limbo before they understand what their financial aid is going to look like, before they understand whether or not they are going to be fully accepted. The College is working with Financial Aid is to accept student as early as January with their 7th Semester Transcripts. The College is looking at high school seniors with a 2.5 GPA at January taking their high school transcripts and accepting them and getting them into new student orientation, to place, to register and then take care of the transcript.

Mr. Serna stated all recruiters are being trained to advise students with Financial Aid. When a student is having Financial Aid issues they can assist in addressing the issues. The College is also working on enhancing the tuition waiver award process. The College has identified this as a gap and will promote it more. The College has tuition waiver agreements that allow students who are Native Americans from out of state to Northern who can come from out of state and receive in state tuition. The process means a student just has to check the box and there is no verification process that shows that they do live in a particular state or are registered. This will allow the College to promote the waivers because this is a large tuition reduction, more than half off.

Mr. Serna stated regarding Dual Credit , the College is trying to enhance it to beef up the numbers. The College is:

1. Rebuilding relationships with partnering school districts
2. Coordinating a region-wide meeting with Superintendents, Principals and Counselors
3. Refining the process for approving high school teachers as adjuncts
4. Promoting Dual credit among region's parents and students
5. Refining Dual Credit processes
 - a. Clarifying roles and responsibilities
 - b. Increasing activity in high schools
 - c. Increasing customer service
 - i. Course closure/cancellation notifications
 - ii. Pre-COMPASS training
 - iii. Course fee notification

Regent Powers asked if the course specific fees are allowed under the State Statute that provides for dual credit. Mr. Serna stated they are. Regent Powers asked if the College knows how its course specific fees compare to other institutions. Mr. Serna stated he does not know off hand. The College does have an understanding of how the overall fees fare with others, which was addressed at the last meeting. Mr. Serna will find this out with neighboring institutions and comprehensives. Mr. Serna will send this to the Board of Regents. Mr. Serna stated there is just a hand full; the College has a lab fee, studio fees for arts courses and online fees. No more than those three come to mind.

Mr. Serna stated the recruiter worked hard on the website to create a page for the local housing options. The College is trying to beef that up as well. The College will also be:

1. Distributing class schedules to all PO boxes in Rio Arriba County
2. Promote campus resources along with acceptance letters
3. Increase faculty participation
4. Focus on undergraduate research/hands-learning
5. Promote affordability and financial assistance
6. Campaign "Something for Everyone"

Regent DeHerrera asked if with this campaign if all degrees are listed. Mr. Serna stated they are not; the College promotes the options and promotes the number of courses being offered at night and the type of learning the students engage in. The College really promotes undergraduate research and hands on learning experiences at the College. One of the reasons it is not done is because the College is being careful of promoting an AA degree where enrollment might be less than 6 or 7. The College knows it is promoting a program that will have some chronic issues with making courses on a regular basis. This is something the College is being careful with and understanding which courses exist and low enrollments and the likelihood that these courses are going to be troubling to make on a regular basis. Regent DeHerrera stated this is an issue that was discussed in the Academic Affairs/Student Affairs Committee meeting, being out there and promoting what there is to offer. If this is the case then the College cannot promote fully if it is in this predicament. Regent Garcia stated the College can promote numbers saying what it offers (ex. over 40 AA Programs) and they can call for information. Mr. Serna stated the College has over 40 for sure and there are some that they go up and down with enrollment. One of the ones is the RAD Protection, it has a certification and AA degree up until recently it would sputter out 5 or 6 graduates that would be placed in Los Alamos but now the enrollment is down. The College does not want a student to be discouraged.

Mr. Serna stated the College is promoting, undergraduate research, hands on learning, the variance in program, affordability and financial assistance. The College understands a full Pell Grant combined with Bridge or Lottery Scholarship can get a student through a full year of College and the College needs to do a better job of helping our parents understand what they can do when their students are in high school to prepare for their receipt of full Pell Grants, Loans, Work Study and what happens when they enroll immediately after for the Bridge and Lottery.

Mr. Serna stated the class schedule is almost completed and the College will create a PDF of it and send it to the Board of Regents so they can know what the final draft looks and what is going out to everyone.

Mr. Serna stated in Communications and Marketing, the PR Specialist left and her replacement will begin November 1st. The Radio Show is up and running again. The College is focusing on the hands on, the opportunities for children in the community as early as grade 5 and 6 for the STEM Center and other programs and the College really focused on the Continuing Education Programs, especially the relocation of the fiber arts and the furniture program in Espanola. Those programs are now having workshops for youth in the evenings to expand access.

Regent Garcia asked if the College can partner up with Moving Arts student base and have them know the weaving and woodworking is available. Mr. Serna stated he could. Regent Garcia stated Roger Montoya would be a great advocate. Mr. Serna stated Mr. Montoya is a good partner of the College because of his involvement in the Charter School and they are constantly on campus for the Friday Academies. Mr. Serna will see if he is interested.

4. Four Policies

Mr. Serna stated the four policies have been reviewed a couple of times before and he was not sure if the Board of Regents wanted to take action. They are all separate that way if the Board of is comfortable with some and not others, they can approve those. These policies were provided at the Retreat showing the redline changes and recommendations from legal. These policies have incorporated all the redlines and comments from legal. The policies included are:

1. Public Access and Loitering
2. Solicitation and Commercial Activity
3. Social Media
4. Procurement Policy

Regent Garcia asked if legal has reviewed these policies. Mr. Serna stated all except purchasing, which the College felt did not require a legal review because it came straight from the State. Regent Garcia asked for the wishes of the Board of Regents. Regent Garcia asked if the Board wanted to go through each individually or pass them. Regent Powers stated he was very comfortable with the Procurement Policy. Regent DeHerrera asked if legal received them, went over them and if they went out. Regent Garcia stated they went through legal first and now it is up to the Board of Regents. Regent Powers stated the Public Access and Loitering and Social Media have been seen a couple of times. The Board of Regents had a couple of omit things that got, that were corrected. Regent Powers stated he is comfortable approving them all and asked if they needed to be approved with one motion or separate motions. Regent Garcia stated they could all be done if the Board of Regents feels comfortable. Regent DeHerrera asked if Regent Martinez looked at them as well. Regent Garcia stated he did review them at the workshop.

Regent Powers moved for approval of the policy on Public Access and Loitering, Solicitation and Commercial Activity; Social Media and Procurement Policy as presented. Motion passed unanimously.

Mr. Serna stated President Barceló asked him to update the Board of Regents on the Funding Formula and asked if the Board of Regents would like an update. Regent Garcia stated they would like the update. Mr. Serna stated there was a discussion about meeting with David Abbey and Mr. Serna met with him. The meeting was to share the concern the institution had with regards to right sizing in terms of programming and the funding formula in terms of degrees and awards. What the College was sharing with him at this time was how the College has identified programs that are not cost efficient or whose graduates who are not being able to be employed afterward. Mr. Serna provided Mr. Abbey and his staff a comprehensive overview of what the actual award implications were going to be to the College for closing some of the programs like automotive, construction trades and specifically radiology which had a high number. This past go around the College had 21 awards that were part of the teach outs for those programs that the College will never see again. The College wanted to be sure that as the Governor continues to talk about this niche, finding what the College does well and doing it well, that as the College adjusts and right sizes to the niche, that there is no implications for the College. Mr. Abbey was very appreciative of this and was talking about how he and HED were having discussions about funding initiatives like this. It is the opposite of add more certificates and AAs and just get more degrees and more awards and more money. It is about being more efficient and not duplicating efforts.

Mr. Serna stated his comments emerged at a recent meeting which took place. HED is proposing an element of the Funding Formula that is called HED Hold Harmless Plus. This is not being received well by a lot of institutions because what it does is shifts a lot of funding from the research institutions into the comprehensives and the two year colleges. It actually is beneficial to a school like the College because the College would go from a reduction in some funding to the tune of approximately \$170,000 to something like \$26,000 funding in the black. The good news is when looking at the formula data, the College is eligible for what last year was called the hold harmless, our total awards are up by a total of 9. They are up predominately in AAs and Certificates. In fact, the College is down 12 awards in BAs but are up awards in AAs for a net increase of 9 total awards. This is what are really looking at in the Hold Harmless if the total awards are going up.

Mr. Serna stated the other thing the College is working on that is playing itself in the Funding Formula is credit hour. This is basically called workload. The College saw a reduction of about 5,700 credit hours between 14 and 15. Those are the areas that are playing against the College in the negative \$170,000. Not necessarily total awards but the College sees a reduction of STEM H awards which is a metrics and student credit hours which is a work load metrics. The College will follow this and there will be a presentation in December before the session starts where everybody is allowed to give their position. HED's position which is to kind to hold more institution harmless is benefitting the College on paper.

Regent Powers stated there is a meeting on Monday of the Steering Committee that is studying the Funding Formula. Regent Powers has not yet seen any data or material for the meeting but he is on the committee and will be in attendance and will let the College know what happens. Regent Powers stated he knows that David Abbey and certainly the legislative side of things seem to be more concerned with those types of issues than the executive side.

Dr. Martinez stated there is a matter related to this that he would like the Board of Regents to be aware of that the College is presently working on. The Department of Finance usually requires a report from the College to show how many students received their Bachelors and how many got the Associate. The way the request the information to be report is different from IPEDs. IPEDs allows the College to adjust. One of the problems the College has is that some students declare the Bachelors but actually do the Associates. In the same matter some declare the Associates but actually do their bachelors. This creates a problem for the College in terms of being able to provide that information that is not consistent with all the institutions. The College's sister institution, Western and the College have requested to provide an adjustment to the report sent so that information may be captured. Then the College is not capturing the number of students that are really graduating and giving them the amount of time they need to finish their degrees. Once the College has this, it has written the letter, it has requested to use IPEDs as a way to report the information rather than the template that has been given to report the degrees.

IX. OLD BUSINESS

None.

X. EXECUTIVE SESSION

Regent Garcia suggested moving Executive Session ahead of the Vice President Finance and Administration. Regent Powers moved to adjust the Agenda. Roll Call Vote was taken for Executive Session. Regent DeHerrera - yes, Regent Powers - yes, Regent Garcia - yes, Regent Martinez - yes.

Regent Powers moved the Board of Regents leave Executive Session and return to regular Session. In the Executive Session the Board of Regents discussed matters pursuant to NMSA 1978 Sections 10-15-1(H) 2, 5, 7 and 8. Roll Call vote was taken. Regent Powers - yes, Regent DeHerrera - yes, Regent Martinez - yes, Regent Garcia - yes. No decisions were made.

XI. POSSIBLE ACTION ON EXECUTIVE SESSION

Regent Martinez moved the Board of Regents return from Executive Session. Discussions were conducted according to Section 10-15-1(H) (2) (5) (7) & (8) were discussed. Roll Call Vote was taken – Regent DeHerrera – yes, Regent Powers – yes, Regent Garcia – yes. The Board of Regents returned from Executive Session.

XII. COMMENTS TO THE BOARD OF REGENTS

None.

XIII. ADJOURNMENT

Regent Powers moved to adjourn. Motion passed unanimously. The Board of Regents Meeting adjourned at 12:50pm.

APPROVED:



Rosalio (Chayo) Garcia, Board President



Damian L. Martinez, Esq., Vice President

