

NORTHERN NEW MEXICO COLLEGE

BOARD OF REGENTS MEETING

OCTOBER 24, 2016

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, September 29, 2016, in the Boardroom of Northern New Mexico College, Espanola Campus. Regents present: Rosario (Chayo) Garcia, Damian L. Martinez, Esq., Kevin F. Powers (Via Conference Call) and Melinda DeHerrera. Board President Rosario (Chayo) Garcia called the meeting to order at 8:35AM.

Northern New Mexico College staff present: President Richard J. Bailey, Jr. Dr. Ivan Lopez Hurtado, Provost & Vice President for Academic Affairs; Domingo Sanchez, Vice President for Finance & Administration; Chris Trujillo, IT; Jimi Montoya, Director of IT; Ryan Cordova; Athletic Director, Men's Basketball Coach; Brandi Cordova, Executive Assistant to the Vice President for Finance & Administration; Alex Williams, Business Office/Senior Financial Analyst; Henrietta Trujillo, Director of Financial Services/Temp HR Director; Mark Rendon, Accountant II, Sandy Krolick, Creative Director Communications & Marketing and Amy Pena, Executive Assistant to the President and Recording Secretary. Faculty Present: Dr. David Torres; and Anna X Gutierrez-Sisneros Others present: Barron Jones, Rio Grande Sun; and Ariadne Bito, Student Senate President

II. APPROVAL OF AGENDA

Regent Martinez moved to approve the Agenda as presented. Motion passed unanimously.

III. COMMENTS FROM THE BOARD

A. Board Committees

Regent Martinez stated the Audit/Finance/Facilities Committee meet absent Regent Powers. In attendance were Regent Martinez, President Richard J. Bailey and Domingo Sanchez, III, Vice President for Finance & Administration. Regent Martinez stated as Mr. Sanchez will point out with his presentation everything is looking good.

Regen DeHerrera stated the Academic Affairs/Student Affairs Committee met last week and went over quite a few topics. The Committee reviewed informational charts and percentages on the College's enrollment and how well the College is doing. Dr. Lopez put this information together and it is very informative if anyone would like to review it.

Regent DeHerrera stated Ryan Cordova, Athletic Director/Men's Basketball Coach also attended the meeting and stated why housing is so important. Students are housed for this semester but it is going to be an ongoing problem that the College faces in the future. Regent DeHerrera stated it is really not fair to Mr. Cordova to always have to figure out how to house new students. Regent DeHerrera would like to keep this on the table to hopefully come up with new topics, if not, new ideas on how to get the housing fixed. Eventually if the College ever gets a dorm it would be great but for the time being the College needs to figure it out step by step every semester.

Regent DeHerrera stated she did not get a chance to look at the faculty evaluation but they did speak about and it and from what Regent Herrera is hearing the faculty is on board and they love it. Dr. Lopez put that together as well.

Regent Garcia would like to get the paperwork Dr. Lopez compiled to the other Board Members if possible because it was very informative. Regent Garcia would like the Board Members to also see the Faculty Evaluations. Dr. Lopez has electronic copies and will send them to the Board of Regents.

Regent Garcia stated Mr. Cordova noted that that the problems the College is having now with the students in Eagle Village is that they do not have a washer and drier so the students are having to take their laundry to a local laundromat which could be a little intimidating, especially in the evening. They have one refrigerator to share with 24 students. Regent Martinez asked if athletics has a washer and drier facilities for uniforms. President Bailey stated they have one but the College is working on options to increase it for them. The College is working on some short and medium term fixes to what Regent DeHerrera brought up that will help for now. Ideally the goal should be permanent residence. The College has to work hard at getting the dorm but the College has some fixes that will help the immediate problems. Regent DeHerrera stated the other issue about the laundry itself is having to carry it because they do not have vehicles so they are walking. Regent Garcia stated the good thing is that the College has them here in town and it is not shipping them to Los Alamos like they had been. Regent Garcia stated these are fixable problems. Regent Martinez asked if there is the ability to put washers and driers in the places they are staying in. Regent Garcia stated there is not, it is not an option. Regent DeHerrera stated the fix is to see if they can bring washer and driers to the College to fit them in the gym because most of the day they are at the College, this is a temporary fix.

Regent Martinez stated the legislative session is going to be upon the College quicker than it realizes. Regent Martinez would like each college provide President Bailey a name of a student for the next Student Regents so there is one from each College. This has been discussed before and it is going to take the Deans of the particular Colleges, they need to get buy in on that, to do it. Regent Martinez stated it is not a "it's not my job" type of issue, it needs to be done so the College can present the Governor with the best qualified students from the school. Regent Garcia stated they have been working on this problem. Dr. Lopez stated he addressed the Student Senate because what he found is that their regulations or requirements were actually very difficult. The pool of candidates was actually going to be really small according to the rules. For example, students in order to be eligible, must have already passed 30 credits. That means that freshman are disqualified. Because this is a two-year commitment, that means that juniors and seniors are also disqualified because the College does not have graduate programs except for the post baccalaureate certificate. The College ended up with sophomores. Additional requirements were a 3.0 GPA and republicans could not apply. Regent Garcia asked why Republicans could not apply. Dr. Lopez stated this is what is said because of the current membership. That was what it said in the requirements of the Student Senate. Regent Garcia stated it should not matter now whether Republican or Democrat. Regent Martinez stated he believed it did not matter for the Student Regent what their party affiliation was. Regent Garcia stated it does but in the end it has to be balanced with 2 and 3. Regent Powers stated you cannot have more than 3 of any one party. Regent Garcia stated right now it does not have to be Republican or Democrat because the Board of Regents is even right now. Regent DeHerrera stated having a transcript was another big thing, having to request a transcript. This has not been waived. Dr. Lopez stated they were requiring a transcript plus they

were requiring a cover a letter plus an essay. Dr. Lopez stated at the end you want to communicate your reasons why you want to become a Board Members. They should just ask for one. Dr. Lopez showed Student Senate how UNM's process was a little simpler. The Student Senate changed their rules. Regent Martinez asked if these were the College's rules. Dr. Lopez stated they were the Student Senate Rules. They changed them all and have asked everyone to apply for this position.

President Bailey stated he met with the Student Senate and for many students they definitely see the work Regent DeHerrera puts in and they know how busy she is but President Bailey stated he does not think they have thought about the possibilities of the opportunity that this is. When President Bailey mentioned it to them, they are handpicked by the Governor for this role. When the Student Regent is finished with school and applies for jobs, the fact that you can put it on the resume, that you were handpicked by the Governor of the State, the eyes lit up a little. President Bailey sent an email to all students to say here are some of the benefits of this position, they have a real voice in the running of the institution and President Bailey reports to the Regents. The hope is that this will generate a little more enthusiasm and the College will have a larger pool to select from. Regent Martinez would encourage juniors to apply anyway. President Bailey agreed. Regent Garcia thanked Regent Martinez for bringing this up.

B. Board of Regents Meetings for November & December

Regent Garcia stated hopefully the Board of Regents could consolidate the November and December Board Meeting. Regent Garcia stated she was hoping the Board of Regents could have the meeting on December 1, 2016, the same day as the Inauguration since everyone will be on campus. The meeting could start at 8:00AM in the morning and it should be done by 10:30AM or 11:00AM and the Inauguration starts at 11:30AM. Regent Garcia stated there should be sufficient time, it should be a short meeting anyway. Regent DeHerrera asked if it would be for November and December. Regent Garcia stated it would be for November and December since in December Graduation is on December 17th and all staff will be off through January 2, 2017. The next meeting will be in January. Regent DeHerrera stated she is good with this. Regent Powers stated he is good with it as well. The Board of Regents decided the meeting will be December 1, 2016 at 8:00AM.

Regent Martinez moved that the Board of Regents combine the November and December meeting to December 1, 2016 at 8:00AM at the Board Room of Northern New Mexico College. Motion passed unanimously.

IV. PRESIDENT'S REPORT AND ANNOUNCEMENTS

A. Celebrate Northern

Regent Garcia stated prior to Celebrate Northern, she would like to welcome President Bailey, she is excited, everyone is excited and in talking to a lot of faculty and students and they are excited and their faces are bright and cheerful and it is a new dawn. Regent Garcia stated she also wanted to give special thanks to Domingo Sanchez, he held it together from December until now and things did not fall apart, quite the contrary. He paved the way and set a great foundation for the new President coming in. Regent Garcia presented Mr. Sanchez with a gift from the Board of Regents. Mr. Sanchez thanked the Board of Regents. Regent Garcia stated she knows Mr. Sanchez had to lien on the staff as well and Regent Garcia thanked the staff as well. Mr. Sanchez thanked everyone on the staff because it was a tag team event and it

doesn't happen with one person, it happens with everyone. Mr. Sanchez thanked the Board of Regents for the gift and he appreciates it. Mr. Sanchez would like the College to continue moving forward, the College has a good group of people. Mr. Sanchez thanked everyone that was at the Board Meeting and stated everyone is important in what the College is doing and he appreciates it. Mr. Sanchez thanked the Board of Regents for support because it does not happen without the Board of Regents support.

President Bailey stated he would like to discuss couple of great things going on at the College:

1. The Community for Accredited Online Schools ranked the Best Beauty and Cosmetology Programs in the US and Northern New Mexico College was among the top programs in the US. There were 12 different data points to determine this, Colleges had to have regional accreditation, each college had to have aggressive career placement services and Northern New Mexico College was recognized among the top programs in the country. President Bailey recognized Betty Espinosa, Elaine Valdez and Lori Baca for their amazing work and congratulated them.
2. The Commission on Collegiate Nursing Education granted reaccreditation to the Baccalaureate Degree Program in Nursing for 10 years. It is the longest period of accreditation they can offer and there are other programs nearby who did not get accreditation so this speaks to the quality of the program at the College. President Bailey gave a special congratulation to Ellen Trabka, Darlene Hess, Anna X Gutierrez Sisneros, Susan Wayne and Wendy Van Dilla and thanked them for what they are doing for the students.
3. The College has \$50,000 coming to the College for more internships.
4. There is an initial \$10,000 from the US Department of Agriculture with expectation for more.
5. The College engaged this week with members of INBRE which is a group that will help the College connect to the National Institutes of Health. The College has not really explored the possibility of grants there and that is very exciting news.

President Bailey stated there are a lot of things moving forward at the College right now and he is very proud of faculty and staff.

President Bailey read a letter from Zia Credit Union who used the facilities at the campus and thanked Brandi Cordova, Executive Assistant to the Vice President for Finance & Administration who does a fantastic job of organizing the chaos to make it happen. President Bailey asked Mr. Woodruff if he could share the letter (attached) and Mr. Woodruff agreed. President Bailey read the letter to the Board of Regents (attached). President Bailey stated as a President of a College, getting a letter like this from one of the leaders of the community that singled out Terry Mulert, Brandi Cordova, Facilities Staff, IT Department, Food Services and Cleaning Staff, it does not get any better than this. The key is that he is writing this letter to say that these people are doing it just because they are generally good people and they want to care about the community. That is the brand of this College and President Bailey could not be more proud. President Bailey thanked the people who were recognized in the letter for representing the College so well.

President Bailey stated the College is going to work on a Strategic Plan for the College. The College has been talking about this and the College will have on Thursday, December 8, 2016 the first big Retreat. It is going to be open to all with the goal being that everyone is going to discuss what is valued as a College. Discussion will be held regarding where the College is now and where it wants to be years from now. Discussion will also be held regarding opportunities to leverage to get the College where it wants to go. In the end the group will come up with what it truly values as a College and the priorities it has so that as

the College grows and as the College gets to a stronger financial picture, the College will know exactly where the priorities are for increased funding. The College will be very transparent about it and will share it. President Bailey would like faculty and staff to start thinking about their inputs because everyone will have a voice in it.

President Bailey stated in the interest of transparency one of the things President Bailey will start doing is a State of the College address, it will be done Quarterly. This will be a town hall and open to all students, faculty staff and community. President Bailey will start with about 10 minutes of here is what the College is doing, here is what is going on at the College, here are some great things going on, here are some challenges the College is facing. The College will be very open and honest. It will then be open Q&A to everyone in the crowd and everything is on the table. The goal is to make sure the College is sharing everything about the College with the Community and that the community has a voice into how things are run in the College. This is the community's college and the College wants to make sure it is spreading this.

Regent DeHerrera stated the letter President Bailey posted in the paper was great. Regent DeHerrera stated it was great and it was in the Valley Daily Post. President Bailey stated thanks to Sandy Krolick, who is the College's voice, she blasted the letter to Albuquerque, Valley Daily Post, Rio Grande Sun. Regent DeHerrera thanked Sandy Krolick.

V. FACULTY SENATE PRESIDENT'S REPORT

David Torres, Faculty Senate President stated:

1. Nursing: Nursing 114 was changed from a letter grade to a credit or no credit and there is a change in Nursing 416.
2. Faculty Evaluation: The new Faculty Evaluation was passed by the Faculty Senate so it will be used this year. Thank you to Dr. Lopez for putting it together from a lot of feedback.
3. Faculty Constitution: A small amendment to the Faculty Constitution was passed in regards to staff or non-full time faculty serving on faculty committees and Faculty Senate.
4. General Education: There is a lot of general education reform being done right now. There are new outcomes being considered by the Higher Education (HED) General Education Subcommittee. Faculty Senate looked at those outcomes and presented some feedback to the New Mexico State Provost who is managing all these requests and all the feedback as far as the reform and the models being considered.

VI. STUDENT SENATE

Ariadne Bito, Student Senate President stated:

1. Student Regent: There have been a few bumps and on the first try, the Student Senate did not receive any applicants. Ms. Bito worked with Dr. Lopez and tried to fix the Student Regent application to where the pool of students who qualify would be larger. Regent Garcia stated they tweaked the application. Ms. Bito stated the deadline would be October 28, 2016 and the interviews would be on October 31, 2016.
2. Halloween Event: Student Senate will be hosting a Halloween Luncheon. Ms. Bito invited the Board of Regents to the event.

3. Discount Letter: The discount letter has been tweaked and it is at the point where everyone thinks it is the final document. Student Senate has also received the envelopes they will be using. Student Senate is having a work session to figure out which business they will send to and they will also prepare the letters to be sent out.

4. Thanksgiving: Student Senate is planning a Thanksgiving Luncheon as well as finals week events. These will be the last events Student Senate will have.

5. Winter Ball: Ms. Bito stated she reported this to Student Senate and they thought it was nice. Ms. Bito also spoke with President Bailey and Mr. Sanchez about it and they both showed support. Ms. Bito also asked for support from the Board of Regents. This is the first Winter Ball at the College and the purpose, this will be an experiment to increase Student Life activity and also getting the community together for a certain cause. Ms. Bito summarized the event for the Board of Regents. One of the benefits is that it will be a toy or food drive as the admission. It will be open to faculty, staff, students and the community to get them all together to do this. The toys and food will be donated to the soup kitchen. This was done last year and there were boxes around campus. This will be a step up. The other benefit is that this will be December 2, 2016, a day after the Inauguration. President Bailey will benefit from this because he will be able to network because Ms. Bito stated she does not believe there are many events where the community is involved. This will take place in the gym and Ms. Bito has spoken with Mr. Cordova and this day is free and the decorating committee will be doing the decorations in the morning. The budget for this will be \$3,000-\$5,000 depending on how much food is served. Ms. Bito also stated student groups can have fundraising that day (cupcakes and flowers) to raise money for their clubs. There will be a homecoming feel to it where students can participate on the voting for King, Queen, Princes, Princesses. One additional benefit is the winners of the Court will be those that will be on the float for the Light Parade. This will be a good representation for the College. Ms. Bito will report more at the next Board of Regents Meeting. Regent Garcia asked if the parade was on the 9th. Ms. Bito stated it is.

President Bailey stated the Student Ambassadors were also talking at the Student Senate Meeting about the dress for this event. Some were talking about dressing up, some were talking about ugly sweaters. This will be decided. Ms. Bito stated she is going to try to talk to people to see if there is a way for people to donate gowns so people can benefit from it, this may be a reason people will not go because they do not have clothing for it. Student Senate has a little over a month to prepare for this. Ms. Bito has asked potential donors for this event, Student Senate, Student Life and Office of the President. These are potential donors.

Regent Garcia stated perhaps Student Senate can send an email blast to the Alumni Association. Ms. Bito stated they will be doing this and they will also go to the radio station for this. They will also place it in the paper because it is a community event.

Regent DeHerrera stated this is a good idea and in all the years she has been here she has never seen an event like this. Hopefully it will work out with the community as well. Ms. Bito stated she is hoping for a lot of admissions so it will be the community helping the community. Regent DeHerrera asked if Student Senate is getting the food contributed. Ms. Bito stated Student Senate is thinking about going through the Cafe but if there are other vendors who are cheaper they may do this, although they would like to go through the Cafe. Regent DeHerrera asked about the music. Ms. Bito stated Student Senate is thinking about hiring Stealing Hears as they do for big events. If they do not have the budget, they may put together a CD for dances. They are also looking into hiring Mariachi Bands.

VII. APPROVAL OF THE MINUTES

Regent DeHerrera moved for approval of the minutes as presented. Second - Regent Martinez. Motion passed unanimously.

VIII. STAFF REPORTS

A. Vice President for Finance & Administration

1. Fiscal Watch

Domingo Sanchez, Vice President for Finance & Administration reviewed the overview which was discussed in the Audit/Finance/Facilities Meeting. Looking at the College's balance sheet, Statement of Net Position, cash at the end of September is at \$2.6M. Unrestricted Fund Balance is at approximately \$3.2M. Mr. Sanchez always mentions that as the year progresses this number starts to come down. You get an influx of revenue and expenditures to whittle away at that. When the College gets to December and January it gets another injection of revenue from tuition and Mr. Sanchez will say the same thing as the College goes to the end of the year and it starts to come back down. For the end of September, it looked pretty good and a big part of this has to do with an increase of enrollment that the College has this semester. When getting into spring, the challenge will be to bring in as many people as possible. As the College gets closer, the College will see how those numbers are looking. These are things Dr. Lopez will be giving the Board of Regents more information on as the College gets toward the end of the semester and early January.

Mr. Sanchez reviewed the comparison of where the College was last year versus this year at the same time into September. Mr. Sanchez stated as a reminder, these fiscal watch reports are an accumulation of all the funds for the institution, restricted and unrestricted funds. Looking at revenues this year compared to last year, last year the College was at \$7.3M and this year at \$7.8M. Looking at the amount available when adding in the beginning fund balance last year it was at negative \$600,000 now it is positive \$1.5M. The College had \$6.6M last year at this point in time to work with and this year the College has \$9.4M. Expenditures last year were at just over \$6M, this year they are at \$6.2M.

Mr. Sanchez stated regarding identification of capital costs or expenditures the College has which is made up of the special revenue bonds the College receives or BR&R and ER&R activity. This year, the College's expenditures are at \$278,000, revenues \$264,000 and these numbers are going to continue to grow as the College gets further into the end of the semester because you can see there is a lot of activity going on in the hallways. The College is supposed to finish by January so a lot is going to be built closer to January and February. The College will probably see some activity in terms of these expenditures hitting the books between now and December.

Mr. Sanchez reviewed the unrestricted funds, the unrestricted activities are what carry the auxiliaries, in particular, if they are not holding their own or if the College is having to make heavy transfers to help subsidize those activities, it will come out of here. It is important that the College's total operation is kept in check and that the College is watching the expenditures. The College has been successful in reducing the

amount of transfers over the years and these are unrestricted operational monies. Last year the College had revenues at the end of September of \$4.7M and this year \$4.752M. Expenditures are about the same, a little less by about \$100,000 and where the College was at last year at this time was \$952,000 and fund balance this year is at \$3.2M.

Mr. Sanchez reviewed the auxiliaries. Last year the College was at \$376,000, this year at \$372,000, expenditures are up this year. Last year the College had a fund balance of \$146,000 at the end of September, this year \$31,000. There are a number of things that affect that number, some of the expenditures are slightly higher for some of the increases in activity the College has at this point in time. Mr. Sanchez stated he is not too concerned at this point yet, the College will continue to monitor it. In terms of where the College is going, there is still a lot of the year to see how things are evolving.

Mr. Sanchez stated he is not going to talk about grants and student aid because they are money in and money out. As long as the College is submitting reimbursements, the College is getting the money back. Mr. Sanchez stated these are the five pots that make up the Fiscal Watch Report. Mr. Sanchez breaks those out so the Board of Regents sees how each component is doing.

Mr. Sanchez stated the College is in a good position but it has to watch expenses because Mr. Sanchez believes the Board of Regents is aware that with the special session, the College had a reduction of \$521,000 to I&G and there were a few other below the line items that the College sees reductions also, Athletics 5%, Nursing Enhancement, Veterans Center and STEM allocation were also cut. In the upcoming session, there are already discussion that there are cuts, there are no ifs ands or buts about it, the College is going to get in the Operating Budget for next year. Numbers range from 6%-8%. We will not know what the real number is going to be until then. Regent Garcia asked if on top of the one the College just got, is it going to get another 6%-8%. Mr. Sanchez stated yes for the upcoming year. All the more reason why the College needs to pay close attention to how it is expending and all the more reason why in terms of recruitment the College is focusing on it not only for the spring but for the fall and all the more reason why the College wants to pursue the issue of the dorm. The College is probably the best positioned institution for growth, the best positioned institution to benefit from a dorm. For those reasons President Bailey and Mr. Sanchez are pursuing that and will be talking to the Board of Regents more about what it is doing.

Regent Martinez moved for approval of the Fiscal Watch Reports as presented. Second - Regent Powers. Motion passed unanimously.

2. Budget Adjustment Requests (BARs)

Mr. Sanchez reviewed the Budget Adjustment Requests (BARs). Whenever there is an initial budget being budgeted, an increase or a decrease, or a transfer between different functions or areas it is brought to the Board of Regents so the Board of Regents knows these are the changes in the Operating Budgets. If it is general maintenance within line items, within functions, those are dealt with internally and Mr. Sanchez signs off on those working with the different departments and the Board of Regents will see them on the list but the College does not act for authorization on those particular ones. In the packet for this meeting, there are 3 restricted initial budgets, 1 budget increase in restricted funds, 6 in unrestricted funds and 1 budget transfer. There are 75 BARs that have been processed year to date and the number always grows. By the end

of the year, the College's numbers have been declining in particular over this last year and started to the year before also. Again everyone is getting used to the process and Mr. Sanchez believes the College is doing a better job of managing the budgets in terms of where they are put within the line items. The numbers are probably not going to vary too much going forward.

Regent Martinez asked what the increase in El Rito was for. Mr. Sanchez stated the increase was approximately \$20,000 and the College has fund balance available it needs to budget for some fixes in BR&R. The College generates revenue in El Rito from the rental spaces, trailer spaces and the College has 6 units it rents out. The monies are used for these purposes and in some cases for utilities.

Regent Martinez moves for approval of the BARs as presented. Second - Regent Powers. Motion passed unanimously.

3. Disposition of College Property

Mr. Sanchez stated there are not any items for Disposition of College Property this month. This item is kept on every month because the College is constantly looking at things the College wants to get rid of. Mr. Sanchez met with staff last week and there are some items they are talking about getting rid of but they are not ready to be brought forward.

The Board of Regents took a break from 9:19AM to 9:29AM.

VI. EXECUTIVE SESSION

Regent Martinez moved to enter into Executive Session pursuant to:

- (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee;
- (2) Bargaining strategy preliminary to collective bargaining;
- (3) Threatened or pending litigation subject to the attorney-client privilege in which the College may be a participant; and
- (4) Real estate acquisition or disposal.

Pursuant to provisions of NMSA 1978, Section 10-15-1(H)(2)(5)(7) & (8).

A Roll Call vote was taken and all Regents voted unanimously to enter into Executive Session. (Regent DeHerrera – yes, Regent Garcia – yes, Regent Powers – yes, Regent Martinez - yes). The Board of Regents entered into Executive Session at 10:13AM.

VIII. POSSIBLE ACTION ON EXECUTIVE SESSION

Regent Martinez moved to return from Executive Session and to enter into Regular Session. There were discussions in the closed session but no decisions were made and only matters pursuant to those statutes that were cited for the closed session were discussed. Roll Call Vote: Regent Martinez - yes, Regent Powers - yes, Regent - Martinez - yes, Regent DeHerrera - yes.

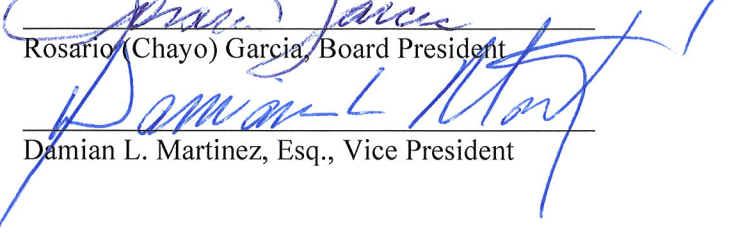
X. ADJOURNMENT

Regent Martinez moved to adjourn. Motion passed unanimously. The Board of Regents Meeting adjourned at 10:15AM.

APPROVED:



Rosario (Chayo) Garcia, Board President



Damian L. Martinez, Esq., Vice President