

NORTHERN NEW MEXICO COLLEGE

BOARD OF REGENTS MEETING

February 25, 2016

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, February 25, 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 8:30am.

Northern New Mexico College staff present: Interim President Domingo Sanchez, III; Pedro L. Martinez, Ph.D. Provost and Vice President for Academic Affairs; Chris Trujillo, IT; Sally Martinez, Executive Assistant to the Provost and Vice President for Academic Affairs; Brandi Cordova, Executive Assistant to the Vice President for Finance and Administration; Carmella Sanchez Director of Institutional Research; Alex Williams Senior Financial Analyst; John Waters, Director of Security; Terry Mulert, Foundation Director; Jacob Pacheco, Director of Financial Aid; Kathleen Sena, Registrar and Amy Pena, Executive Assistant to the President and Recording Secretary. Northern New Mexico College faculty present: Dr. David Torres; Ellen Trabka; Dr. Joaquin Vila, Dr. Lori Baca; and Anna X Gutierrez-Sisneros. Others present: Ariel Carmona, Rio Grande Sun, Ted Koetter, NNMC Student Senate; Ariadne Bito, NNMC Student Senate; Dr. Hugh Prather and Jake Arnold.

II. APPROVAL OF AGENDA

Regent Martinez moved for approval of the Agenda. Motion passed unanimously.

III. UPDATE ON THE PRESIDENTIAL SEARCH

1. Modification of Presidential Search Plan

Dr. Hugh Prather thanked the Board of Regents for the responsiveness they had as the revisions were discussed in the search plan. Dr. Prather commended the Board of Regents in being responsive to the community in looking at some other opportunities for both the community to be kept more broadly in the loop relative to what is going on and also to provide the community an opportunity to meet and listen to the final candidates that will be determined through this process. Dr. Prather stated in accord with the way the entire process was developed this was part of the plan that required the Board of Regents action to make happen. With this in mind, Dr. Prather provided the Board of Regents a draft 6.0 additions to the plan to provide the community with two forums where the Board of Regents would be able to as an institution make the community more aware and listen to the community to some extent in this process. The first forum would take place in the evening, prior to the March Board of Regents Meeting, taking place in Espanola, and providing the community a complete update on how things have progressed to date and what is going to be taking place. It will also provide the community an opportunity to offer the Regents their thoughts on some of the important aspects that they would like to make sure the Board of Regents are looking for as they conduct the interviews with the five finalists. The second forum would take place the evening before the interviews. This would be done in accord with the plan, the week of April 18th. This would be done on Monday evening and it would be an actual presentation by the finalists to the community in an auditorium setting and it would give both the community some opportunities in a very structured way to ask questions of the candidates but also to give the candidates a chance to present themselves in terms of their work history,

their background and their vision for the College. There would also be an informal opportunity following that formal setting to mix, mingle and interact.

Regent Garcia thanked Dr. Prather for being accommodating to the Board of Regents for changing of ideas and adding of more work for Dr. Prather.

Regent De Herrera moved to modify the Presidential Search Plan to include 6.0, including the community forums so the community input could be included. Motion passed unanimously.

Dr. Prather stated there are currently 74 individuals from across the country that have requested packets for the Presidential application process. As the Regents will remember the application process is a fairly complex process. Dr. Prather has had a number of the people who have applied indicate the appreciation they have for the comprehensiveness of this process. It appears the College is getting the level of interest it had hoped for and the College is getting some very exciting prospects.

Regent Garcia stated during the Board of Regents Meeting there would be public input in case there are any questions regarding the process. Dr. Prather stated he has sent the Board of Regents some correspondence that he has received that he would like to have the Board of Regents look at and think about in terms of how to best structure the forums. These are the beginning of the way the Board of Regent will work to make the community a better part of the process.

Regent De Herrera asked how Dr. Prather will be advertising the forums and notifying the public. Dr. Prather stated with the Board of Regents approval of the Community Forums, he will be working with Amy Pena, developing some press releases, publicizing it widely and getting it out to a number of the local media and the community organizations that may be interested in attending these forums.

IV. COMMENTS FROM THE BOARD

Regent DeHerrera stated the Academic and Student Affairs Committee discussed El Centro again which has not gone anywhere again and they are stuck in the process. There should be a turnaround if not they may look into another clinic option. Regent DeHerrera stated the Student Senate Bylaws were also presented. There were a couple of changes and they were discussed.

Regent Powers stated the Audit/Finance/Facilities Committee met and discussed the financial reports and Domingo Sanchez, Interim President, will present those items for Board approval. Everything seems to be in order and progressing according to plan for the year.

Regent Garcia stated the new format for the Agenda is very nice and it is very helpful. Regent Powers agreed that it is very helpful to have the executive summary in front of each item and very helpful to the Board in reviewing those items. This gives the Board of Regents something to be looking for and focusing on and he appreciates it very much.

V. PRESIDENT'S REPORT AND ANNOUNCEMENTS

Interim President Sanchez stated he has a number of things he would like to the Board of Regents attention:

1. The College received a letter from the Higher Learning Commission (HLC). There was a formal hearing on February 9, 2016 where they approved the BA in Early Childhood Education and the College can now start moving forward in hiring a qualified faculty member to start offering it to those interested in attending

the College. There is a waiting list, which is a good thing. People are anxious for that approval to move that program on the runway.

2. The College completed the Legislative Session and everyone has heard that it was a difficult financial year. Higher Education had a difficult year also and the College had its budget reduced by \$355,000. Other Higher Education Institutions lost more than the College did so in that regard, the College weathered it. This is the nature of the economy at this point in time and the College will work within the operating budget to roll with those punches. In terms of the Operating Budget, the College is already working on the Operating Budgets. The College has scheduled all the Budget Hearings with each of the departments. In some cases there are grants that are going to be expiring because the term will be coming up. Interim President Sanchez will give the Board of Regents more detail. There will be a change in the format in the way the College presents the budget. In previous years, the capital outlay requests that the College puts together, it is a capital outlay plan the College provides an overview for the Board of Regents, which is usually done in June because it has to be submitted by July 1. The RSPSPS are usually done around August because they are submitted September 1. The College is going to review all of these in the same process because nothing changes much between those couple of months. The College is just waiting on what it is going to present. It makes more sense to handle it all within the context of one cycle and then the College will fill out the forms based on the changes that are proposed within the context of the budget review.

3. The College is working on the planning of Commencement, there are a number of staff members working together, talking about the way the ceremony will be conducted and where they will be held.

4. The College is continuing to work on all the day-to-day issues. Recruitment is an area of focus the College will be planning and talking a lot more about in the next few weeks and months. Interim President Sanchez is anxious to work on this because you learn a lot when talking about the different issues and challenges.

Regent DeHerrera asked regarding Commencement what is happening regarding the problem there was in December. Interim President Sanchez stated it is interesting; originally there was a number where the College might be using the Center for the Arts but it is growing. The College is going back and forth to look at it and plan it so it feels good for everyone and the graduates are honored correctly.

VI. APPROVAL OF MINUTES

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

VII. FACULTY SENATE PRESIDENT'S REPORT

Dr. David Torres, Faculty Senate President stated the Faculty Senate met on February 5, 2016.

1. Stephanie Amadeo Marquez was elected as Secretary/Treasurer of Faculty Senate.
2. Information was presented at Faculty Senate regarding HED's in regard to General Education Reform, Meta-Majors, Core Competencies and Common Numbering Systems.
3. Jorge Chrichigno gave a presentation on tuition and enrollment at the College and at surrounding institutions. Faculty Senate hopes to continue this discussion with Interim President Sanchez.
4. The new Associate of Science in Health and Exercise Science was passed by Faculty Senate.

5. Discussion was held regarding the Presidential Search. A survey was conducted for feedback from faculty.

VIII. STUDENT SENATE PRESIDENT'S REPORT

Ariadne Bito, Student Senate President stated:

1. Student has two new Senators and one Dual Credit Representative pending approval of Student Senate and the Board of Regents in the By Laws.
2. Student Senate had a luncheon with Interim President Sanchez. It was a good turnout and in the end this event was positive. Student Senate is looking at creating a lunch for the Student Regent in March. Student Senate would like to do this every month with a different person. Regent De Herrera asked how many students attended. Ms. Bito stated the room was filled.
3. Last semester the Student Senate started a food drive. Currently there are four boxes filled and Student Senate will be giving the boxes to the Soup Kitchen.
4. The Library hours will be extended during Midterms and Finals. Student Senate will be giving out snacks. Events taking place throughout the week are lunch, meditation day, ice cream and popcorn. This helps students have a stress release during this time.
5. Ambassadors were cutoff because their Grant ended. Student Senate began an Ambassadors program and would like to continue this. Student Senate set aside \$2,000 and spoke with Tobe Bott-Lyons regarding Ambassadors. Student Senate will give out stipends of \$500 to four students to serve 100 hours as Student Ambassador.
6. On March 4, 2016, Student Senate will be going to a conference at Santa Fe Community College. The Ambassadors will also be attending the Leadership Conference.
7. Last year, Student Senate began a discount program where Student Senate writes letters to businesses in Espanola asking for student discounts. This is in the early stages of development.

VIII. STAFF REPORTS

A. Vice President for Finance & Administration

1. Fiscal Watch

Interim President Sanchez presented the Fiscal Watch Reports to the Board of Regents (attached). A lot of detail was reviewed in the Audit/Finance/Facilities Meeting. Interim President Sanchez reviewed the budget summary of activity through the end of January (attached, page 28). This will give an ongoing running total of where the College is budget wise. In terms of actuals, year to date, the College has brought in 14.9M in revenue. The budget started off the year at 26M in revenue and currently it is at approximately \$28M based on Grant adjustments. The numbers fluctuate as Grants come in, Grants are gained or Grants are adjusted down. The beginning fund balance was -\$113,000. The College has been talking about how last year ended at that amount, take that off the top of what is available and you will get \$14.8M in revenue. Looking at expenses, the College is at approximately \$12M for the year, transfers are at approximately \$264,000. The College has an ending funding balance of \$2.5M. There has not been any activity in the plant funds because the College is still waiting for the approvals from HED and the State Board of Finance. Those documents

will hopefully be approved in March and April and these numbers will begin to go up again. A lot of ground lost was related to the transition and the Legislature. It slows down what the College can do during those time periods because HED and the State Board of Finance does not hold meetings some of those months during the session.

Interim President Sanchez presented the balance sheet (attached). The College has \$1.5M cash and last year at this time it was at \$500,000. The College has done a good job of watching the expenditures and this falls on the shoulders of the departments and Interim President Sanchez is happy the College is watching this. There are some gains seen because the College is trying to get out of the hole this year. The unrestricted balance is at \$2.6M and last year the College was at \$900,000. The College is feeling pretty good about where it is. The College still has 5 more months of reporting and that number will come down, as the College gets closer to the end of the year because there is not much new revenue coming in. There are state appropriations and some funding coming in for summer, tuition and fees. Interim President Sanchez stated if there are no major surprises, it is possible this year that the College could be sitting in a positive position. Interim President Sanchez will keep the Board of Regents informed.

Interim President Sanchez stated there was only one Mid-Year BAR submitted to HED. Last year this time the College was at \$15.8M at the end of January and this year the College is at \$14.9M. Looking at the big negative fund balance, last year the College was in the hole \$1.7M and this year it is only \$113,000. Expenses last year were \$13.1M and this year they are only \$12M. Looking at the fund balance difference there is quite a bit of difference and there are a few months to get through. The disappointing thing is that the College lost a huge chunk of change in the Legislature and the College has to deal with it. There are a few other things the College will be focusing on in the Operating Budget that needs to be taken care of, mostly driven by accreditation. Whether the College has the money or not, those are some issues that become very important that need to be addressed in order to ensure the College gets the accreditation it needs, that the College is not jeopardizing itself or putting itself in a bad light. The focus this operating year, this budget, is going to be the academic side of the house.

Interim President Sanchez stated the College is going to be focusing on equipment (lab equipment, etc.) for the different programs. This is one of the things Interim President Sanchez wants to make sure are captured before the big request for bonds the year after. This summer the College will be asking for seven stacks, the College does not usually get a lot. The College will be going for things to help working on this.

Interim President Sanchez reviewed the breakdown of the money in and money out (attached) which gives the Board of Regents a sense of how the money came out. The College needs to continue to watch expenditures and hope things do not surprise the College in large amounts.

Regent Powers moved for approval of the Fiscal Watch Report as presented. Motion passed unanimously.

2. Budget Adjustment Requests (BARs)

Interim President Sanchez reviewed the Budget Adjustment Reports (BARs) for the Board of Regents (attached). Year to date the College is at 179 BARs. In addition to the \$355,000 that the Legislature reduced the College, they are going to be reducing the current operating budget in the current year and the amount is approximately half a percent and the College will be seeing this reduction because of the financial situation at the State level. The good thing is, the College has watched expenses and this is why fund balance is needed and this is why because HED has seen the progress the College has made, they are now insisting the College start focusing on the fund balance. In the operating budget process, the Board of Regents will see that the College will see that it has to make the reserve requirements they prescribed. In all the years Interim

President Sanchez has been at the College, the College has never had the money to do it. They have looked the other way because they have been patient watching the College in its progression. This is now an issue that has to be addressed in the budgeting process. A lot of things that the College will be competing for the resources, the limited resources the College has, but in the budgeting process Interim President Sanchez will spell it out for the Board of Regents in detail. Regent Garcia asked if this would be next month. Interim President Sanchez stated it would.

Interim President Sanchez stated there are only 7 BARS the College is asking for approval. One is an unrestricted increase for Admissions; the other ones are Grants and one decrease. The number of BARS has gone down from this time last year and Interim President Sanchez pointed this out because the College is getting better on managing budgets. The College has a lot better information because of the BARS that have been done in the past. The Board of Regents will not see as much activity requiring BARs this year as have been seen in the two prior years.

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

3. Disposition of College Property

Interim President Sanchez stated there would be no disposal month but it will be kept as a standing item on the Board of Regents Agenda.

B. Provost and Vice President for Academic Affairs

1. Higher Learning Commission Update

Dr. Pedro Martinez, Provost and Vice President for Academic Affairs reviewed the Higher Learning Commission (HLC) report based on a panel they had. The panel met to review nonfinancial issues based on the report the College submitted. They wrote back to the College and indicated to three areas that needed to be followed up on:

1. High Default Rate by Northern New Mexico Students;
2. Faculty to program ratios are low; and
3. Website issues that require updating.

In the College's response, all three have been addressed. Dr. Martinez asked Carmella Sanchez, Director of Institutional Research if the College has responded to them whether or not the College agrees with them and if this up to date. Ms. Sanchez stated the College has not, the College met briefly and everyone is combing through the website to make sure that there is no controversial data. Dr. Martinez stated they were quite impressed by the way the College's financial aid personnel had dealt with the high default rates, the plan they provided, the issues they had. However, when they come in April, they will have follow up on all three items. The College is addressing those issues related to the concerns they had and simply be able to provide them with more information that they need.

Regent Garcia asked regarding the minimum full time faculty and their concerns and how they are addressed, does this mean people will need to be laid off. Dr. Martinez stated the College would not. That particular concern was triggered by several factors: (1) the fact that when the College wrote the report just recently, the College included the number of faculty the College actually has. What they saw was in the website and in materials distributed before, they saw an inconsistency in the number of faculty members which seem to be

much higher than the one reported; (2) In the past the College was counting adjuncts as if they were full time faculty and the way it was reported gave the impression that our ratio of full time faculty to adjuncts was much higher. The way the College responded to this was a faculty member usually has a load of 15 credit hours where most of adjuncts are only teaching one. The College tried to explain that five adjuncts would be equivalent to one full time faculty; and (3) the College also explained that many of the Associate Degrees are also connected to the Bachelor's Degrees. In the perception of being able to count degrees that perhaps the College was counting more degrees than it actually had when indeed many of those degrees (Associate) are actually connected with the same department, taught by the same faculty so they were able to understand that they were not separate degrees requiring a full time faculty for those programs/

XI. EXECUTIVE SESSION

Regent Garcia asked if the Board of Regents needed to enter into Executive Session. Regent Garcia asked if the Board of Regents needed to enter into Executive Session. Interim President Sanchez stated he does not have any issues for Executive Session. Regent Martinez stated he does have a question for Executive Session regarding litigation.

Regent Martinez moved to enter into Executive Session pursuant to:

Threatened or pending litigation subject to the attorney-client privilege in which the College may be a participant;

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

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 asked that Regent Powers be called for Executive Session to listen into Regent Martinez comments. The Board of Regents entered into Executive Session at 9:24AM.

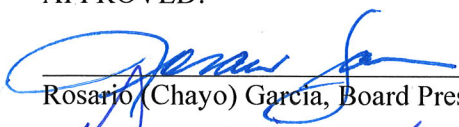
XII. POSSIBLE ACTION ON EXECUTIVE SESSION

Regent Martinez moved the Board of Regents return from Executive Session. Roll Call Vote was taken – Regent DeHerrera – yes, Regent Garcia – yes, Regent Martinez – yes. The only items discussed were pursuant to Section 10-15-1(H)(5). No action was taken. The Board of Regents returned from Executive Session at 9:46AM.

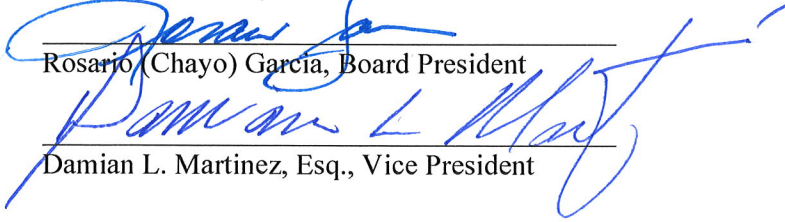
XIV. ADJOURNMENT

Regent Martinez moved to adjourn. Motion passed unanimously. The Board of Regents Meeting adjourned at 9:47AM.

APPROVED:



Rosario (Chayo) Garcia, Board President



Damian L. Martinez, Esq., Vice President