

NORTHERN NEW MEXICO COLLEGE

BOARD OF REGENTS MEETING

September 29, 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 and Melinda DeHerrera. Board President Rosario (Chayo) Garcia called the meeting to order at 8:31AM.

Northern New Mexico College staff present: Interim President Domingo Sanchez, III (Via Conference Call); Incoming President, Dr. Richard Bailey (Via Skype); Dr. Ivan Lopez Hurtado, Provost & Vice President for Academic Affairs; Chris Trujillo, IT; Jimi Montoya, Director of IT; Ryan Cordova; Athletic Director, Men's Basketball Coach; Terry Mulert, Foundation Director; Brandi Cordova, Executive Assistant to the Vice President for Finance & Administration; Jimi Montoya, IT Director; Alex Williams, Business Office/Senior Financial Analyst; and Amy Pena, Executive Assistant to the President and Recording Secretary. Faculty Present: Dr. Lori Baca; Theresa Lopez; and Dr. David Torres. Others present: Barron Jones, Rio Grande Sun; Tony Ortiz, Esq; Mark Komer, Esq.; Mark Basham, Esq.; and Tania Sanchez.

II. APPROVAL OF AGENDA

Amy Pena, Board Secretary stated Dr. Ivan Lopez, Provost and Vice President for Academic Affairs would be covering the Admissions Fee and Graduation Fee, which would be presented prior to the Fiscal Watch Report. Interim President Sanchez would be called at 9:00AM to join the meeting. **Regent Martinez moved to approve the Agenda as amended. Motion passed unanimously.**

III. COMMENTS FROM THE BOARD

A. Board Committees

Regent Powers stated the Audit/Finance/Facilities Committee met and discussed the action items under Vice President for Finance and Administration and these items will be discussed during the Vice President's report.

Regent Powers stated there have been two statewide meetings arranged by the Governor's Office on Higher Education. The first one was in August where the Secretary of Higher Education engaged the statewide community on discussing potential attainment goals for higher education and working on some goal setting and some statewide coordination. As the Board of Regents is aware New Mexico has the most decentralized governance structure of any of the 50 states in terms of higher education. Every institution has its own independent governing board. Most states have some large board; some states have one board for all institutions. New Mexico is more independent so the Secretary of Higher Education is trying to develop a process by which efforts can be coordinated.

On September 18th there was a meeting of stakeholders from around the State, some Regents, some Presidents and some Business Community Members. There was a list of attainment goal objectives that were developed at that meeting. They were compiled, coordinated and then presented. The Governor presented the one that the Secretary of Higher Education settled on and that was "the Route to 66." Basically the goal would be to have 66% of the working age population of the State have some sort of degree or credential or certificate by 2030.

At the Summit, Regents, Administrators and business and community leaders met again and heard some really good information. Regent Powers was really impressed because there was a large contingent from the College at that conference. Regent Powers believes in addition to this most in higher education are on pins and needles right now in anticipation of what might happen in terms of the funding given the announcement that the special session will take place beginning September 30, 2016 at noon. There is no final agreement on a plan to balance the budget but all sorts of numbers have been thrown around. It is probably forgone conclusion that there will be some sort of a cut to State funding, the question is how much.

Regent DeHerrera stated the Academic Affairs/Student Affairs Committee covered a couple of topics, which included the repurposing for the Continuing Education Programs, which Dr. Lopez will review. The Committee also reviewed the Accreditation Pathway and was very excited about it. The College was offered the Open Pathway and is veering away from AQIP because not all schools are offered the Open Pathway and able to choose it. The Committee also spoke about the Nursing Fees, which will be covered by Dr. Lopez. Regent DeHerrera stated housing was also covered, regarding all the students who did not have a place to stay and it was a goal and according to Richard Sedillo all students have housing. The Committee discussed the Bylaws and will work on them until they are complete.

B. New Mexico Higher Education Regent Coalition

Regent Powers reviewed the information regarding the New Mexico Higher Education Regent Coalition, which included minutes as well as proposed Bylaws of the organization. Regent Powers stated the Constitution provides that all institutions have independent boards. To date, there has never been an organization on a statewide basis that would aid the Regents in conducting business of the institutions. Other Boards such as the Boards of Education and the City/County Governments have coalitions and the Regents have never really had a group that can aid in education and coordination efforts on a statewide basis. To that end, a group of Regents have been working to try to change that. This group had a meeting in July and there will be another meeting in early October to continue this effort.

Regent Powers stated what would be helpful for the group is if the Board of Regents could pass a motion or take some action in support of this organization. Regent Powers stated that he would like to mention in the Bylaws and in the minutes there is some discussion of a fee to belong to the group. The number that has been bounced around is roughly \$25.00 per Regent or \$125.00 per institution. Regent Powers does not believe this will cause a problem. This would be determined on a yearly basis. There may be other opportunities to bring in outside speakers on training and that sort of thing. At least initially on the lines of \$125.00 per institution or \$25.00 per regent. All Regents would be members of this organization; there would be a Board that would be formed to govern it and an Operating Committee that would be more in charge of day-to-day operations. This is the way the proposed Bylaws are organized. Regent Powers asked for questions from the Board of Regents.

Regent Garcia stated this is equivalent to the CUP organization which is the College of University President. All the Presidents around the State gather together and it is helping them with lobbying and getting information together. They are stronger in number. This is equivalent to that as Regents and Boards of Trustees of the Colleges. Regent Garcia stated it was felt that the Regents were too spread out and needed to gather together for lobbying and figuring out what needed to be done for the State.

Regent Powers stated for a visualization standpoint, this organization would really be modeled after the New Mexico School Boards Association. This is an organization that helps to educate and coordinate the efforts of the 89 school districts around the State.

Regent DeHerrera asked how many times the group would meet per year. Regent Powers stated there would be at least one meeting per year of the general membership. The Board may meet more often. There was some discussion about two meetings per year. It seems like the Governor has targeted to have an annual summit of higher education so one option would be to have a meeting of this organization at roughly the same time when people are together. They do not want to create an entity that is going to require a lot of time and financial commitment. Trying to schedule meetings in conjunction with other meetings might be helpful. The other time the coalition could get together is during the legislative session in Santa Fe when there is a need to lobby. There could be a general membership meeting and some education opportunities at that time.

Regent Martinez stated he believes it is good group to become a part of just for lobbying issues and making sure all the Regents are all on the same page as far as governance within the multitude of college and universities in the state. Regent DeHerrera stated she believes it is good idea as well.

Regent Powers moved that the Board of Regents of Northern New Mexico College support the continued efforts to form the New Mexico Higher Education Regent Coalition. Second - Regent Martinez. Motion passed unanimously.

IV. PRESIDENT'S REPORT AND ANNOUNCEMENTS

A. Celebrate Northern

Terry Mulert, Foundation Director stated he was invited to present to the Board of Regents and guests some basic information. Mr. Mulert stated there is concern throughout the State in Higher Education as the Legislature meets beginning on September 30, 2016. Mr. Mulert stated he has a list of 7 items that are super exciting:

1. As enrollment trends throughout the State seem to be going down at UNM, NMSU, Eastern, the data has not yet been reported officially, Mr. Mulert would like to very optimistically report that the College's enrollment for Fall of 2016 is solidly up 7% and that is in terms of total student headcount. Mr. Mulert stated the FTE, which represents student credit hours compared to fall this time last year; the College is up 11%. Congratulations to the College. Mr. Mulert stated he wishes Interim President Sanchez was hear to listen to this as it was under his leadership, Dr. Ivan Lopez leadership and all of the collaborative efforts. Regent Martinez asked what the actual numbers are, what the 7% and 11% turn in to actual

numbers. Dr. Lopez stated it is 1,125 headcounts and student credit hours are 11,045. Regent Martinez asked what the additional students are. Dr. Lopez stated last year it was 1,052 and it is 73 students. Regent Martinez stated this is a lot. Dr. Lopez stated especially since the College was going on a five-year decrease. Regent Garcia stated the College is the only College that had an enrollment increase. Mr. Mulert stated that data is snapshot. The data will be out soon and the College will be able to do a comparison soon.

2. Mr. Mulert stated regarding accreditation, in 1975 the Higher Learning Commission considered the College a candidate for accreditation. It took seven years for the College to become fully accredited in 1982. During that time the College received accreditation. In 2001, the College joined the HLC's Academic Quality Improvement Program (AQIP). The College is gratified to report that the College is reaccredited for 10 more years. Dr. Lopez stated the College is very excited because as an academic institution the most important process that an institution goes through is either the initial accreditation or the reaccreditation and Dr. Lopez stated he is glad to inform the Board of Regents that the College passed the accreditation, satisfied all the criteria of the accreditation plus because the College did so well, it was offered to decide the pathway for the future. The Higher Learning Commission has three pathways: (1) AQIP; (2) Open Pathways; and (3) Standard. The College was an AQIP institution but because the College did so well, it was allowed to decide the new pathway for the future. Dr. Lopez stated this was a team effort. Every individual in the institution participated in this effort. Those who came are experts in finding the weaknesses of an institution. The College is very proud that it is accredited for ten more years and Dr. Lopez stated not every institution in the State of New Mexico is in the same boat.

Incoming President Bailey thanked the Board of Regents for allowing him to be part of the Board of Regents Meeting and allowing him to Skype in. Regarding what Mr. Mulert mentioned about the enrollment numbers, Incoming President Bailey stated he wanted to make sure the Board hears after being at the College for Convocation week and that was right when everyone was looking at what the numbers were going to be, Incoming President Bailey stated he cannot tell the Board of Regents how many people were at the College were calling students, making sure they had financial plans, shepherding them through the system and making sure they had support. That was done because people care about the students and because people gave personalized attention. It was unbelievable how much they did to make that happen. The enrollment numbers and Mr. Mulert are right, there is a sense of optimism that Incoming President Bailey loves and he believes the College is heading in the right direction. Incoming President Bailey would also like to make sure it is recognized the countless individuals on the faculty and staff who dedicated themselves to making sure the students had what they needed and the numbers reflect that.

Regarding accreditation, Incoming President Bailey stated he would like to recognize Carmella Sanchez and Tamara Trujillo who have done an unbelievable job in making sure the College was ready for this. Provost Lopez is right that accreditation is something that is foundational to who the College is. If the College does not have it, it does not validate the successful educational programs the College has. Even though the College did so well and the College was able to choose the Open Pathways, and all of it is great, Dr. Lopez and Incoming President Bailey are big about the College is not on a 10-year break now. The College is instituting mechanisms to guarantee to ensure the quality education that the College has continues. The College is going to make sure it is institutionalized so the College does the little bit it needs to do every year for the next ten years to ensure that the College is going to be successful going forward.

Mr. Mulert stated when Regent Garcia approached Mr. Mulert to work on the highlights his idea was that the College would do one per session. There are too many good things going on and that is why Mr. Mulert is presenting a list.

3. Grant Money. Mr. Mulert stated the College really thrives on grant money like many institutions do. The College is the recipient of three very significant STEM Grants, BEST, EDUCare and the STEM Mentor Collaborative. The first is a \$1M Grant over five years and this is a program to provide scholarships for Biology and Environmental Science Students. Dr. Lopez stated the College also has another Grant called the PERL and it is the same kind of Grant for the Engineers. Now the College can extend the scholarships to the Biology and Environmental Science Students. When the College is thinking how it can grow enrollment, this is one way, by providing the tuition and the stipends the students need to attend this College.

Mr. Mulert stated the next Grant is Ensure Diversity and Undergraduate Completion in Engineering. This Grant is \$300,000 for three years. Dr. Lopez stated Dr. Ashis Nandy obtained this Grant and the idea is the College wants to reform the way and redesign the way that the College teaches physics at the College. It is the most difficult course for students in Engineering and the College is adopting the best practices that exists in the nation and this includes summer camps, hands on experiences and this is what this Grant is going to do for the College and it will be launched October 15, 2016. Regent DeHerrera asked if tutors would be offered. Dr. Lopez stated it includes tutoring.

Mr. Mulert stated the last Grant the College was honored with was the Northern New Mexico STEM Grant Collaborative. This is \$300,000 for two years and is a program to develop a STEM network with 20 local partners to promote STEM in Northern New Mexico. Dr. Lopez stated the College is very excited with this Grant and it was an effort of all the STEM faculty members who was led by Dr. Steve Cox from the College of Engineering and Technology and other participants, Dr. Torres and Dr. Ricoy. The idea is to form this network but the point is the network was formed as a requirement to apply so the network is already there - 20 partners (libraries, LANL, high schools, etc.) Dr. Cox and his team put this together in a couple months and this is the baby project of NSF. This is the first time they offer this type of Grant; there were 600 applicants, only 40 recipients. This is less than 1 per state. Dr. Lopez stated he is very proud of all these teams working behind these Grants and if the College does well, this is a phase project, there is going to be another Grant coming in 2 years, \$2.5M. The College will be competing very hard to get this.

4. Senator Heinrich. Mr. Mulert stated the College was honored to have a visit from United States Senator Heinrich and also the Director of the National Science Foundation, Dr. France Cordova. They came to the North for visits and visited the College for 90 minutes. The National Science Foundation is obviously recognizing the College as a viable partner moving forward in STEM fields. Senator Heinrich stated that STEM is the new path to the middle class. There are a lot of reports that the middle class is struggling, it's shrinking and what does it mean to be middle class. The College is participating in the growth of the middle class by offering students in the Valley a viable pathway to financial stability for their families and the future.

Regent Martinez stated this is all very great news and all too often the only thing that is heard out of the College is bad news and the only time Regent Martinez gets a phone call from the press is to talk to him about some perceived bad news that goes on at the College. Regent Martinez stated he would like to see that the College gets public relations involved in this. From the increase in student enrollment, actual head count and actual numbers to the accreditation to the Grants. If the College does not get this out there and people do not know we have the STEM Grants, the College will not get new students coming to the College. Regent Martinez asked if the press was in the meeting. Barron Jones, Rio Grande Sun stated there is a story about the STEM Grant in the paper. Regent Martinez stated Dr. Lopez and Mr. Mulert should be interviewed and more than the STEM Grant should be there, all the good things the College is doing should be publicized.

Dr. Lopez stated the College has been, for the last three weeks, on the radio stations as an effort to promote these Grants. The College also believes that the partnerships are going to allow the College to go to the parents and let them know all these successes that the College is experiencing today. There was a beautiful story in the Santa Fe Reporter on these three Grants and either one newspaper or another has been capturing the three Grants. The College is trying to do as much as possible to publicizing all this good news. The College knows there is much more work to do in terms of marketing and information but the College is trying its best on this. Regent Garcia stated this is why it is on the Agenda; it is going to be a standing topic on the Agenda - Celebrate Northern. The College needs to celebrate and tell people what the College is doing positively.

Mr. Mulert stated he wanted to give a shout out to Dr. Carman Melendrez who is trained in molecular biology; she has her Ph.D. from the University of Santa Barbara. She worked and dedicated five years of her life to the College and moved on to take a faculty position to write Grants for UNM Engineering Department. She was integral to writing all three Grants.

5. Mr. Mulert stated years ago when the College's Athletics were launched one of the things that Division II, NAIA is known for is international players. The College has had a lot of students from abroad come to the College because of athletics - a number from Serbia. One student, Lazar Sveovich, came to play basketball, he stayed here, he is still here, and he graduated with a Mechanical Engineering Degree (Bachelors), and recently received a research assistantship to obtain a Master's Degree at NMSU.

6. Mr. Mulert stated regarding the Foundation, the Gala is coming up and provided information to the Board of Regents on the Gala. Mr. Mulert reviewed the work of Frederico Vigil who does frescos and has done frescos in the rotunda of the College. Mr. Mulert is working with Mr. Vigil to use the fresco; a short film will be done about Mr. Vigil, the artwork and how it plays into the culture of the College.

7. Mr. Mulert stated the numbers are in about how much scholarship money the Foundation was able to generate and get out this year. The numbers are up by almost \$10,000 in terms of money available for the Foundation to Grant out. The College had \$127,000 in the last 10 months to grant out to students at the College and for a College and Foundation of this size, Mr. Mulert is proud of this and it is significant for the students.

Regent DeHerrera stated she would like to thank Mr. Mulert for all the efforts he put in because he has done a great job and the Gala is a wonderful event, it is a group effort and everybody puts in for it. As a recipient of the Foundation, Regent DeHerrera stated the Foundation is helping so many students in the Valley that need this.

Regent Garcia stated ITT closed their doors a couple of weeks ago and the College has gained 7 new nurses and the Nursing Department has risen up and taken on 7 new students. Regent Garcia thanked the Nursing Department for getting them in and situated. Theresa Lopez stated the Nursing Department is up to 8 students, this is the cap. The Board of Nursing caps the Nursing Department so the Nursing Department has 32 students entering the cohort so the Nursing Department met their cap. Regent Garcia thanked the Nursing Department for working hard on it. Regent Garcia also congratulated Ms. Lopez for her retirement.

The Board of Regents took a brief recess from 9:11AM and returned at 9:22AM.

V. FACULTY SENATE PRESIDENT'S REPORT

Dr. Torres stated Faculty Senate met on September 2, 2016:

1. Election of Faculty Senate Officers. David Torres, David Barton and Stephanie Marquez were elected President, Vice President and Secretary/Treasurer of the Faculty Senate.
2. HLC Accreditation. Dr. Lopez presented information on the two meetings that discussed HLC Accreditation Pathway at the Faculty Senate. A vote was held that the Faculty Senate's position on the accreditation pathway. The vote was 13 for Open Pathway, 1 for AQIP and 0 for Standard. The Faculty Senate advised endorsing the Open Pathway.
3. Faculty Evaluation Form. Dr. Lopez presented the new proposed Faculty Evaluation Form. Discussion is being held regarding this new form as a way to evaluate Faculty. This is being discussed now in the departments and will be voted upon at the upcoming Faculty Senate Meeting.
4. Faculty Constitution: There were two new proposed amendments to the Faculty Constitution. One is what the Faculty is called and the second determines who is eligible to be a member of the Faculty Senate and parts of its committees.
5. Faculty Senate Handbook: The Faculty Senate is also discussing the new Faculty Senate Handbook in Personnel Committee as well as the Tenure Committee. These are ongoing efforts.

VI. STUDENT SENATE

Regent Garcia asked Dr. Lopez for the five names of the students to go to the Governor for the Student Regent. Regent DeHerrera stated a broadcast was sent out to students regarding applications. Regent Garcia would like names by the October meeting to go to the Governor.

Regent Garcia stated the Student Senate President would be joining the meeting later and would be giving her report.

Ariadne Bito, Student Senate President stated Student Senate is working on the following:

1. Discount letter: Ms. Bito has been working on the discount letter for students and it has been finalized. Ms. Bito spoke with the Marketing Department to design an envelope for the letter. The letter will be given in person to businesses.
2. Ambassadors: Five Ambassadors have been sworn in. Last semester the Student Senate sponsored three Ambassadors who were a lot of help to Student Senate. This year with the help of Student Life, there will be six Ambassadors.
3. Midterms: Lunch will be served for midterms. Snacks will be served in the Library for all five days.
4. Regent Application: Ms. Bito found the Student Senate Application and will be preparing it to send out via broadcast. Amy Pena will send the last application to Ms. Bito.

5. Gala: Student Senate will be reserving a table at the Foundation Gala.
6. Water Fountain: Student Senate will be maintaining the reverse osmosis water fountain.
7. Student Senate Committee: Student Senate will have a committee to revise and update the student organization handbook. This has not been updated for five years.

Regent DeHerrera asked how it is going in filling positions for Student Senate. Ms. Bito stated she is the President; they have a Vice President and Secretary. The most important positions are currently filled but they are still working on filling the positions.

VII. APPROVAL OF THE MINUTES

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

VIII. STAFF REPORTS

A. Vice President for Finance & Administration

1. Fiscal Watch

Interim President Sanchez reviewed the Fiscal Watch Reports and in terms of the Fiscal Watch Reports, the College included the months of July and August. Interim President Sanchez stated he is not going to discuss July because there was a lot of things getting started for the year, not a lot of activity and rather than dwell on July he would like to go straight back to August. These documents were discussed in the Audit/Finance/Facilities Committee Meeting. Interim President Sanchez stated as of the end of August cash is at \$2.3M which is comfortable and the College is feeling good about where it is at early in the year. Unrestricted Fund Balance is at approximately \$3.7M. This fund balance with each passing month will start to come down because expenditures are coming in, there are students who have just registered and the expenditures continue throughout the semester. By the time the College gets to mid year, the number will start dropping down closer to just under \$2M as the College gets near the end of the first semester.

Interim President Sanchez reviewed the overview (page 36) of all funds. The Fiscal Watch is a representation of the financials for all the activity within the College. Last year at this time, the College was at about \$4.5M in the revenue side and this year at the end of August the College is at about \$4.6M. Expenditures last year at this time were at \$2.6M, this year they are at about \$2.4M. The College is really watching the spending. The College will see expenditures climb as the College gets a little further into the semester. The College is going to watch spending and dragging its feet on hires. The College is aware that there is a special session and will have a better indication of what it will need to do and how it will address whatever the mandated reductions or cuts are going to be.

Interim President Sanchez stated looking at fund balance last year; the College was at \$1.3M at the end of August, this year the College is at \$2.7M. Regarding Plant Funds and BR&R activity, last year the College had revenue of \$14,000 and this year they are at \$136,000. Last year there was very little spending because of the projects the College had going on at this time of the year. This year the College is up to \$140,000 and

there is quite a bit of activity going on with expenditures between now and February where the College hopes to finish a lot of the construction that is ongoing, much of it that relates to the infrastructure outside on campus. Those items will be expended by the end of October and the others will drag, some of the modifications that can be seen with all the plastic through early February. Looking again at fund balance with plant funds was a negative \$4,600, this year it is a negative \$3,700.

Interim President Sanchez stated regarding the unrestricted and restricted they are the different buckets that make up the overall Fiscal Watch Report. All these items on pages 38-42 are the different groupings the College has in making up that total in terms of revenue, expenditures and fund balance. Revenues at the end of August this year are up \$225,000, last year the College was at \$2.6M and this year at \$3.8M. Expenditures last year at the end of August were \$1.9M, this year at \$1.8. The College is watching expenses and dragging its feet on some things. Until the special session is over, the College is not sure what to expect but as the College gets into the session and it has more information, the College will be discussing a more detailed approach as to how to address whatever cuts it has. The College is already talking about it and Interim President Sanchez is not shocked about what might happen because the College has gone through different scenarios in the discussions that have taken place. Fund balance last year was at \$1.1M and this year the College is at \$2.5M.

Interim President Sanchez reviewed the auxiliaries. Last year at this time, the College had \$476,000 at the end of August and this year the College is at \$304,000. Expenditures are up slightly less than they were last year. When looking at transfers or net increases and decrease in the fund assets, there was a net increase of \$84,000. That being said, looking at the bottom line, last year the College had a fund balance of \$146,000, this year it is at \$176,000. The College is watching expenditures closely and will continue to see what the special session lays out in terms of the hit for Higher Education and the College will talk in more detail about what it is doing. The College is fortunate, unlike a number of the other institutions in that the College had an increase in enrollment and those issues absolutely will help offset some of the pain associated with any reductions in the budget that the legislature or Governor agrees to.

Regent Powers stated this is a picture of the first two months of a 12-month fiscal year so there is going to be some differences maybe between when revenue or expenditures were recognized this year versus last year so it is too early to see any kind of a trend. The only thing the Board of Regents can see here is the impact of the increased enrollment on the tuition revenue. This is something that the College is focused on and it has to continue to focus on it because it is the "ace in the hole" so to speak going forward. The College is well positioned to pick up more enrollment increases over the next few years and the College has to continue that great effort that it has put forward this year to get the enrollment increase and that tuition money will follow. The College cannot control what the legislature is going to do to the funding but the College has some control over what it does with enrollment. Regent Powers asked that the College keep up the good work and this is a good sign.

Regent Garcia stated with this sign it means the College will not have to raise tuition if it keeps going up.

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

2. Budget Adjustment Requests (BARs)

Interim President Sanchez reviewed the BARs for the Board of Regents. In total there are 16 BARs. Interim President Sanchez stated there is one BAR from the prior fiscal year and the others are 45 in total that have been done for the year. There are 15 additional FY17 BARs. These are BARs as the College gets started in the beginning of the year, different activities, primarily in the area of restricted funds, the Foundation. There are a few transfers as well but all are pretty much standard to start out the beginning of the year. These were discussed in the Audit/Finance/Facilities Committee Meeting.

Regent Powers moved for approval of the Budget Adjustment Requests as presented. Motion passed unanimously.

Regent DeHerrera asked if the Student Senate Report as the President of Student Senate has arrived at the meeting and will need to leave to get to work. Regent Garcia asked if the Board could do this. Regents were in agreement. Regent Garcia asked Interim President Sanchez to hold on continuing his presentations.

3. Disposition of College Property

Interim President Sanchez stated this is a standing item on the Agenda and for this meeting there are items for approval.

4. Admissions Fee and Registration Credit

Interim President Sanchez stated the College is proposing the implementation of an Admissions Fee for students that are applying for attendance at the College. What the College wants to do is if someone applies and they pay an admissions fee of \$25.00, the College wants to apply that to the Registration Fee if they actually come to the College. In the memo provided to the Board of Regents one of the issues the College is dealing with right now is that there are a large number of students taking advantage of the State process which says if you cannot pass the New Mexico PARK Exam at the point of your graduation to receive your high school diploma, you can still get it if you get admitted to a college. The College has been inundated with requests throughout the State of students knowing because the College is a four-year open enrollment institution that they can just call and ask for a letter and we are going to give them one as an open enrollment institution and they get their diploma. The problem with this large number of requests is that it is taking away quite a bit of the College's resources which the College does not have a lot of to give them the letter and go through a process so they can in fact meet the alternative requirement for a high school diploma. The College is saying it does not mind doing it but we have to charge and for those who are serious and are going to ask for a letter and come to the College, no big deal. The College will apply this fee to the normal registration fee, this way they are not impacted by the fee, only the ones that do not have a serious intent on coming to the College. The College is requesting a \$25.00 application fee and also that the College be allowed to apply that fee as a credit for registration if the student actually comes to the College.

Regent DeHerrera asked if other institutions charge as well. Dr. Lopez stated it is a very common practice from other institutions to charge. Unfortunately, some students were using the College for this purpose. There was one high school who submitted 80 of these requests and the College received 0 students from this. Regent Martinez asked what high school this was. Dr. Lopez stated Shiprock High School and it creates a huge load for staff.

Regent Powers stated this was discussed at the Audit/Finance/Facilities Committee meeting. It is important to recognize that the College is not raising a fee on the students. In this case they would pay an application fee but there would be no admission fee for someone who actually comes to the school. This is not an increase in fees for the students. It is simply a way to protect the College's overburdened staff from being more overburdened.

Regent Garcia asked how much other institutions charge. Dr. Martinez stated the \$25.00 is a common fee. Regent Powers stated the Audit/Finance/Facilities Committee discussed the fee and the way it was set is at \$25.00. Regent Powers suggested making it such that the application fee would track dollar for dollar with the admission fee so there would be an absolute offset rather than some differential. If the admission fee were raised, the application fee would also be raised so it was a one for one offset. This was one of the suggestions from the committee meeting.

Regent Powers moved to approve the creation of an application fee that would be reflective or would correspond to the admission fee and the admission fee would then be waived for those who applied and were admitted to the school. Second – Regent DeHerrera. Motion passed unanimously.

Regent Garcia suggested maybe instead of waiving the application fee it could be applied to students who walk. Regent Powers stated the next item deals with the graduation fee. Regent DeHerrera stated students do not always buy the gown and it would not apply to it.

5. Graduation Fee Waiver

Interim President Sanchez stated the College currently charges students a graduation fee of \$100 for each individual certificate or degree awarded by the College. What the College has been talking about for a while is that many of the students forego either their certificate or associates, they don't want to pay for the certificate and the associates or they forego the associates because they don't want to pay for the associates and bachelor's degree. The College ends up losing the opportunity under the funding formula to actually capture those in the College's numbers and get reimbursed for issuing those degrees. The funding formula is an outcome based funding formula and these are the things that drive the dollars the College gets. What the College is suggesting is that the graduation fee be paid one time within a five-year period. This way students can get their formal certificate, associates or bachelors and only have to pay once. As each student hits these milestones it works hand in hand in terms of the College's interest in trying to retain the students. It is also a good way from a business perspective to address the requirements now of the funding formula in a way that helps the College. This was discussed in the Academic/Student Affairs Committee and the Audit/Finance/Facilities Committee Meetings.

Regent DeHerrera asked if it has to be the five-year period. Regent Garcia stated especially if you are going to have an associates because you are only here for two years. Interim President Sanchez stated if it is a two-year period, if you get your certificate and then associates and then change your mind to continue on to the bachelors, you would have to pay for those three degrees \$200. This is why the College is saying 5 years, if you can capture all three in the five-year period you are only paying \$100 and you get all three.

Regent Martinez stated it is \$100 total for the five years. As many degrees as you can get in five years it is only going to be \$100 one time for a graduation fee instead of three. Regent DeHerrera asked if they come back in the sixth year they have to pay the additional \$100. Regent Powers stated they do and if Regents recall the Higher Education Summit, the Higher Education Department is trying to promote timely graduation. The College can point to this policy change as one of the things the College is doing to try to promote this timely movement through the system and if the College draws the line at 5 years. If someone comes in and gets an associate degree, the College will incentivize them to finish the bachelor's degree in the next three years at the College. Unfortunately, a number of institutions were complimented about policies they have enacted that would promote this timely graduation. The College was not recognized for the policy on tuition guarantee but in fact the College's tuition guarantee is one of those that promotes this timely movement to the system. This could be in addition to that and Regent Powers needs to make sure the Higher Education Department knows this has been done and the tuition guarantee program has been done.

Regent Powers moved for approval of the graduation fee as presented. Second – Regent DeHerrera. Motion passed unanimously.

Regent Martinez stated in the Audit/Finance/Facilities Committee, Colonel Bailey expressed his support for this \$100 graduation fee for five years.

Incoming President Bailey stated it is hard for him to not to look at it strictly from an educator's perspective and he knows Interim President Sanchez stated this well. The byproduct of this is that it is going to help the College with retention. If there are students who are thinking about a bachelor's degree and the current policy does not give them an incentive to apply for the certificate or the associate's degree, as an institution the College suffer in terms of the funding formula that way. Why would students pay \$100 for an extra certificate when the student knows he/she is looking for something down range? With this new policy it gives the student tangible milestones to say the College is proud of you here is your certificate, here is your associates and they build on it. Now they know there is something tangible that they can hold on to that shows their performance and it is a record of their accomplishment and this can in many ways inspire them to move on.

B. Provost and Vice President for Academic Affairs

1. Repurposing Programs for Continuing Education

Dr. Lopez stated the College has certain programs that have a story in terms of what students are enrolling in these programs. When the Board of Regents reviews the students that declare these programs and actually graduate (table 1 and 2 attached), it is basically a handful of students (welding, draft, associates of art, dance, theatre and Southwest heritage arts). All these programs have very few enrollments in terms of declared students and very few graduates. However, when the classrooms are visited many more students are in the classes. Sometimes it is the same student taking the same class again and again. These are members of the community who are not interested in the degree. What they want is to take these courses for fun, because they need to build this skill for their job but they are not interested in completing the degree. With the tuition model now, the College has affected some of these community members because these courses are very

expensive compared to the College's competition. Because they do not want to get a degree and the numbers the College has are not enough to support an entire program, the proposal is to repurpose these programs through continuing education, which will make them available to the community in a competitive and affordable way. It will allow the College to enhance an important revenue source while keeping alive courses that the community needs and enjoys. What the College is proposing for consideration is that all these programs are repurposed now as continuing education classes instead of for a degree. The College is not asking to terminate the programs; this is not the action the College is requesting. The recommendation is that the degrees are just put in a moratorium because the economics changes, there is a social dynamic and maybe in two or three years the College may have members of the community who want to have a degree or LANL may be sponsoring one of these programs and the College does not want to go through the process of restarting or creating a program. The College is asking that these programs be placed in moratorium and the College continues offering them right now as continuing education.

Dr. Lopez stated the only program that is in the table that does not follow the same model is the bachelor of mechanical engineering. The reason for putting this program in moratorium is because a year and a half ago the Board of Regents approved the new program in Electromechanical Engineering and now it is time for this one to be put in moratorium because the students are joining this new program which is much better, it will be accredited in the next two or three years and the College started that program because it is a much better option than the mechanical engineering. The College does not want to terminate it because if in the near future there is a need from LANL or others who need these types of engineers, the College will offer it again.

Regent Martinez asked how many people are in the mechanical engineering program right now. Dr. Lopez stated there are 15 students that are actually changing to electromechanical engineering. If any one of these students decides to stay in mechanical engineering, the College will honor that, that is a commitment from the institution and that individual will be taught out. It is not a big problem because the electromechanical engineering program and the mechanical engineering are 85% the same.

Regent Martinez asked if by taking them off and putting them in moratorium, does it affect the Veterans when they want to take the courses as continuing education versus degree courses. Dr. Lopez stated what the College is proposing is to put the program in moratorium not necessarily the courses. The College can continue offering the courses but what the College does not want is to have the commitment to offer the entire program. Regent Martinez stated post 9/11 GI Bill allows people in the military to take certain college type courses and asked if with these courses being placed on continuing education will somebody coming out of the military be able to use their GI Bill to go to a class of plumbing or welding or industrial design. Dr. Lopez stated if the request is there and the College has the minimum enrollment, the College could offer the course that is needed for them. Regent Martinez stated that is not answering the question, the question is does it effect the Veteran who wants to come in and take the computer aided drafting course, does not want to come in and take any of the other courses, wants an associates degree in computer aided drafting, will the GI Bill pay for a continuing education course. Dr. Lopez stated it will not, however, the College has a Veteran's Center and if it finds out there are 5 or 6 students who want this course to be offered because they are interested, the College can always offer that particular course that they are interested in. The courses are not going to be in a moratorium, it is the entire program. If the College gets one student Veteran or not Veteran, requesting this degree, it is the College's obligation to offer the entire spectrum of courses in that degree and it is very difficult to do. Typically, the College needs around 15-20 full time students to pay one full time faculty member.

Regent Martinez stated if somebody goes and sees what courses are given at a school, and if they see that computer aided drafting is a continuing education course versus a degree course, they would drive on to the next school and not consider the College. Dr. Lopez stated that is a possibility however the numbers right now show that this has not happened historically and Dr. Lopez believes in FY12 some of these programs

used to have 13-15 students, when the tuition increased to the levels they are at now, those students are not considering us for the degrees anymore. They are going to the community colleges that are offering these programs anyway. Regent Garcia asked if they are offering it as a continuing education course. Dr. Lopez stated they are or for a degree but at a different rate. The numbers are validating the College that they are not coming to the College anyway.

Regent Power stated looking at Table 2, page 94 even when the College had 15 students in computer aided drafting in 2012, the College only graduated 2 students. Dr. Lopez stated some people use the system; they play with the system because by declaring a degree they are eligible for a Pell Grant. This does not mean they are interested in getting the actual degree. They get the money and they use it and sometimes they consume the entire allocation they have as required by federal law. What the College is trying with this is it wants the community members to love these programs and these courses to have them available at a much better rate.

Regent Martinez asked if the College does have a community tuition set for people who are not seeking degrees. Dr. Lopez stated the College does and still continuing education is a less expensive program because the College does not need provide the Higher Learning Commission any type of credentials for that individual. Currently, September 1, 2017 a new rule is going to be enforced by the Higher Learning Commission and this rule determines that every faculty members teaching in Higher Education must have a minimum of a Master's Degree. Some of these courses, welding, and drafting, to have somebody with a Bachelor's Degree is a challenge. They are going to start monitoring the College that all these programs have these types of credentials. This is going to be very difficult for the College to have when the College has only 1, 2 or 3 students declaring. Even when the College had 15 students, typically, this is the bare minimum to pay one full time faculty member. This is a huge load on the institution and it not allowing the College to allocate the funding in those programs that are actually growing today. On the other hand, the College wants the community to have access to these and the College does believe they are going to have access in a much better way, in an affordable rate, they do not have to go through the beaurocratic process of academia and do not have to need to bring a transcript when these courses are offered. The College believes and have discussed that hopefully because the College will get people from the community back, the College will be able to get a new cohort of students and eventually be able to restart whatever program makes sense from these ones.

Regent Powers stated he assumes this went through the Academic Committee and asked what kind of thoughts the Academic Committee had about this. Regent DeHerrera stated after looking at the numbers, the Committee agreed it was a good move. Regent DeHerrera asked if it is offered is the College going to do a survey as to when to place the classes and how the College would know when to offer them. Dr. Lopez stated right now, the College is enhancing the continuing education programs. Every Dean knows that they need to start promoting many more courses as continuing education. Massage is coming back as continuing education. The College already has in the system the first welding class. The College does not need to terminate a program or put it in a moratorium to offer it as continuing education. At this point the College wants to do the two things at once but right now in the schedule, the College already has the welding program for continuing education. Regent DeHerrera asked when it would be. Dr. Lopez stated it is during the week and at the beginning it is trial and error and the College does not have the whole infrastructure to survey the community to find the optimal time but by offering the courses and checking if the enrollment is happening or not then College will have the feedback if it has to change the schedule. Currently, for example, for the woodworking and weaving program, they are not advertised anymore. There are waiting lists for these courses. This is the hope the College has for these courses.

Regent DeHerrera asked if the College does transition over to it not being for degree if people who are working would like to take the classes, if they offer Saturday or evening courses, if that would work better. Dr. Lopez stated for the welding courses, the College has been offering typically be 6:00PM-9:00PM

and the same instructor is going to continue teaching. Some of these are going to stay, not the entire degree but at least three to four courses are part of the electives of the Electromechanical Engineering Program. The courses will continue to be offered even for credit.

Regent Martinez asked Incoming President Bailey his position on this. Incoming President Bailey stated he sat through the committee on this as well. Incoming President Bailey stated Regent DeHerrera brought up a good point in committee and that is that students who are in those programs will be able to stay in those programs will be able to stay in those programs and get their degrees. The College has to make sure the programs are not being terminated, they are being repurposed as continuing education because it allows the College, if the demand signal changes, which the College thinks it will, the College can repurpose them back to degree programs easily. Incoming President Bailey would like the College to have the capability to do this without restarting accreditation and all of it because it would be very difficult to do. Part of this is going to be on Incoming President Bailey's shoulders, in terms of discovering what the community wants will be on Incoming President Bailey wants to make sure the College has a robust community outreach to make sure the community is discovering here are the programs, classes and times. Continuing Education is oftentimes on the weekends, it is at night because people are working and they want to take a class in this and cannot do it during the day. Most Colleges offer continuing education courses at night or over the weekend. The College will need to feel its way through it to make sure it is meeting the needs of the community. The College has requirements and they are tied to accreditation and everything else, if they are degree programs, requirements the College has to meet as an institution that it is not meeting. Offering these as continuing education programs allows the College to still offer the education the community needs while at the same time keeping the door open if that demand signal increases for a degree program to repurpose it back. Incoming President Bailey believes this is a good initiative.

Regent DeHerrera moved to repurpose the degrees in question as presented (Table 1) to continuing education for the purposes of saving the College money and chances of other people wanting to join. Second - Regent Powers. Motion passed unanimously.

2. College of Nursing & Health Sciences Course Fees

Dr. Lopez stated the Nursing Program has several fees, in particular, for standardized testing and sometimes background checks where the College works as the fiscal agent because the College collects the fee from the student and the College pays the company who charges the fees. The College is requesting an increase in the fees for the students; however, it is not for the College to increase revenue it is because Kaplan is increasing fees for a couple of exams. Obviously, the College cannot subsidize fees so it is therefore requesting an increase in the fee that the students are paying for these exams so the College can pay the company. Teresa Lopez, Director of the ADN Program stated the fee is not for specific exams, it is for an entire program that is used throughout the two year nursing course of studies. This includes a four day live review in preparation for the RN Exam. Kaplan comes on site and conducts the live review for students. The College has had a lot of success using the standardized testing and it is best practice in all nursing programs. The College starts using them from the very first semester through the fourth and the department also has that with that three additional exams which help the College to get a picture as to where the students are standing nationally, how they are getting for their testing. This program has been used for eight years and the department has seen an increase in the board pass rates. Last year they were at 94% and currently 100% board pass rates. Ms. Lopez highly encouraged the Board of Regents to approve this increase. The College has also looked at other companies and there is really no variation in pricing.

Regent Powers moved to approve the fee adjustment as submitted. Second - Regent Garcia. Regent Martinez – abstained. Motion passed unanimously.

Regent DeHerrera stated it is hard to vote for an increase but it is understandable and just to make it clear the reason being is because it is needed. Regent Powers stated it is a pass through.

The Board of Regents took a brief recess from 10:24AM and returned at 10:37AM.

VI. EXECUTIVE SESSION

Regent DeHerrera 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 10:37AM.

VIII. POSSIBLE ACTION ON EXECUTIVE SESSION

Regent Powers moved to moved to come out of Executive Session and Come 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.

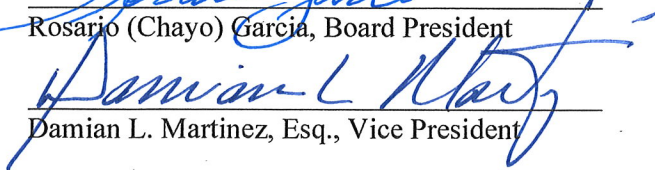
X. ADJOURNMENT

Regent Martinez moved to adjourn. Motion passed unanimously. The Board of Regents Meeting adjourned at 12:30PM.

APPROVED:



Rosario (Chayo) Garcia, Board President



Damian L. Martinez, Esq., Vice President