

**NORTHERN NEW MEXICO COLLEGE**



**BOARD OF REGENTS  
SPECIAL MEETING**

**NOVEMBER 29, 2021**

# NORTHERN New Mexico College



## NOTICE

The Board of Regents of Northern New Mexico College will hold a special meeting on **Monday, November 29, 2021, at 2:00PM, Via Zoom.**

Join Zoom Meeting

<https://nnmc.zoom.us/j/94229937873>

Meeting ID: 942 2993 7873

One tap mobile

+12532158782,,94229937873# US (Tacoma)

+13462487799,,94229937873# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 942 2993 7873

Find your local number: <https://nnmc.zoom.us/u/aeGPSoNOUv>

## FINAL AGENDA

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **STATUS REPORT AND POSSIBLE ACTION REGARDING SEARCH FIRM RESEARCH – Informational and Possible Action**
- IV. **INTERIM PRESIDENT’S JOB DESCRIPTION – Action Required**
- V. **PERMANENT PRESIDENT’S JOB DESCRIPTION – Informational**
- VI. **ADJOURN**

***In accordance with the Americans with Disabilities Act (ADA), physically challenged individuals who require special accommodations should contact the President’s Office at 505-747-2140 at least one week prior to the meeting or as soon as possible.***

*Faculty Senate*  
**NORTHERN New Mexico College**



November 21, 2021

Board of Regents  
 Northern New Mexico College  
 921 N. Paseo de Oñate  
 Española, NM 87532

The trajectory that the right candidate for the presidency of NNMC will take will benefit the people of Northern New Mexico College, and Northern New Mexico, alike. Acknowledging higher education academic prowess and many other desired qualities are important to the academic force that is Northern. Inviting faculty to participate equally in the search for just such a candidate is justified, and necessary.

This letter is written on behalf of the NNMC Faculty Senate, to convey our support for two important items in regards to the presidential search committee currently being formed. Note that an electronic vote occurred on 11/21/21, with 11/19 Senate members / Committee Chairs or Co-chairs having voted, submitting unanimous responses for item #1 below; and agreement other than 3 abstentions occurred for item #2 below (11 pm):

### **Faculty Senate Requests**

1. The faculty is the motor of the college. We create the curriculum, we teach and we guide the students to success. We are one third of the equation of shared governance, and have a vital voice in creating the conditions for us to carry out our work. A huge factor in those conditions is finding the best possible president. Therefore, we request that more faculty members be added to the Search Committee. There are five staff members on the Committee, yet only one faculty member!
2. Whether the candidate for president be from close-to-home or chosen from a national pool, we should employ professional assistance. Finding the best candidate, who fits and has the leadership skills and vision to take us to the next level, is a paramount task that a professional search firm would naturally excel at completing. As such, we support the hiring of a search firm.

Please call or email me with any questions you many have regarding these requests.

Sincerely,

DocuSigned by:

*Ana Malinalli X Gutiérrez Sisneros*

Ana Malinalli X Gutiérrez Sisneros, PhD, MALAS, APRN, PMHCNS-BC, AHN-BC

For the Northern New Mexico College Faculty Senate, President, 2020 - 2022

ADN Program & RN to BSN Holistic Nursing Program Associate Professor / Clinical Coordinator

Health Sciences / VE / Seledón Martínez Building, 103-A

Phone 747-2296

[malinallix@nnmc.edu](mailto:malinallix@nnmc.edu)

cc: R. Bailey, President; I. Lopez Hurtado, Provost



### **JOB DESCRIPTION AND DUTIES OF THE NNMC INTERIM PRESIDENT**

The President, as Chief Executive Officer, is responsible for executing the Board's policies and directives and for implementing identified goals through the day-to-day management of the College. The President agrees to be responsive to changing goals and directives of the Board. The President agrees to devote her or his knowledge, experience, working time and attention on a full-time basis to the duties and responsibilities assigned by the Board. These duties shall include, but are not limited to, the administration and implementation of Board policies, procedures, and directives in connection with the continuing establishment, operations, maintenance, and improvement of the College as an institution of higher learning. The President shall also perform all the duties listed herein and any duties that may be assigned to the President by the Board.

#### **LEADERSHIP**

1. Acts as executive officer for the Board of Regents.
2. Advises the Board on policy development and review
3. Prepares and submits annual budget recommendations to the Board; implements the College budget as approved and amended.
4. Provides executive leadership in the development and achievement of the vision and goals of the College's Strategic Direction. Develops and approves Administrative Rules needed for effective College operations or to carry out Board policy, and reports to the Board of Regents such rules related to Board policy.
5. Works with Board to develop and implement local, state, and national legislative and institutional advancement strategies.
6. Develops and sustains a high performing executive leadership team.
7. Provides the Board with a timely flow of information regarding the College and its needs.
8. Prepares agenda materials, with the approval of the Board officers, for Board meetings and maintains a record of the proceedings.

9. Makes recommendations to the Board for the adoption of instructional programs and other educational and community services.
10. Serves as the President of the NNMC Branch Community College, responsible for the administration and management of career technical education programming for the community.
11. Serves as the Interim Executive Director of the Northern New Mexico College Foundation.
12. Serves as the Interim Executive Director of the NNMC Eagle Corporation.
13. Assists the Board of Regents with the presidential search process. The Interim President agrees not to become a candidate for the permanent presidential position.
14. Monitors ongoing external projects articulated in the Dec 10 2021 Deep Dive presentation at the Board of Regents meeting.

#### **MANAGEMENT**

15. Ensures alignment and integration of the Strategic Direction and student success with college operations and the annual operating budget.
16. Reviews the educational program on a continuing basis and effects changes that will improve the quality and scope of services offered and enhance student success.
17. Creates, organizes, and reorganizes, with 30 days prior notice, whenever practical, to the Board of Regents for major changes to the administrative organization of the College, and manages the administrative organization of the College.
18. Promotes and sustains a healthy institutional climate of mutual respect and high standards of performance for all faculty and staff in achieving high levels of student success across all student cohort groups.
19. Models and sustains effective sharing governance practices which enhance achievement of the goals of the institution.
20. Maintains the orderly functioning of the College and takes appropriate action, within the limits of Board policy, as may be necessary to prevent any interference with such orderly operation of the College.
21. Develops succession planning to ensure continuity of college operations.

22. Serves as the Board's designated representative with respect to all matters concerning employer-employee matters.
23. Evaluates administrative employees reporting directly to the President on at least an annual basis and participates in the evaluation of the remaining employees in accordance with Board policies and procedures.
24. Manages and controls College property, including its El Rito and Española campuses and its property near El Vado Lake, and enters into contracts on behalf of the College as authorized by the Board.

#### **ACCOUNTABILITY**

25. Promotes an evidence-based culture of accountability, which guides innovation, implementation of best practices, and continuous quality improvement of instruction and student support services.

#### **COMMUNITY/PARTNERSHIPS**

26. Represents the College, in cooperation with the Board and staff, to the community and develops appropriate partnerships which assist in the advancement of the College's mission and vision.
27. Promotes and endeavors to maintain a positive College image in the state and local community.

#### **FISCAL**

28. Ensures sound fiscal practices and expands the fiscal resources of the District.
29. Ensures the accuracy of all reports required by local, state and federal agencies.



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**COMMUNITY/PARTNERSHIPS**

24. Represents the College, in cooperation with the Board and staff, to the community and develops appropriate partnerships which assist in the advancement of the College's mission and vision.
25. President agrees to make the President's House on the El Rito campus her or his primary residence, to oversee the development of the campus and the growth of community college programming.
26. Promotes and endeavors to maintain a positive College image in the state and local community.

**FISCAL**

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