

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
MARCH 19, 2009**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, March 19, 2009 in the Priscilla Trujillo Schafer Boardroom of the Administration Building on the El Rito Campus. Regents present: Michael P. Branch, Cecille Martinez, Feliberto Martinez, Theresa M. Martinez, and Alfred J. Herrera, newly appointed Regent. Chair Michael Branch called the meeting to order at 9:10 a.m.

Northern New Mexico College staff present: Dr. Jose Griego, President; Tom Garcia, Executive Vice President; Loretto Garcia, Vice President for Finance; Carlos Martinez, Director of the El Rito Heritage Retreat Center; Anne Quinn, Director of Facilities and Capital Projects; Tom Alvarez, Public Information Director; Joyce Sandoval, Comptroller; Guido Gellis, SOL/SSS Director; Mateo Pumphrey, Director of CE/CS and Center for Performing Arts; Lorraine Garcia, Business Office Tech at El Rito; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Tim Crone and Dr. Marcos Cavalcante. Others present: Judge Jim Wechsler, Mida Branch, Evelyn Herrera, Tony Hernandez, Reporter for the Rio Grande Sun, and El Rito Community Members: Bruce Smith, Jonathan Cartland, Ted Bucklin, Wendy Westerbecke, and John Ussery.

**II. APPROVAL OF MINUTES**

**Regent Theresa Martinez moved to approve the minutes for the meeting of February 19, 2009.**

**III. SWEARING IN OF REGENTS**

Regent Branch introduced and welcomed newly appointed Regent, Mr. Alfred J. Herrera. Regents Alfred Herrera, Michael Branch, and Cecille Martinez were confirmed by the Senate Rules Committee on Saturday, March 14, 2009. Mr. Herrera is replacing Mr. Dennis Salazar and his appointment as a Regent of Northern New Mexico is from January 1, 2009 through December 31, 2014. Regent Branch was reappointed by the Governor to serve another six-year term. Regent Cecille Martinez-Wechsler was not confirmed in 2008 when her term started, replacing Rosario (Chayo) Garcia. Regents Cecille Martinez-Wechsler, Michael Branch, and Alfred Herrera were sworn in by Judge Jim Wechsler, Court of Appeals.

**A. Reorganization of the Board of Regents.**

Reorganization of the Board of Regents and election of President, Vice-President and Secretary/Treasurer occurs on odd numbered years and upon the naming of new Regents to the Board. Regent Branch stated that since all universities use the titles of President and Vice-President instead of Chairman and Vice-Chairman, NNMC will also do the same.

Regent Branch opened nominations for the position of President for the next two years. Regent Cecille Martinez nominated Regent Branch to serve as President. No other nominations. Nominations ceased and **Regent Branch was voted unanimously to serve as President.**

Regent Branch nominated Theresa Martinez to serve as Vice-President. No other nominations. Nominations ceased and **Regent Theresa Martinez was voted unanimously to serve as Vice-President.**

Regent Cecille Martinez volunteered to serve as Secretary/Treasurer. **Regent Cecille Martinez was voted unanimously to serve as Secretary/Treasurer.**

#### **IV. APPROVAL OF AGENDA**

The final agenda was approved as presented.

#### **V. FINANCIAL REPORT**

##### **A. Budget Status Report for the month ending February 28, 2009.**

Ms. Joyce Sandoval, comptroller, stated the Budget Status Report has been modified to show the original budget and the adjusted budget. The adjusted budget reflects the 2.5% cut for FY 2009, which was de-authorized by the Legislature. Deficits have been covered and some line items needing to be increased were increased, especially Plant Funds which was low.

Due to the de-authorization of state budgets, President Griego initiated immediate cost-saving measures by requesting that the entire college community provide input to the Effective Resource Management Committee (ERMC), chaired by Ms. Loretto Garcia, Vice President for Finance, on how they could help contribute towards these cost savings. President Griego stated that these costs savings were implemented from the bottom up and made accordingly.

Regent Branch stated the Legislature is anticipating that there will be a greater deficit by at least \$100M possibly more from the original estimates on projected revenues. The legislature will meet in Special Session and readjust the College's budget for FY 2010. If revenues are as bad as projected, the College may have to cut budgets even further for FY 2010.

Ms. Loretto Garcia provided a handout (attached) reflecting the budget adjustment plan for FY 2009 and the estimated budget adjustment plan for FY 2010. The report reflects where cuts were made and by how much. Total reductions for current year will be \$312,985. Adjustments will need to be made on the expenditure side. The estimated ending I & G balance for 2009 is \$1,295,203 or 9%.

The estimated budget adjustment plan for FY 2010 includes the enrollment growth and funded programs. Total reduction of appropriations is 13% (\$1,494,464) of the I & G formula. It is estimated that the College may be in a deficit for 2011 by \$318,983, because reductions were increased by .5%. Ms. Garcia stated that figures in this report are preliminary because the fiscal outlook is uncertain. The College will control spending starting this year.

President Griego stated that there is some discussion that tuition credit will also likely increase in a range of about 5% to 6%. Right now tuition credit is 2.5% for instate and 8% for out-of-state. This means that the College will have to increase its tuition by 5%-6% in order to keep the budget in the black. The College will need to have to look at recuperating the \$318,983 predicted deficit through further reductions in 2010, which means budget cuts of about 4% to 5% across the board. Ms. Garcia stated that the College has to have a 3% budget balance at the end of 2010.

In response to Regent Branch's question concerning anything other than what has been adjusted that looks out of the ordinary as far as additional expenditures, Ms. Sandoval responded that some of the auxiliaries are not showing a positive balance and that the College is tracking auxiliaries a little more closely. All other departments are within their budgets.

As a new Regent on board, Ms. Sandoval and Ms. Garcia answered several questions that Regent Herrera had concerning the budget.

## **VI. OLD BUSINESS**

### **A. Facilities Report by Anne Quinn.**

A Capital Projects Status Report provided by Ms. Quinn, Director of Facilities and Capital Projects is attached. Ms. Quinn summarized the major projects as follows:

- Career Technology Education Building – Construction is complete. The College received the Permanent Certificate of Occupancy on February 23, 2009. Preparations are being made for the dedication of the building on April 16, 2009.
- El Rito Water Project – Because of the three water leaks in the elevated water tank, plans were initiated to temporarily install water pressure tanks in the 10 million gallon water tank for domestic water needs at the El Rito Campus. The water project design (30% complete) and the construction of the El Rito Plaza have been incorporated into one project. The reversion date for the El Rito Plaza originally set for the end of January, 2008 has been extended to June 30, 2010 by the State Board of Finance. The date of June 30, 2011 is a typo on the report provided to the Board in their Board packet. Bidding is scheduled the end of April and construction is set to begin in mid-May, with completion of both projects by the end of October, 2009. Construction will be kept as pleasant and as comfortable as possible for the public during this time. Ms. Quinn is now working with an attorney in preparing a proposal for the exchange of a portion of the College's surface water rights for ground water rights. A contract with the El Rito Water and Wastewater Association for transfer of a certain number of water rights is required prior to connecting to the Community Water System for domestic water. (The College has approximately 66 acre ft. of water rights at the El Rito Campus and another set of water rights at the Espanola Campus as well.) The recommended proposal will be submitted to the Board of Regents for review and approval. Upon Board approval, the proposal will go to the Higher Education Department (HED) and the State Board of Finance for their approval. If the contract is approved and executed, a community meter will be installed and the contractor will connect to it for the College's domestic water supply. The 10 million gallon water tank will continue to provide water for irrigation and fire protection.
- College of Education Building – The Value Engineering Session is complete and the cost estimate is within budget. HED approved the project on March 12 after a few contingencies were addressed. The College is prepared to release the project for bid upon approval by the Board of Finance at their meeting on April 21. The project will bid in April/May and construction will begin in May/June with completion scheduled for June, 2010.
- Student Housing Project – The draft RFP for design, construction, financing, and facilities management services will be reviewed by the College's legal counsel within the next week or two and then it will be distributed to the Board of Regents for review and approval in April.
- SERPA Building – Ms. Quinn will send the Solicitation for Architectural/Engineering Consulting Services (SFC) documents for the Board's review prior to the Board of Regents meeting scheduled April 16, along with the SFC for the Library. If approved, programming

and design will begin this spring. Building completion for the SERPA building is scheduled May, 2011.

- Laboratory Remodel Projects (CCRAA Grant) – Contractors have been hired to begin demolition and construction of laboratories during spring break. The CCRAA grant is a five-year grant designed to support the Science, Technology, Engineering, and Math (STEM) initiative at Hispanic Serving Institutions (HSIs); it has also been made a part of Title V, administratively. The grant will provide 7 labs, 5 new BS faculty, build the capacity of the College's baccalaureate STEM programs, and support student success in those fields.

Ms. Quinn stated that when a new building is built on campus, the College needs to consider additional expenses, beyond the formula for BR&R. One important consideration is custodial staff and others (electrician, plumber, etc.) needed to handle the maintenance of a new building.

## **VII. NEW BUSINESS**

### **A. Approval of Open Meeting Notice Resolution by Dr. Jose Griego.**

President Griego presented the updated Open Meetings Resolution for the Board's review and approval. Each year, the Board of Regents reviews its resolution, which complies with the Open Meetings Act.

**Regent Feliberto Martinez moved to approve the Open Meeting Notice Resolution as presented. Motion carried unanimously.**

### **B. Approval of Academic Organizational Chart by Dr. Jose Griego.**

President Griego stated that the attached academic organizational chart was reviewed and discussed extensively by administration and faculty. A discussion period of about two months between faculty and administration produced the final version of the organizational chart being presented to the Board for approval.

**Regent Theresa Martinez moved to approve the Academic Organizational Chart as presented.** Under discussion President Griego briefly explained the rationale and decisions made in selecting this final version. He stated that those who participated in this process commented that shared governance is working at NNMC. At Regent Branch's request, Tom Garcia briefly explained how shared governance originated at NNMC. No further discussion. **Motion carried unanimously.**

President stated that he will present the staff organizational chart at a future meeting of the Board for approval.

*(At this time the Regents called for a short break. The Board recessed at 10:41 a.m. The open meeting reconvened at 10:54 a.m.)*

### **C. Approval of AQIP Committee Policy.**

Mr. Tom Garcia provided a brief background concerning AQIP (Academic Quality Improvement Program) at NNMC: In 2002 the Higher Learning Commission (HLC) approved Northern's request to participate in AQIP, a new accreditation process based on quality improvement principles and values. As an AQIP school, Northern has integrated Total Quality Management

(TQM) and the adaptation of Continuous Quality Improvement (CQI) as the way it conducts business. In order to evaluate the effectiveness of the AQIP, AQIP and Process Improvement Teams (PIT) were asked to conduct some quality exercises to identify what opportunities for improvement exist for the implementation and/or integration of AQIP at Northern. The AQIP Council reviewed the responses received from ten committees at its meeting on January 20, 2009; concerns and major issues that came up were listed and prioritized in a Pareto Chart. It was decided at this meeting that a committee (Tom Garcia, Carmella Sanchez and Bernadette Chavira-Merriman) develop recommended solutions to the opportunities for improvement. These recommendations were presented to the AQIP Council on February 17, 2009 for review, which included the AQIP Committee Policy (attached). The AQIP Council approved the AQIP Committee Policy and was then forwarded to the President for his review and approval. This policy is now being presented to the Board for review and consideration. Some of the recommended solutions in the policy include:

- AQIP and PIT committees were consolidated from a total of 26 to 9 committees.
- Standing AQIP committees remain the same: President's Council, AQIP Council, and Effective Resource Utilization Committee.
- The PIT committees include: Student Services, Business Office, Facilities, Technologies, Student Learning Achievement, and El Rito PIT. These committees will elect a new committee chair and recommended membership (5 to 7 members).
- The 59 Strategic Plan Objectives have been narrowed down. If a committee has been assigned more than four objectives, they are asked to go through a prioritization exercise to identify the top four. If a committee has been assigned less than four, objectives will be prioritized and addressed.
- It is recommended that all committee members be AQIP Certified by attending an AQIP Semester Course, an 8-Hour Seminar, or an on-line distance education tutorial.

**Regent Cecille Martinez moved to approve the AQIP Committee Policy as presented.** Under discussion Regent Cecille Martinez asked how institutional memory is accomplished. Mr. Garcia stated that it is important that all employees and students of NNMC know that Northern is an AQIP Accredited Institution and what that entails. This is accomplished by 1) including representation (50 participants total) from all departments at the College at Strategic Planning Sessions, 2) encouraging faculty, staff and students to serve on AQIP and PIT teams, 3) the establishment of faculty, staff and students councils to meet with the President on a regular basis, and 4) provide training/orientation to all new employees and students of NNMC via brochures and/or video, distance education classes, live scheduled classes, or one day seminars. Further discussion took place concerning the institutional planning effort and the strategic planning process. No further discussion. **Motion carried unanimously.**

#### **D. Approval of AA degree in Film and Digital Media Arts; Certificate in Film Tech Training by Mateo Pumphrey.**

Mr. Mateo Pumphrey, Director of CE/CS and Center for the Performing Arts, introduced the new AA degree in Film and Digital Media Arts (FDMA). Because the film and digital media industry in New Mexico is rapidly growing and given the increasing interest in Northern's current offerings (65 new dual-credit students in Spring 2009), and the continued support of the statewide Film and Digital Arts initiative, this program is poised for strong growth in the coming years. The FDMA program at NNMC will offer an integrated curriculum involving theory, criticism, and cultural analysis, as well as a production program in the aesthetics and techniques of film, video and digital media including digital sound engineering. The AA degree program provides

students with the critical skills, theoretical and historical knowledge necessary to analyze cinema, television, video art, and new media, along with the up-to-date technical knowledge, practical skills, and artistic background needed to produce film, video, and digital media. The major provides a course of study that develops an understanding of moving image and digital media as essential tools of communication and artistic practice, and provides a distinct pathway to articulation with regional four-year BFA program at IAIA (Institute of American Indian Arts) in Santa Fe, New Mexico.

President Griego stated this new program has received all required approvals and he also recommended approval. Mr. Pumphrey reported a correction in the New Degree Program Approval Form in the Board's packet. The degree to be offered is an AA degree in FDMA and not an AAS degree as stated.

**Regent Theresa Martinez moved to approve the AA degree in Film and Digital Media Arts and the Certificate in Film Tech Training as presented. Motion carried unanimously.**

#### **E. Report: El Rito Community Committee.**

President Griego reported that Dr. Anthony Sena, Provost, who was appointed to lead the El Rito Community Committee, is on leave this week and not able to make this presentation. Mr. Carlos Martinez, Director of the El Rito Heritage Retreat Center, will make this presentation along with Mr. Bruce Smith, retired faculty member of Northern and resident of El Rito. Mr. Martinez stated that the purpose for the El Rito Community Committee, which President Griego initiated, is to improve the operation and success of the El Rito Campus and the relationship between the College and the El Rito Community in a spirit of sustained and mutual support. The committee will: 1) review past practices and programming, 2) assess facilities, staffing, administration, programming and budgets, 3) develop a new vision for the El Rito Campus, and 4) recommend new strategies and resources to the college president and the Board of Regents. Mr. Martinez disseminated a handout (attached), which lists the membership of the El Rito Community Committee and the membership and objectives developed for four sub-committees: 1) Assessment-Evaluation, 2) Program Brainstorming-Long Term, 3) Support for scheduled events-short term through summer of 2009, and 4) community outreach.

Regent Branch stated there have been some misunderstandings as to why and how things are done at the College. For planning and decision-making purposes everyone, including staff at both campuses and the community, need to understand the budget process from the very beginning. President Griego stated that the College can put together a presentation that explains clearly revenues, expenditures, and how monies flow through the College.

### **VIII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS**

1. President Griego provided the Regents with a legislative update. The legislation tracker prepared by Ms. Amy Horowitz, NNMC's lobbyist, is attached. There is a 13% cut in the total budget. BR&R is also being cut substantially. Institutions may expend BR&R for other I&G purposes for FY 2009 subject to prior HED approval and LFC review. Representative Salazar was able to put \$300K in HB 2 to support Northern's baccalaureate startup funds. President Griego stated this is the last year the legislature will provide funding for this purpose so FY 2011 is going to be more challenging. Representative Salazar and Senator Martinez were able to, at the last minute, put together \$390K for the Center for the Arts. This is the only capital outlay Northern will be getting, if it makes it through the approval process.

2. Northern received notice last month from the Higher Learning Commission that NNMC has been reaffirmed for accreditation for an additional seven years; this is the maximum an institution can earn under the AQIP accreditation system. President Griego thanked the accreditation committee, lead by Executive Vice President Tom Garcia.

3. The 2008 audit has been approved by the State Auditor's office, which was an unqualified audit—the best kind of audit an institution can get. The FY 06, FY 07, and FY 08 audits were accomplished in one year. He thanked Loretto Garcia and her staff for doing a great job and putting many overtime hours in accomplishing this task for the College.

4. The College received a visit from the NAIA (National Association for Intercollegiate Athletics). The College submitted an application to become a member of NAIA. The NAIA team was very impressed with the Athlete Handbook the College developed, which is being used as a model for other institutions. They pointed out some areas needing improvement especially in the area of the training room. The national conference will be held the end of April at which time the Board of Presidents will decide if Northern is accepted as a member.

5. On April 5-7, 2009 the College will be visited by a statewide NCATE (National Accreditation Association for Teacher Education) accreditation team. This will be the first phase in acquiring NCATE accreditation for the College's Teacher Education department.

#### **IX. COMMENTS FROM THE BOARD**

1. Regent Theresa Martinez welcomed Northern's new Regent, Mr. Alfred Herrera. She stated it was nice to see three of Northern's Regents get confirmed by the Senate on Saturday, March 14.

2. Board President Michael Branch asked if Administration had initiated a request to remove the College from fiscal watch from HED. Ms. Garcia responded that the College has not done this yet.

3. Board President Michael Branch inquired about the status of radiology equipment from UNM-Gallup to NNMC. This equipment is no longer available. Concerning the equipment in the LANL Machinist Apprenticeship Program (MAP), Mr. Tom Garcia reported that this equipment will be moved out of the Espanola campus.

#### **X. PUBLIC INPUT**

1. Mr. John Ussery, El Rito community member and CFRP Program Director, handed out a 10 page narrative (attached) on a proposal submitted March 2, 2009 to the Department of Agriculture for possible funding (two-year grant in the amount of \$240,000). Mr. Horsley worked closely with David Trujillo, Dean of Grants Development and Special Initiatives, and other faculty and staff at NNMC to write this proposal. In summary, the proposal titled "*Northern New Mexico College Creating Careers from Forest Restoration*" is to train and educate college students in natural resources planning, with hands-on work that includes writing a Community Wildfire Protection Plan (CWPP) for El Rito and surrounding villages in Rio Arriba County and assisting the El Rito District of the Carson National Forest in performing landscape scale National Environmental Policy Act (NEPA) analysis. It will also provide dual credit college and high school courses for approximately 30 participants in the summer programs run by the Forest Guild YCC, the Las Comunidades CFRP, and the Chimayo Youth Conservation Corps (YCC) that will focus on forest management and given them hands-on experience in ecological

measurements and sampling. The Renewable Energy program of NNMC will investigate the available biomass heating and cogeneration technologies, perform an energy audit of the campus buildings, and produce a feasibility analysis for the use of biomass fuels for the El Rito Campus. NNMC will also help design and assemble a biomass heated lumber drying kiln that will enable Northern's Furniture Program to use locally produced lumber as it expands to focus on volume production of hand made furniture.

2. Mr. Ted Bucklin with the El Rito Community Caucus addressed the Board of Regents at the last meeting held February 19 and requested to address the Board again at this meeting. Mr. Bucklin stated that he stood up in opposition to Governor Richardson's nominations for NNMC's Board of Regents before the Senate Rules Committee. He explained that his opposition was not personal but that the El Rito Community Caucus believes that the attention by the College to the El Rito Campus has been lacking in comparison to the Espanola Campus. Mr. Bucklin went on a tour of the El Rito Campus with Mr. Carlos Martinez and found that the improvements made thus far are satisfactory; however, he stated the El Rito Campus still needs a direction and purpose. He again suggested that an outside assessment might be a useful tool. He also suggested that the SERPA program be situated at the El Rito Campus.

President Griego stated that all of Northern's programs, including SERPA, are part of both the Espanola and El Rito campuses. The Kit Carson Electric Coop will be placing a solar array at the El Rito Campus which will be part of the SERPA mission and curriculum. In addition, the Electricity program will develop a Solar Energy Technician training program; curriculum to include the design, installation, maintenance, troubleshooting, and repair of photo-voltaic systems. He stated that efforts are being made and will continue to be made to make the El Rito Campus a thriving campus.

Board President Michael Branch stated that the El Rito Community Committee is addressing Mr. Bucklin's concerns for the El Rito Campus. President Griego stated that he and the Board of Regents look forward to the recommendations and ideas that will come up to bring some life back to the El Rito Campus. He encouraged Mr. Bucklin to participate and provide his input to the El Rito Community Committee. Board President Michael Branch stated that the College will educate its staff on the funding process at both the El Rito and Espanola Campus. He invited Mr. Bucklin to participate so that knowledge, which tends to be complex, is clear to everyone.

## **XI. STUDENT INPUT**

None.

## **XII. PERSONNEL MATTERS**

### **A. Personnel Actions.**

- A.1 President Griego recommended the hiring of Ms. Angelique Rodriguez as Financial Aid Officer effective March 9, 2009.
- A.2 President Griego reported that Ms. Kristin Alvarez, Accountant, submitted her resignation effective March 6, 2009.

**Regent Feliberto Martinez moved to approve the personnel actions as presented. Motion carried unanimously.**



**B. Approval of new part-time faculty.**

President Griego presented the list of new part-time faculty approved to teach at NNMC since February of 2008 (attached).

**Regent Theresa Martinez moved to approve the new part-faculty as presented. Motion carried unanimously.**

**EXECUTIVE SESSION**

Regent Branch requested an executive session to discuss personnel matters. **Regent Feliberto Martinez, Regent Theresa Martinez, Regent Cecille Martinez, Regent Alfred Herrera, and Regent Branch voted in the affirmative to adjourn into executive session.** The Board went into executive session at 12:54 p.m. The open meeting reconvened at 1:55 p.m.

**XIII. ADJOURNMENT**

**Regent Martinez moved to adjourn the meeting.** The meeting adjourned at 1:55 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: April 16, 2009

/s/\_\_\_\_\_  
Michael P. Branch, President

/s/\_\_\_\_\_  
Cecille Martinez, Secretary/Treasurer