

# NORTHERN NEW MEXICO COLLEGE

## BOARD OF REGENTS MEETING

March 24, 2016

### **I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, March 24, 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 8:37am.

Northern New Mexico College staff present: Interim President Domingo Sanchez, III; Pedro L. Martinez, Ph.D. Provost and Vice President for Academic Affairs; Chris Trujillo, IT; Sally Martinez, Executive Assistant to the Provost and Vice President for Academic Affairs; Brandi Cordova, Executive Assistant to the Vice President for Finance and Administration; Terry Mulert, Foundation Director; Kathleen Sena, Registrar; Sandy Krolick, Creative Director, Communications & Marketing; Ryan Cordova, Athletic Director and Men's Basketball Coach; Nanette De La Torre, Administrative Assistant to Director of Financial Services; Annelise Burlett, Communications & Marketing Writer/PR Specialist; Pete Hite, Head Athletic Trainer; David Londblom, Creative Director of Canal Seis; and Amy Pena, Executive Assistant to the President and Recording Secretary. Northern New Mexico College faculty present: Ellen Trabka; Dr. Joaquin Vila, Dr. Lori Baca; Dr. Ivan Lopez; Dr. Ulises Ricoy; and Dr. Brenda Linnell. Others present: Ariel Carmona, Rio Grande Sun, Ted Koetter, NNMC Student Senate; Jake Arnold; Dr. Hugh Prather; David Maldonado, Espanola Public Schools, Athletic Director; and Eric Vigil, Athletic Director, Espanola Public Schools.

### **II. APPROVAL OF AGENDA**

**Regent Powers moved for approval of the Agenda. Motion passed unanimously.**

### **III. UPDATE ON THE PRESIDENTIAL SEARCH**

Dr. Prather stated the total pool ended up being 25 at the close of applications on March 11 and he received 99 requests for the information packets. The first of two Community Forums was held on March 23, 2016, attendance was about 35 people, and good questions were asked and posed for the Board of Regents as part of the process. An overview of the entire process was presented. In addition, as the Board of Regents is aware, Dr. Prather traveled to Abiquiu and met with some interested citizens to present the process and it was well attended with over 50 people in the audience. Dr. Prather stated at this Board Meeting the Board of Regents will meet in executive session to review the entire applicant pool and identify the five finalists for the positions. Regent Martinez thanked Dr. Prather for the work that he has done getting back with the various applicants and assuaging any concerns they have in the application process. Dr. Prather stated how pleased he has been with the tenor and tone of the entire process thus far. There has been no acrimony and there has been a lot of sincere interest and concern. People are very concerned a good choice is made and Dr. Prather knows this is a concern to the Board of Regents as well; it is their top priority. Dr. Prather thanked Regent Martinez for the observation and he hopes the remainder of the whole process can continue in the same tone.

#### **IV. COMMENTS FROM THE BOARD**

##### **1. Board Committees**

Regent DeHerrera stated the Academic/Student Affairs Committee discussed El Centro and the Committee decided that they are going to try to reach out to a couple different branches and hopefully between Presbyterian, Las Clinicas and El Centro; the College will get to one. The Committee is in the process of checking to see if it can find grant money so it can get started so if one falls into place it will be ready to move.

The Committee also spoke about a student video clip that the students will produce themselves and they are hoping to get a hold of equipment and able to get this setup. It is only a 30 second clip and they are hoping to do it as the students will do it themselves. They would like to complete this by April 26th for Open House.

The Committee discussed the Associate Degree that will be brought up at the Board of Regents Meeting as well as the CQR.

Regent Martinez stated Finance Committee met on March 23, 2016 and it appears everything is looking good and Interim President Sanchez will review everything.

##### **2. Election of Officers**

Regent Garcia stated once a year the Board of Regents goes through an election of officers for the Board of Regents. Regent Garcia stated she would like to open up the floor for nominations. Regent DeHerrera stated she would like to start by saying that as the President, being involved in the community and being involved with all the updates on the stuff that the College has and being there and being present, Regent Garcia has done a great job as President. Regent DeHerrera nominated Regent Garcia as President. Regent Martinez seconded that nomination because he believes the proximity to the school is important that the President be in the local area to handle issues that pop up on a daily basis. Regent Garcia asked Regent Martinez if the assignments for the Board of Regents could be left as it is until next year. Regent Martinez stated the Board of Regents can.

**Regent Powers moved to continue the Officers as they are for the next year. Motion passed unanimously.**

#### **V. PRESIDENT'S REPORT AND ANNOUNCEMENTS**

Interim President Domingo Sanchez stated on page three (3) of the packet there is an issue that has to be put out on the table. The IRS had done a review of the College's 2014 payroll related activity, accounts payable. They were going through to see how the College does business. When they did their review, there were a few things they wanted the College to address. The issue really pertained to how the College treated travel and per diem for Board Members. What they consider in terms of the compensation portion, there is \$95.00 that a Board Member gets for attending a meeting. They consider that compensation and the College needs to based on their ruling treat Board Members as employees and subject to FICA and Medicare. The College has had discussions with other entities and they do not do it and we are told to do it and we have to do it as told by IRS. That being said, in terms of the travel or overnight per diem that the Board of Regents receives, that is not subject to any taxes. The College argued about the issue but does as it is told. The IRS says the Board of Regents are employees so the College has to do it. Interim President Sanchez stated before the Board of Regents leaves, he has some forms for the Board of Regents to fill out. If the Board of Regents has specific questions, Interim President Sanchez can share with them whatever they are asking. Regent

Garcia stated in other words they get taxed because they do not spend the night but Regent Martinez does not because he lives far away. Interim President Sanchez stated this is correct. Regent Powers stated he finds this rather odd. Regent Powers asked if the other institutions in the State use the per diem process. Interim President Sanchez stated based on discussions not with all of them, with some of them and with DFA, they follow the practice the College has been following all along. To the extent that they have an IRS review and they are then directed they are going to have to do as they are told, just as the College wants to do as it is told. Regent Powers stated he finds it odd. Regent Martinez asked if the College could seek a different opinion from the IRS. Interim President Sanchez stated he believes the College can ask if there is an appeal process and he does not have a problem asking. The concern he has is that he does not want to get in trouble with them but he can ask. This is not saying the College is not going to do it. Regent Powers stated it seems like, he believed the Board of Regents were not employees of the College; this surprises Regent Powers because they are not eligible for benefits. Regent Martinez asked if other State appointed Board Members have to pay taxes on it (State Fair Board, Border Authority). Interim President Sanchez stated he couldn't speak to all the Boards but he can say based on discussions with the entities the College spoke with; they did not follow this process. The College's IRS Agent, Mr. Ching, said there are common law rules that apply to the College and the College argued the point back and forth. Regent Martinez asked if he showed Interim President Sanchez the rules. Interim President Sanchez stated he is sure they showed Henrietta Trujillo the rules. The College can ask if there is an appeal process and if this is the direction, the College will do this. Regent Garcia stated yes, the Board of Regents does not have benefits. Regent Powers stated he does not have a problem paying tax on it if that is what it should be. Regent Powers stated it seems like it is a contradiction to what the State Law is on this and Regent Powers does not understand it. Interim President Sanchez will pursue a clarification and will bring it back to the Board of Regents.

Interim President Sanchez stated in terms of other items, Interim President Sanchez attended the HACU Conference in Washington and was able to meet with Representatives from Legislative Delegations to express the concerns, the interest and the support that the College needs for the different types of funding it gets at the federal level. There were some HACU initiatives that the College was on the hill to support. It was a good meeting to attend.

Interim President Sanchez stated the College is going through a number of accrediting exercises for the College. The College of Education finished the accreditation work with the site team, concluding their work a couple of weeks ago and will wait for the outcome of that. Nursing and Health Sciences is getting their accreditation on the runway and will be going through it in the month of April. Accreditation for the College will be at the end of the month. Information is being sent out on a weekly basis to inform the College community about the activities that are going on and why it is so important that everyone be aware of certain things and participate in the overall accreditation process. The College will be giving the Board of Regents more information because they will be meeting with them at some point. There is a lot of good work going on in the hallways by the staff and the faculty and of course the big work product the College is putting together is the Operating Budget for next year. Interim President Sanchez mentioned that there is a lot of information that the College will give the Board of Regents in the form of budgeting presentation. It has been a challenge and everybody is feeling the pinch in terms of the dollars that the Legislature took away from Higher Ed in terms of appropriations. The College has a number of areas that are driven in terms of the priorities and Interim President Sanchez will talk about this in the budgeting process where the College lays out the information. The College concluded internally all the reviews with the departments. The Academic programs were high priority, accreditation driven staffing requirements took precedence in the overall process. This will be discussed more in the formal overview and recommendations for the operating budget.

## **VI. APPROVAL OF MINUTES**

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

## **VII. FACULTY SENATE PRESIDENT'S REPORT**

Dr. David Torres, Faculty Senate President presented highlights for the recent Faculty Senate Meeting on March 4, 2016:

1. The Provost reported that the retention of students from fall 2015 to spring 2016 was 81%. The budget shortfall would be approximately \$382,000.
2. Undergraduate Curriculum Committee: There were changes proposed and asked in Engineering. Dr. Torres has details if the Board of Regents is interested.
3. Academic Status Committee: Brenda Linnell and Jee Hwang have received surveys as a result on plagiarism as distributed to all faculty. The results were informational and the committee is drawing up a formal process for plagiarism to present to Faculty Senate at a later meeting.
4. Jake Arnold and Felipe Martinez presented to the Faculty Senate. They discussed the desired attributes of the new College President and specifically their interest in reviving the El Rito Campus.
5. The Provost asked the Faculty Senate to draw up a process in determining opening and closed sessions in Faculty Senate.

Regent DeHerrera asked how far the Faculty Senate has gotten with sick bank. Dr. Torres stated Faculty Senate has not been following up with it. Regent DeHerrera stated she knows it is important to them. Dr. Torres stated they just have a lot on their plates.

## **VIII. STUDENT SENATE PRESIDENT'S REPORT**

**None.**

## **VIII. STAFF REPORTS**

### **A. Vice President for Finance & Administration**

#### **1. Fiscal Watch**

Interim President Sanchez reviewed the Fiscal Watch Reports (attached). Interim President Sanchez stated cash at the end of February was \$2.3M. This means the College is able to pay bills timely. This does not mean that it will be like this every month but for the past several months, the College has been lucky in terms of it does not have to rely as heavily on the federal reimbursements to make its way through the month. With this being said, there is still a lot of opportunity for the College to lose ground if it does not keep an eye on the day-to-day finance. Cash position is very good. The unrestricted fund balance at the end of February is almost \$2.2M, which is also a good number. As each month passes that numbers gets smaller and smaller. Given the numbers of months and knowing the expenditure patterns at the College, it is looking good and the College is hopeful it will still be positive by the end of the year. Interim President Sanchez stated he is comfortable that the College is going to see a positive number in some way. This is a milestone for the College because it has been so many years since the College had a positive fund balance and this does not mean because it is a positive fund balance that is enough fund balance.

Interim President Sanchez stated the fiscal watch report is the format that the Higher Education Department prescribes. The College always does another one (yellow) which is the same format but the College presents the Operating Budget with all the BARs in real time in terms of what the College processes through the time it gets ready for the Board packet. The College started out the year with the Operating Budget at \$26M and with all the BARs the College has had, the Operating Budget is now up to \$28M but the expenditures are at \$17M through the end of February. There are areas, in terms of the Grants, where the Board of Regents will see a lot of expenditures in the next couple of months. The College has been able to identify funds in some of the Grant areas and is working with Faculty and the Deans to try to expense certain dollars in certain Grants before the expiration of the Grants. These numbers will start coming up more so as the College gets closer to the end of the year because it will be trying to spend more monies in the Grants areas. The College has about \$17.6M after you take out the negative in the beginning of the year, the College spends about \$15.6 and this is for the whole college, all funds. When looking at the bottom line of all funds, the College has a fund balance of about \$1.7M. This is a good thing. On the plant expenditures, those have been flat up until March and April and the reason is because the College had to get approvals. The College is going to start seeing some construction on campus now where they are going to be putting fencing, etc. There is going to be a fair number of projects that will start in May and June. At the end of the fiscal year, these numbers are going to accelerate.

Interim President Sanchez stated the College gives the Board of Regents a breakdown of all the different pots that make up that overall number on the Fiscal Watch Report. The unrestricted funds, last year \$11.5M, this year \$11.2, expenditures last year \$9.3M and this year \$8.5. Last year the College was negative fund balance of \$208,000 at this time, this year the College is up \$1.9M just on unrestricted funds. Everyone is doing a good job of managing their budgets and the other thing the Board of Regents will see is that the number of BARs the College is processing is coming down. Even though the College was processing a lot of BARs in the last two or three years, it is clear to the College how much better everyone is managing their operating, because of this the College is not having to process as many. People are getting a much better sense of where they need those dollars.

Interim President Sanchez stated regarding auxiliaries, last year the College was negative \$600,000, this year the College is up \$60,000. Both the unrestricted auxiliaries and unrestricted funds in general are positive. Interim President Sanchez stated historically the College has had to watch the auxiliaries because if they were negative it came out of the unrestricted and the College was struggling with this years ago. This is also good. Interim President Sanchez does not want negative \$600,000 but he could have lived with that. Interim President Sanchez was happy last year. Everyone is doing a good job of managing activities. The College, as it goes forward, especially in the Bookstore. There is a lot of things changing in the way people do business, buy books, renting them out, that affects the success of this. We do not have the volume for the food services or for the bookstore as other College but the College is doing a good job of managing it. A lot of good work has also been done in terms of Grants and it speaks to communications and the interest on the Academic side and the Grants administration side.

Interim President Sanchez stated depending on enrollment Student Aid may go up or come down but for the most part those numbers for the most part will net out to zero. Regarding the plant funds, those expenditures will be on the rise as the College gets closer to the end of the year, there is now activity going on and changes will be seen.

Regent DeHerrera asked with those expenses if the College is still being able to see the amounts. Now that there are issues coming up and the College will start spending more money for the other projects, she asked if it was what was agreed that the Board of Regents would see contracts over \$80,000. Interim President

Sanchez stated the College does not have any right now, it has brought some forward already. The College will be on a quarterly basis giving the Board of Regents that inventory. If the Board of Regents they would like it monthly it can be done. Regent DeHerrera stated it would not be necessary. Interim President Sanchez stated this would be provided next month.

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

2. Budget Adjustment Requests (BARs)

Interim President Sanchez stated the College is up to 214 BARs through the end of February. Regent Powers asked if the College had 600 last year. Interim President Sanchez stated it was about 500. Interim President Sanchez stated this month the College is requesting approval of 11 BARs. Out of the 11 BARs there are six that are budget increases in restricted funds and this is in the area of Grants. There is 1 BAR that is a budget decrease for unrestricted. The College is managing this very well.

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

3. Disposition of College Property

Interim President Sanchez stated there is no disposition this month. Interim President Sanchez stated that he did want to mention that the equipment for the Radiology, the College had the approvals from GSD to act on it, the College asked them to redo the letter because even though they gave the College approval on the letter, they made reference to the Auto Program. The College asked them to redo the letter so the College could officially act on it. Interim President Sanchez stated this is going to start picking up again because he would like it as a standing item because it forces the College to look at these areas to get rid of or have options with the disposal of assets that the College does not need. Now that the College gets near the end of the school year, it will be looked at heavy again.

4. Capital Projects

Interim President Sanchez stated the Board of Regents is starting to see some of the activity; the College is using the Safety and Security Bond. The College will be using all those dollars by the end of the fiscal year. The College has three other bonds, the College has received approvals from the Higher Education Department (HED) and the Board of Finance wanted the College to redo all estimates because they thought at that point they might be dated and they wanted stronger estimates. The College did this and once again the College is on the Agenda for the April meeting for HED. The College is on the Agenda for the April Meeting for HED and on the 18th of April the College is on the Agenda for Board of Finance. If the College gets the authorizations and these are the projects in the bond issues. The College provided the Board of Regents (attached) information on the Board of Finances website that shows what the amount is and what the College has spent. The College also provided a breakdown of all the projects and the estimated costs in the package. This will allow the Board of Regents to get a sense of what these projects, what the amounts are and what the College is talking to HED and the Board of Finance about. When the College gives the Board of Regents the Five Year Capital Outlay Plan these are included in there. Once the requests are submitted, the College has to respond to HED and they are looking and if it not what the College asked for or if it does not fall within the umbrella of what they think meets the spirit of what the College asks for they will not approve it. The third item is the Espanola Farmers Market, the College is the fiscal agent for them but years ago they went and got an appropriation to buy land for the Farmer's Market across the street. The College owns it and in the agreement they rent it for \$1. The College works with the Farmer's Market and wants to continue to do so because it is the community and the College wants to be involved. They have asked for money to build

restrooms and for a parking lot. The College worked with them, got all the information in for HED approval and if the College gets approval they will start almost immediately. If they have a need for the parking lot they will go for that as well. Regent Powers asked if this was a pass through. Interim President Sanchez stated it is a flow through.

Regent Powers stated he knows that Interim Present Sanchez was asked to update the costs and expense and asked how they changed if they did. Interim President Sanchez stated they did not change too much at all. They also wanted and forced on the table, which brought down the amount, which the College could spend in some of these areas. They really pushed the issue of having a contingency amount in there. This means if the College has \$100, they want the College within that \$100 to identify maybe 10%; the amount varies as a contingency in case you go over. What they are doing is pushing down the amount you can spend and then saying you have to put something in there in case you go over. This is what they want, this is what the College did and it reduced some of the projects a little and the College will live within the dollars, as they want us to. Regent Powers asked since this is bond money and severance tax money if those projects go off without dipping into the contingencies, does the College lose that. Interim President Sanchez stated the College does not because they took something from us. The College would tell them there some left over or the College might spend a little more because it knows there is a little more in contingency. Regent Powers asked if a change order could be done at the end to soak up that contingency. Interim President Sanchez stated the College would because it does not want to leave any dollars on the table.

**Regent Powers moved for approval of the Capital Projects as submitted. Motion passed unanimously.**

B. Provost and Vice President for Academic Affairs

1. Dr. Brenda Linnell Tenure

Dr. Pedro Martinez, Provost and Vice President for Academic Affairs presented the recommendations for the Tenure process for Professor Brenda Porta Linnell (attached). All criteria for Tenure were met. Dr. Ulises Ricoy, Chair, Biology was introduced by Dr. Martinez and provided the Board of Regents with details about Dr. Linnell's accomplishments. Dr. Ricoy asked to hear from Dr. Linnell. Dr. Linnell thanked the Board of Regents, Provost and Chair, she also thanked all departments who assisted her in the process and supported her in the process. Dr. Linnell has always helped and encouraged students and the community to change their lifestyle. She has encouraged them to pursue a degree in the sciences. Regent Garcia stated she knows Dr. Linnell and she is wonderful and an asset to the College and she a prime example of a woman that can have it all and what woman can aspire to.

**Regent DeHerrera moved to approve Tenure status for Dr. Brenda Linnell. Motion passed.**

2. Comprehensive Quality Review Preparation and Progress

Dr. Martinez stated the Comprehensive Quality Review (CQR) information has been reported to the Board of Regents over the last year and the upcoming visit from the Higher Learning Commission (HLC). The College has emphasized the fact that this is extremely important because it validates the quality of the College's instruction to students and what the College does based on standards. The second phase of this process is to be able to address the issues or any type of information that the HLC requires through the CQR. They have been quite busy and they have met every week since then, the College has done quite a number of things and an upcoming important date is April 1, 2016 where the College will have a date of retreat to make sure that everyone understands what the visit is all about. There have been a number of hours spent on the logistics

from what accommodations they should have to being able to provide them with the information they need and one great effort that has been done is being able to make sure that the information on the website is accurate and they are able to retrieve the documents that are there and Dr. Martinez stated the people involved have done an excellent job. Dr. Martinez is in full confidence the College will be successful.

### 3. Health and Exercise Science

Dr. Martinez introduced Ryan Cordova, Pete Hite and Ulises Ricoy to present the Health and Exercise Science presentation. Dr. Ricoy stated he wants to support as Chair of the Department the job they have been working on for several years. Dr. Ricoy first learned about the Health and Exercise Science Program close to four years ago. Dr. Ricoy has been working with them closely to develop the curriculum and addressing the need of the community. Dr. Ricoy stated he is a Biologist and he loves running so he is biased in his support and he is biased for a good reason. Dr. Ricoy would love to see a 5K in Espanola in relate to the Police Department, he would be the first one to run it. Dr. Ricoy commended the job Mr. Cordova and Mr. Hite have done in preparing the curriculum. They have provided Dr. Ricoy with copies of curriculum, revisions, introductions to the Curriculum Committee, to the Undergraduate Curriculum Committee, several versions and Dr. Ricoy knows they have been very patient, very professional in providing a great presentation that both Mr. Cordova and Mr. Hite are going to do. This will be an asset to be housed in the department, they are trying to provide a pre-health track to the Biology program and this would be perfect transition for the Associate. In the longer term, there is an additional faculty member in the field of kinesiology and exercise physiology.

Mr. Cordova introduced the Health and Exercise Science Degree that has gone through every committee twice and it is ready. It was presented to the Board of Regent two months ago and the Board of Regents raised questions and Mr. Cordova and Mr. Hite have tried to address those questions. What Mr. Cordova and Mr. Hite would like to do is start it as an Associate's Degree with the full intent to pursue a Bachelor's Degree at the recommendation of Regent Martinez understanding that the Funding Formula is very important to the institution as well as being able to offer four year degrees to the community. This would be a start due to the financial situation of the College over the last two years the program has been mulled around and kicked back and a lot of positive things have come up. Some of the people that showed support of it both the Associates Degree and the Bachelors Degrees number one is Secretary Damron who visited and who Mr. Cordova introduced the program to and she has on two occasions has expressed her support for the program as well her support should it reach her office in regards to a Bachelor's Degree. The schools in the area, Mr. Cordova and Mr. Hite have brought in community members - Athletic Director at Espanola High School, Espanola Public Schools - Eric Vigil and his Head Athletic Trainer - David Baldonado who is in charge of their program. The interesting thing about this program is the fact that there are about a half dozen schools in the area that have athletic training programs currently and they have students currently enrolled in those programs. The College would be recruiting specific students. Mr. Cordova asked for any questions from the Board of Regents.

Regent Garcia asked how many other Colleges and Universities are offering this in New Mexico. Mr. Hite stated the specific degree, the Associates, Santa Fe Community College is the only other one who has Associates similar to this. UNM has a Bachelor's in Exercise Physiology, which would be a little different. The aim is to achieve the accreditation from the American College of Sports Medicine which is the gold standard in this field and if the College achieves this, it would be only one of two institutions in the four corners region with this accreditation. The other being Metro State in Denver. This would be a great distinguishing achievement the College wants to shoot for. This would help the College out a lot with this. Mr. Cordova stated Highlands and Eastern also offer a similar degree in a Bachelor Program in regards to Sports Administration.



Regent Martinez asked if Mr. Hite stated that Santa Fe Community College has this degree. Mr. Cordova stated a similar degree. Regent Martinez asked what the cost difference is, is it going to be cheaper for someone to go to Santa Fe Community College or to come to the College. Mr. Cordova stated Regent Martinez is talking now in regards to tuition. They are the same students that are taking, that are Biology majors or anybody else, they are taking Associate Degree Programs and Santa Fe Community College it is no different than any other program the College has. Essentially, the cost difference is that which it would be for any other program that Santa Fe Community College offers, so yes it would be less. Mr. Cordova stated he feels the College would be offering it to a different demographic in the sense that is being offered to the students in the Espanola Valley. If you look at the number of students that attend the College, they are from Rio Arriba County, not Santa Fe County. They are drawing from a different population, although it will play a factor in it just like it has affected the entire institution over the last five years.

Regent Garcia asked regarding the poll taken on Northern New Mexico High School Students what year it was taken. Mr. Hite stated it has been a comprehensive poll, the first poll was done in 2010 but the statistics included are as early as January. Regent Martinez asked if two polls were taken. Mr. Hite stated in high schools there have been three or four. Regent Martinez asked if in those three or four polls, a total of 163 students were polled. Dr. Martinez stated 63 from high school and additional 50 students from the College. Regent Martinez stated so this is 113. Regent Martinez stated this is the Universe. The question is, they are doing a pole on a population, meaning that you have to extrapolate from your sample. If you have a population of about 1,000 students, you require at least 176 given the margin of error you want to establish which is 90%. If we are including the potential population of high schools students they do meet the threshold for sampling. Regent Martinez asked what high schools were polled. Mr. Hite and Mr. Cordova stated McCurdy, Espanola High School, Capital and Santa Fe Indian Schools. Regent DeHerrera asked what they would be directed to. Mr. Hite stated they would take advantage of the recruitment opportunities when the recruiters go from the College. Mr. Cordova stated a recruiter out at each of these high schools, including one situation when Mr. Hite went with the recruiter, did the sample. Those students polled at those times that were polled, high school seniors at that time. The last four years that this was done, there were at least four different polls that information was pulled from. Regent Martinez asked from the latest high school seniors, how many were polled. Mr. Cordova stated he does not have the data but he could get Regent Martinez this data. Regent Martinez would like to see the data before the Board of Regents votes. If you polled three people and two said they would do it, that sample does not mean anything. Mr. Cordova stated he understands this. Regent Martinez asked when the College students were polled. Mr. Cordova stated there were 50 students polled in 2012. Regent Martinez stated it is 2016, so the College is dealing with what is the average price of gas four years ago, which is not what it is today. So the Board of Regents is dealing with old data. Regent Martinez stated at the last discussion about the massage therapy portion of the curriculum that was hooked in there and the College did not have this class and it was supposed to go back to the Faculty Senate for approval. Mr. Hite stated it did, it went back initially to the Undergraduate Curriculum Committee for changes in the curriculum. Regent Martinez stated the only thing he sees in the packet and perhaps he is wrong, is he has a letter dated February 18, 2014 and a letter from Recruitment and Admissions that is October 12, 2015 and there is another letter from Dr. Sena which is February 20, 2014, Regent Martinez asked where in the packet there is any documentation that says it went back to that Committee, the Committee voted and wrote down on a piece of paper. Mr. Cordova stated they do not get those recommendations without that, it does not come to the Board of Regents without that change. The Board of Regents asked for that change and Mr. Cordova has documentation for the change both in the Committee, which was polled, as well as it went back to Faculty Senate and they made a decision in that regard as well. Regent Martinez stated the Academic Policy Committee in 2014 decided to accept the proposal, which is different than the proposal that is on the board today. Mr. Cordova stated this is correct, it does not have to go back to the Academic Policy Committee, and it goes back to the Undergraduate Curriculum Committee. Mr. Hite stated they presented to the Academic Policy Committee last fall, they did not give them a letter but they did have to get approval in order to complete the proper steps to get to the Graduate Curriculum Committee, Faculty Senate and Board of

Regents. Regent Martinez stated it would not have mattered if it were sent last fall because the last time the Board of Regents had the meeting was in February and Mr. Cordova and Mr. Hite were supposed to send it back. Mr. Cordova stated it did go back. Regent Martinez stated even if it went last fall it would have been a different package that went in February because of this Massage Therapy Program. Mr. Cordova stated in the initial proposal massage kinesiology was on in the books at the College. Mr. Cordova asked if it was still on the books and it is still on the books, it is just not in the catalog. Regent Martinez stated to close out the program but that class is not taught. Mr. Cordova stated this is correct, so the course is not taught anymore. When this went through the first time it was on the books and it was being taught and that is why it was included in the original packet. When the program was cut, it obviously was not offered anymore because they were going to teach out in it and so what had to be done, it was actually an exception, it was massage kinesiology or they had the option of one of two kinesiology's to be offered. All they did was take out the option of or and take out the massage kinesiology to offer the other. Mr. Hite stated it was more of an omission taking out previous massage therapy kinesiology and keeping in the one that was already approved the dance kinesiology.

Regent Garcia stated she is worried about numbers, students. Mr. Cordova stated he brought the Athletic Director from Espanola High School and he can discuss the support he has had at his high school about this program. Regent Garcia stated what is going on is the College did take out Automotive and it was taken out because the College had one student with a Certificate in three years. Regent Garcia does not want this to happen to this program if it is approved. Regent Garcia asked how many years is the College is going to have to go through this, how many students, until we figure out we are going to keep it. Regent Martinez asked how many students are needed to make a class. Dr. Martinez stated at least 10. Regent Martinez stated the College needs 10 minimum and 10 people in a program, unfortunately, this is an educational institution and part of it is a business because you need money to run it. Regent Martinez asked even at 10 people, does 10 people support the program. Mr. Cordova stated absolutely. If you look at the data in regards to the finance numbers, 10 people bring in about \$43,000 to the institution and the College will spend \$10,000 you are at a plus \$30,000 for the institution. Those 10 people you are talking about in regards to tuition and fees, it actually is a positive number for the institution even with just 10 students involved. Mr. Cordova stated he understands the Board of Regents concern in regards to the number and the numbers polled and he respects the questions because they are valid questions. Mr. Cordova stated they have gone through this process two different times already and they have gone through each of the committees and that is why they have the policy in place so the numbers and data have to be shown to Policy Committee, Curriculum Committee and Faculty Senate and everybody else it goes through. With the support of the programs and committees as well as the support of the Provost, the President and the Community, there has been ample interest in the program and it is showing its success throughout the State. Regent Martinez stated there has been community support in other programs that this Board and previous Boards have axed. Mr. Cordova stated he couldn't agree with Regent Martinez more. One of the intents that Mr. Cordova has been involved with over the last five years at the College is trying to stop the bleeding with regards to enrollment and actually give them else to look forward to and with the cutting of programs a couple of years ago, we have taken things off the board, we have lost students and in that regard, the College has lost students and has not really opened any other doors to gain students back who could be interested in the program or College. Mr. Cordova stated he is a very active recruiter for the institution; he recruits 100+ students to the institution with very little scholarships or anything else of that nature. Mr. Cordova has done his homework in this and it is not a program that can be dismissed. Mr. Hite stated it is worth noting that every time the recruiters go out they are asked questions about this kind of degree program. Since it is not on any formal statistic gathering data, they do not have anything to substantiate that but they are always questions about this. Mr. Cordova stated last year when the Board of Regents made a move in the Admissions/Recruiting Office and there was a different recruiter out there he actually prevented the recruiter from taking any data from any high school because it was not on the recruiting data. That was a move on his part, he is no longer with the College, and he prevented the recruiter from going out to the institutions for a full six months to collect any data for him.

Regent Garcia asked to yield the floor to Mr. Vigil. Regent Garcia asked Mr. Vigil's thoughts on this. Mr. Vigil stated when he was approached by Mr. Cordova they looked at the number of students Espanola Valley High currently has, which exceeds over 300. Mr. Vigil spoke with the football coach; Miguel Medina and he stated this is a field a lot of his student athletes have shown a lot of interest in. Mr. Vigil attended the College in the late 90's and he had to transfer to Highlands because this degree was not offered at the College. The degree he did obtain from Highlands is what this one would have led to which is a Human Performance Leader and Sport Degree. Mr. Vigil's son is currently a junior at UNM getting a similar degree. During the summer he would love to take classes at the College. This is something Mr. Vigil sees as an interest in the community. There are a lot of student athletes from Northern New Mexico that want to get into this field and the options are limited in this area. Mr. Vigil stated it would make for a great addition to the College's program. Mr. Vigil tries to steer as many students as possible to stay in the area and this would be a feather in the cap for the College to add this program. Mr. Vigil stated his trainer is from Estancia and he recently graduated from New Mexico State and he has a lot of students at the school that are interested in this program and would like to continue it at the Higher Education Level within the State and in the City if possible. As far as now the sports medicine program is being rebuilt since it was not there. There are a lot of students coming in and this type of degree would help students get into, right now Athletic Training is turning into a Master's Program. Programs like these are going to be necessary for students to become an Athletic Trainer. Now, nationwide, all Bachelor's Degrees are transitioning to a Master's Degree Program. Degrees like this are going to be necessary in the future. It would be great for students in Espanola to stay here and be able to take this program so they can go forward to get to a Master's Program to become an Athletic Trainer, Physical Trainer or other options that are there.

Regent DeHerrera stated this is not offered in too many high schools around the area so it is not a big interest throughout the high schools. Northern New Mexico is nothing but athletes. If that is anything that we are proud of most is the athletes come out strong and each school starting from elementary has strong athletic groups in them. This would be a great benefit, they see this and to be involved in it they could continue on in this.

Regent Powers stated to follow up on Regent Martinez line of questioning, it seems that the concern about the underpinnings of the demand for this. Regent Powers stated his concern would be is if there is some question about that and lets say the demand, the perceived demand does not materialize, what would be the downside for the College financially. Is the College going to have a lot of assets and resources invested in this that it will not be able to get out? Could it cost money down the road that the College does not have. This is Regent Powers concern, if this is a reasonable risk to take in terms of developing a program where the College has little downside in the future, if the demand does not materialize, then the College could easily transition out of it, then Regent Powers is agreeable. Mr. Powers stated that discussion has already taken place regarding the Bachelor's Degree piece of this, which the Board of Regents is not considering today; this is just the Associate's side. At what point in time in the maturity of the program would the Board of Regents consider this. It is a complete different story there in terms of investment and cost sunk into the program. When would the Board of Regents have to consider the Bachelor's Degree program? Obviously, if students get started in the Associates with the understanding that it would continue with a Bachelor's Degree, when is the Board of Regents going to have to make this decision? Regent Martinez stated the start up cost is miniscule. Regent DeHerrera stated the instructors are on board. Mr. Cordova stated the instructors are already at the College, the faculty is already here. The number of courses for the core group of courses is already courses that are already courses that are offered and required for other degrees on campus. Mr. Cordova stated there would be an addition of six new classes for the Associate's Degree. Mr. Cordova stated he could understand Regent Powers concern in terms of the risk factor. During the previous meeting with the Finance Committee this was discussed and that is one of the reason Mr. Cordova is pursuing the Associate Degree rather than the Bachelor Degree that Regent Martinez brought to Mr. Cordova's attention in regards to why is the College not pursuing the Bachelor's Degree, why does the College not do this as a fast track

option. Mr. Cordova stated he did not do this because he did not want to put the College at a financial burden; he did not want to put that risk on the College, especially with the situation the College is in with finance and money being cut throughout the State. The risk, \$10,000 in the first year, of that supplies and expenses is included in that but very minimal (\$1,500 each semester). Mr. Cordova stated if it be the wishes of the Board of Regents he does not specifically need supplies for the first year and it could be cut down to \$7,000.

Regent DeHerrera asked Mr. Cordova to inform the Board of Regents on how far he went to the next step if they got the Associate's Degree where these classes would transfer into to continue. Mr. Cordova stated during the discussion with the Academic and Student Affairs Committee and the Finance Committee this was discussed with regard to what options they have after they have this degree, they would be able to pursue a degree in Education.

Regent DeHerrera asked Mr. Cordova to inform the Board of Regents on how far he went to the next step if they got the Associate's Degree where these classes would transfer into to continue. Mr. Cordova stated during the discussion with the Academic and Student Affairs Committee and the Finance Committee this was discussed with regard to what options they have after they have this degree, they would be able to pursue a degree in Education and be able to be a Physical Education teacher in the K-12 level, they could pursue a degree in Athletic Training into Exercise Physiology, even into Biology or Exercise Psychology, a number of different fields they could pursue with this degree. However, it is the College's intention to fast track the Bachelor's Degree Program. The curriculum is already done and it was started as a Bachelor's Degree Program so it is already done. There would be minimal work on the College's end, it would have to be proposed as a Bachelor's Degree and show the numbers that are brought in. Mr. Cordova stated he understands the concern in regards to numbers, he will not argue with the Board of Regents in regards to the data, however, there is an interest in it. It is something that has hit many roadblocks along the way, it has been a rough five years as a College as the Board of Regents is aware and this will open the door for a number of students to be able to do it. Mr. Cordova stated it is his intent to offer this as a Bachelor's Degree by the time students start in the fall, by the time the students are done with this degree in two years, be able to have a Bachelor's Degree Program on the pathway so the students are not lost to Highlands or UNM.

Regent Martinez stated the positive thing he sees about this degree is the student athletes from the high school level to college have to make grades to play and they have to budget their time for school and athletics. That demographic of student is the demographic of students that is going to succeed more than different demographics of students who are not actively involved in school functions. Mr. Cordova stated Regent Martinez touched on some of the data that is current and involves the community and around the United States. At the high school level, 60% of the high school students are athletes and of those they maintain a 10% higher average in regards to GPA in STEM programs and a single point higher than those that are non-athletes. So in talking about the students that come in to the College now, approximately 70% of the students are coming in at a remedial level in regards to math and English, that is where these students that the College would possibly be recruiting at these demographics, they have a 40% higher rate of graduating. They have a higher GPA; it makes up 60% of high school students. Mr. Cordova stated the College will be recruiting a better student for the College where they would not necessarily have to take those remedial courses and take two years to get caught up in those programs. Along the way, those students help with the funding formula, graduating.

Interim President Sanchez stated he wanted to touch base on the timing of approvals to make everyone aware in general. Whether it is like the Early Childhood Programs that the College asked for the Education Department or a program like this, the timing of when they are approved oftentimes makes or breaks the ability to be successful out of the gate to offer these degrees or it postpones the opportunity the College might be able to take advantage of if the College acts timely. That being said, it is not a good excuse for the College

not being on top of its game in terms of bringing these with enough time to give the Board of Regents time to digest it and ask the questions to satisfy them before they make an approval. The College's catalog is going to be going out April 25, 2016, to the extent that the College has to be up on the game, doing enough of the groundwork early enough to address concerns that the Board of Regents might have. Things like this give the College an added edge in terms of the success of these programs when the College gets the approvals. Academically, again a lot of the groundwork can be debated whether it is more recent or not more recent, but it is important for the Board of Regents to know.

Interim President Sanchez also stated in terms of degrees, the College has cut a lot of programs as an institution for lots of reasons, good reasons in his opinions, the others, the issues are the issues, and the programs have been cut. We also need to understand as the region is changing, as the population is changing, as demographics change, the College needs to be replacing some of the old with some new. Interim President Sanchez just does not want the College to lose site of the importance of that. Interim President Sanchez stated that risk is really important but minimizing that risk to Interim Sanchez does not mean that the College can eliminate all the risk. The College has to take strategically a look at this in terms of whether or not it is a good risk. The good thing about this program and Interim President Sanchez is more concerned about risk at the Bachelor's level because if the College does not have cohorts and this is a concern that Interim President Sanchez has raised for many years, if the College does not have cohorts or the College is teaching cohorts of two or three, talk about an expensive Bachelor's Program. If the College is looking at the Associate's level and the numbers are not there and the College is not generating even to make a class full, it does not make, the class is not going to go forward. The College has a few stopgap measures inherent within the system that give the College some protection. The issue is are you monitoring it, are we ready to towards the Bachelor's Degree Program and that is also a catch also because if you get the program going and it is working well, in order to take advantage of not losing those students to a Bachelor's Program at another institution, the College needs to almost be in sync. If it is looking good out of the gate, the College needs to assess the risk of whether or not the College wants to do it. Interim President Sanchez stated he supports what the College wants to do and in his mind he assessed the risk because he looked at a number of things financially that concerned him. Interim President Sanchez stated he is very vocal in discussion with everyone at the College about it.

Regent DeHerrera stated she does not believe this is such a major risk. Everything is already here so it is not such a big jump.

Dr. Martinez stated he has three basic questions, which are part of the comment. Dr. Martinez stated that he wanted to emphasize that he likes how Interim President Sanchez is thinking as a Chief Academic Officer as well and he agrees with the statements he has made. The College has to remember that a large portion of the students are taking Associate's Degrees not Bachelor's Degrees and the fact that the College has eliminated programs, the College needs to include and expand that portfolio because that is the College's bread and butter. In order to understand the potential of students, Dr. Martinez asked Kathleen Sena, Registrar if there is any problem in being able to teach a course that is still in the books but is no longer part of an additional program. Ms. Sena stated the College does not have an instructor. Regent Martinez stated this has been recalibrated. Regent Garcia stated this is not an issue.

**Regent DeHerrera moved to allow for the addition of the Associate's Degree of Science and Health and Exercise. Motion passed unanimously.**

Regent Martinez stated you can't swim unless you get in the water and Regent Martinez is glad Mr. Cordova and Mr. Hite took this on not because it is a pet project but because they are looking for the future of the school. Because of this, Regent Martinez voted yes.

## **XI. EXECUTIVE SESSION**

**Regent Martinez moved to enter into Executive Session pursuant to:**

- (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee;
- (2) Threatened or pending litigation subject to the attorney-client privilege in which the College may be a participant; and

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). The Board of Regents entered into Executive Session at 10:10AM.**

## **XII. POSSIBLE ACTION ON EXECUTIVE SESSION**

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

Regent Martinez stated the action taken in Executive Session was the Board of Regents determined the five finalists for the Presidential Search. Dr. Prather stated the process that was used provided each Board of Regent the opportunity to independently review all 25 applicants, there were 19 men and 6 women who applied for the position, 12 were from New Mexico, 12 were from out of state and 1 was an international applicant. These 25 individuals that the Board of Regents has just gone through a process where they have collectively in Executive Sessions reflected on the strengths that these individuals bring, the prospective that each provide for new leadership and new outreach to the community that these individuals can then bring to the position of President of Northern New Mexico College and the Board of Regents have identified five individuals that they will act on in open meeting that will continue in the process that the Board of Regents has approved. This action will create the finalist pool in accord with the plan the Board of Regents adopted in December. Dr. Prather indicated briefly a little about each candidate and also make anyone else interested aware that the resumes submitted by the five finalists will be publicly available on the NNMC website later and the information will be provided to all the advisory teams later.

Dr. Prather stated the candidates are:

1. Colonel Dr. Richard Bailey - Dr. Bailey is an Air Force Officer who is retiring and has headed a very significant Air Force educational institution.
2. Dr. Kathryn Berryhill - Dr. Berryhill is an experienced and veteran educator in New Mexico who has served on leadership staff at the College.
3. Dr. William Flores - Dr. Flores is from New Mexico and has New Mexico roots, has worked at New Mexico State University and has just left the Presidency at the University of Houston, downtown in Houston, Texas and had been at one point Secretary of Higher Education in New Mexico.

4. Dr. Andreas Salazar - Dr. Salazar is a native of Espanola and has served on staff at the College in addition to a distinguished career in the communications field where he opened several companies and was a leader in those.

5. Mr. Domingo Sanchez - Mr. Sanchez is the current Interim President and will be in the running with the other four contestants for a very important office and Dr. Prather stated he is very glad to have Mr. Sanchez in the pool.

Dr. Prather stated this is the recommendation that he would present to the Regents and the five finalists.

Regent Powers moved that the Board of Regents approve the list of finalists for the job of President of Northern New Mexico College. Motion passed unanimously.

Regent Garcia thanked everyone for putting in their time and effort in this process and the College has received a good selection.

Regent Powers thanked Dr. Prather for doing such a good job of getting a really good qualified pool of candidates for the College to choose from and making that process of choosing the five finalists a very good process. It was a sound, solid decision-making process and Regent Powers stated he feels very good about the group of people to consider.

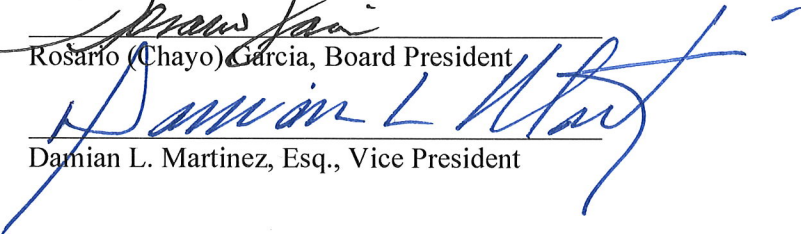
Dr. Prather excused himself to contact those in the pool and let them know who has been appointed.

#### **XIV. ADJOURNMENT**

**Regent Garcia moved to adjourn. Motion passed unanimously.** The Board of Regents Meeting adjourned at 2:56PM.

APPROVED:

  
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Rosario (Chayo) Garcia, Board President

  
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Damian L. Martinez, Esq., Vice President