NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS SPECIAL MEETING
JUNE 3, 2013

I.   CALL TO ORDER

A special meeting of the Board of Regents of Northern New Mexico College was held on Monday, June 3, 2013 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Alfred Herrera, Cecille Martinez, and Feliberto Martinez. Also present was Lisa Salazar Co-Student Representatives to the Board of Regents. Regent Chayo Garcia was not present due to her new job responsibilities. Board President Michael Branch called the meeting to order at 8:36 a.m.

Northern New Mexico College staff present: Dr. Nancy "Rusty" Barceló, President; Domingo Sanchez, VP of Finance and Administration; Dr. Anthony Sena, Provost and VP of Academic Affairs; Ricky Serna, VP of Institutional Advancement; Frank Orona, Dean of Student Services; Dr. Myrna Villanueva, Assistant Provost for Academic Development and Acting Dean, College of Education; Carmella Sanchez, Director of Institutional Effectiveness; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Gil Sena.

II.   APPROVAL OF AGENDA

The final agenda was approved as presented.

III.   OLD BUSINESS

A.   Discuss and approve the Systems Portfolio.

As reported at the Board of Regents meeting held May 30, 2013, the AQIP Systems Portfolio is due on June 13, 2013 to the Higher Learning Commission (HLC).   Dr. Anthony Sena, Provost, stated that many individuals at the College contributed towards the completion of this document, which is constrained to 125 pages. The leadership team and many others at the College had an opportunity to review the final draft and provide input. Ms. Carmella Sanchez, Director of Institutional Effectiveness, stated that HLC has clearly defined instructions on how to complete the Systems Portfolio from an overview of the institution in terms of statistics to how the institution evolved since it started with AQIP as the method of accreditation. There are specific questions that the College was required to address within each section of the nine categories. There were core components that the College was required to address as well.   The guidelines recommended that category one, which is Helping Students Learn, be 15% of the document. Category champions were limited to ten pages each. The nine categories and the lead person for each of these categories are as follows:

1.   Helping Students Learn – Dr. Steve Martinez
2.   Accomplishing Other Distinctive Objectives – Melissa Velasquez
3.   Understanding Students' and Other Stakeholders' Needs – Frank Orona
4.   Valuing People – Mr. Bernie Padilla
5.   Leading and Communicating – Mr. Ricky Serna
6.   Supporting Institutional Operations – Mr. Domingo Sanchez
7.   Measuring Effectiveness – Ms. Carmella Sanchez
8.   Planning Continuous Improvement – Strategic Planning Team
9.   Building Collaborative Relationships – Dr. Camilla Bustamante

Dr. Barceló stated that completion of the Systems Portfolio provided an opportunity for the College to do a self-analysis. The process brought people together and faculty, staff, and some students gained a greater appreciation for the purpose of accreditation and why it is important. Ms. Sanchez explained that the College started the AQIP process in 2002 and a strategy forum was held almost immediately. Northern's reporting requirement has been to submit progress reports, monitoring reports, contingency reports, and annual reports as well as to participate in focus visits. HLC also requires institutions to have in progress at least three action projects that are completed within six months to a year. When an action project is completed a new project takes its place. Northern will complete the AQIP cycle in 2016 at which time a new preferred method for re-accreditation will be selected. Dr. Barceló thanked Carmella Sanchez and Steve Martinez for taking the lead and for the incredible effort in coordinating this document.

Regent Herrera stated that if anyone has any questions about what is going on at Northern, this document tells the whole story. Everyone who contributed towards the completion of the document did an outstanding job. Regent Herrera stated the magnitude of work that is involved at the College and processes that faculty and staff go through in development of new programs, etc., is amazing.

Ms. Carmella noted changes and corrections as the Regents proceeded to go through the document. Questions were answered to the Regents' satisfaction where clarification was needed. President Barceló recommended that Carmella Sanchez and the committee that contributed be acknowledged in the table of contents.

Regent Alfred Herrera moved to approve the Systems Portfolio with recommended changes. Motion carried unanimously.

Frank Orona, Dean of Student Services, provided a tentative summer session enrollment report as of 8:00 a.m. on June 3. Mr. Orona stated changes are expected throughout the day and that he would have a more accurate report later in the week.

Unduplicated Headcount		Full-time Enrollment	
Summer 2011	674	Summer 2011	245.38
Summer 2012	512	Summer 2012	166.22
Summer 2013	531	Summer 2013	164.35
Change in N	-143	Change in N	-81.03
Change in %	-21%	Change in %	-33%

Approximately $155,000 in revenue was generated in 2011 based on the number of credit hours. In 2012 revenue generated was $279,000. Due to the increase in tuition, the College lost students that were taking 1-3 credit hours. These students (over 200) were mostly taking courses for personal development.

(At this time the Regents took a short break at 10:21 a.m. The open meeting reconvened at 10:35 a.m.)

B. Discuss and finalize the Board Committee Charters.

Mr. Ricky Serna led a discussion regarding existing institutional committees and proposed Board committees. He provided an overview of the standing institutional committees and a sample schedule of when these committees meet during the month for the purposes of understanding what happens at the College on a daily basis and identifying possible committee overlap. During the course of the month, Mr. Serna counted about six days when no committee meetings are scheduled. He stated that Dr. Barceló is restructuring some of the existing committees of the institution. The handout attached describes the name, charge, structure and responsibilities of all these committees. A summary of the three Board committees is as follows:

1. <u>Executive Committee</u> – The committee reviews and advises the board on matters related to institutional and board policies; governmental relations, regent orientations and trainings; and external relations/communications. Structure: Two Regents and the VP for Institutional Advisement. Meeting Schedule: Proposed - Monthly. *Regent Branch suggested that this committee include the entire Board members.*
2. <u>Audit/Finance/Facilities Committee</u> - The committee reviews and advises the board on matters, activity, and policies relating to financial accounting and reporting; the institution's internal control; risk management; fiscal compliance matters; long-range physical planning; capital projects; and operations and maintenance. Structure: Two Regents, at-large member (financial expert), VP for Finance and Administration. Meeting Schedule: Monthly.
3. <u>Student and Academic Affairs Committee</u> – The committee reviews and advises the Board on issues and topics relating to academic and student affairs as they fall within or affect the general scope of the Board's mandate and responsibilities: Structure: Provost & VP for Academic Affairs, Dean of students, student representative. Meeting Schedule: Proposed - a minimum of four times per year. *Regent Branch proposed that this committee meet quarterly or at the call of the Chair. Dr. Barceló stated that enrollment management drives the institution and key topics be selected for discussion.*

A suggestion that was brought up previously was moving the Board meetings to every other month and leaving the interim months for committees to meet and address issues prior to the Board meeting.

Mr. Serna provided some guiding questions for discussion.
1. What is the authority of the committees? *Regent Branch would like committees to provide recommendations to the entire Board; provide updates.*
2. What action items may be taken? *Committee members should reach consensus as to what items need to go to the Board for formal action.*
3. What does the board hope to accomplish through committee? *Shorten presentations by staff at Board meetings; any questions on any items should be brought up prior to Board meetings; use AGB to obtain best practices for the role of the Board and participation at the committee level; eliminate redundancy; create level of efficiency so Board members not part of a particular committee still get fully informed.*
4. How will committees create efficiencies for the Board?
5. How will committees share information/recommendations with the whole Board?
6. How does the Board ensure that committees maintain a level of activity that is consistent with the authority and responsibility of the Board?
7. How will the Board committees interact with other institutional committees?
8. Who will be responsible for identifying committee agenda items/priorities?
9. Will the committees be working, informational, or both?

After some discussion, Mr. Serna suggested that when the Strategic Plan is completed, Vice Presidents and other leaders report monthly on the progress made to the goals and objectives outlined in the Strategic Plan. Institutional standing committees can be structured so that goals and objectives are addressed prior to Board meetings.

Regent Herrera agreed that, since the institution is small, two committees of the Board are reasonable. He also agreed that the Executive Committee include the entire Board. However, he stated that future Boards may not agree with this structure. He stated that detailed discussions take place in the Audit/Finance/Facilities Committee meetings and determining how and what kind of information is presented at Board meetings needs to take place. He suggested that one way to be more efficient is to provide a one-page summary at Board meeting outlining what took place at committee meetings. Mr.

Serna suggested taking this one page report and at every meeting provide an executive summary addressing activities that align with the goals and objectives from the Strategic Plan.

Mr. Serna stated he has seen at other institutions the President, Vice Presidents, Faculty Senate President, and Student Senate President sitting at the table with the Regents at Board Meetings. This helps contain public discussion that takes place at Board meetings. Because the Board sometimes defers discussion to the Vice Presidents, there is a perception that the audience can also engage with the Board of Regents at any point during the meeting.

Regent Branch suggested that a formal structure be developed when orientating new Board members. A brief discussion as to the kind of information that should be provided to new Board members took place. Also discussed was exploring an alternative space to hold Board meetings; a larger space is needed and the new space would also serve as a multi-purpose room.

IV.   ADJOURNMENT

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 11:40 a.m.

Josephine Aguilar, Recording Secretary

APPROVED: June 27, 2013

/s/_____
Michael P. Branch, Board President

/s/_____
Cecille Martinez-Wechsler, Secretary