

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
FEBRUARY 27, 2014**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, January 23, 2014 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, Alfred Herrera, Cecille Martinez, Feliberto Martinez, Donald Martinez, Jr., and Kevin F. Powers. Also present Co-Student Representatives Michelle Montes and Hardev Khalsa. Board President Michael Branch called the meeting to order at 9:24a.m.

Northern New Mexico College staff present: Nancy "Rusty Barceló, President; Ricky Serna, VP for Institutional Advancement; Anthony Sena, Provost/Dean, College of Arts & Sciences; Bernie Padilla, Director of Human Resources; Domingo Sanchez, VP for Finance and Administration; Brian Salter, Director, IT; Kathleen Sena, Registrar; Alex Williams, Senior Financial Analyst and Carmella Sanchez, Director, Institutional Effectiveness, Tim Crone, Northern New Mexico College Union Representative, Melissa Velasquez, Director, CTE, Ana Gutierrez-Sisneros, Counselor, Carmella Sanchez, Director, Institutional Effectiveness, Virginia Cata, Administrative Assistant, EOC, Barbara Bustos, EOC Director, Tessie Lopez, Payroll, Antoinette Jiron, Human Resources, Sandy Krolick, Director of Communications, Stephanie Montoya, Communications and Marketing, Brian Salter, IT Director, Chris Trujillo, IT Specialist, Evette Abeyta, Budget Analyst, Theresa Lopez, Director ADN, Jacob Pacheco, Director, Financial Aid, Janelle Garcia, Interim Director of Advisement, Kristy Pruitt, Field Experience Placement Coordinator, Cecilia Romero, Continuing Education and Amy Pena, Recording Secretary. Faculty Present: David Barton, Assistant Professor English/Humanities, Mario Helu Montes, Assistant Professor, Perry Auch, Film & Digital Media Assistant Professor, Brenda Linnell, Chemistry, Ellen Trabka, Dean, College of Nursing, Ivan Lopez, Chair, Engineering Department. Others present; Matthew Martinez; Director, NPI and Assistant Professor of Pueblo Indian Studies. Others Present: Scott Eccles, New Mexico Higher Education Department,

II. APPROVAL OF AGENDA

Regent Branch moved that Item 10(B) (5) – Approval of Development Contract, Monument, Item 10(B) (7) Approval of Public Project Revolving Fund Building Application and Item 10(B) (8) Approval of Resolution Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the New Mexico Finance Authority are to be presented as informational items only.

Regent Herrera moved for approval of Agenda as modified. Motion passed unanimously.

New members of the Board of Regents, Donald Martinez, Jr. and Kevin F. Powers were sworn in to the Board of Regents by Judge Wechsler.

III. ELECTION AND REORGANIZATION OF OFFICERS

Regent Herrera stated the Board of Regents has had an opportunity to visit on the reorganization of officers and as was done previously, the election of officers will need to be for one year because of potentially new Regents coming to the Board of Regents after the end of 2014. Regent Branch stated the Board of Regents has done this appointment as an agreement amongst the Regents and a consensus has been reached rather than an election. Regent Herrera stated the committee's recommendation is as follows:

1. Rosario (Chayo) Garcia – President
2. Alfred Herrera – Vice President
3. Kevin F. Powers – Treasurer
4. Donald Martinez, Jr. – Secretary
5. Michael Branch – Member

Regent Branch stated according to Robert's Rules of Order for the Board does not call for a second and all members of the Board do have a vote. Regent Powers stated he would be honored to serve as Treasurer and is very satisfied with the list of candidates the Board has recommended. Regent Martinez stated he does not have any opposition and he is in total agreement with the Board. Regent Branch stated there is unanimity in the positions of the Board of Regents. All members were in Agreement and unanimously voted for election of officers. Regent Branch turned the meeting over to Board of Regent President Garcia.

IV. REORGANIZATION AND ASSIGNMENT OF COMMITTEE MEMBERS

Regent Garcia stated since Regent Powers and Regent Martinez are new to the Board of Regents, the reorganization and assignment of committees will postponed until the March Board of Regents Meeting. Regent Martinez stated he would agree to table the reorganization and assignment of committees to allow the new Regents to receive information regarding the committees.

V. INTRODUCTIONS

President Barceló introduced:

Kristy Pruitt	Start Date:	12/18/13	Field Experience Placement Coordinator
Perry Auch	Start Date:	1/3/14	Director Film and Digital Media Art

Ricky Serna introduced:

Janelle Garcia	Start Date:	2/14/14	Director of Academic Advising
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Regent Branch stated for edification of the new Board Members, the Board of Regents acknowledges the hiring of new staff members. The Board of Regents does not approve the hiring as it was practiced the past. The Board, taking the lead from the Association of Governing Bodies of Boards, Institutions and Universities decided to grant the support to the President to approve position hiring within the budget. Regent Branch stated for executive level positions (Provost, Vice President, etc.), the Board will be consulted.

VI. APPROVAL OF MINUTES

Regent Herrera moved to approve the Minutes of January 23, 2014 as presented. Motion passed unanimously.

VII. PUBLIC INPUT

None.

VIII. STUDENT SENATE PRESIDENT REPORT

Samuel LeDoux, Vice President of Student Senate stated he has met with the multi-faith club and they will be organizing a 5-K Run at the College. Mr. LeDoux is very impressed how they have been able to organize the run and how quickly they have been able to get support from local media and community members. Mr. LeDoux also attended the drug summit at the College and hopes more opportunities such as this will be brought to the College. Mr. LeDoux stated he would like to welcome the new Board of Regents and the Student Senate looks forward to working with the Board of Regents in the future.

IX. FACULTY SENATE REPORT

None.

X. STAFF REPORTS

A. Provost and Vice President Report by Dr. Anthony Sena

1. Student Recognition

Dr. Sena stated during the legislature each year, there are recognition of academic all state scholars. This year, the students from the College were omitted from the list and did not have the opportunity to go to the Roundhouse. Because of this, Dr. Sena recommended to President Barceló that the students be recognized at the Board of Regents Meeting. Dr. Sena introduced Dr. Brenda Linnell, Assistant Professor, Chemistry and Sponsor for Phi Beta Kappa which is the honor society at the College. Dr. Linnell recognized Michael McGowan, who received recognition for being one of the students with a high GPA and participating in community involvement. Dr. Sena stated Bobby Baros is also receiving the same recognition. .

2. AQIP Report

Dr. Sena introduced Carmella Sanchez, Director, Institutional Effectiveness to the Board of Regents for the AQIP Report. President Barceló requested an explanation of the meaning of AQIP for the new Board Members. Dr. Sena stated in New Mexico and parts of the Southwest the accreditation agency for higher education is the Higher Learning Commission in Chicago, Illinois. It has about one-third of all the accreditations in the country. The AQIP – Academic Quality Improvement Process and is the accredited agency the College has had for the last ten years and it reviews at all aspects of the College.

Ms. Sanchez presented the Northern New Mexico College AQIP Update (attached). Ms. Sanchez stated there are currently two models the NCA has: (a) the traditional accreditation model and; (b) AQIP. The Higher Learning Commission (HLC) is transitioning into three pathways and the College is wrapping up the AQIP pathway. Upon completion, the College will decide what direction it would like to take. Ms. Sanchez stated one year ago the College submitted the College's Systems Portfolio which is required by the HLC. This is a living document which the College submits every four years in June. The document is broken into nine categories, the College addresses all nine categories and submits it to the HLC, the HLC then has a team of reviewers, the reviewers will go over the document and they will then determine if the College has any accreditation issue, if there is any opportunities for improvement and the College will receive a feedback report. The College will take the feedback report, dissect it and then the College attends a strategy forum in Chicago, Illinois.

Ms. Sanchez stated the Strategy Forum for the College was scheduled during the week of Commencement, which was problematic because of the structure of the team. Those who attend are the President, President of Board of Regents, Provost, Carmella Sanchez and a Faculty Dean member. Ms. Sanchez stated Eric Martin, Vice President for Accreditation approved the College's request to reschedule the Strategy Forum for the fall of 2014. During this time, the College is also scheduled for a mandatory checkup visit. Once the peer reviewers review the Systems Portfolio, they will identify opportunities for improvement and they will give the College the opportunity to respond with any documentation. The College will submit the documentation six weeks in advance.

Ms. Sanchez stated the category champions who are specialists in the areas who have their own subcommittees and whose task is to build up the content of the categories within the Systems Portfolio. Ms. Sanchez stated AQIP is broken up into nine categories (helping students learn, accomplishing other distinctive objectives, understanding student and other stakeholder needs, valuing people, meeting and communicating, supporting institutional operations, measuring effectiveness, planning continuous improvement and building collaborative relationships.) The nine categories are broken up into questions which are: (a) what are the processes; (b) what are the results to support how effective the processes are; and (c) how the results are used to make improvements within the College.

Ms. Sanchez stated two reviewers will be coming to the College in September and they are peer reviewers who represent different regions and could be from a similar College or they could be a more senior institution. President Barceló stated they are generally faculty members at other institutions who are selected on teams. This will involve a discussion with Board Members, possibly one of the committees.

Ms. Sanchez Stated the start for the check-up visit will be the Crosswalk between categories and Criterion. The Crosswalk is the question within the Systems Portfolio and the Criterion the HLC would like for the College to address. There are two Crosswalks the College were adequate in but could be improved: (a) IP – Integration of Broad Learning Scope; and (b) IP2 – Integral Educational Programs. The HLC would like to see more of the College's Student Learning Outcomes Data. The College has a Student Learning Assessment Committee which has been brought together and this is one area which is being kept up to be able to submit the documentation to the HLC.

Ms. Sanchez stated the Systems Portfolio and Feedback Report are both posted on the AQIP Website and the College will keep everyone as update to date as possible with the progress. Ms. Sanchez stated the College's opportunities for improvement fared well, the College did not have any accreditation issues and HLC felt this would be more a collaborative meeting in the fall. Ms. Sanchez stated for the AQIP Cycle, the College submitted the Systems Portfolio, the College will participate in a strategy forum, the College will identify action projects for six to twelve months, the College's checkup visit will be scheduled while the college is working on the action projects; and the College will be up for reaffirmation and accreditation in 2016. At this point, the institution will make its decision which pathway the College will go.

Regent Garcia requested the timeframe in which the College would receive results. Ms. Sanchez stated when the peer reviewers visit the College, they will give the College a closing session and they will inform the College of their findings and whether or not they were satisfied with the information the College provided. Dr. Sena stated the College will have a presentation by the reviewers and they will follow it up with documentation which will be posted on the College's website. Dr. Sena stated accreditation happens every seven years, which confers on the College the sanction of quality as a higher education institution. The College is currently affirmed through 2016.

President Barceló stated Ms. Sanchez and Dr. Sena have done a remarkable job. When President Barceló began at the College there were nine serious findings in the College's accreditation. By Ms. Sanchez and Dr. Sena working with the College's teams, they have done a remarkable job addressing these findings and in the last review they so noted the progress. Dr. Sena stated the highest level of affirmation by AQIP is mature institution. For the first time, the College is at a point of maturing and AQIP has called the College a maturing institution which speaks to the progress made by the College.

3. Enrollment Management Report

Dr. Sena stated he spoke with Regent Branch and he stated the College should be refocusing efforts because the College now has stable financial operations and the College should refocus on the core of the institution which is the academic core. One of the big elements to this focusing is to manage enrollment and scheduling and Kathleen Sena Registrar and Associate Provost has been given a huge task to help the College to lead this in terms of funding approaches that will help the College improve.

Dr. Sena introduced Kathleen Sena, Registrar and Associate Provost. Ms. Sena stated the College the College has a Strategic Enrollment Management Committee that is made up of faculty and staff across the campus who look at the College's process for students and determine where improvements need to be made.

Ms. Sena stated the committee has been working to prepare a process map of each of the events from recruitment, admissions, financial aid, registration, and admissions. Ms. Sena stated the College has taken hits as far as enrollment over the last couple of semesters. The committee is trying to figure out some of the reasons for these hits, some of the transfer out, and some of the reasons the students do not return. The largest growth for the College is in the students who are returning students. The Committee is working on recruitment and working with local high schools. Frank Orona and Tony Gallegos are working in the schools on a regular basis, Jacob Pacheco and the financial aid team is working with students to be able to get their FAFSA completed. There have also been teams speaking with students regarding scholarships.

Ms. Sena stated the Committee understands there is a lot of work to do. Ms. Sena stated there are challenges within the high schools themselves in regards to their graduating seniors. The College wants to make sure it has the contact with the students and gets them taken care of before they graduate from high school.

Ms. Sena stated the Committee is working with the two year schools (Santa Fe Community College, CNM, UNM-Los Alamos and UNM Taos) to transfer students to the College. The Committee is also targeting community learners, who are those who might be interested in courses or might be considering returning to school. The Committee is working with the Fine Arts Department and the Marketing Department for the differential tuition pilot plan which was approved by the Board of Regents. These courses will be offered in the fall but there is the opportunity as the Committee works through the systems processes with the student information system to possibly be able to begin them in the summer if it is the desire of the Fine Arts Department. Ricky Serna, Vice President for Advancement and Sandy Krolick, Director, Design (Graphics & Publication) will be working with Fine Arts to prepare a marketing campaign to bring students back in.

Ms. Sena stated the Committee has also been talking with the City and County regarding educational opportunities. The City and County assists their staff with three credit hours per semester and the College will be working on what type of courses it is they need and they are looking for. The courses for the City and County staff are work related but they are not customer service. These would be courses applicable to their work such as possibly the technical writing courses, accounting courses, and sociology type of courses.

Ms. Sena stated with all the College's offerings it will take some work to build a schedule of classes and this has been a concern of the Board of Regents. The College is also working to revitalize the evening and weekend classes. Dr. Sena has identified to the College of Arts & Sciences that the college will need to be looking at adding additional evening courses and/or weekend courses. The College is trying to facilitate some of the things it does when the College has classes Monday through Thursday and the College does not offer a lot of classes on Friday to be able to figure out with community members what the College can do in 2 1/2 hour blocks on Fridays. With the College of Education this is also an opportunity for teacher certification since the college does have a number of school districts in the area that do not have class on Fridays in the high schools.

Ms. Sena stated the College is in the process of building the summer and fall schedule and taking a look at the courses it is offering from what was offered last summer and fall, hoping there will be a bridge built and pathway for students to be able to take their summer courses and now they need another round of courses for summer and fall.

Regent Garcia stated she was approached by a Principal at the elementary school who wanted teachers to receive in TESOL and Bilingual Education. This could be something the College should look into for the summer. Regent Martinez stated these could be offered on the weekends or evenings for teachers who need to get recertified. Ms. Sena stated she would meet with the College of Education regarding these opportunities.

Ms. Sena stated the College is going to begin a calling campaign in May or June again once the schedule of classes is built for those students who have left the College but the College may be able to offer courses in the summer if students are coming home for the summer.

Ms. Sena stated the College is working closely to strengthen the dual credit program and looking at all the Master Agreements. The College has resubmitted the Master Agreements it currently has to the Public Education Department in order for the College to be compliant with the requirement. The College is meeting with Superintendents, developing initiatives within the Colleges own areas in regards to providing the compass test or the compass pre-test for students to be more successful with the compass test which is the test the College utilizes to place students. Ricky Serna has assisted in bringing the students to campus for these particular tests. Ms. Sena stated the College is trying two new initiatives with new student orientation trying to take care of (financial aid, registration, advising) the students before they take summer break to be able to have them on campus.

Ms. Sena stated within Enrollment Management, they are responsible for the Commencement Ceremony. There is a graduating class of approximately 150 students and applications are still coming in. There will be a week long set of activities which the Board of Regents will receive invitations. Regent Garcia requested clarification on renting versus purchasing gowns for students so they would save some money. Ms. Sena stated the Bookstore has not been successful in

finding a company the College could work with to know how to get the gowns turned back around but they are still researching the possibility. Commencement gowns are now being offered online for students because it is a better business practice for the College.

Regent Martinez requested clarification on number of staff members recruiting students. Ms. Sena stated in the Fall Semester it was Tony Gallegos, although, Frank Orona has also been in the schools and in the community. Regent Martinez requested clarification for what is being done for enrollment efforts for the El Rito Campus. Regent Martinez had a conversation with Chama Valley Schools and Mesa Vista Schools. Superintendents are interested in the El Rito Campus because it is close and they feel comfortable there. Ms. Sena stated the College has had good working relationships with both of the districts. The College is in conversation with Mesa Vista to bring them back to Espanola and in the model in what they are doing with Taos. Until there are infrastructure items taken care of at El Rito, they are in concurrence with the College it would be a good place for them to come to the Espanola Campus until the plans are firmed up about what the College is really looking at for the El Rito Campus. Ms. Sena stated the use of El Rito is on the table and up for discussion; however, major decisions have not been made at this time.

Regent Martinez requested clarification of the percentage of all students who have left and returned. Ms. Sena stated there was a decline in continuing students, approximately 10% over the last academic year. The College has spent a lot of time talking with the students about their needs, some of which is a need for financial aid, some is related to personal needs and some is due to course scheduling.

Ms. Sena stated the Registrar's Office is implementing a tool called degree works which would give the College more analytical data about where the students are in their academic degrees, what they need to complete their degrees and for the College to work with the academic units in preparing a schedule of classes that would allow students to move through quickly.

Regent Martinez stated he has heard from community members outside of the institution about the decline in enrollment and requested clarification of the percentage of the decline. Ms. Sena stated the College is on an average from Spring to Spring and Fall to spring at approximately 11%-12%. Ms. Sena has exact figures for each of the semesters and the College has done the analysis on this and these are the outreach efforts for the College to talk to the continuing students to get them back again. Ms. Sena stated the College is not the only institution experiencing a decline in enrollment and the numbers range from 1%-2% to about 7% in the last academic year. Regent Martinez stated changing the scheme of evening and weekend classes would have a benefit to the College.

Ms. Sena stated the other benefit for the College which Domingo Sanchez, Vice President for Finance and Administration has been working on is making the campus feel safer. This will be a selling point to students that they are being taken care of when they come to campus. Regent Martinez stated nationwide the norm is about 22-33 years old carrying a job in a family. Ms. Sena stated the College is also seeing the development in the traditional student population of the 18-22 year olds. The initiative with the dorms will also certainly assist with enrollment.

President Barceló stated the Provost has brought the concern the decline of evening classes and he has taken a very critical look at it. The other item that is also important is President Barceló asked Ms. Sena and the Provost to address adult learners. When President Barceló began at the College, the average age of the student was 32. Because the College started focusing on the high school, it dropped to 22 but the College does not want to lose those adult learners and the College is trying to develop a strategy to ensure that those students come back to the institution. The other thing occurring across the state that is affecting all of higher education in the State of New Mexico is there is a decline in the high school population. There was a projection that Espanola High School would have 165 graduates this year and in fact they will have 116.

President Barceló met with one of the Superintendents and he was talking about the issues. There are also some issues about lack of motivation amongst seniors in general across the board. This is coming from the Superintendents and the College has a meeting to sit down with them to discuss this. Dual Credit is an issue the College has to focus on and the College has not done a good job in terms of the delivery of the College's services. All of this is part in parcel of things the College is trying to fix.

Dr. Sena stated 18 months ago, the College did have fewer evening courses. This was more of an expedient thing because of the construction at the Library at that time impacting parking around the main centers which is High Tech and General Education Buildings. Dr. Sena stated over 50% of the students of the College were in the evening and weekend courses. The demographics have changed with younger students and because of the contingencies. The College, is, however, coming out of that and has a plan to enhancing campus facilities, including parking.

Student Representative Khalsa stated he would like to bring awareness to the Board of Regents to emphasize the conversation about how important classroom flexibility is. Student Representative Khalsa would like to see a measurement and when the College does have classroom flexibility more times, more days offered during the week, meaning more offerings in general.

Regent Herrera stated all the initiatives presented by Ms. Sena are good initiatives and she touched on many areas Regent Herrera has interest in. Regent Herrera spoke with his daughter who is taking a full load and working 40 hours a week and the College has not done a good job on flexibility for the students. Regent Herrera stated his academic background has been from the University of Phoenix and that is the model the College should be looking at. Regent Herrera stated he is getting frustrated because he has been bringing this issue forward for the past five years and while there was a presentation made about a year ago about a cluster program which was supposed to take place over the past summer, it did not materialize.

Regent Herrera stated he attended the summer bridge program and happened to be visiting and about 80% of the students are working adults which could be a cohort. If the College advertises to students to get their degree in a short time period, and he is well aware the College has to go through processes, the fact is the College needs to move in these directions, especially when recruitment is an issue and retention is an issue for the College. Regent Herrera brought up the idea of using the El Rito and having students there Friday, Saturday and Sunday and telling students they can complete one course in three weeks.

Regent Herrera stated the College needs to look at course offering. Part of the requirement is students have to take courses which haven't been offered in semesters. Regent Herrera stated students may be going through other institutions to take the courses. Regent Herrera stated students are expected to complete their college work when the courses are not being offered and this is a disservice. Regent Herrera stated from going from 32 years old as the average age of students to 22 years old as the average age of students, the College is not providing a service to the adult learners.

Dr. Sena stated Enrollment Management will be a part of each Board of Regents Meeting and Ms. Sena is the right person to lead this initiative. Ms. Sena has been given an enormous job and it is a job that is everyone's job (faculty, staff and administration). Ms. Sena has a wealth of experience and if anyone can do this job it would be Ms. Sena. Regent Branch thanked Ms. Sena for coming to the College to help build in this area. The College needs Ms. Sena's expertise and it is up to the Board of Regents to get the resources that are needed.

4. Approval of Student Representatives to the Board of Regents

Dr. Sena presented to the Board of Regents approval of the Student Representatives Michael McGowan and Michelle Montes. President Barceló recommended Michael McGowan and Michelle Montes to the Board of Regents as Student Representatives for the next year.

Regent Herrera moved to accept the recommendation of President Barceló in accepting the two student representatives to the Board of Regents. Motion passed unanimously.

Student Representative Khalsa thanked the Board of Regents for the opportunity to serve and represent his fellow students at the College. He will bring issues and victories to the Board of Regents at the meetings. Student Representative Khalsa stated he looks forward to being part of the Board of Regents and working with them.

B. Vice President for Finance and Administration

1. Athletics Update

Mr. Sanchez stated Ryan Cordova, Athletic Director and Men's Basketball Coach is not available because they are on the road. The women's team is also on the road to attend their tournament.

2. Approval of Fiscal Watch Report

Mr. Sanchez presented the Fiscal Watch Reports (attached). Regent Herrera requested Mr. Sanchez introduce representatives from HED. Mr. Sanchez introduced Scott Eccles, Internal Auditor, Higher Education Department and Gerald, Capital Projects Auditor with the Higher Education Department (HED). Mr. Sanchez stated the fiscal watch reports were, in the past, submitted to HED on a monthly basis and the College has been told they could now be submitted on a quarterly basis. The Board of Regents will receive a monthly fiscal watch report to give the Board an opportunity to see things earlier. The formats of the fiscal watch reports are prescribed by HED and consist of four pages. The financial reports provided encompass all funds within the institution (restricted, unrestricted, grant, capital outlay, student clubs, etc.).

Mr. Sanchez stated the College has cash of approximately \$204,000 and at the end of the last fiscal year this number was negative. The College does need to watch cash closely and has tightened a lot of the controls it has to try to assist the College in doing so. The College has \$2.5 in investment money and this is the College's land and permanent fund amount. Because it is restricted and shows on the balance sheet it is not there for the College to use. The College receives the income off the fund and that is what the College gets in terms of the operating budget. Most of the balance sheet is made up of fixed assets, all the facilities within the College. Total assets for the College are at approximately \$40M.

Mr. Sanchez explained the liabilities on the balance sheet are reflective of the College's accounts payable and the payroll liabilities as the College is getting ready to pay (\$1.4M). The College pays out on the 5th and 20th of month and this goes away as the month goes on and these monies are paid out.

Regent Herrera requested clarification of the \$2.5M investment and requested clarification of what the interest is on this amount. Mr. Sanchez stated he believes the amount is approximately \$100,000. Alex Williams, Senior Financial Analyst stated it is not a flat interest, it is a certain amount of cash the College gets and at the end of the year the College has income that it reports that is either gained or lost. Regent Branch stated conversations were held in the past regarding this asset in that the College is allocated a specific area of property that the College receives an income off of. The problem with this is once school may be in a resourceful area where there is a lot of income such as Hobbs in an oil field. The College discussed the possibility of approaching legislation to equalize this throughout the state. It should be based upon the needs of the institution, rather than the fortunate benefit of being in an area that produces more income than others. Regent Branch stated this might be something the College could look into in the future as a possible revenue source and it may be a discussion with CUP.

Mr. Sanchez stated in the unrestricted fund balances, the College is at about \$1.1M and this is as the College is looked at to date. When the College finished the audit, the College was at negative \$1.1M.

Mr. Sanchez stated the College was asked by the Board of Regents to put a format together similar to that of HED that puts in the current budget as opposed to the budgets approved through HED in a way of a BAR. Ms. Williams and Mr. Sanchez are working on this format for the next Board Meeting. Mr. Sanchez stated in actuals, in terms of revenue, the College brought in 55% of the revenue budgeted negative \$17M and the negative amount in the fund balance which can be seen as the beginning fund balance is negative \$1M which reduces the amount available to approximately \$15M. When looking at expenditures for the College, the College has spent \$14M (47% of the operating budget) with six months into the year already gone by. The ending fund balance for the College is approximately \$1.1M for the entire institution; this is all funds within the institution. Year to date, in terms of capital funds or plant funds, the College has revenue of \$833,000 in terms of reimbursements because that is where the monies come from. The College has expenditures of \$964,000 and an ending fund balance of \$373,000.

Mr. Sanchez reviewed Report 3 of 4 which gives the Board of Regents year to date, January 31, 2014 compared to January 31, 2013. Last year the College brought in \$16.6M, this year the College is at \$17M. On the capital side, last year the College had the finishing of the Library and the College was spending those monies, the College had \$718,000 in revenue in 2013 and this year the College has \$833,000. By the time the year is finished it will be upwards of \$1.5M because a lot of the expenditures in terms of capital outlay are currently being incurred. Overall expenditures are at \$964,000 as compared to last year at this time. Overall fund balance is \$373,000 as opposed to \$32.4. This is because it included the fixed assets.

Regent Garcia stated she is concerned how the College is going to finish at fiscal year-end in July and how the College is going to sit. The College is concerned about how the I&G and Operations faring with everything else out of the picture. Mr. Sanchez explained the last page of the fiscal watch report which gives a breakdown of the cash in and out and how the College came up with the \$204,000 on the balance sheet.

Mr. Sanchez explained the 11 Funds which are the unrestricted funds where the operations with all the state monies the College receives is reflected. This report reflects current year with last year. Year to date the College has brought in approximately \$11M where in 2013 the College was at \$10.3M. The overall expenditures in 2014 are at \$8.1M and in 2013 they were at \$8.6M. The College brought in more revenue, cut down on expenses and the College has made adjustments for all the transfer at the beginning of the year so the College can account for it right up front and people have a better sense of what is going on with regard to their budget. When looking at the net increase or decrease, difference between transfers in and out, revenues and expenses, the College is at approximately \$2M in 2014 compared to \$1.8M in 2013.

Mr. Sanchez stated the College spent a lot of time focusing on the auxiliary programs in the last year and the reason this was because if those auxiliary programs are not making it, it comes out of the 11 Funds. If the College is continuing to take out of the 11 Fund to fund the auxiliary, it is to the detriment of the College.

Mr. Sanchez explained the auxiliary activities. In 2013 the College brought in approximately \$1M in revenue and this year the College is at \$892,000. The College has spent about \$1M in auxiliaries this year. The College has transfers that come in primarily from the Athletic transfer. The next on the auxiliaries is \$177,000. In January, 2013 the College was at a negative \$161,000 in the auxiliaries and the College had to take it off the top of the 11 Funds in terms of what it had left. The College is now at negative \$88,059.

Regent Herrera stated he zeroes in on the big picture items such as an increase in revenue of 6.78% from the prior year to the current year, same time frame that is positive for the movement that the College is in. The fact is the College needs to increase the fund balance and this will add to it. When looking at expenditures, a reduction of 5.58% is also important. These numbers are headed the direction they need to be headed for the purpose of increasing the fund balance. Regent Herrera is very optimistic about the presentation on the Enrollment Management Committee. The emphasis for a number of years has been on the expenditure side and the College pretty much has this under control. The revenue enhancement part of this is the work the Enrollment Management Committee, through all the initiatives they spoke about and notes taken from the Board of Regents is really going to help out. Regent Herrera hopes to see the 6.78% increase in the near future. This also holds true for prior year to current year reduction in revenue as it is important to generate the negative balance. This is reflective of the initiatives that the Board of Regents and the President and the staff have taken over the past several years to try to get a handle on the financial situation. These reports are reflecting as every month goes by, the Board starts to see the movement in the right direction. Regent Herrera is very optimistic that the College is headed in the right direction.

Regent Branch moved for approval of the Fiscal Watch Reports as presented. Motion passed unanimously.

3. Approval of Budget Adjustment Requests (BARs)

Mr. Sanchez presented the Budget Adjustment Requests (BARs) to the Board of Regents. Mr. Sanchez stated every month the College comes to the Board with BARs to make sure the College is doing all the BAR maintenance whether it is fixing negative line items, doing increases, decreases, grants, etc. When the College started this process, compared to

last year, the College only did a bar at the end of the year. The College has, as directed by the Board of Regents has a decent process and has 222 BARs in comparison to what has been done historically. Mr. Sanchez presented the Board of Regents with 27 BARs for approval. Within the BARs, nine of them are for budget increases because grants came in or amounts for grants were firmed up, one BAR is for a decrease and 17 are for transfers. Anytime there is a budget increase or decrease or budget transfers they will be brought to the Board of Regents.

Regent Branch stated when there are interdepartmental transfers which are substantial, what is important for the Board of Regents to find out if that discourse occurred between the department and also the reasoning behind it if it is a major amount.

Mr. Sanchez stated in some cases what most of these transfers relate to are fixes in the way the College wants to be booking certain types of expenditures, in some cases there are monies that are unallocated within the Provost Operating Budget or the Finance Budget and the College leaves it there to fix as the year is going on. This is where the Board will see activity in these areas as monies moving to help people out.

Regent Herrera requested clarification regarding grants, the process the College follows when applying for Grants and mostly from the standpoint of when applying for Grants, sometimes they are seed money and therefore the College needs to sustain them by way of FTE. The second clarification requested is what kind of information or expectation on the part of everyone applying for Grants to making sure it is aligned with the mission of the College. Mr. Sanchez stated internally there is a formal process that everyone should be going through the Institutional Advancement Office in terms of Grants and getting the ball rolling so all required authorizations from the different VPs are received. Mr. Sanchez stated the concern is if the College gets seed money for FTE, if the Grant expires in three years, the College must be aware. There have been some major cycles in the tune of hundreds of dollars in terms of Grants. This was an issue with the Feds in terms of how the College manages the Grants. The College has now eliminated all the federal findings and eliminated the qualified audit on the federal financials for the institutions. The College's expectation is that all the Grants needs to follow the process.

Regent Branch stated as the system was instituted, the College spoke about the information item to be presented to the Board of Regents. Not necessarily for approval but to explain to the Board of Regents what the Grant was for when the College was preparing an application and how the Grant would sustain itself after a period of one year. Regent Branch would like this reinstituted. Ricky Serna, Vice President for Institutional Advancement stated the vetting process begins with Director, Chair and Provost who approve the proposal before the College spends a lot of time on it. The College works with the faculty from the time as they want to submit the Grant. Ultimately, the Provost will decide if it is something the College would like to go with within the academic areas. The Office of Institutional Advancement will then look at the grant to make sure it does not contain yellow flag elements (federal match, sustaining staff, or space). The College has not yet submitted a proposal that obligates the College in the long term and the College has been very cautious about the Grants. For some of the larger Grants, the College is making a major effort of bringing positions on to I&G reasonably.

Ricky Serna stated one other item instituted by the College is term contracts at the College. These are contracts which notify the employee at the time they sign their contract that they are on a term contract and if funding for the project no longer exists, the College reserves the right to terminate the contract. This is important because sometimes during sequestration, the College might not have any control, it might not be performance based, it might not be timed, and it is just that funding does not exist.

Regent Herrera stated the BARs are important and was trying to make reference to the BAR numbers in the Motion. Mr. Sanchez explained the reason for the gap in the BAR numbers are maintenance where the College just moved within someone's budget monies from line item to line item. The big issue the College wants to bring to the Board of Regents is increases, decreases and moving money from a function or a department.

Regent Herrera moved for approval of the Budget Adjustment Requests (BARs) (page 40-80 of the Board Packet) as submitted. Motion passed unanimously.

4. Capital Projects Update

Mr. Sanchez explained in terms of Capital Projects there are three Capital Project pots of money the College is expending in the current fiscal year: (a) reauthorization the College received for IT infrastructure, this money was approximately \$145,000 and the College has done quite a bit on the server setup and safety in terms of safety to protect the internal network system; (b) Security on campus and lighting which expires in 2015. This money will be spent in its entirety by the end of April. Campus lighting has been upgraded and cameras are being installed throughout campus. There will be approximately \$200,000 left over in April and the College is going to let everything settle and if anything was missed it will be installed; (c) Severance tax, the College received approximately \$900,000 for modifications within the facility and the College has spent approximately half of the money. The College has until 2016 to spend the monies. The College will spend all the monies by the appropriation deadlines. There was one issue with the appropriation for the Library which went over. The authorization was only through June 30, 2012 and the College is meeting with the Board of Finance and submitting documentation to them because it went so far over. They are determining if they are going to give the College the last of the money (approximately \$70,000). Mr. Sanchez is concerned because when the projects are over, they do put the College at risk and this is why the dates are crucial.

Regent Branch stated the College spoke about El Rito lighting and working with Kit Carson. Regent Branch requested clarification of the use of the poles in El Rito. Mr. Sanchez stated the College cannot use the poles; they do not belong to the College. The College will change out lighting on the exterior of buildings which will really help out. Regent Branch requested clarification if on the poles that are not the Colleges if the College is going to get permission to change out the lighting on the poles. Mr. Sanchez stated the College will not get permission, they are the lights of Kit Carson and the College has spoken with them. Mr. Sanchez will follow up with Kit Carson and report back to the Board.

Regent Martinez stated he would like to see solar and wind power lighting going into El Rito. It is expensive now and eventually it will get cheaper and it is the wave of the future. Regent Martinez suggested the solar program at Northern work on this effort and includes students. Mr. Sanchez had a discussion with Luis Reyes at Kit Carson and there was a project being discussed with Northern to actually use part of the outlying campus to place panels. This would not cost the College as much as it was a partnership and they would like to put it within the grid so they have other resources when there is light. Mr. Sanchez will follow up with Kit Carson again on this project.

Regent Garcia requested clarification on whether or not handicap access would be covered with the Security and Safety monies. Mr. Sanchez stated the College has Senate Bill 53 which the College is waiting on the Governor to sign which contains \$2M for infrastructure which could be used for handicap access. What the College has on the list for Senate Bill 53 is curb, gutter, sidewalks, repaving and paving of parking lots. Some of this has been addressed by the College minimally in the last couple of years. President Barceló stated the College is concerned about wheelchairs in the parking lots and sidewalks and the College's new diversity coordinator is preparing a review and will report back to the President.

Regent Branch stated when walking from the old Johnson Control to the Gym, there is not curb and gutter, there is not handicap access and there is no sidewalk. Regent Branch stated everyone parking in this area had a similar situation so this will need to be addressed. Regent Branch also requested clarification on allocations for BR&R. Mr. Sanchez stated the College has to put in the Operating Budget certain thresholds. HED will tell the College it needs to be at certain levels for the base year. There could be some funds to cover the handicap issues. Mr. Sanchez' preference would be to use Bond Money because when the College starts looking at these types of projects, if they are not too expensive, it is not a big deal, but some of them might be such as curb and gutter and a parking lot. President Barceló stated Domingo assumed responsibilities for the College's Capital Projects in 2012 and the College began to discover that these issues existed and he has been addressing them as best he can with what the College has.

Regent Branch requested clarification on the position of Facilities Director and how the College is going forward with a Facilities Director. Mr. Sanchez stated the College has a Director of Facilities, Andy Romero. The College would need a Capital Projects Director and because of budget constraints, this position has not been filled. When Mr. Sanchez sees what is coming up with a negative fund balance of \$1.1M, Mr. Sanchez is starting the budget in the negative. The prospect of Mr. Sanchez filling this position in the upcoming year is dim. The College will be focusing on the academic side and the College has addressed a lot of the major issues in terms of administrative infrastructure and would like to focus on the academic side. Regent Branch stated the purpose for the clarification is because the College is going to

contract regarding the development project for the dormitories and Mr. Branch would like the College to revisit the position of Project Manager because the funding available within the project could handle the need for a number of years.

5. Approval of Development Contract, Monument

Mr. Sanchez explained for the new members of the board the building of the new dorms for the College started approximately three years ago. The College put out an RFP, the College evaluated the RFP and the College is working with Monument, LLC to assist the College in going forward with the dorm projects. There were two phases of this exercise: (1) preliminary development agreement – which the College entered into with Monument to get the ball rolling. In the first phase the College wanted to develop a master plan for the College because one thing that constantly came up is what the Master Plan would be. The College wanted to know how the campus would grow and what properties the College would need to reach out to the Legislature for assistance to purchase the properties. Monument also had to provide a geotech survey, site survey, conceptual drawings, market study and preliminary operating budget for costs if the College would go to step two which is to move forward. Once this was done and it was presented and approved by the Board of Regents in September. The deliverables were completed in the November timeframe as spelled out in the preliminary contract. In terms of the deliverables the College wanted to come back to the Board of Regents to make sure the Board was satisfied they were completed. (2) The next phase is the Development Contract. The Contract was not reviewed for the Board Meeting; there will be a special meeting with the Board of Regents to go into more detail. In the second phase of the development agreement, the College will nail down the relationship for the next piece of the project. The issue will be looking at environment plans and specifications, the project insurance, architects, construction people, engineers, and licenses and insurances. The formalities will be covered in the next step. The College is in the process of speaking with HED for approval of the dorms. When the College met with HED it was a good meeting, they directed the College to relook at the costs of the dorms and directed the College to look at the mix of the types of dorms it would have. Originally there would be upperclassmen dorms so both freshman and upperclassmen could be put in them. HED felt the College needed to have a freshman component in the dorms. The College retooled the layout of the dorms and one building will be freshman dorms in the Master Plans discussions and the total beds are now 195 as opposed to 144. The College increased the number of the dorms because of the expense of the rental of the dorms per month and students requested the additional beds in the dorms. HED also requested the College get a bond rating. This process has been completed and the College received an investment grade bond rating. The College will be forwarding this information to HED this week and will keep the Board of Regents updated on all information regarding the dorms.

Regent Branch stated Dr. Garcia with HED stated if the College is involved in the time frame that the College cannot meet the meeting on the 12th of March, he is willing to set a special meeting for the College in order to be able to accommodate the College for the next move. Regent Branch requested clarification of where the College stands in line regarding both the Board of Finance and NMFA and if there are certain deadlines in order to meet their next bonding. Mr. Sanchez stated with conversations with Paul Cassidy, if the College gets their package completed, which it is, the document reflects what the Board of Finance is looking for. The issue is will the Board of Regents have a meeting and can the College get on the Agenda in April and based on the information from Paul Cassidy, the College can. If the College receives approvals in April, the College would put out bonds in May. If the College starts getting into the June timeframe or past that, the College will have missed their opportunity for opening the dorms in January. The groundwork has already been laid out with NMFA and the Board of Finance and the College should be on track to at least be heard.

Regent Powers requested clarification regarding the timeline for the project and whether there is a date when funding needs to be in place in order to achieve the project. Mr. Sanchez stated the developer would like to start as early as possible because of the weather and unknowns. Monument would begin early mobilizing and things knowing the bonds are going to be issued. Once the College knows it has the approvals, Monument will begin. Regent Powers stated if the date is going to be missed, it should be missed by six months because having the dorms sitting there and paying interest on it will not help the College if the College cannot collect some type of revenue. Regent Branch stated the College will be sitting on a considerable amount of money in reserve that it could capitalize on if it does occur. Regent Garcia would also agree on waiting until January opening if the College missed the deadline and open up the dorms in August. President Barceló stated she understands the conversation has taken place but the enrollment will also continue to be flat and this is what the College is worried about and there will be implications. None of the alternatives are conducive to what the College needs to do. Mr. Sanchez stated the whole idea of capitalizing interests really lent itself to the College trying to offset some of the costs by renting the dorms out in January. The issue has centered on enrollment, the College

has already gone out once and said the dorms would be ready by a certain date and if the College needs to do so again, that is what will happen. Not having the dorms is a disadvantage for the College.

Regent Herrera requested clarification on the approval of the application and resolution and asked if these items are time sensitive to where the College cannot wait to have a Special Board Meeting. Regent Herrera was hoping the Board would consider a Special Board Meeting as soon as possible. Regent Powers suggested the Board could have the Special Meeting and request the financial advisor and the bond attorney attend as well as representatives from Monument. Everyone with the knowledge about the timing would be in the same room to work this all out, tie it all together and get it all finalized in one package and move forward. Regent Herrera stated he would recommend HED representatives and NMFA representatives are in attendance as well as they could also provide valuable information as the Board starts to move forward. Regent Herrera has had preliminary discussion with NMMFA staff and they are more than happy to help the College. Scott Eccles with HED stated HED is willing to assist with any knowledge he has for the College. Domingo Sanchez stated the special meeting would need to be prior to March 12th or prior. Mr. Sanchez stated the following would be invited: RBC, Monument, Bond Attorney, NMFA and Board of Finance. Notification must be sent to all those the Board would like in attendance. The Board of Regents agreed on Monday, March 3, 2014 for the Special Board Meeting. Regent Powers suggested a couple of options for the meetings and requested information on the project (current agreement and RFQ). Regent Powers also suggest Tony Ortiz, attorney for the College attend to shed light on how what the College is doing fits into the State Law that governs this type of activity. Regent Branch stated he took it one step further and spoke with the attorney regarding the negotiated portions of the agreement still need to be done even though the written end of the agreement is not finalized until the Board agrees it. The attorney stated it is a legal issue that the Board can discuss and Regent Branch looked into various institutions throughout the country in similar situations that do project development itself and Regent Branch has copies of their information for the Board of Regents regarding this type of structure. This is an amalgamated deal the College has now and in talking with the attorney, he wants the College to look at other projects rather than incoming to us. This is a question of taking a consultant contract for an institution that was going to provide and have ownership of a project and outside funding and changing it back to an internal project who had financial responsibility and oversight on it itself. The College is no longer guaranteeing the deficit in the number of occupancies with whom the College is now guaranteeing the entire project so things have changed and Regent Branch does not think the document that has been presented to the College as a consultant agreement addresses all the issues. There are too many open ended items and part of this Regent Branch would like to discuss and give the information that he does have during closed session.

Regent Martinez requested supporting information or data (in-house surveys, student surveys, etc.). If so, Regent Martinez would like to see those in regards to what students and community members are thinking about the project. Mr. Sanchez stated he would send this information to the Regents.

6. Approval of Community Bank "Online Cash Management Banking Resolution"

Mr. Sanchez requested approval of Community Bank "Online Cash Banking Resolution. This is a resolution that the Board of Regents gives authority to Henrietta Trujillo, Director of Finance giving her authority to make transfers from the College bank account. Ms. Trujillo is doing this already but the bank requested something formal and in writing by the 28th of March or they would cut off the College's ability to make any types of transfers or transactions.

Regent Branch requested clarification if this resolution would be a continuing resolution. In the past the College has the accounting systems in the banks themselves have not been in line with the personnel at the College. Mr. Sanchez stated as there are changes they must be updated. Signatures cards will need to be changed as new Board Members are brought on to the Board of Regents. Regent Branch stated the College can enact within the system a way to be reminded to do this and it could be added to the Master Calendar for the College.

Regent Herrera moved to approve the Online Cash Management Banking Resolution designating Henrietta Trujillo and Domingo Sanchez as the primary administrators. Motion passed unanimously.

Regent Powers stated another item which could be included is an authorizing resolution which is actually a resolution that may be necessary to send along with the finance authority resolution. Regent Powers stated it would be come from the Modrall Law Firm. Regent Powers suggested this be put together and everything could be taken care of at one time. Mr.

Sanchez stated he did ask for the update. It was approved in December and this would be another item added to the dorm documents.

C. Vice President of Advancement

1. Update of the 2014 Legislative Session

Ricky Serna stated the College adopted a few priorities for the last session. They were funding for a veterans center, funding for instructional supplies and equipment for several academic departments, and three RPSPS. Athletics will receive a \$64,000 increase to appropriation for athletics. As of right now in Senate Bill 313, Senate Bill Substitution for House Bill 2 has all of these items are listed in the appropriation. The College has funding for the athletic program with the \$64,000 increase to FY 15 compared to FY14, there is \$85,000 for instructional supplies and equipment and \$125,000 for the Veteran's Center. The Legislative Finance Committee (LFC) recommendation for the College also included \$254,000 for nursing enhancement funding which is in the College's budget. All of this is below an appropriation increase of approximately \$26,000. The total comes to approximately \$526,000 below the line appropriations, new money to the College and this does not include the \$26,000. The College also has \$2M in Senate Bill 53 which is the bond bill for capital projects, infrastructure and improvements and the College was also able to get some language in on the Senate Finance substitution of that bill to include land acquisition that the College might use for parking lot structures. The College also has \$150,000 recurring for the STEM initiative, a partnership with Los Alamos. Currently the Governor has until the 12th of March to rule, otherwise there is a pocket veto. The College anticipates in the next couple of weeks the College will hear what was stricken, if anything, from Senate Bill 313. The College used a contracted legislative liaison this year that was very beneficial and played a good role. The College received all this funding without having to present to committee.

Regent Branch stated even though the College did not have to speak at the meetings, the College did spend a lot of time waiting for the items to come up. Mr. Serna stated there was a good compromise on the budget bill which is a good sign, but there will be minimal changes. Mr. Serna stated there is a 3% increase on Senate Bill 313 for all state employees across the board.

Regent Herrera requested clarification on what type of communication the College should have with the Governor's Office on behalf of the Board or the President or both in terms of asking for support for the appropriations listed. Mr. Serna stated in the past, the College has run mini-campaigns campus wide to ask faculty and staff on their own time to contact the Governor's Office in full support of the legislative appropriations. The College asks the Regents and Legislators for support as well. The College has also worked with HED as questions came up and they were used as the conduit between the College and the Governor's Office to be sure that any questions they have about the below the line funding are answered. If it is the Board's wishes, these kinds of efforts can be done again. President Barceló stated the College would like the Veterans who are in support of the Veteran's Center to support this effort. Mr. Serna will meet with them and this will be part of the discussion. Mr. Serna stated the Veterans who approached the College with the Veteran's Center concept participated in a discussion with the College on the radio about how important this center is for them and their willingness to participate in development and serve as mentors to a lot of veterans coming out of active duty right now. The College will engage that population quickly to petition on the College's behalf in support of the appropriations. Regent Herrera stated as a matter of courtesy correspondence should be sent to local legislators beyond just those from Espanola who helped the College. Mr. Serna stated the College took this initiative before the session ended because as things were winding down it served as a dual purpose, to thank them for the work they had done and to remind them what was in the hopper for the College the final week of the session.

Regent Herrera requested clarification of the Lottery Scholarship outcome. Mr. Serna stated the Lottery Scholarship Bill was approved in Senate Bill 357. The Lottery Scholarship Bill which was drafted by Senator Sanchez made some changes that will impact all students entering into College. Right now it creates a Legacy Student who has received a scholarship for at least three academic semesters to be grandfathered into the current requirements for the Lottery Scholarship. It still gives the HED full discretion to make a determination on what the award amounts can be on an annual basis but it is contingent upon their ability to maintain a \$2M fund balance at all times in the Lottery Scholarship fund. It also increases the credit hours required for eligibility from 12-15 but it does leave the 2.5 GPA where it has been. The College had discussions with Legislators and there were a few points made, primarily was the need to decouple the

award amount from tuition. Because tuition increases are going to continue to add to the unpredictability of what the fund looks like if the College uses a percentage. The College was advocating strongly leaving the credit hour requirement alone. The College's students take an average of 13.6 hours. Jumping them up to 15 credit hours is going to be something the College works through with advisement from the academic side because one of the major issues is that a lot of these students who come in needing developmental course work do not have the pre-core requisites necessary to take a lot of the Gen Ed courses towards the degree. A full load for some these students will be challenging. The College has communicated this through the Financial Aid Director to all of the College's students. The College will proceed with paying out the balance of the Lottery Scholarship for the 2014 semester because the other part of Senate Bill 357 was the solvency plan to pay out Lottery Scholarships for the current semester. Mr. Serna stated there is not a fixed amount; it still gives discretion to the HED to make a determination on the awards on an annual basis. Regent Branch stated the legislature also opened the Lottery Fund through two different sources, one is for the money through the general fund itself and the other was using a different tax source. For a two year period they are trying to keep the level of 100% but they are not absolutely sure they are going to be able to make it. This is the purpose for stating HED would prorate depending upon the amount of funds available. They are looking at giving themselves a two year period to relook at the Lottery procedures and how it will be funded in the future. Mr. Serna stated there are still concerns and there is not a long term plan in place for its solvency. There is a 2014 plan, the HED presented 32 different options to the Legislature and they were not pleased about it. The Legislature was vocal about not being happy with the HED's approach to solvency as a result. None of the measures were adopted but the fix for the 2014 semester is good for the College's students.

President Barceló stated since the College is also a two year institution, the two year colleges are going to be held to 13 credit hours and not 15 credit hours. The College needs to see how that will play in to the College's students. President Barceló would like the Provost and Academic Divisions to explore that each student that comes to the College will earn an AA Degree before moving on to the Baccalaureate Degree. This makes sense for the students especially since so many of them step out for children, family crises, etc. If they have to leave the institution, they leave with something in hand with the idea they come back. This must be explored very seriously because the College has this unique opportunity to provide to it naturally and some of the College programs already do so.

2. Communications and Marketing

Mr. Serna stated at the request of the Board the College would like to present an enumerated view of the ongoing initiatives. Mr. Serna stated the office consists of Sandy Krolick, Creative Director and Stephanie Montoya, PR Specialist who are the office of Communications and Marketing. Mr. Serna stated one of the strategies Communications and Marketing embraced is the fast growing use of social media, especially by college aged students. On average the Communications and Marketing is reaching approximately 8,000-20,000 people through the various social media online marketing resources including Facebook, Twitter, Linked In, and constant contact distribution that go out monthly. The College is hoping to grow in this area as it is more cost effective and more importantly the Communications and Marketing Department is able to track the number of people and kinds of population the College is reaching over time. Communications and Marketing is also trying to use more audience targeted and content specific media resources, specific magazines and media outlets. Communication and Marketing uses things like Enchantment Magazine, Green Fire Times. The Communications and Marketing Department has also talked about the publication that the consortium the electric coops is using – Enchantment Magazine for reaching thousands of New Mexicans on a monthly basis. The College is taking a hard look at printed media. Currently the College uses printed media regionally (newspapers – Santa Fe New Mexico, Los Alamos Monitor, Taos News, Rio Grande Sun) and taking a look at the amount of resources the College has put into the printed local media at a number of levels. One of which is how effective it is being but at the same time is the relationships with those local newspapers. Mr. Serna will be meeting with the managing editor of the Rio Grande Sun to talk about the coverage the College has received over the past few months and express concerns with the coverage about the College. The College does not feel the coverage is balanced and inclusive. The College spends a significant amount of time and resources fulfilling a lot of the requests coming forth by the local newspapers, specifically the Rio Grande Sun and it takes a tremendous amount of time and energy. The College would like to establish a reasonable relationship for getting them the information we need.

Mr. Serna stated KDCE Live at Northern Show which takes place every other Wednesday. The College has had 16 shows since beginning in June, 2013 and a total of 500 minutes airtime. The show is student centered and 100 percent of the time there are students in the studio talking about the various programs that the College has available.

Mr. Serna stated the Communications and Marketing is working on the website, working with Tony Gallegos and Frank Orona to ensure they have the media necessary to recruit for the institution on an ongoing basis. Communications and Marketing will continue to work on media for the residence halls. Mr. Serna stated he had conversations with Regent Branch and Regent Herrera about marketing Athletic programs. Mr. Serna also spoke with Coach Cordova to talk about redoing their website and hosting it on the College instead of having a host and tap into the College's resources. Mr. Serna is also working with KDCE Radio to see how many times they can go on the road with Athletics to stream the events either directly from the web, Canal Seis Station or through the radio partner. For the next direction, Communications and Marketing would like to make sure all the Athletic Programs are being represented in the work the College does.

Communications and Marketing is also responsible for all of the media for the entire institution. They represent the work of the various colleges and departments from brochures to business cards, updates to websites and all marketing, branding, and style guides for the College as a whole.

Communications and Marketing spends anywhere from \$15,000-\$18,000 per year on marketing the College. Conversations are taking place on how to maximize the money by using a more multi-faceted approach, including online resources.

President Barceló stated the College must acknowledge a number of faculty and staff, including the President who sit on Boards and make presentations not only within the State but in other institutions locally. All these things are promotional events for the College. Mr. Serna stated it is difficult to get a good pulse on the community to find the balance. There are now Regents who are more from the local community and having served on Boards and Mr. Serna stated rarely does anyone call to say anything remarkably good about the College. The College has talked about paying to put the College's voice in the local newspapers because they are not getting positive press. It will still be a loss for the College because the College will be paying to get the word out to the Community. The College would be better served if it was done through other avenues. The College will meet with the Rio Grande Sun to push the relationship further.

3. Grants Update

Mr. Serna stated the College does have a comprehensive process in place which allows for all of the Grants being considered as proposals to go through a comprehensive review process, specifically through the Vice President specifically if they have implications for long term financial impact on the institution. The College currently has \$3.4M in Federal Grants pending, proposals that have left the institution in the last few months that the College is waiting to hear back from the funding agencies. The dollar amounts vary from \$22,000-\$2.4M per single Grant. All are pending proposals. None of the Grants have long term implications or space implications for the College. The High School Equivalency Program has been at the College for 40 years so the space requirements do not change from what has been given for the last 40 years. All projects go through the proper channels to be vetted by various departments of the College.

4. Approval of Resolution to Support the LANL MSC

Mr. Serna stated the College has been working closely with other entities in Northern New Mexico (Rio Arriba County, Consortium Major Subcontractors for LANL, City of Espanola, Northern New Mexico Regional Development Corp. and the Chamber of Commerce) and they put together a group meeting monthly to talk about a number of things, mostly, how to develop a region that will attract economic development, business development, business growth in a number of areas, including tourism, etc. They have been looking at a decision by the National Nuclear Security Administration who is the administration who oversees LANL and other national laboratories. They are implementing a policy that is going to direct the national laboratories to utilize out of state supply chain management centers for commodity purchases. This will bypass the traditional RFP processes and taking a lot of the money LANL currently spends throughout New Mexico and in Northern New Mexico away from regional contractors out of state to a number of firms who are located outside of New Mexico. One of the larger consortiums, the major subcontractors for LANL is concerned about the implications this will have on their ability to do business at the same levels they have been doing currently. LANL requires many if not all of the soft contractors that a significant amount of their purchasing is done in Northern New Mexico and employee a lot of

New Mexicans. This group of stakeholders is signing resolutions supporting the notion that this requirement be put on hold until the financial impacts would be to the region. At that point, the group would have an opportunity to express them explicitly. The resolution would show support for the endeavor to do away with the policy that would push a lot of regional funding to out of state firms and contractors.

Regent Herrera moved for approval of the Resolution to support LANL and major supply contractors as presented. Motion passed unanimously.

XI. OLD BUSINESS

None.

XII. COMMENTS FROM THE BOARD

A. Reports from BOR Committee Chairs

Regent Garcia stated the Committees will need to be restructured. Regent Branch stated he will send the information to the Regents. Regent Herrera suggested each member send an email to Regent Garcia stated which committee they would like to serve on.

Regent Garcia would like to hold a Retreat with the Board of Regents regarding goal setting of where the College should go with vision and direction as a College.

Regent Branch stated the President's Office is available to provide anything needed by the Regents. Regent Branch is also willing to spend time with the new Regents to update them with information Regent Branch is aware of the history of the College.

XIII. PRESIDENT'S REPORT AND ANNOUNCEMENTS

President Barceló stated there were a total of 80 applicants who applied for the Provost Position. President Barceló appointed a campus wide committee who was extremely diverse which was co-chaired by Ellen Trabka and Dr. Ivan Lopez. They brought the 80 applicants down to 10 applicants who they had a Skype interview with and from that invited 4 candidates to campus who participated in all day interviews. This was one of the best search processes the President has been involved in in Higher Education. The Committee went above and beyond everything requested by the President. Two candidates have been identified two candidates who rose to the top from evaluations and the President's assessment. Mr. Bernie Padilla and President Barceló have been speaking with references (those given by the candidates and those recommended by the references called) and based on the references there is an individual President Barceló will speak with the Board of Regents about in the closed session. This is the most important position on the College Campus because it is about the future and about the direction the College would like to go and given all the discussion which has taken place, Provost Sena has done an amazing job and the College must realize what the expectations are of what Provost Sena can accomplish at this time. President Barceló is confident there is someone who will rise to the level of expectation.

Regent Garcia stated all of the candidates stated they were impressed with the committee and the entire situation in the interview process.

President Barceló stated Ricky Serna and Debra Torres did a tremendous job with the Legislature. President Barceló stated everyone involved worked hard during the Legislature and went away that there was a different respect at the Legislature for the College this year.

XIV. EXECUTIVE SESSION

Regent Herrera moved the Board of Regents enter into Executive Session pursuant to Section 10-15-1H2, H7 and H5 of the Open Meetings Act to discuss limited personnel matters, legal matters related to the Provost Search and issues related to Title IX and the Consultant Contract. Motion passed unanimously.

President Barceló requested her Executive Team and Director of Human Resources be part of the discussion.

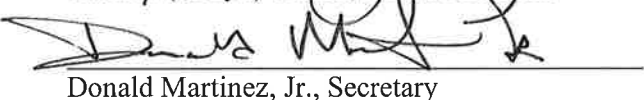
XIII. ADJOURNMENT

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 1:05PM.

Amy Pena, Recording Secretary

APPROVED:


Rosario (Chayo) Garcia, Board President


Donald Martinez, Jr., Secretary