

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JULY 30, 2018**

I. CALL TO ORDER

A Regular Meeting of the Board of Regents of Northern New Mexico College was held on Monday, July 30, 2018, in the Alumni Hall of Northern New Mexico College, El Rito Campus. Regents present via conference call: Kevin F. Powers, D. Chris Ortega, Robert Rhodes, and Damian L. Martinez. Amy Pena took a Roll Call Vote for the Board of Regents Meeting. Board President Powers called the meeting to order at 12:12PM.

Northern New Mexico College staff present: President Richard J. Bailey, Jr.; Ricky Bejarano, Vice President for Finance & Administration; Vince Lithgow, Comptroller; Ivan Lopez Hurtado, Ph.D., Provost and Vice President for Academic Affairs; Sandy Krolick, Creative Director, Communications & Marketing; Jacob Pacheco, Director, Financial Aid; Ryan Cordova, Athletic Director and Men's Basketball Coach; Jimi Montoya, Director, IT; Mohammad Ali Musawi, Staff Writer/Reporter; Chris Trujillo, IT; and Amy Pena, Executive Assistant to the President and Board Secretary.

Others present: Jake Arnold and Rio Grande Sun Reporter.

II. APPROVAL OF AGENDA

Regent Powers stated there are two items on the Agenda for the Board of Regents Meeting and entertained a motion to approve the Agenda.

Regent Rhodes moved to approve the Agenda as presented. Second – Regent Ortega. Motion passed unanimously.

III. STAFF REPORTS

A. Vice President for Finance & Administration

1. Annual Capital Assets Inventory Certifications

Ricky Bejarano, Vice President for Finance & Administration stated the Capital Assets Inventory Certification is something the College was called out on the audit. The College had not been certifying inventory in the past. The College got a lot done last year but was not able to get it to a point where Mr. Bejarano felt comfortable. Now the College has a new Comptroller and has been working throughout the year to a correct or accurate Capital Asset Listing. Mr. Bejarano turned this over to Vince Lithgow, Comptroller to review the inventory.

Mr. Lithgow stated in accordance with the State Auditor Rule as indicated by Mr. Bejarano, the College is required to conduct an annual physical inventory of Capital Assets. Those are items of value greater than \$5,000. The College started this inventory in mid-June and it ceased in mid-July. The College had various staff members and departments go around their respective places in the College to conduct the inventory. Facilities, Athletic and Business Office staff conducted the majority of these. There was some

assistance from other departments throughout the College as well. The IT Office while they identified their Capital Assets as well, they conducted a very thorough inventory of all computer coordinated assets even though they did not meet that criteria. In going through the process, the College had to determine the location, etc. Staff did go through and the College is confident it was able to identify those assets. There is a listing in the packet (attached) of those assets. These assets have to do with automobiles and furniture, fixtures and equipment. Obviously, the buildings, Facilities went through, there was no change in the building structures and the Library materials there was no material changes and additions or deletions to the Library materials. Mr. Lithgow stated with this he does stand for questions and staff does recommend approval of the certification of the Capital Asset Inventory for FY18.

Regent Ortega stated he has a couple of questions. There are no values for vehicles for example (inaudible). Mr. Lithgow stated the reason for this is twofold. The vehicles, depending on their age, and what was in the system at the time, there was no value recorded as to the item that was purchased and or donated. This was listed as one of the findings on the audit report last year. The College had a combination of assets that met the criteria but there was no supporting documentation to support that donated value or original purchase prices. A lot of the vehicles the College will request to be removed next month because they are no longer operable and the College needs to take them off the inventory. That is why you would not necessarily see the value on this unfortunately. Mr. Bejarano stated under gaps, if they were truly depreciated by now, they are quite old and do not have book value. When the College gets rid of them, the College needs to determine that they are truly at zero value to either to a disposal or transfer them to a yard that can use them for parts. Currently, again there is absolutely no book value on those. Again, there is no purchase price recorded that the College can find.

Regent Ortega asked if there is a total value for all the assets. Mr. Lithgow stated the automobiles; the value is going to be about \$400,000. The furniture and fixtures are about \$3.2M. Once you add the buildings and Library museum it comes to about \$59M net.

Regent Rhodes asked if the College already got rid of items that were below the threshold on the inventory. Mr. Bejarano stated the College did and there were numerous items that should not have been capitalized. They are now off the inventory. Next month the College will bring to the Board of Regents disposal. There is a lot of trash and three or four people are looking at these items. There will be truckloads and there are storage rooms all over the College that it needs to get rid of.

Dr. Rhodes stated it has over the last ten years gone from \$500 to \$5,000. (inaudible). Mr. Bejarano stated there was overambitious accounting capitalizing cumulative items. The College has spoken with DFA and the Stated Auditors and the College's auditors and they have implored the College to get rid of this. Dr. Rhodes stated you might as well because you do not get funding from this anymore. Mr. Lithgow stated for FY18 the State Auditor has allowed the State Agencies to go ahead and remove these items from the Capital Outlay to not overstate them. This is good for the State Agencies to clean up and get an accurate value.

Regent Rhodes moved to approve the Vice President for Finance and Administration to Certify the Annual Capital Asset Inventory Certification as presented. Second – Regent Ortega. Motion passed unanimously.

B. Provost & Vice President for Academic Affairs

1. Minor Change to the Academic Calendar

Dr. Lopez stated the College is requesting in a change in the approved Academic Calendar. Historically, the College and this has been forever has had two different deadlines. One for students to drop from classes with a 100% refund and that has been historically the end of the second week of classes. Historically, also, students have been able to drop until the end of the third week without a record. Students can still drop from courses until week 3 of the semester, but if they do it between week 3 and 13 they get a W in their transcripts. If they do it in their first three weeks there is no record. In the recent visit of the USDOE, they recommended that these two deadlines should coincide and the reason for this is because you could have a student who drops in the middle of the third week and that means that they are not going to have a record on their transcript and still they are charged tuition. That does not look, how do you explain a student is nonexistent in record and yet you are charging them tuition. The recommendation is to make these two deadlines coincide. The College is recommending this, it has been vetted through all committees and the union was also informed. Basically, the College is making the same deadline, the end of the second week. Students will have 14 days to drop a class and get a full refund and without a record in their transcripts.

Regent Martinez asked when the visit was. Dr. Lopez stated the visit was in February and the committees started working after the visit on several recommendations like the C- that was discussed. The Office of Financial Aid started working on all the recommendation and this is the last recommendation brought to Dr. Lopez. Regent Martinez asked when Dr. Lopez received it. Dr. Lopez received the fact a couple of months ago and the recommendation was received about three weeks ago. Just after the Board Meeting. It had to be run through the union and the College has to provide an opportunity for feedback when the Academic Calendar is changed. It has been a matter of the last three weeks that the recommendation was formalized.

Regent Martinez asked why the Union has to give its blessing. Dr. Lopez stated the Union did not object in any way. In the CBA it says the College will inform the Union on changes. It is more a matter of courtesy, not that they could prevent it in one way or another. It is the Board of Regents that can change the academic calendar. This is to stay the College informed all the stakeholders on the changes.

Regent Ortega stated the bottom line is if you would change a holiday on the Academic Calendar, they would be interested and have input but something like this they would not. If you run one thing by them you have to run everything by them. (inaudible). Dr. Lopez stated basically the College just informed them the change was coming. It was more a matter of the stakeholders that had to agree. It changes the way business is going to run – more a matter of internal staff to work on this change. (inaudible).

Regent Powers asked if this has any impact on tuition. Does this have impact on the students? The refund date is the same (inaudible). Dr. Lopez stated this is correct, that date did not change. Regent Powers stated the other thing is they have to make that payment in two weeks. Dr. Lopez stated this is correct.

Regent Martinez stated that within the two weeks you get 100% refund and asked what happens after the two weeks. Is there a sliding scale? Jacob Pacheco, Financial Aid Director stated there is no scale after the two-week period. Regent Martinez stated we are giving kids essentially 4-6 classes to determine if they want to stay in that class for 100% refund. Mr. Pacheco stated this is correct a two-week span. The College did look at institutions in the State, some are the same as NNMCC, some are graduated up to four weeks where you get a refund up to 100% then 75% and then 50%. When the Committee met, it was a little administratively burdensome. Regent Martinez stated it could be financially burdensome to the students and population that

we are dealing with to give them at a max 4-6 classes to determine if school is for them. At week three, if they decide school is not for me and that person only qualifies for loans. The College has to do a better job for the students not digging themselves into a hole. Regent Martinez stated he does not care about other schools, he cares about our school and we have to do what is right for our school. The College has to look in the future, not aspirational, the College has to look at whether or not it is doing a disservice to the student. It is about giving the students a quality education not making it financially burdensome for the student.

Mr. Pacheco stated there are some complications the College would run into if the College did allow students to withdraw beyond the three-week point and those are Financial Aid issues. On the third Friday, the College has a census date and financial aid is disbursed after that third week. The issue with allowing students to withdraw with a refund and it is after that point financial aid would be disbursed, the student would owe the money back if they received. It is much cleaner to have a policy if the student withdraws before the census dates. Regent Martinez stated if the other schools figured it out on, the College can also do so. Mr. Pacheco stated they most likely have students who receive a loan in Financial Aid and they have to give it back. This is where the College is contentious and does not want to put students in that position. Regent Martinez stated it seems to him the College does not want to put students in that position because they drop out and get 100% and not recognize that human beings take more than 10 business days to determine whether or not College is not for them.

Dr. Rhodes stated at some point you have to tell the student you are an adult and you have to deal with adult responsibilities. Regent Martinez stated he agrees but it sometimes takes students more time to realize they have to deal with adult situations. Dr. Rhodes stated he understands and there are special circumstances. You could have a few students who have might an issue and a lot of students who forgot to get it done and he hates to reward that behavior. The calendar needs to get changed and the College can look at it further. Regent Martinez stated he agrees with Regent Rhodes would like to look at it. (inaudible). Regent Rhodes stated he understands.

(inaudible).

Dr. Lopez stated it is the first Friday, this is a week earlier, the last day for students to add or drop courses. The College does not see lots of students. There are a couple of exceptions on the first Monday of the second week enrolling. This may be another concern, a course that maybe was approved to be offered with the minimum enrollment, perhaps 8 students in the classroom. If that course barely made the 8 students and students were dropping in week four or five then you would say the course was running in the red and did not pay for itself. This is what could potentially happen, they would end up in the red.

Regent Powers would like to have the Academic Affairs committee look at this over the next few months. His opinion is to make the change now and make a recommendation. Next year, fix the problem and review the situation.

Regent Rhodes stated it should be done and go back to study it. Regent Ortega also agreed.

Regent Ortega moved to approve the minor change to the Academic Calendar be effective FY18-19. Second – Regent Martinez. Motion passed unanimously.


IV. **PUBLIC INPUT**

None.

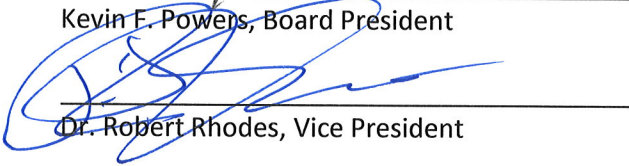
V. **ADJOURNMENT**

Regent Rhodes moved to adjourn. Second – Regent Martinez. The Board of Regents adjourned at 9:36AM.

APPROVED:



Kevin F. Powers, Board President



Dr. Robert Rhodes, Vice President