

NORTHERN NEW MEXICO COLLEGE
SPECIAL BOARD OF REGENTS MEETING

NOVEMBER 3, 2015

I. CALL TO ORDER

A special meeting of the Board of Regents of Northern New Mexico College was held on Thursday, October 22, 2015 in the Boardroom of Northern New Mexico College, Espanola Campus. Regents present: Rosario (Chayo) Garcia, Damian L. Martinez, Esq. (via conference call), Kevin F. Powers and Melinda DeHerrera. Board President Rosario (Chayo) Garcia called the meeting to order at 4:05pm.

Northern New Mexico College staff present: Chris Trujillo, IT; Alex Williams Senior Financial Analyst; Sandy Krolick, Creative Director, Communications & Marketing; Sarah McCormick, Student Recruiter; and Amy Pena, Recording Secretary; Others present: Jake Arnold, Tim Crone, Rio Grande Sun Reporter.

II. APPROVAL OF AGENDA

Kevin Powers moved for approval of Agenda as presented. Motion passed unanimously.

III. APPROVAL OF MINUTES

Regent Martinez moved for approval of the Minutes of September 21, 2015 as presented. Motion passed unanimously.

Regent Garcia requested the Board of Regents moved to go into Executive Session. Regent Garcia stated this meeting was strictly for the Presidential Search process. Regent Garcia stated she would like to go to Executive Session and after Executive Session the meeting would conclude. Regent Martinez asked what would be done in Executive Session. Regent Garcia stated the Board would discuss the contract, if there would be any time changes, any changes on the timeline proposed, and the packet given to the Board of Regents. Regent Martinez stated if it is just about the process, Regent Martinez did not believe the Board of Regents could go into Executive Session. Regent Garcia asked if regarding the contract changes, if it could be saved. Regent Martinez asked what the contract changes were regarding. Regent Garcia stated they are for the current and next President. Regent Martinez stated the Board of Regents could talk about those personnel issues in Executive Session but the process has to be done in open forum.

Regent Powers stated asked if the job description is a closed session item. Regent Martinez stated it could be closed session but if the Board of Regents is talking about if it is hiring a committee, or however the search would be conducted, that has to be in open session. Regent Powers and Regent Garcia stated they are good with it.

Regent Garcia stated the Board of Regents would go through the process and then go to closed session. Regent Garcia stated the Board of Regents should have looked over the packet. The Board of Regents was going to discuss the timeline and asked if there were any suggestions. Regent Garcia asked if the Board of Regents would like to go to a Search Committee. Regent Powers and Regent Martinez agreed the Board of Regents should go with a search committee. Regent Garcia suggested the following:

December 3 - Appoint Search Committee

December 3 - Draft position description of the next President's job position description

January 8 - Search Committee charge, orientation, training, positions

Regent Powers stated before the Board of Regents moves further on this, the Board of Regents needs to decide whether the Board of Regents will use a search firm. Regent Garcia agreed. Regent Powers stated he has been thinking about this a good bit since the last meeting. Regent Powers has seen the proposals that the College has received to date, has seen the fee proposals on them and although it is a very important charge the Board of Regents has and Regent Powers would not hire a search firm based on price. Regent Powers is having a hard time understanding how much value a search firm is going to provide the Board of Regents in this process and Regent Powers is having difficulty getting his arms around it and as such Regent Powers would prefer rather than go with a National Search Firm, maybe try to find somebody more local or regional that could be the Board of Regents point person, could organize the search, could collect the information, could help the Board of Regents with some of the process and try to do it for a fraction of the cost that the Board of Regents would be looking at with a National Search Firm. Regent Powers stated the way he sees it some of those proposals received would end up costing the College \$50,000, \$60,000 or \$70,000 before the whole thing was over. Regent Powers does not see the Board of Regents getting that kind of value out of it.

Regent DeHerrera asked if the Board of Regents has ever done a search itself or if it has always gone with a firm. Regent Garcia stated the Board of Regents has always gone with a firm. Regent DeHerrera stated the Board of Regents does not know the process, but could figure it out. Regent Garcia stated the Board of Regents has all the paperwork that they went through, all the steps from previous searches.

Regent Powers stated the Board of Regents could do it themselves; the difficulty is having somebody to collect that information on a daily basis and be the point person. This is where the Board of Regents will run into some problems. Regent Powers believes there are folks out there in the State that do this kind of thing. Regent Garcia asked if Regent Powers has suggestions of other firms that the Board of Regents could get. Regent Powers stated he does. Regent Garcia asked Regent Powers to ask them. Regent Powers stated there is one person he could think of right off the bat that would be an outstanding possibility for the Board of Regents and once Regent Powers gets his number he can call and see if he is interested. Regent Powers will share that information with the Board of Regents at that time. Regent Garcia agreed. Regent Garcia stated she did not jump over backwards with any of the proposals. Regent Powers stated they were all very similar and the fee schedules were fairly similar. Regent Powers stated having a pretty good working relationship with the College's budget and finances, Regent Powers finds the expenditure of that kind of money at this point in the budget year very difficult. Regent DeHerrera agreed. Regent Garcia asked Regent Martinez if he knew anybody that could do this. Regent Martinez stated he did not but he could poke around. Regent Martinez stated he agrees with Regent Powers, basically the minimum the College would spend is \$55,000 which does not get to the end of the process. Regent Garcia agreed.

Regent Powers stated he has had experience with search firms personally and it is a nice neat way to go. There is an entity out there that, if you make a selection and the person does not work out, you could always blame the search firm. It is dodging the responsibility in a way but Regent Powers would admit he believes it would be fairly awkward for the Board of Regents as a four member Board of Regents to be juggling inquiries, paperwork, etc. The Board of Regents needs to have somebody who is independent from the current staff and faculty to handle this in confidence. Regent Garcia stated this is what she wanted to do, pull it away from that. Regent Garcia stated Regent Powers would have the job of doing this. Regent Powers stated he will contact this person and if this person is not interested, they would be able to point Regent Powers in a direction of somebody who would be and would have experience in doing this, working

knowledge. Regent Powers stated the other thing that is important is the person the Board of Regents turns to needs to have working knowledge of State Laws and Statutes that govern this process as well. Some of the proposals received were from firms that have done searches for New Mexico Higher Education and that is an important piece. Regent Garcia asked if the Board of Regents would still like to do a national search. Regent Powers stated absolutely and from what he understands, a couple of ads in the Chronicle will suffice and word of mouth. Regent Powers stated Higher Education is a big operation nationally but the leadership of most institutions, it is a small group. Regent Garcia stated the firm would be held unless Regent Powers comes back to the Board of Regents.

Regent Powers stated the Board of Regents could put together a timeline. The proposals received had timelines and the timeline the Board of Regents has is a good timeline. Regent Garcia stated it just needs tweaking on the dates. Regarding timeline, Regent Garcia proposed:

Submission of job position for advertisement - January 2

Regent DeHerrera asked what the Board of Regents agreed on. Regent Powers stated the Board of Regents will use a firm but the firm scope would be much more limited. Regent DeHerrera asked if there is a timeline for this. Regent Garcia stated by December 3rd at the next Board of Regents Meeting. Regent DeHerrera stated options would be brought at this time.

Regent Garcia continued with timeline:

Job Description for advertisement - January 6

Regent Powers stated this could be worked on at the next Board of Regents Meeting.

Applications due - Mid-February

Review of applications - Regent Powers stated the Board of Regents would have flexibility. Regent Garcia stated the Board of Regents would have to wait until it gets the firm so they could do that.

Regent Powers stated the firm would be here by then. This would be two weeks after the previous item. Regent Powers stated it could be started almost immediately. Regent Garcia stated she had that on February 19th. Application would be due by the 12th and review them all by the 19th. The Search Committee review by the 26th and Regent Garcia stated all these numbers could be adjusted. By February 26th all semi-finalists to be interviewed by Search Committee, between the 26th of February and March. By the beginning of March, mid-March have the campus finalist interview by the Board of Regents and have someone on board by April or May. Regent Powers stated the Board of Regents would have semi-finalist interviews by the Search Committee between February 26th and March 8th. Regent Powers stated the Board of Regents would interview the finalists after that process. Regent Powers asked if those are going to be in person. Regent Garcia stated they would or via Skype. Regent Powers stated there would be more time needed between the March 8th date. Regent Powers asked how the Board of Regents would whittle down the applications. The same 3-5 finalists from the 26th to the 8th would be coming to campus. Regent Garcia stated they would or via Skype. Regent Garcia stated the Board of Regents would really have to be flexible until the Board of Regents gets the firm on and they can help the Board of Regents finalize. Regent Garcia is hoping the Board of Regents can announce between April 1st and May 1st. Regent Powers asked when the Regular Board Meeting would be in April. Regent Garcia stated April 28th. Regent Powers stated this would be 60 days until the end of the Fiscal Year. Regent Powers stated this would work. Regent Garcia stated it would just be announced by then - April 28th. Regent Powers stated the Board of Regents should say no later than April 28th. Regent Garcia agreed.

Regent Garcia asked the Board of Regents for assistance on the Committee and asked who would like to volunteer to Chair the Committee. Regent Martinez moved that the Board of Regents volunteer the President of the Board of Regents to fill one spot. Regent Powers agreed with this. Regent Martinez stated he would also volunteer somebody from the Finance Committee, probably Regent Powers since he has worked with the finances longer than Regent Martinez. Regent Martinez stated he would serve should both Regent Garcia and Powers not be able to do so. Regent Powers stated that sounds reasonable to him. Regent Garcia stated Regent DeHerrera would do the same thing as Regent Martinez if necessary. Regent Garcia stated the Co-Chairs would be Regent Garcia and Regent Powers.

Regent Garcia reviewed the Committee and asked if the Board of Regents had looked at the names that were loosely suggested or if they had any other names they would like to add or suggest. Regent Garcia stated no one has yet been asked and she does not want to speak about his or her names because they have to be asked first. Regent Garcia stated she did go with the suggestion to ask the Faculty for a representative from them. Regent Powers stated this was his thought; he would like the faculty to nominate somebody. Regent Powers stated if there were a way for the staff to do the same, it would be good. Regent Powers asked if the Board of Regents talked about having a student on. Regent Garcia stated this was correct and either the Student President or Designee. Regent DeHerrera asked if Administration would be done as well. Regent Powers stated he believes there might have been duplication. He believes faculty and staff, faculty should be one person, staff should be one person but he is not sure Administration should be there. Regent DeHerrera stated she thinks Administration should be taken off. Regent DeHerrera stated they might not be around because she appoints her own. Regent Garcia stated the person is Administration. Regent Powers stated he believes it should be Faculty and Staff not Administration. Regent Martinez agreed. Regent Garcia stated Administration would be taken out. Regent Garcia stated regarding LANL that person would be asked. Regent Powers suggested someone from LANL Foundation or somebody they think would be insightful for something like this. Regent Garcia stated the Committee names should be ready by December 3rd. Regent Powers agreed.

Regent Garcia asked if the Board of Regents reviewed the Presidential Job Description and the Profile. Regent Powers stated rather than having a closed session today to discuss this, the Board of Regents should have it at the December 3, 2015 meeting and act on it. The closed session should be before the Agenda item where the Board of Regents finalizes the Search Committee and the details, the Search Firm or individual. Regent Garcia asked if Regent Powers would like to move this until December 3, 2015. Regent Powers stated there is not a hurry and this is very important. Regent DeHerrera stated she is fine with this, either way it could be discussed. Regent Powers stated this is the current description. Regent Garcia stated it is and she added some words at the very end. Regent Garcia added "preferred requirements, doctorate from accredited university with a strong business background." If the Board of Regents want to use it more in the front of the description or say it several times during, it can be done, it is imperative that it be added. Regent Powers stated he has a couple of thoughts on this but the Board of Regents can discuss those when it gets to in the Executive Session in the next meeting.

Regent Garcia stated this is what the Board of Regents decided:

1. Have a firm named by December 3, 2015 and hopefully it will be someone local. Regent Powers stated when the Board of Regents says local, local or regional, someone who is more in tune with what the needs of the College are.
2. Names of Committee should be solid by December 3, 2015.
3. Job Description should be discussed on December 3, 2015 in closed session.

4. Changes of Contract for both the current President and new President to be done in closed session on December 3. Regent Powers stated this is when it should be done; they should go hand in hand. Regent Garcia asked if this should be done even though it is for the coming in and going out President. Regent Powers asked if the Board of Regents has received the document. Regent Garcia will call Tony Ortiz regarding the document. Regent DeHerrera asked if it is affecting anything right now. Regent Garcia stated it is not, it is just when she leaves the Board of Regents is changing some things on the contract. Regent Powers agreed. Regent Martinez stated with the new President, the Board of Regents should start fresh and not use any portion of that contract, except the name Northern New Mexico College. Regent Powers and Garcia agreed.

Regent Powers asked if the Board of Regents needed to take any sort of action on the things discussed. Regent Martinez stated the Board of Regents should tentatively approve the timeline and that would be all the Board of Regents needs to do at this point. Regent Powers asked if it would make any sense to approve in that approval also to just mention that he has been tasked with going out and trying to find a search person or firm local or regional that could assist the Board of Regents. Regent DeHerrera stated this would be Regent Powers and Regent Martinez. Regent Garcia stated it would if Regent Martinez could think of somebody. Regent Martinez stated this could be done also.

Regent Powers moved to approve the draft timeline for the Presidential Search as amended at this meeting and to request that Regent Martinez and Regent Powers do some recognizance and locate a firm or a pool of firms that the College could consider at the Board of Regents next meeting as a search firm or a search individual that can assist the Board of Regents in the process of recruiting and hiring a new President. Motion passed unanimously.


Regent Garcia asked for approval of the two co-chairs of the Search Committee.

Regent Martinez moved that the two Co-Chairs of the Search Committee are Regent Garcia and Regent Powers. Motion passed unanimously.


XIII. ADJOURNMENT

Regent Powers moved to adjourn. Motion passed unanimously. The Board of Regents Meeting adjourned at 4:38pm.

APPROVED:



Rosario (Chayo) Garcia, Board President



Damian L. Martinez, Esq., Vice President

