

BOARD OF REGENTS MEETING

JUNE 22, 2018

NORTHERN New Mexico College





NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Friday, June 22, 2018**, immediately following the Barbecue at the Northern New Mexico College – El Rito Campus – Alumni Hall, El Rito, New Mexico.

Prior to the Regular Board of Regents Meeting, the Board of Regents will attend a Barbecue at Northern New Mexico College - El Rito Campus beginning at **11:00AM**.

FINAL AGENDA

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. EXECUTIVE SESSION

- (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee;
 - a. President's Contract
 - b. FY18-19 Salary Increases (non-bargaining unit members)
 - c. FY18 One Time Pay Supplement (non-bargaining unit members)
- (2) Bargaining strategy preliminary to collective bargaining;
- (3) a. Staff Collective Bargaining Agreement
- (4) Threatened or pending litigation subject to the attorney-client privilege in which the College may be a participant; and
 - a. No Items
- (5) Real estate acquisition or disposal.
 - a. No Items

Pursuant to provisions of NMSA 1978, Section 10-15-1(H)(2)(5)(7)&(8)

IV. POSSIBLE ACTION PERTAINING TO EXECUTIVE SESSION DISCUSSION

V. COMMENTS FROM THE BOARD

A. HERC Update – Informational

VI. APPROVAL OF MINUTES (April 24, 2018, May 13, 2018 and May 29, 2018)

VII. PRESIDENT'S REPORT AND ANNOUNCEMENTS

- A. Celebrate Northern – Informational
- B. CUP Report – Informational
- C. FY19 Salary Increases (non-bargaining unit members) – Action Required
- D. One Time Pay Supplement (non-bargaining unit members) – Action Required
- E. Staff Collective Bargaining Agreement – Action Required
- F. Audit Contract – Action Required

VIII. STAFF REPORTS

- A. Vice President for Finance & Administration
 1. Audit(s) Update - Informational
 2. Fiscal Watch – Action Required
 3. Monthly Budget Adjustment Requests (BARs) – Action Required
 4. P-Card Resolution – Action Required
 5. Capital Infrastructure Five Year Plan – Action Required

B. Provost & Vice President for Academic Affairs

1. New Certificate in Small Unmanned Aerial Systems (Drones) – Action Required
2. Suspension of Music Program – Action Required
3. Children on Campus Policy – Informational

IX. PUBLIC INPUT

X. ADJOURNMENT

In accordance with the Americans with Disabilities Act (ADA), physically challenged individuals who require special accommodations should contact the President's Office at 505-747-2140 at least one week prior to the meeting or as soon as possible.



MEMORANDUM

To: Northern New Mexico College Board of Regents
From: Richard J. Bailey, Jr., President
Date: June 22, 2018
Re: Board of Regents Minutes

Issue

Northern New Mexico College (NNMC) provides, on a monthly basis, Board of Regents Minutes from the previous month for review and approval.

Recommendation

Staff recommends that the Board of Regents approve the Board of Regents Minutes for April 24, 2018, May 13, 2018 and May 29, 2018 as submitted or if applicable, as amended.

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
APRIL 24, 2018**

I. CALL TO ORDER

A Regular Meeting of the Board of Regents of Northern New Mexico College was held on Thursday, April 24, 2018, in the Boardroom of Northern New Mexico College, Espanola Campus. Regents present: Kevin F. Powers, D. Chris Ortega, and Joshua Martinez. Board President Powers called the meeting to order at 8:11AM.

Northern New Mexico College staff present: President Richard J. Bailey, Jr.; Ricky Bejarano, Vice President for Finance & Administration; Ivan Lopez Hurtado, Ph.D., Provost and Vice President for Academic Affairs; Alexandra Williams, Business Office, Senior Financial Analyst; Evette Abeyta, Budget Analyst, Ryan Cordova, Athletic Director, Men's Basketball Coach, Donna Castro, Human Resources Director; Mohammad Ali Musawi, Staff Writer/Reporter; Carmella Sanchez, Director, Institutional Research; Jimi Montoya, Director, IT; Gabriel Martinez, Assistant Director of Athletics; Zeke Parra, Grant Writer; Sandy Krolick, Creative Director, Communications & Marketing; Chris Trujillo, IT; and Amy Pena, Executive Assistant to the President and Board Secretary.

Faculty Present: Dr. Ulises Ricoy; Dr. David Torres; Joaquin Gallegos; and Dr. Rhiannon West.

Others present: Bob Trapp, Rio Grande Sun; Ariadne Bito, Student Senate President; Jake Arnold and Tim Crone

II. APPROVAL OF AGENDA

Board President Powers asked if there were any changes to the Agenda. He then entertained a motion to approve the Agenda as published.

Regent Ortega moved to approve the Agenda as published. Second – Regent Joshua Martinez. Motion passed unanimously.

III. COMMENTS FROM THE BOARD

A. HERC Update

Board President Powers stated HERC had a Board Meeting in Albuquerque and discussed a number of items. The most important thing to come out of the meeting was HERC will conduct a Regent Education Session in mid-July and all Regents in the State will be invited and it will be primarily an educational program to help Regents of all levels, Regents that are new, Regents that have been around a while and the curriculum is being worked on now by a group of highly capable individuals. There will be news about it in the next couple of weeks. It will be in mid-July and will occur in Albuquerque. One of HERC's main objectives is to provide education for Regents around the state. Board President Powers stated it will be about two thirds of a day and HERC is looking forward to this and details will be sent out as soon as possible.

B. May Board of Regents Meeting

Board President Powers stated there is a Board of Regents Meeting scheduled for May 10th. At this point in time there is also a trial scheduled that may in fact go into that date and at this point in time Board President Powers stated the meeting should be kept for the 10th since it coincides with Commencement and other activities. If it appears that the trial will in fact interfere with the meeting, the meeting will have to be moved and the Board of Regents should know that certainly 10 days in advance. So, everyone knows, there is a possibility that the meeting may need to be rescheduled.

Regent Ortega stated he will not be in town for the May 10th Board of Regents Meeting. Board President Powers stated this meeting was scheduled for El Rito and the Board of Regents needs to be in contact with people in El Rito that there may potentially be a problem. The College will not know for another 10 days or so.

IV. APPROVAL OF MINUTES

Regent Ortega moved to approve the minutes as presented. Second, Regent Joshua Martinez. Motion passed unanimously.

V. STUDENT SENATE PRESIDENT REPORT

Student Senate President Ariadne Bito stated Student Senate has done many things:

1. Ambassadors were organized again this year and Student Senate has been sponsoring Student Ambassadors. They are used in every way the Student Senate needs help.
2. The Barbecue is currently being organized by Student Senate.
3. Student Senate has been involved in the Lottery legislation

It has been a very busy year for Student Senate and Student Life has grown a lot because the Office of Equity and Diversity, Clubs, Student Life and Ambassadors are all doing work together. Student Life has doubled in the last year and Ms. Bito thanked the Board of Regents for all their help and she hopes to see the Board of Regents at all the Student Activities.

President Bailey thanked Ariadne Bito for her work with Student Senate. Student Senate is more robust and the meetings are fuller than they used to be. It is really heartening to see all the people there and it is a testament to Ms. Bito and her leadership. President Bailey also thanked Richard Sedillo and Amy Ortiz who are very active with Student Senate.

VI. FACULTY SENATE PRESIDENT REPORT

Faculty Senate President David Torres reported the following:

1. Undergraduate Curriculum Committee – Drone Technician Training Certificate has been passed. This will prepare students for the unmanned aircraft system field.
2. A new course was passed - Psychology 286 Introduction to post traumatic stress disorder, diagnosis and treatment.

3. Program Changes in Associate of Applied Science and Allied Health to include HSCI 147.
4. Program Change in AA Criminal Justice to include Math 145 - Introduction to Statistics to better prepare students for the field.

Regarding General Education Committee and the new General Education Requirements which may be implemented as soon as fall 2019. The College is moving to five areas instead of six areas. There has been a reduction from 36 hours to 31 hours and many of the courses are those that are currently existing and there is also the flexible nine hours where each institution is allowed to choose those hours. With regards to those hours, a proposal was passed which includes a STEM and Non-STEM track and both include a speech course, a civics course and for the non-STEM tracking there are a number of literature courses students can take. For STEM it also includes critical thinking in science. Each institution is allowed to choose those flexible nine hours.

President Bailey stated he heard that there is a term limit issue in the Faculty Senate and at some point Dr. Torres would be completing his term. Dr. Torres stated elections will be held in May and in the constitution he can only serve for two terms. President Bailey stated as a testament to Dr. Torres, he heard faculty members rumbling to see if there was a way to waive the two-term limit. This shows the commitment to Dr. Torres and his services.

Board President Bailey thanked Dr. Torres for his service and the Board of Regents appreciates everything he has done.

VII. PRESIDENT'S REPORT AND ANNOUNCEMENTS

A. Celebrate Northern

President Bailey stated:

1. In late March the College hosted a roundtable dialogue and this was a partnership with the College, NASA and the Ohkay Owingeh Pueblo. There were Native American Pueblos represented from all over the state, NASA, community activists, community leaders and the College and it was a very wonderful three-day session. President Bailey gave a special thanks to Dr. Ulises Ricoy as he was instrumental in making this happen. A foundation was created to look at how western science and native American traditional science can coexist and build on each other.
2. President Bailey went to Chicago for the Higher Learning Commission Conference and this is the organization that gives the College accreditation. The College made it very clear to the HLC regarding the audit and all the things it is doing to improve on the processes and institutionalize those improvements. The HLC was happy with this and President Bailey was glad the College made this investment.

President Bailey stated for the first time in modern history, even though the return on investment in higher education is without question, there is no question the data shows that when individuals go through a college program, their earning potential over a lifetime is remarkable and it is so remarkable that the investment in what they paid for their higher education is worth it. There is a growing number of Americans now that feel it is not worth it and we need to be serious about that. Even though they are wrong, that attitude is growing, meaning nationwide we need to make sure we are getting the word out exactly what higher education can do for someone. One of the things Dr. Lopez is doing is looking at data that will make it so very clear, even here in our community, what Northern

students have been able to do. The College is going to feed it into marketing and public announcements because we need to turn the tide on that mindset.

Board President Powers stated in addition to that at the Higher Education Summit there were statistics mentioned in that that there has been \$11.6M jobs created since the great recession and \$11.5M required some sort of higher education, further education to quality. Board President Powers stated he does not know how accurate that is that newly created modern-day jobs certainly require some furtherance of education beyond a high school diploma so that was an interesting statistic.

3. Karen Peterson will have two of her poems published in well-respected periodicals in May.
4. Last weekend the College hosted the Second Annual Renewable Energy Festival. There was an amazing art show and over 500 people attended. There was a day of hands on demonstrations and seminars and the College would like to repeat this event next year.
5. The College hosted students from the UNM School of Architecture and they spent their semester working on public spaces in Espanola. This was very timely since Espanola came up with their comprehensive plan. The students looked at how to reimagine some of our public spaces. All of this work was on display in the Rotunda and was very well attended. Special thanks to UNM School of Architecture. The students have two weeks to finish their work and the College will get copies of all of their designs. These are designs that if the College had to pay someone for this work, it would have cost the College a lot of money.
6. The College hosted US Congressman Ben Ray Lujan in the Center for the Arts and all were looking at easement issues in the local area. When the event started there were 16 people in the Theatre and at start time it was at capacity. The College was honored to have Congressman Lujan at the College.

B. CUP Report

President Bailey stated CUP met and one of the issues that came up is the Funding Formula. The College needs to have a stronger voice on how the Funding Formula works and President Bailey echoed this yesterday with three things that will make it more equitable and more reasonable:

1. Input - because we are an open enrollment campus it means we take students in wherever they are and we are happy and proud of that and it sometimes means, and 76% of the time it means students need some time of developmental coursework to get them to freshman level. The College has to invest in that but the College also knows it is worth it to do it. The challenge is that Colleges that are not open enrollment, those students because they are already setting the BAR are less likely to require developmental programs. The question for the State is, why is an incoming at Northern being judged the same way as an incoming student at UNM. This does not make sense. This is one of the things the College is jumping up and down and saying let's make this reasonable. The State is serious about the Route to 66, meaning that the goal of getting 66% of our New Mexico citizens of age with some type of higher education attainment, the Route to 66 is a good goal and the State should be doing this. If we are serious about attaining that goal as a State, we need to make sure there are pathways for everyone here in New Mexico and Northern fulfills a very important role in that.

At the end of the CUP meeting the Secretary of Higher Education spoke with President Bailey and said she understands it and knows this is important and tweaks need to be made. The Director of the LFC also said he understands it and he understands what the College is trying to do, we need to have that conversation. President Bailey thinks now there is a genuine appetite to make those tweaks because otherwise if we continue to do what we do and continue institutionally to and we continue institutionally to

be disadvantaged where every year in the funding formula we are going to be the perennial losers and that is not acceptable because what the College is doing matters and it should be rewarded.

Board President Powers stated the HERC is in support, everybody believes the system needs to reward institutions for performance but the way you measure that performance is extremely important. One of the beauties of our higher education system in the state is that we do have very distinct institutions who have distinct roles and missions and those distinctive roles and missions need to be taken into account when devising a performance funding mechanism. Board President Powers believes there is probably a little better handle on things than we did three, four, five years ago in terms of what measurements need to be put into place to accurately reflect that. The Provost has done a lot of work on metrics and trying to understand some of these things as well as trying to get our arms around some of these flaws in the formula right now that are causing some erroneous results. We are well prepared moving forward to try to help fashion some tweaks to that formula to make it more equitable for the College.

President Bailey stated the goal is to have the CUP Retreat later in the summer in Albuquerque and it is on the Agenda. The College cannot just go in and complain about, the College better come in with the plan that says here are the tweaks that are reasonable going forward. Those tweaks are:

1. Open Enrollment and Input Question
2. The fact that right now in the Funding Formula there is nothing about the quality of the program.
3. There is no incentive in the Funding Formula for collaboration.

C. Energy Audit Contract

President Bailey reviewed the Energy Audit Contract (attached - page 14). At the last Board Meeting, the Board approved a Dual Campus energy audit that will look at all of the ways in which the College uses energy. Ameresco is a service company already vetted by the State and approved by Energy Mineral and Natural Resources Department (EMNRD) at the State. The College is signing a contract to do an investment grade audit. Even though the Board of Regents approved this, President Bailey wanted to give the Board of Regent a look at the contract. This has already been through legal review and President Bailey does not need action by the Board of Regents but he wanted him to have it for reference. Ameresco has already started the work and they are already finding ways to save in terms of the utility usage. President Bailey stated we need to think as a College at how the College does things like recycling. What are the things the College can do to optimize this?

Board President Powers stated this Contract has been vetted and there has been assistance provided by New Mexico EMNR as well as the College's legal counsel so Board President Powers feels comfortable there is a lot of expertise involved in vetting the contract.

Regent Ortega stated he has not had time to read this but asked how long it would take before there is a preliminary report. President Bailey stated they expect it to take 6-8 months, they are going into every single building on both campuses. At the completion of the IGA, they are going to come to the College with a menu of options, of things the College can decide to do infrastructure wise, all of them come with a price. The College does not pay a dime for this, what they do is guarantee a savings in utility bills and that gap over time pays for the infrastructure improvements. The College may even see some immediate savings month to

month in terms of what they do. President Bailey's goal is to bring those options to the Board of Regents by the end of the year so they can start some shovel ready work at the beginning of 2019.

Board President Powers stated any type of infrastructure improvements that are identified and determined to be beneficial would be made using funding from a source that would be repaid through the guaranteed savings. The College does not have to borrow any money, it is all done through a time proven process that has been used around the State for other projects. Some may not be infrastructure, some may be behavioral modifications.

President Bailey stated the College will put some common sense into this when making changes. This College spends on average, in a given year, about \$800,000 in utilities. The idea of infrastructure improvements that could save 20%, 30% or 40% is staggering. If you think about what it can do for this College long term where we are making the infrastructure and behavioral modifications, it would put the College in a much stronger fiscal position going forward.

D. Employee Classification Policy

President Bailey asked Donna Castro, Director of Human Resources to address the Board of Regents. Ms. Castro stated the College is working on the CBA for staff and also in the process of revising all of the personnel policies and procedures. Ms. Castro felt this was the best place to start by defining all the employee classifications so it is clear for all the employees and for the College where all the groups fall. The College added four classifications, the at will classification, the interim student and term employee. One of the reasons for adding the student classification in the staff handbook is to clarify the student status. Historically, the College has classified student employees as part time employees and they have been paid taxes they were not responsible for and the College had been paying benefits it did not need to pay. Interim status will allow the College to hire on an emergency basis without going through the recruiting process. That classification would have to be approved by the President. The at will, directors and employees who report to the President and the Vice President will now be at will employees and this allows both sides to terminate the contracts at any time for reason or no reason. Keep in mind, termination has to be legal, you cannot terminate someone for a discriminatory reason because they would then have recourse. The term appointment is especially important for the grant funded employees. The College did not have this classification and the College needed the employees that were hired under grants or in a terms position to understand that when their funding goes away their position goes way. This was important to clarify, they are not eligible to be on a layoff roster and they are not eligible to grieve their employment at the end of the grant period when the funding is over.

Regent Ortega stated he remembered something from his past classifying permanent position, the word permanent versus regular full time. Regent Ortega asked Ms. Castro to comment on this. Ms. Castro stated, permanent, classified and non-classified are very old terms that they used to use and now the classification is regular status. Now the employee will go to regular status when their probationary period is over. That is what this defines. One of the things that will need to be discussed later is employees on regular status. Right now, those employees are still subject to the annual renewal of the contract. As the policies are revised, we will have to keep this in mind if we decide to make any changes.

Regent Ortega asked when this would take effect for the at will employees. Ms. Castro stated that she would recommend this be effective July 1 when the College issues the new contracts. This was another basis for having this done before July 1 because now every contract will have to be written or each classification will have to be written specifically.

Board President Powers stated he assumes this is similar to other institutions of higher education operating in the State of New Mexico and asked if this is correct. Ms. Castro stated Eastern and Highlands is almost identical to this policy. UNM and NM Tech are a little bit different to where the at will status, they are at will employees but the contract has to be renewed July 1. They have that time during the year, pretty much what the College's other employees have now. Regarding Western, the College tried talking to their Human Resources Director and they are very confused right now, they are going through transition so they are not sure what their employees are. It is different as the College looked at employees throughout the entire nation. UNM and Tech write their contracts on an annual basis so they are subject to renewal every year. Board President Powers stated they have a lot of grant money because of all the research they do. Ms. Castro stated this is true and one of the reasons why the College decided to mimic Highlands and Eastern is because if you look at some of the bigger schools they have many employees in every department, here at Northern we have so few, we do not have people that can carry on. If we needed to not renew a contract there are not people who can step in until the beginning of the next fiscal year. Board President Powers stated this makes sense and asked if there was any further discussion.

Regent Ortega moved to approve Employee Classification Policy. Second – Joshua Martinez. Motion passed unanimously.

VIII. STAFF REPORTS

A. Vice President for Finance & Administration

1. Audit Update

Ricky Bejarano, Vice President for Finance & Administration stated with the regular audit, the College will go out to RFP and the audit required substantially more work than had been bid and the College was fortunate to get actually a very cost-effective rate this year which was not sustainable for the firm. REDW will be rebidding but it will be open to bid. This will be out and published by the end of the week.

Mr. Bejarano stated with other audits there is a tiny bit of work the McCard Firm has to do on certain transactions. There were different types of transactions and they will be reviewing those. So far, they have not let Mr. Bejarano know there is anything to worry about, at least they have not let him know there is anything to worry about. Hopefully with the end of that, the forensic reviews will be done.

Mr. Bejarano stated with regard to the regular audit issued in March, the College had 48 findings, some duplicated because they were reported on the federal side and on the regular audit side. If you go to the State Auditor's website it shows 66 but about 20 are duplicates.

2. Fiscal Watch Report

Mr. Bejarano stated the Fiscal Watch Reports were reviewed in the Finance Committee. Regent Powers stated it was reviewed and the College is now three quarters complete for the fiscal year and the College is in a good fiscal position to end the year and to move into next year. The College will see how it looks. Mr. Bejarano asked the Board of Regents to approve the financials for the month of March. Board President Powers asked for a motion to approve the Fiscal Watch Report.

Regent Joshua Martinez moved to approve Fiscal Watch Report as presented. Second – Regent Ortega. Motion passed unanimously.

3. BARs

Mr. Bejarano stated at this point the College is down about 100 BARs from last year which is much due to Alexandra Williams and Evette Abeyta's work. Mr. Bejarano thanked Ms. Williams and Ms. Abeyta. The BARs are primarily realignment, moving from one object code to another. Mr. Bejarano asked the Board of Regents approval of the BARs. Regent Powers stated it was reviewed and nothing rose to a level of concern. This is a living document and they start out in one form and by the time you get to the end of the year they could be considerably different. Board President Powers stated there have been continual declines in the number of BARs so that means the living document we are starting with is a better document than previous years. Board President Powers stated he would entertain a motion to approve the BARs.

Regent Ortega moved to approve the BARs. Second – Regent Joshua Martinez. Motion passed unanimously.

4. FY19 Operating Budget

Mr. Bejarano stated he would like to go over some items, the Budget is 119 pages long, the format is required by the Higher Education Department and the College is required to do an estimate of actuals. These are conservative estimates meaning revenues were projected low and expenditures were projected high. The College took a very conservative approach hoping in the end the actuals for expenditures will come in low and revenue will come in high. The College estimated for the FY19 budget a flat enrollment, which is also conservative as well as for the summer. There are no tuition increases which was one of the goals in developing the budget. Departments were asked to submit flat budgets. Mr. Bejarano thanked the Provost because he held the line with his departments. That does not mean they wound up flat because there were some things Mr. Bejarano will discuss later that the College had to do an infusion of money for but the submissions were all flat. There was a 2% cost of living by the Legislature, the College was funded about \$148,000 for that comp package but it was not enough so the College will be a little short and it will be made up somewhere else. The budget also anticipates a 3.5% vacancy rate. The College has been holding a higher vacancy rate but it has to start filling positions. The budget was written with a plan to maintain a healthy reserve. At this point, the goal this year was the required 3% fund balance reserve and next year 5%, and then incrementally adding so the College can get to 7% and 10% as a status quo. There are a number one-time expenditures that should be pointed projected for FY19 as well actual for FY18: Forensic Audit - \$100,000-\$130,000, Banner 9 – the College budgeted money but will need to spend what it needs to spend for implementation, leadership and communications training for \$30,000, temporary staffing a good portion went for the Foundation - \$53,900, Banner Security Analysis - \$28,000, IT firewall and secure Wi-Fi - \$70,000, Banner training for staff - \$50,000, Implementation of Banner budget module training - \$30,000, assessment of understatement of capital assets – \$25,000.

Regent Powers stated the majority of this are things the College is doing to address some of the deficiencies in accounting reports the College has had over the last year. Mr. Bejarano stated hopefully these are one time but there are other things that will come up.

Mr. Bejarano stated some of the major budget challenges need to be brought up. Risk premiums increased \$40,100 and the College anticipate another increase in FY19, a 7.4% in medical premiums and 5% in dental premiums. The College added \$180,000 for accreditation and library data bases, software, etc. It was

important to address academic needs that were not done in the past. Regent Powers asked all in all, the additional funding the College is putting into Academics is what. Mr. Bejarano stated approximately \$180,000 was added to academics. Mr. Lopez stated the College is adding 2 full time faculty positions, this was a requirement because of full time faculty to student ratios. The College is expanding summer capability in terms courses because students are no going to be able to use their Pell Grant for the summer courses. The College also needs to expand the number of courses in the developmental courses. Others are inflationary items. Regent Powers stated this is great and this is where the money should be spent – academically. This is nice to hear the College is expanding in the Academic side.

Mr. Bejarano stated Athletics did receive \$100,000 in RPSP money. Mr. Bejarano is happy to report the College has all but eliminated the I&G transfer. The \$100,000 went towards replacing that and the College is moving scholarships into financial aid and bringing them into the Athletic Budget. Overall, the Athletic budget was reduced by \$51,187 projected for this year. Regent Powers stated most people are probably aware of the stories that have been published about UNM athletic budget. Unfortunately, all the focus on that has bled out into some of the other institutions. The College does not have that kind of issue but were doing some things in budgeting and financing that HED and the LFC found to be questionable or unacceptable in their eyes. There have been a number of meetings with both agencies that oversee the College and the College has structured this year's budget to comply with their wishes completely and we believe this is important going forward. The College has contacted other institutions regarding what they are doing to make sure we are consistent and they are doing the same. Mr. Bejarano stated this is an area where Northern is leading. We will see much more in the future but he does not think Northern will be there with the list of institutions.

Mr. Bejarano stated there is an announcement for a Comptroller and this is a higher level accountant who will start June 1. The College took existing positions and converted them to create these two positions. Obviously, you have to increase in pay for that caliber and because of our current situation. The College is adding \$89,000 to the budget for salary and benefits.

Mr. Bejarano stated the College is also adding Ellucian Mobile at \$12,700. Regent Ortega asked what this was. Dr. Lopez stated this is the company that developed Banner but at this point they have a mobile application that will allow the College to have student records, student services on the phone and student services on the phone. The College can send early alerts and it will move the College to new technologies.

Mr. Bejarano stated the External Audits need to be budgeted for what the increases are going to be and this years and it has been beefed up to \$38,000 for the external audit and it will go up most likely from the Foundation. Board President Powers stated this was put in the budget one time because the Board of Regents hopes that in the future as the College gets this system tightened up, the audit costs will decline back to more normal levels. Mr. Bejarano stated this is the College's hope.

Mr. Bejarano stated that basically moves the Board of Regents to the budget itself and there are some tweaks, there are more editorial things that need to be done but overall the budget is obviously a long boring document. The tweaks that will come are the numbers that did not carry over in the system but didn't affect the bottom line where there were not certain totals total out yet the carry-over was correct. There were some weird things like that.

The thing Mr. Bejarano would like to point out that based on the auditor's recommendation, he does not recall the College receiving a finding for this but this Board is required to approve expenditures the College pays on behalf the Foundation. The College would like a separate approval specifically for the Foundation so the College is in good standing with the audit this year. Board President Powers stated just for clarification

the Foundation is a unit of the College, their existence is to benefit the College and the Board of Regents had to do this and Board President Powers had to sit in on the exit conference for the audit as well. The new auditors have added some requirements that are probably overdue. Mr. Bejarano stated the requirements were there all along, they were in the audit but were not being caught by the auditors. Mr. Bejarano stated with this, he stands for questions.

Board President Powers stated he would like to thank Mr. Bejarano and Ms. Abeyta for doing such a great job. The Board of Regents is seeing it today but this did not just happen overnight. It is a lot of work to get to this point and there are some major shifts of how the College is doing things going forward in FY 19 versus how the College has done it in previous years. Board President Powers thinks they are healthy changes and is very excited about the new budget and very excited it could be done without having an increase in tuition and fees. When saying tuition and fees, there needs to be a caveat that there may be some fees that are those passthrough fees that the College is passing through costs (ex., Nursing), some fees may be adjusted but the ones that are the Colleges fees, they will not be changing as well.

President Bailey stated he would like to echo Regent Powers appreciation to Mr. Bejarano, Ms. Abeyta and Ms. Williams for their work. This is still a work in progress. Several years ago, the budget was done in a vacuum and it did not serve the College well. Last year, Provost Lopez on the Academic side hosted a forum with the faculty and academic staff and really worked on creating priorities together. This year the College did the same this between faculty and staff dialogues. It was better than last year but there is more that can be done better, especially on the nonacademic side. This will continue to be refined. The other thing President Bailey would like to do next year, early in the Process, President Bailey stated he would like to invite the public for input. This is being refined but the College is working in an era to have these dialogues more openly.

Mr. Bejarano stated he has one more item Ms. Abeyta pointed out. The Governor vetoed \$1.25M of Capital Outlay, this will have impact but Andy Romero, Facilities Director and staff are doing their best to keep things going. The President and Provost will be going before HED for Capital Outlay meetings to get it back and get things moving forward from the end of FY19.

Regent Ortega thanked Mr. Bejarano and he knows how difficult this is to do. He appreciates the effort and it is pretty impressive because there is so much that goes into these. Trying to maintain costs and hold the line is difficult thing.

Regent Powers asked for further questions, comments, discussion from the Board of Regents.

Regent Powers stated this budget is due to HED on May 1 and from there they have to give the College an approval. Ms. Abeyta stated last year the College received the approval in late June. Regent Power stated expenditures would then start on July 1 as intended. Mr. Bejarano stated there will be two approvals needed and the BARs that accompanies it.

Mr. Bejarano stated the following approvals are needed:

1. BAR that goes to HED
2. Overall Budget
3. Expenditures specific to the Foundation

Regent Joshua Martinez moved to approve the BAR that goes to HED that aligns the 2018 budget to estimated actuals that will be submitted to them. Second – Regent Ortega. Motion passed unanimously - 3-0.

Regent Ortega moved to approve the General Operating Budget for FY19. Second Regent Joshua Martinez. Motion passed unanimously - 3-0.

Regent Joshua Martinez moved to approve expenditures specific to Foundation. Second Regent Ortega. Motion passed unanimously – 3-0.

Board President Powers asked if the Board of Regents would like to take a quick break before the Provost's presentations. The Board of Regents agreed. **The Board of Regents recessed at 9:24AM and reconvened at 9:35AM.**

B. Provost and Vice President for Academic Affairs

1. Update on HLC Interim Report

Dr. Lopez reviewed the report provided to the Board of Regents (attached). Two years ago, around this time in April of 2016 the College had a reaccreditation visit by the Higher Learning Commission. The outcome was that the College was reaccredited for ten more years but required to submit an interim report in December of 2017 to address four concerns. The College submitted the report which the Board of Regents reviewed and Dr. Lopez highlighted the main points. Page four - findings - the first core component or criteria where they wanted the College to report was Component 3.A pertaining to scholarship institutional learning goals. The outcome of that one is evidence demonstrated adequate progress in the area. This is the best possible rating. The other ones received the same rating. This is Core Component 3.6 pertaining to sufficiency of faculty members. In this one evidence demonstrates that further organizational attention is required in the area of focus. This is really important in what the Board of Regents did in passing the budget because through the budget this is addressing the concerns of the HLC. The College will need as it continues moving forward to make sure if any program is added the faculty resources are there. That has to be an institutional commitment. The next Core Component is 4.B pertaining to co-curricular assessment and the last one is Title IV standards regarding student default rates. In both of these you will see if you go to the conclusions (page 7), it is evident that NNMC has undertaken solid efforts to resolve issues described in the 2016 team report. The College has made progress in all areas. Dr. Lopez stated what is important is page 8, the HLC will not require additional reporting on these topics, however, the institution must give continued attention to faculty hiring, co-curricular assessment and student default rate. It is likely that the HLC review team conducting the 2019-2020 assurance review will examine these matters further. It is really important the College continues doing what it is doing right now in terms of faculty retention. The fact that the new CBA has been passed brings much more certainty to the faculty position. The salary increases approved through the CBA will help the College retain faculty members. Student default rate, the department of financial aid

has done an enormous strategic effort to bring the default rate. You can see that every year, the College has gone down. Co-curricular assessment has not been done before but the College has a very energetic team working on these issues and this summer there will be a second retreat on this and Dr. Lopez feels very comfortable when the visit takes place in 2019-2020 the concerns will be covered.

Board President Powers stated he has a question not so much on the report but on the open pathway assurance, the open pathway process the College is in, are other institutions in the State in the same position

do all use it or some not? Dr. Lopez stated the College was the only four-year institution in a different area, AQIP and that is why the College insisted in Academic Affairs that it move towards open pathways which is a more traditional pathway for four-year institutions. AQIP is really for community colleges.

President Bailey stated, in giving credit to Carmella Sanchez, Director of Institutional Research. The opportunity to move into open pathways is a direct result of how strongly the College performed during this last visit. The fact that they gave us an opportunity to choose between open, standard and AQIP showed their level of confidence in the College. The open pathways track puts the College in a position where it is self-motivating and self-assessing. We are going to have this four-year assurance argument we are going to put together; the wheels are already in motion for this and the College has joined their fellow members in the CUP.

Dr. Lopez stated he wanted to make one last comment because there were some mistakes in some public forums months ago where people thought that the accreditation was in jeopardy. Accreditation has never been in jeopardy, the fact that the College was allowed to choose its accreditation pathway is testimony to the fact the College is doing a great job in terms of academic quality. The College has never been under the threat of losing accreditation.

Board President Powers stated the way he reads it the College is on solid footing and there are areas the College needs to devote a little bit of attention to and he is comfortable that the College is doing so. Dr. Lopez stated accreditation is a continuous improvement process. This is good and the College wants to know.

Regent Ortega stated this looks good.

2. Out of State Travel

Dr. Lopez stated this is a request to approve Out of Country travel for Assistant Professor Dr. Rianan West. Dr. Lopez asked Dr. West to join the Board of Regents Meeting and give a brief description of her travel to the Bahamas. Dr. West stated this research is following up on her previous established work and she has funding for fellowship for two students through New Mexico INBRE that pays their salary. That opportunity is made available to them to encourage retention in STEM fields. These are young students, early on in their career and research indicates that involving students in research in the field early will increase retention. They will be doing ecological research at a field station run by the University of the Bahamas on San Salvador Island. They will be looking at fish on an interior lake and when the return they will be presenting their research at the New Mexico INBRE forum. Board President Powers asked that the students come to the Board of Regents Meeting to present directly what they did. President Bailey stated this College has gone through a transformation in the last ten years, the amount of, if you look at summer undergraduate research opportunities, it has gone up 1700% and it shows the value in undergraduate research opportunities. Regent Ortega asked Dr. West how long she would be there. Dr. West stated she is proposing 21 days, there is some variance depending on how much flights cost and to maximize the money they have.

Regent Powers asked if this was in the Budget. Dr. Lopez stated it was in Grants and it would be out of Grants and not I&G. Regent Powers entertained a motion to approve out of country travel. Dr. Lopez recommended approval by the Board of Regents.

Regent Ortega moved to approve Dr. West's travel to San Salvador Island to perform ecological field research. Second – Regent Joshua Martinez. Motion passed unanimously – 3-0.

IX. PUBLIC INPUT

Regent Powers asked Ryan Cordova, Athletic Director to address the Board of Regents. Mr. Cordova thanked the Board of Regents for allowing him to address them. Mr. Cordova stated he wanted to visit in regards to the budget that was just passed. While he is glad to help Northern New Mexico College and Athletics is happy to help Northern New Mexico College, he was very proud they were able to lobby at the State and obtain an additional \$100,000 for Athletics as that was the goal when they started out going in asking for nothing and came out with \$100,000 and he is really proud of that. The College is also trying to build on the strategic plan of enrollment, student success, communication and team spirit and in his opinion, Athletics is one program on this campus that really meets all four criteria as far as trying to build the enrollment, bringing team spirit to the campus, to be able to communicate both regionally, nationally and even within the campus and then the student success with graduation rates at around 40%, 53% on the men's basketball side, which he is extremely proud of as well as maintaining at least 75% of the student athletes being New Mexico students. Mr. Cordova can guarantee not one other institution in the State cannot say that.

Mr. Cordova stated the only thing he wanted to address, he knows they got the \$100,000 and they are going to be cut just about \$51,000 this year, so this will be \$151,000 again which he is really proud of. \$151,000 that the College will not be putting into Athletics as they have in the past. That equals about 22% of the budget. However, on the positive side, what they are able to do with that money is to be able to put it into the academic side and for them to meet some of the criteria with HLC and the requirements they have for us. Mr. Cordova stated in Athletics we call that an assist, especially in basketball. Mr. Cordova stated it is his professional duty, just to caution the Board of Regents and the President and the Administration, one of the areas we are having to cut is the Athletic Trainer position. The College's Athletic Trainer has resigned and Athletics has discussed making this a position that would be season and what Athletics could probably get with this is it wouldn't be able to be at practices, it wouldn't be able to be at a lot of things like weight lifting and individual workouts. Mr. Cordova stated he wanted to caution the Board of Regents in regards to the liability that it puts back on the College. Mr. Cordova stated if he didn't bring that to the Board of Regents attention he would be doing an injustice. He is sure he could make it work although he has tried, he has had this discussion with the Vice President and he informed Mr. Cordova and if we make an adjustment it is going to have to come out of the Athletic budget which Mr. Cordova stated he could reasonably understand. There is just no more to take out of the Athletic budget. Mr. Cordova stated he wanted to caution the Board of Regents that that is one of the areas that saves us quite a bit of money and they will do what it takes to work but he does want to caution the Board of Regents with the liability that it will put back on us.

Mr. Cordova thanked the Board of Regents for the opportunity.

Board President Powers stated Mr. Cordova might want to introduce his assistant. Mr. Cordova introduced Gabriel Martinez, his assistant. He is a graduate with a Business Degree and has served as Student Senate President for a year at which time it was really frightening as far as the Student Senate. He graduated with honors at the College and a New Mexico Honors Scholar at the Legislature. Mr. Cordova stated he is very proud to have Gabriel as an Assistant Coach and an Assistant AD.

Board President Powers called Mr. Tim Crone for public input. Mr. Crone stated he would like to thank the Board of Regents for approving the CBA and Mr. Crone thanked Dr. Lopez, Donna Castro, Geno Zamora and Dr. Lori Baca. Shane Yutz was their attorney as well as a national representative, Tim Crone and Jee Yung, Veronica Martinez and Pam Lepcevic. We first organized NFEU, Northern Federation of Education Employees, we lost collective bargaining briefly in 1999 and was restored in 2004. We held representative elections for full time faculty, staff and adjunct faculty. They essentially represent every employee that can be represented

under the CBA. There were some rough times in their relationship with the institution. Mr. Crone stated he is very gratified toward the end of his career here at the College that we finally have a really effective CBA. The beauty of collective bargaining is that it is a very democratic process and we become full partners in seeing that this institution improves, grows, becomes what it can be. We reached a high point as a community college in 2008 and we are headed in the right path. Mr. Crone just wanted this opportunity to express his appreciation to the Board of Regents.

X. EXECUTIVE SESSION

Board President Powers stated that he would entertained a motion to enter into Executive Session.

Regent Ortega moved to enter into Executive Session for limited personnel matter matters related to hiring, promotion, demotion, dismissal, assignment, resignation, investigation or consideration of complaints or charges against an employee pursuant to pursuant to NMSA 1978 Section 10-15-1(h) to discuss the matters listed on the Agenda. Regent Powers stated it would be specifically to discuss the President's Contract. Second – Regent Joshua. Roll call vote was taken: Board President Powers – yes, Regent Ortega – yes, Regent Joshua Martinez – yes. Regent Powers stated this is approved 3-0 and hope to finish expeditiously. The Board of Regents entered into Executive Session at 11:10AM.

XI. POSSIBLE ACTION ON EXECUTIVE SESSION

Regent Ortega moved to return from Executive Session and back into regular session and limited discussion to those items listed on the Agenda and no decisions were reached. Second – Joshua Martinez. Roll Call vote - Board President Powers – yes, Regent Ortega – yes, Regent Joshua Martinez – yes. Motion passed unanimously – 3-0.

XII. ADJOURNMENT

Regent Powers stated he would entertain a motion to adjourn.

Regent Joshua Martinez moved to adjourn. Second – Regent Ortega. Motion carried unanimously. The Board of Regents Meeting adjourned at 11:12AM.

APPROVED:

Kevin F. Powers, Board President

Dr. Robert Rhodes, Vice President

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS SPECIAL MEETING
MAY 13, 2018**

I. CALL TO ORDER

A Special Meeting of the Board of Regents of Northern New Mexico College was held on Sunday, May 13, 2018, in the Boardroom of Northern New Mexico College, Espanola Campus. Regents present: Kevin F. Powers, Damian Martinez, D. Chris Ortega, Joshua Martinez, and Dr. Robert Rhodes (all via Conference Call). Board President Powers called the meeting to order at 1:03PM.

Northern New Mexico College staff present: President Richard J. Bailey, Jr.; Chris Trujillo, IT; and Amy Pena, Executive Assistant to the President and Board Secretary.

Others present: Jake Arnold

II. APPROVAL OF AGENDA

Regent Robert Rhodes moved to approve the Agenda as published. Second – Regent Joshua Martinez. Motion passed unanimously. Five in favor, none opposed.

III. EXECUTIVE SESSION

Board President Powers entertained motion to enter into Executive Session

Regent Damian Martinez moved to enter into Executive Session pursuant to provisions of NMSA 1978, Section 10-15-1(H)(2)(5)(7) & (8) which includes threatened or pending litigation subject to the attorney-client privilege in which the College may be a participant. Second – Regent Ortega. Board President Powers stated the matter listed under Executive Session is pending litigation. A Roll Call Vote was taken. Board President Powers – yes, Regent Rhodes – yes, Regent Martinez – yes, Regent Joshua Martinez – yes, Regent Damian Martinez – yes. Motion passed unanimously. The Board of Regents entered into Executive Session at 1:07PM. Board President Powers stated he hoped to finish Executive Session within 15 minutes.

IV. POSSIBLE ACTION ON EXECUTIVE SESSION

Board President Powers stated he would entertain a motion to return from Executive Session.

Regent Rhodes moved to return from Executive Session and stated that no matters were discussed in Executive Session that were not indicated. Second – Joshua Martinez. A roll call vote was taken – Board President Powers – yes, Regent Rhodes – yes, Regent Joshua Martinez – yes, Regent Damian Martinez – yes, Regent Ortega – yes. Motion passed unanimously.

The Board of Regents returned from Executive Session at 1:30PM

Regent Damian Martinez moved that the Board of Regents authorize President Bailey to negotiate a settlement as those terms discussed in Executive Session with the help of counsel in the Monument Matter. Second – Regent Ortega.

The Board of Regents authorized President to complete the action that settles the Monument case as outlined and agreed upon in Executive Session.

A Roll Count Vote was taken. Board President Powers – yes, Regent Rhodes – yes, Regent Joshua Martinez – yes, Regent Chris Ortega – yes, Regent Damian Martinez. Motion passed unanimously.

Board President Powers stated all five members voted in favor of the motion. Regent Powers thanked everyone for attending the meeting and for calling into the meeting. Regent Powers also stated the Board of Regents prefers not to do these meetings in this way and this was a time sensitive matter that needed attention and he appreciates everyone attending.

X. ADJOURNMENT

Regent Powers stated he would entertain a motion to adjourn.

Regent Rhodes moved to adjourn. Second – Regent Ortega. Motion carried unanimously. The Board of Regents Meeting adjourned at 1:36PM.

APPROVED:

Kevin F. Powers, Board President

Dr. Robert Rhodes, Vice President

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
MAY 29, 2018**

I. CALL TO ORDER

A Regular Meeting of the Board of Regents of Northern New Mexico College was held on Tuesday, May 29, 2018, in the Boardroom of Northern New Mexico College, Espanola Campus. Regents present: Kevin F. Powers, Dr. Robert Rhodes (Via Conference Call), D. Chris Ortega (Via Conference Call), Joshua Martinez (Via Conference Call), and Damian L. Martinez (Via Conference Call). Board President Powers called the meeting to order at 10:33AM.

Northern New Mexico College staff present: President Richard J. Bailey, Jr.; Ricky Bejarano, Vice President for Finance & Administration; Ivan Lopez Hurtado, Ph.D., Provost and Vice President for Academic Affairs; Evette Abeyta, Budget Analyst, Donna Castro, Human Resources Director; Zeke Parra, Grant Writer; Sandy Krolick, Creative Director, Communications & Marketing; Chris Trujillo, IT; Andy Romero, Director of Facilities; Shari Jobe, HEP Director; Cheryl James, Grants Manager; and Amy Pena, Executive Assistant to the President and Board Secretary.

Faculty Present: Ellen Trabka.

Others present: Rio Grande Sun; and Jake Arnold

II. APPROVAL OF AGENDA

Board President Powers stated there is one modification on the Agenda, Executive Session, Item 3, Threatened or pending litigation subject to attorney/client privilege, Monument, this item is not needed. The Board of Regents will only need to go into Executive Session for Collective Bargaining Guidance.

Board President Powers took roll call for the meeting to know who is present: Dr. Robert Rhodes – present, D. Chris Ortega – present, Board President Powers – present in person. Regent Damian Martinez and Regent Joshua Martinez were not in attendance at this time.

Regent Ortega moved for approval of the Agenda with the Monument Case, Item 4, Subsection 3 removed. Second – Regent Rhodes. Motion passed unanimously – 3-0.

III. PUBLIC INPUT

Board President Powers stated there is public input but Ms. Shari Jobe, HEP Director will speak later in the meeting.

IV. VICE PRESIDENT FOR FINANCE & ADMINISTRATION

1. Summer Hearing Packet

Ricky Bejarano, Vice President for Finance & Administration called Andy Romero, Director of Facilities to address the Board of Regents. Mr. Bejarano stated Mr. Romero put this together with his staff and should be commended for all the work. The primary reason for this Special Meeting is the College has a submission due

to the Higher Education Department (HED). As the Board of Regents recalls the Capital Outlay was vetoed by the Governor this past session.

Regent Ortega asked for deadline to submit. Mr. Romero stated on Summer Hearings – June 1, 2018, on Bond C June 11, 2018. Mr. Romero reviewed the Summer Hearing Projects (attached).

Mr. Romero stated the College is asking for \$1.855M for this year's summer hearings and what is included is two projects. One project is infrastructure building and grounds repairs and sustainability - campus wide which will include lower AD building restroom renovations. This will be Phase II, the College already did renovations on the GE to Administration building last year, the College did not have enough to do the lower downstairs portion and this is what the College is asking on Phase II. The GE Building as well, there was a science lab renovation, the College is asking for Phase II because there was not enough money and the College would like to do another 2-3 labs if it receives appropriation for this money. The rest of it will be campus wide, it will be retaining walls that are adjacent to the parking lots. One side is on the north side of the Administration Building and the other part is on the south side of the Center for the Arts. Another campus wide project will be the exterior painting and stucco of some of the buildings. The painting is going to be with all the brick or block buildings which is the VE, Metal Trades, Library and General Ed Building. The stucco repairs will be on the Center for the Arts. This will be Phase II and the College is asking in the Phase I part, which is Bond C, that the College is going to do the highest portions of the Center for the Arts because there has been some bulging and the structure is coming apart and a portion of the stucco has fallen off. The College is addressing this on Bond C but the College is going to ask for the rest of the building to be finished just because there is not enough money to do both in one setting. Campus roof repairs, the College will be doing roof repairs in the Johnson Control Building and any others (Library), the Gym will also be redone.

Board President Powers stated Joshua Martinez has joined the Board of Regents Meeting.

Mr. Romero stated the bleachers will be redone, the old bleachers are made out of wood and there is some difficulty with them as well as they are not ADA compliant and there is not a hand rail. The fire alarm upgrade will also be done, this will be a Phase II. The College will come in on Phase I with Bond C to get as much done as possible. The College needs to make sure the buildings are safe for everyone. This is going to cost about \$830,000 or so but it is really needed.

For Project II the College is asking for extensive modification of the Education Building for Early College High School Initiatives. This project is going to initiate the College to do an addition to the Teacher Education Building. The College is asking for \$3M for this and it is to help house the Early College High School. The initiative will be to support the partnership with the Espanola Public Schools Districts and Pojoaque Public Schools.

Mr. Romero stated this is the summer hearing packet and asked the Board of Regents if they had any questions.

Regent Rhodes asked if the College is looking for severance or GO Bond money. President Bailey stated because the GO Bond Money is Bond D. This is what the College went to the hearings for was Bond C which the Governor vetoed. This is severance bond. Regent Rhodes stated sometimes they have you present your GO Bond during these hearings so they will know what is coming up.

Kevin Powers stated this year, given the price of oil production seen around the State there is some anticipation that there could be some enhanced severance tax bonding capacity and the College has a good chance of getting some of this and some of this would make up for the loss of GO last year.

Board President Powers stated the Audit, Finance, Facilities Committee heard this presentation in detail on Friday and they are certainly supportive of it.

Regent Ortega asked how confident the College is if it does get the money that it will complete the projects.

President Bailey stated 3 of the 7 items in the first project the College was already ready for but the Governor did the line item veto. The College is highly confident it will complete these projects and Facilities already received initial quotes to establish ballpark figures. Once these are approved, the College will give detailed project reviews in their monthly forum. This is the Colleges overall summer hearing request and they will be broken down individually.

Regent Powers entertained a motion to approve the Summer Hearing Packet as presented.

Regent Ortega moved to approve the Summer Hearing Packet as presented. Second – Regent Joshua Martinez. Motion passed unanimously – 4-0.

2. Bond C

Mr. Romero presented Bond C (attached to the Board of Regents). These are projects the College is asking HED to approve the projects for money the College has already received. Mr. Romero stated the College has 3 years to use this money. Mr. Romero stated the he first project is the Emergency Notification System. This is campus wide and is to help to keep student safe (bomb threat, shooter, etc.) and there will be speakers in every building and there will be speakers on the exterior of the buildings. What this is, is it gives a voice alarm of what the initial situation is and what the emergency is and the voice command will instruct everyone what to do. The College had it in the past and it was hit by lightning and the College needs to get this back with all the problems going on in the world. This will be campus wide for the Espanola Campus.

Mr. Romero stated project two is the Fire Alarm Upgrade. This is phase one, the College is putting \$228,000 into this, the second phase is \$800,000. What will happen in August/September the ADA laws have changed for this to have voice commands. All buildings must have voice command and horns are no longer to be used. The strobes need to be changed and to go to voice command. The College is trying to get everything set up so the College does not have to worry about where to get the money to do this

Mr. Romero stated project three is the CFA building, exterior wall stucco repair. This is phase one, the College is asking for phase two on the summer hearings. This is the higher part of the CFA Building. This is where a section of the plaster fell off a year and a half ago and the repair is dire. If the College receives the money in the summer hearings, the College will continue to do the rest of the building because it is structurally falling apart and the College needs to make sure this building is safe for everyone.

Mr. Romero stated project four is the AD patio concrete repairs. The College has a lot of cracked concrete and concrete which has disintegrated. By doing this project there will not be any more problems with leaking into the building and ceiling tiles falling. This is going to cost \$230,000 to complete.

Mr. Romero stated the fifth project is going to be the High Tech Building. It is going to be a reroof project.

Mr. Romero stated the last project is Jaramillo Hall at the El Rito Campus. The College needs to make sure the adobes will not fail. The College knows it is not using El Rito but it must preserve the buildings.

Mr. Romero stated the six projects will total \$1M for Bond C.

Regent Rhodes asked on the Emergency Notification if there is any way people can register themselves. Mr. Romero stated the College can look into extending into this. President Bailey stated starting this fall the College will have an App that will also have emergency notification on it. Dr. Rhodes stated at the Junior College they have something called RAVE for emergency notification and sends out a text to anyone who is registered.

Regent Ortega stated he was looking at the bids and asked if they are still good. Mr. Romero stated they are.

Board President entertained motion to approve the Bond C list as presented.

Regent Joshua Martinez moved to approve the Bond C list as presented. Second – Regent Rhodes. Motion passed unanimously. Motion carries 4-0.

Board President Powers thanked Mr. Romero for his work on this.

3. Resolution – Century Bank Signatories

Mr. Bejarano stated he would like to add Dr. Ivan Lopez Hurtado as a signatory on the Bank accounts. There are occasions when the President is out and during this time the College would like the Provost to be able to sign on the accounts.

Board President Powers stated all three resolutions were all covered at the Audit, Finance and Facilities Committee Meeting on Friday and there were a few modifications and they have all been changed.

Board President Powers entertained a motion to approve the resolution to add the Provost to the signature card for the Century Bank Accounts.

Regent Ortega moved to approve resolution to add the Provost to the signature card for the Century Bank Accounts. Second Regent Rhodes. Motion passed unanimously – 4-0.

4. Resolution – President's Discretionary Account

Mr. Bejarano presented the Resolution for the President's Discretionary Account. The College needs approval to create a separate account and put that money (\$35,000) in the account.

Regent Powers stated this resolution was reviewed at the Audit, Finance and Facilities Committee. Mr. Bejarano stated there was one addition that was presented by the Finance Committee to issue and that was to add that we would issue additional guidance that specifically enumerated allowable and nonallowable disbursements, which is unusual for a discretionary fund but it makes it more transparent and a little bit more restrictive. Regent Rhodes stated this is good and another thing the College does not want to get in trouble over. Board President Powers stated this was vetted over various parties who oversee the Colleges finances to make sure this is the best practice the College can do.

Regent Powers would entertain a Motion to approve the Discretionary Account.

Regent Rhodes moved to approve Resolution for Discretionary Account. Second - Joshua Martinez. Motion passed unanimously. Motion carries 4-0

5. Resolution – Procurement and Pertaining Resolutions

Mr. Bejarano reviewed Resolution to adopt the Procurement and Pertaining Regulations, although the College is subject to the State Procurement Code, the College has to follow it statutorily but the College gets a lot of exemption from the regulations. Mr. Bejarano read the Resolution and Memo to the Board of Regents (attached). Mr. Bejarano and Cheryl James met with the person overseeing the College on the Federal Audit Level and Ms. James did a great job on that call. Mr. Bejarano thanked Ms. Cheryl James for her assistance with this and participation in the conference call. This essentially places the College at a higher level of oversight. This would be the best practice to follow for the College considering the situation it is in.

Regent Powers stated the Audit, Finance and Facilities Committee discussed this at length and in terms of the resolution, the language was beefed up a little bit and the last sentence where the Board of Regents is hereby repealing any policies, procedures or other guidance that was issued by the College for whatever period of time that it would have been done that would have altered or come into conflict with the State Code. This makes it much easier for the College to comply and what they need to comply with in terms of procurement. It removes any kind of stigma that the College is trying to circumvent State Procurement Regulations.

Regent Ortega stated he whole heartedly supports this. There is so much you hear about people bending the rules regarding procurement and this locks it up and if the College follows this it is in good shape. He asked if Mr. Bejarano was going to send this out to everyone and how the College will be doing business going forward. Mr. Bejarano stated this is the next step and the College is going to align itself to the statutes and regulations. Regent Ortega stated this is good and thanked Mr. Bejarano.

Board President Powers stated pages 110-304 is the portion of the packet that pertain to this.

Board President Powers entertained a motion to approve this Resolution.

Regent Ortega moved to adopt the Resolution pertaining to Procurement Regulations for Northern New Mexico College including all regulations published and made to that in the future. Second – Regent Rhodes. Motion passed unanimously – 4-0.

6. College of Nursing and Health Sciences and GIS Course Fees

Mr. Bejarano stated this is an increase in fees to cover costs and is not an increase in tuition or a method to generate additional fees. All this does is allow the College to recoup what the College's payout is. Mr. Bejarano stated Dean Trabka is in attendance to answer any questions from the Board of Regents.

Board President Powers stated there is one major fee that changed considerably – EMT Certification. Mr. Bejarano stated this jumped from \$100 to \$184. Ms. Trabka stated this class has not been offered in a long time. This covers the cost of their curriculum and certification fees. The curriculum was owned by the EMS Academy in Albuquerque. The College does not really have a choice, if it wants to offer the course, it has to have the fee. Putting it in a student fee allows the students to use their financial aid to pay the fee.

Board President Powers stated this is a pass through and every year this has to be done to line up with new fees.

Mr. Bejarano stated the other additional fees are for background check and fingerprinting. Regent Powers stated basically on page 307 there is an NURS 400 – total of \$91. Ms. Trabka stated it is considered to be a new fee because it has not been done for the BSN but has been done for the ASN. It is in the same category where it is a fee that is being charged to the College by a third-party vendor and the College is recouping costs.

Regent Rhodes asked if drug testing is done. Dean Trabka stated depending on the agency, drug testing may be done and students cover this fee.

Regent Joshua Martinez asked if this was for the Nursing Program. Board President Powers stated it is.

Mr. Bejarano stated there is one other fee mentioned in the memo – GIS Fee and the Provost will speak about this. Dr. Lopez stated it is a similar fee, it is a new fee. In the course GIS/GPS and in order to make this competitive for students in terms of workforce, College is adding this exam. This exam has a cost of \$225 but it might go up by the end of the summer and the College is requesting this fee to pay for the exam and students can include this fee in financial aid.

Board President Powers stated this is another passthrough but considered new because it is a new test for students.

Board President Powers stated he would entertain a motion to adopt the resolution.

Regent Rhodes moved to approve the fee schedule for this coming year as submitted. Second – Regent Ortega. Motion passed unanimously – 3-0. Regent Joshua Martinez left the meeting.

7. Resolution – Mileage and Per Diem Act and Appertaining Regulations

Mr. Bejarano stated Ms. Shari Job, HEP Director would like to offer public input for this item. Mr. Bejarano read the memo for this (attached). The yearly audit of Northern New Mexico College similar to the Procurement Code, for 6-30-17 contained a finding classified as significant deficiency and noncompliance for violation of the Per Diem and Mileage Act. This was a repeat finding. In addition, the forensic review conducted by the McCard Firm also found several issues of noncompliance. Of special note should be the impact that this finding has had and could have on federal funding current and future. After lengthy discussion with auditors as well as review of the recommendations of the auditors within this finding in addition to discussion with federal authorities pertaining to their concerns, staff believes that the best course of action similar to the Procurement Code that NNMCC follow both sections 10-8-1 to 10-8-8 Per Diem and Mileage Act as well as any appertaining regulations and future amendments to either the statutes or regulations. We recommend the College cease the adoptions of policies and/or procedures that conflict with either the Statutes or Regulations and that reads Procurement Code but it should read to the Per Diem and Mileage Act and Regulations.

Regent Powers stated this is very similar to the Procurement Code, the College is adopting the statute and regulations verbatim according to the State as opposed to having any kinds of variance from that to have to try to explain to others and deal with. Mr. Bejarano stated he would like to add both the Procurement Code and Mileage and Per Diem Act where the College does have policies and procedures, a number of them conflict

in both areas so that is another reason for following the Act and Regulations as recommended by the Auditors and Forensic Reviewers.

Board President Powers stated before the Board of Regents gets to any questions Shari Jobe would like to speak to the Board of Regents.

Ms. Jobe asked if it was 35 miles from the College that there is no per diem. Mr. Bejarano stated the Regulation Portion - yes. The Regulation does state that there is not per diem for anything under 35 miles. Ms. Jobe asked if this for overnight or anything. Mr. Bejarano stated overnight, anything. In checking with different colleges, Mr. Bejarano stated colleges and universities who have essentially not adopted the regulations, they are currently exempted from the regulations, have to follow the act. The regulations give a lot of leeway and it is leeway the College thinks it can no longer afford. Ms. Jobe stated her question and Ms. James knows this well is HEP has a professional development event every year and it was always in Albuquerque. Ms. Jobe was asked to get more quotes on it. Ms. James asked Ms. Jobe to check Drury Suites, she checked Drury and it is not 35 miles from the College, so even though it is a 2 1/2 day event, she would like to know how it works for her. Ms. Jobe told Ms. James she could have gone to Taos or Albuquerque and it would have been paid for. It makes no sense in situations like that or if she lived in Santa Fe, she came to the College because her work day is 8AM-5PM and at 11:00AM she had to go to a meeting that is less than 35 miles, she goes there, the meeting lasts two hours, comes back to the College to do her day and go back home to Santa Fe, so she asked if she would not get paid for anything for any of this. Mr. Bejarano stated if Ms. Jobe is in her own car she would get paid mileage but not per diem. Also, if she goes beyond the 6 hours of the work day there is partial day per diem. Ms. James stated it is 9 hours. Mr. Bejarano stated the reality is this is what the rest of the State does, colleges and universities are under intense scrutiny. This is only one item in the code, we weren't just contradictory and tripping over ourselves just with the 25 miles, we were tripping ourselves with partial day per diem, mileage, etc. The one thing that will increase under the regulations, the State follows the federal amount for mileage if you take your own car. This will bump up from about 30 cents to 54 cents. There is going to be give and take all over the regulation and this lines us up. Mr. Bejarano stated also we have all read in the media, people are fed up with college and universities special treatment, this is a reality that the College is especially facing because of the special situations over the past couple of years. This is the reason for the proposal.

Ms. Jobe asked if she was better off going to Albuquerque. Mr. Bejarano stated if she could get it approved by her boss. Ms. Jobe stated he had approved it, yes. This is so weird to her because she is spending more money and that is okay for an auditor to say you are spending more money because you went to Taos which is a high rate, Santa Fe is a high rate but she goes to Albuquerque. Ms. Jobe stated she is on both sides of it. She does not want to take the ice chest for staff to eat. Mr. Bejarano stated it is a dilemma that everyone has faced since the beginning of time. What is different and unique for colleges is colleges and universities are under the same scrutiny as the rest of the State. Having been in and out of State government, you have to do what is in the best interest of the State and sometimes that means you drive back and forth every day. As far as the location for Ms. Jobe's event, it is a discussion that would be held with the Provost and the Federal Program person. Ms. Jobe stated, right, to find what is more reasonable and Santa Fe is most reasonable but it does not do what she needs it to do.

Board President Powers stated the idea is to put into place procedures that are well vetted and checked for discrepancies and conflicts and things like that. The College does not have a procurement department that is three people deep and we do not have the ability to really, go through and develop those kinds of policies and keep things straight, maybe like a UNM or NMSU might have. Mr. Bejarano stated the colleges and universities that do have that depth are actually having more problems right now than the College is because

of this. The College has to accept and if the College has not seen it with cutbacks and withholding of money, we are not special anymore as an industry, colleges and universities, that day is long gone and we need to tow the line. If we follow these it is simplistic, if the State changes, the College changes. The College has dug up policies all over the place on the same issue and it is all over the place. This sets us in line with the State.

Ms. Jobe asked if she is okay to have an exception. Ms. Jobe asked if she gets Dr. Lopez to sign off it is reasonable. Mr. Bejarano stated not under 35 miles. Ms. Jobe stated not under the 35 but to show the difference because this place is less than 35 but she needs all this so she has to go over the 35 and it will not be weird thing auditors will find. Ms. James stated it might be. Ms. Jobe stated this is what she is worried about. Ms. James stated she wanted to add one thing, per the auditors they wanted to make sure the College is applying consistent treatment to all travel by the College, not just federally sponsored travel.

Dr. Rhodes asked if part of this on the procurement code, there are IRS guidelines that say here is what you can and cannot do. A few years ago, that is why the procurement code changed on this under 35 miles and partial day and so on. IRS stand is a meal in your home area is one you would have had anyway. President Bailey stated he thinks this is why they also included the language and maybe this came out in the subcommittee, the language, this also binds the College to the subtle changes that happen over time to these regulations so as they change, the College will follow what the State dictates. Ms. Jobe is correct, it is substantially affecting President Bailey. We are all going to have to flex to make it work. Board President Powers stated unfortunately in Ms. Jobe's case, she made plans when the College was working under one set of guidelines and it is changing. She is probably not the only one planning travel or whatever, at some point in time it has to be changed to a date certain and changed to a specific thing and in the future Board President Powers assumes the College will know what the rules are and know what it is working under and be able to plan accordingly based on the new policy.

Mr. Bejarano stated something needs to be in effect by June 30th or the Feds will get involved. It is something that Ms. James was alluding to that there is not a difference between federal and nonfederal funding, it has to be the same.

Board President Powers asked for discussion from the Board of Regents and hearing none, he a motion to adopt the resolution which adopts the Mileage and Per Diem Act and Appertaining Regulations and repeals any previously issued policies, procedures or other guidance that NNMC may have developed over the years.

Robert Rhodes stated before voting, the Board of Regents needs to make sure the College needs to make sure a training session will be done for this. Mr. Bejarano stated Ms. James is already working on this and will be done through convocation. Regent Ortega stated people will need to be educated and need to be aware of this.

Board President Powers stated Regent Martinez joined the meeting. Regent Martinez apologized and stated the Judge kept him longer than anticipated. Board President Powers explained to Regent Martinez where the Board of Regents was in the meeting and stated he is entertaining a motion to approve the resolution.

Regent Ortega moved to motion to adopt the resolution which adopts the Mileage and Per Diem Act and Appertaining Regulations and repeals any previously issued policies, procedures or other guidance that NNMC may have developed over the years. Second – Regent Rhodes. Motion passed unanimously - 5-0.

Regent Martinez asked if Items 1-6 passed. Regent Powers stated they did pass and the Board of Regents also amended the Agenda to remove item 3 under the Executive Session since it is not needed any longer.

V. PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

1. Failing Grades

Dr. Lopez stated this is a recommendation to change the current criterion on current grades. This was a recommendation that was mentioned by the Department of Education in the recent visit to NNMC in February and when they saw the passing grade at NNMC is C and above, they told the College it is a national outlier on this one. Because of this many of the College's students have already become ineligible for Pell Grants. They recommend the College change the policy and the Faculty Senate approved that starting in Fall 2018 that grades of D plus and below are going to be considered failing grades, this means C- and above will be passing grades. This will help more students to keep Pell Grants. During the Academic Affairs Committee a question was asked if the transfer was going to be difficult for students if they moved somewhere else. By moving this forward, it is going to allow students who are transferring from other colleges in the State of New Mexico with C-, it is going to be considered a passing grade as well so it will help the College with transfers as well. Faculty Senate asked if there are specific requirements for accreditation or industrial certification they ask for different passing criteria, this will be in the catalog. Some Engineering Programs may have different as well. They will be specific to courses.

Regent Damian Martinez stated as he reads this it says D plus or below does not count for graduation or does not satisfy the criteria for a prerequisite and asked if someone took a 100 level math class to get their degree and that person gets a D+, that will not count towards graduation. Dr. Lopez stated that is correct. Regent Powers stated it wouldn't have before. Dr. Lopez stated it would not have before. Regent Martinez asked if you get a D+ in a core course, psychology and you get a D+ in psychology, the college is going to make the student go back and take the class or another course like that again in order to get their prerequisites to graduate. Regent Martinez asked what other schools make students do this. Dr. Lopez stated it varies. For example, UNM allows students to have certain (C-) as long as you do not exceed four in a program. Highlands, for example, D in general is a passing grade but in some general education programs a C is a passing grade. Regent Martinez stated he understands having a higher requirement for your major but he is talking about a course like intro to psychology that every freshman takes. Regent Damian Martinez asked if Dr. Lopez is telling him that if a freshman in college has A's and B's in all their classes except psychology and they get a D, they are going to have to retake a course to graduate and all they need to do is plug in those first two years of core courses before they get to their field of study. Dr. Lopez stated this is the case.

Regent Rhodes stated the College is already doing this, this is nothing new. The College is lowering the standard. Regent Damian Martinez stated he did not know the College was doing C minus which he would have issues with as well. Regent Martinez stated it does not make sense to him if some student gets a D in psychology and that is the only D they get and they would otherwise go to the nursing program or whatever program and passing it with the major requirements, why you would make somebody in their fourth year of school go back and take an intro to psychology course.

Regent Joshua Martinez asked if you would need to take the psychology course in order to progress in all the majors or it just in Education and Nursing. Regent Damian Martinez stated he is just thinking in generalities from his remembrance of going to college is that he had to take psychology. Regent Joshua Martinez stated right now he is a senior and he has not even taken psychology yet. Regent Damian Martinez stated he would make it simple like this, when he went to College you had to take an art or music class, so if Damian Martinez would have gotten a D in Intro to Art or Intro to Music, that he was just not really that interested in it and it was too early in the morning on a Friday, under this new change, under the current rule, even if he had a C-

he would have to retake a Music Appreciation course. Regent Damian Martinez asked if this is what he is understanding.

Board President Powers stated he believes this is what he is understanding. Regent Damian Martinez stated this just doesn't make sense to him even at a D. He understands there is reasons we take some liberal arts courses and he understands you have to take them to graduate. He does not know when a C and D became a failing grade and he can understand major requirements but if you are going to make some student retake a music appreciation course, he doesn't know if he can support that under either one of these issues.

Dr. Lopez stated when the Department of Education asked these questions, why C minus, nobody in the room was able to explain when these rules were adopted. This has been for the last 12 years and even before the Provost joined Northern, this existed. The Faculty Senate back then decided to have rigorous standards. This time, when this was presented to Faculty Senate, the Faculty did not want to consider a D as a passing grade. This was a recommendation by Faculty Senate.

Regent Martinez stated since nobody can remember why this was done to begin with and asked for a rational reason the student would need to go back and take the course if their degree does not apply to it. Why would you make them go back under a C or D to retake that course?

Dr. Lopez stated those courses are going to disappear as mandatory courses – PE Courses. The College is going to move to a new model for general education. The State is requiring independently, on the course, the State is going to require that certain student learning outcomes are achieved, quantitative analysis, sciences, communication, critical thinking, even though a course might not be in the major, it is still part of the general education core for that has to be transferrable to all universities in New Mexico.

Regent Damian Martinez asked if it is New Mexico that is saying that these are failing grades. Dr. Lopez stated no. Regent Damian Martinez stated his question again is give him a rational reason as to why the College would say a C or a D in an intro course that does not go towards a major and only is course that gets you through your first two years that everybody has to take, why a D+ or a D in general would not be a passing grade for an intro course that really does not apply. Regent Damian Martinez stated he took badminton twice, he really liked it, but badminton did not have anything to do with his major. So, given that, if he received a D in badminton, then apparently, he would not be able to graduate under this proposal.

President Bailey stated he would like to make a proposal and he thinks it could help the discussion. This specific action item pertains to a very specific recommendation that the USDOE gave the College. President Bailey proposed an analysis that says alright with the new general education requirements that the State is mandating that all colleges and universities have adopted, now we look at there are two sides, there are general education requirements and then you have the major requirements. President Bailey stated he thinks everyone is agreement that major requirements you have to meet certain thresholds in order to move forward in the major. Regent Damian Martinez question is in some of the general education requirements, if you get a D in one of those general education requirements, can that still count toward graduating and completing general education. The State is moving in a direction where they are saying general education is important because it leads to these different outcomes that we are wanting all students to graduate with in communications and some of these other areas. The College can go back to its counterparts and have the dialog that says if you get a D in one of these general education requirements can that still be enough for you to meet the State's expectations for meeting those six requirements they want all students to graduate with. President Bailey stated he thinks the model is changing.

Regent Damian Martinez stated President Bailey is talking about standards that have not been created yet, it is in the future. He is talking about what this document says and if he is reading it right, this document says right now if somebody comes in 2018 in the fall and they get a D in music appreciation and their major is in Engineering and all the other stuff they get A's in because they are wizzes at math, we have to send them back to take music appreciation because they got a D and that does not make sense to him. There is no basis for this at all.

Regent Powers stated as of today, if the Board of Regents does not adopt this, they have to get a C or better. This is making it less difficult because they can get a C- now. What Board President Powers hears Regent Damian Martinez saying is that he thinks it should be lower. Regent Damian Martinez stated as long as it is not an F it goes towards your general education courses. To him and maybe he is thinking wrong because he is not an educator, to him an F means failing, D you got by the skin of your teeth and sometimes people are not good at certain things, Regent Damian Martinez is horrible at math. He only needed one math for his major and if he had gotten a D based on this, he would not have been able to graduate. The way this is set up, essentially a failing grade is a D. It is not a failing grade, if it was a failing grade, then it would be called an F for failing. Regent Damian Martinez asked if it could be changed to say so long as it is not an F as it relates to your core courses, it will move towards graduation, because you are going to get some people who fall in this. Regent Damian Martinez stated he hates to be the person that makes that decision because he is not going to vote for this the way it is written.

Board President Powers stated he would like to figure a way out of this issue, the way he understands it this is a faculty senate issues and they have proposed this and sent it through the Provost's office for approval by the Board of Regents. If this is adopted today it will make it easier to get a passing grade. Instead of getting a full C they can get a C- and still get a passing grade and the Board of Regents will help this segment of the students. Regent Martinez stated you will help some but it is not equitable for all. Regent Powers stated the Faculty Senate needs to be part of this. Regent Martinez stated the Board of Regents can approve this criterion. Regent Joshua Martinez asked if it could be held off for a period of time and have people go back to the drawing board. Regent Powers thinks this should be approved, at least eh Board of Regents brings down the bar by a notch. By approving it the Board of Regents and asks the Faculty Senate to do some more work to look at what others are doing to make sure the College is in line with what others are doing. Regent Damian Martinez stated this is something that should have been done with everybody's input rather than bring us something and saying this is our recommendation so you must do it. As Board of Regents we are in charge of the school and their duty is to the students and this is the first time he ever heard it was a C and it is bad on him. We are not doing anybody a favor by saying a D is a failing grade. The College is not equitable on to the people who have learning issues as it relates to certain subjects. Somebody might be horrible at history but horrible at math and you are going to tell that Engineering student because you got by the skin of your teeth with a D+ in the Intro to History that you can't walk the line and continue on in your life and do bigger and great things for yourself, your family and the community. That sends the wrong, it is inconceivable to Regent Damian Martinez that we would tell some kid that has been busting his hump from four to six years that because when you were a freshman in college and you had a little bit of time on your hands and left home and you got a D in Western World, I am not going to let you graduate. These are the type of things the faculty needs to come to the Board of Regents to talk about because Regent Damian Martine is going to have heartburn anytime, we are trying to have kids graduate and that is not helping a kid graduate and Regent Damian Martinez is not saying to socially promote somebody. We can all agree in the wider scheme of things in life and your career there are some courses that you took in College that don't amount to a bucket of spit that you took in real life. Physics, for example, Regent Damian Martinez does not use Physics at all as attorney, but if he were to get a D in Physics he couldn't graduate from this institution. It makes no sense to him.

Dr. Lopez stated if the Board of Regents fails to approve this, the current policy will be a C to pass.

Regent Powers stated his thinking, although this is not perfect in all of the Board of Regents eyes, it is a step in the right direction. Regent Joshua Martinez asked if not approved, when will it be addressed again. Dr. Lopez stated his concern is the Faculty is on 9 month and it will be hard to have quorum of all the committees to approve this. This means the catalog for the College has to start July 1st, which is a contract for a year. There will be major changes in 2019 because of general education. To follow the advice of HED, the College would like to have this in the catalog.

Regent Damian Martinez asked when the Department of Education came to the College with this. Dr. Lopez stated it was late February and this was voted at the April meeting with the Faculty Senate. Regent Damian Martinez stated it would have been nice to have an information on this thing in March or April in the other meetings, it now becomes an emergency because this is the first time the Board of Regents hears about it. Regent Joshua Martinez asked if it is approved today, it could be amended. President Bailey stated he recommendation would be for the Board of Regents to approve this move the needle some with the guidance from the Board of Regents that the College, to Regent Damian Martinez' point to explore the D and the role of general education and if D's can be passing grades. The College could then come back to the Board of Regents in the next two months. Regent Powers stated the Board of Regents has to be careful not to do something that will have unintended consequence down the road. Regent Damian Martinez has brought up good points and Board President Powers does now from NMSU you can get a D in a nonmajor course and it counts toward graduation and he believes this is the case there. Board President Powers stated he preference would be to approve this but give direction to the Provost to address the other concern about the D and get back to the Board of Regents with this and hopefully have action regarding this.

Regent Joshua Martinez asked what students this would apply to. Board President Powers stated it would apply to, Dr. Lopez stated it would apply to the new catalog in July. Dr. Lopez stated it would be in the 2018-2019 catalog and every course from fall 2018 on. Board President Powers stated the students would not be subject to the provisions when they entered school. Dr. Lopez stated this is per course, from now on with grades earned starting in the fall 2018. Board President Powers stated for example student A took a class this year and got a C- in that class, that student did not pass and even under this that student does not pass.

President Bailey stated when the DOE came in late February and told the College it is an outlier and it has a C as a passing grade when really most everyone else has a C-. They did not tell us D- is a passing grade, they told us C- is kind of the national standard. Is this about Pell Grants? President Bailey believes this is where their focus was. If a student gets a D in a course, does that affect that students eligibility for Pell? Dr. Lopez stated it affected the student by the student being able to repeat so many times the same course under financial aid. They cannot do the same course 20 times. This is what they saw, by getting a C-, the student will have to repeat this course and it puts their Pell in jeopardy. Regent Joshua Martinez stated it is also the GPA and one of his professors told him there are two GPAs, one for actual and one for general education. If you have them combined together and it drops below the average that will affect it. Dr. Lopez stated right now the College reports GPAs as cumulative GPA and includes all courses in the transcripts. Regent Joshua Martinez asked if a student gets a D and are able to pass the course he thinks whether they got the D or didn't get the D it is a matter of GPA affecting them. Regent Damian Martinez stated with C- being a failing grade and D being a flunking grade are we dealing with grade inflation now. Dr. Lopez stated yes, there is grade inflation all over the nation. Regent Martinez stated he only cares about the College, he does not care about the nation. Dr. Lopez stated yes, he believes there is a problem of grade inflation. When he runs the histogram, yes, it is shifted towards the A's and B's. The whole country and the College. Regent Damian

Martinez stated maybe the faculty desire to prevent an individual from graduating based on a C or a D, maybe that should be reassessed and just grade people and don't have grade inflation. Dr. Lopez stated yes.

Regent Ortega asked if there are a lot of people impacted by this. Dr. Lopez stated easily about 15%-20% of students who would be affected by a C- right now. Board President asked by this particular item that is before the Board of Regents by going from a C to a C-. Dr. Lopez stated yes. Regent Powers stated this has to come into play as to whether to approve this today. Regent Powers stated by not approving this it will hurt a considerable number of people. Whether we are helping them enough is another question. The Board of Regents needs to address this question and direct the administration to address the larger question dealing with the D. Whether or not the D can contribute toward graduation. President Bailey stated grade inflation should be reviewed as well.

Regent Ortega stated he appreciates Regent Damian Martinez words on this but he believes we are helping people.

Regent Ortega recommends approving this criterion right now and ask administration to review it and for the Board of Regents to consider this again.

Regent Ortega moved to approve moving the passing Grade from a C to a C- as recommended by the administration, USDOE and Faculty Senate and furthermore to request the Administration to review the current policies regarding D's and come back to the Board of Regents as reasonably feasible with a finding and particular action. Second – Regent Rhodes. Board President Powers -yes, Regent Rhodes – yes, Regent Joshua Martinez – yes, Regent Damian Martinez stated he is not going to vote on this item, he is going to abstain, he does not believe it fixes the problem, it exacerbates the problem. For this to be brought to the Board of Regents in May and the way it was brought to the Board of Regents is quite frankly disrespectful. Regent Joshua Martinez asked if he would be able to abstain. Board President Powers stated he could. Regent Ortega – yes. The motion carries 3 votes for and 2 abstaining.

Regent Powers asked when this would be. Dr. Lopez stated the catalog, despite it is not a contract but we treat it as a contract with students, goes into effect for a year and this year the College will not print the catalog because the College knows important changes need to happen for 2018-2019. Faculty will be back in mid-August. These are those type of discussions that are not easy. There is a broad spectrum of faculty, opinions are very different. This is going to take a couple of months for faculty to provide a new proposal. The College will have to wait a year to publish the catalog. By November the Board of Regents could have a proposal that will go into effect for 2019-2020.

Regent Powers stated looking at this fee with the general education fees might make a lot of sense. Dr. Lopez stated this could go the other way. Right now, Highlands has a passing grade of D but for general education courses it is a C. It is backwards. This is a challenge to get all faculty aligned. Dr. Lopez thinks in the past they wanted to show that the College is going to be a rigorous college and he guesses the adoption of the C was the reason. Regent Powers asked if there is impact on accreditation. Dr. Lopez stated he does not believe it will have any impact. It may for specific programs and that is why the way the College is writing this language is that specific programs and courses may have higher passing grades. Nursing is one example. In general, Dr. Lopez has to accept that D is a passing grade in many universities and he does not believe this is going to be a problem with accreditation.

2. General Education Requirements

Dr. Lopez stated the last item for approval is the General Education Model for the College. This was adopted by the Faculty Senate to implement Part B of Trifecta, this is a Statewide initiative of general education. The proposal will include all the course and different fields that the Statewide general education curriculum that has to be the model, this has to be the way the College adopts it. This has 22 mandatory credits within certain fields. The other nine additional credits are decided by each one of the institutions and the proposal is in the Board of Regents packet (attached). This is well aligned and will give the College enough time to change every degree and certificate that is offered at the College. Each one will have to adopt the new general education model and it has to be ready for the fall 2019 catalog. Faculty Senate moved fast to adopt this and it will allow deans and chairs to work throughout the summer to present all the changes to the appropriate committees for the fall.

Regent Powers stated the administration is recommending approval of the general education requirements and asked for Board of Regents discussion.

Regent Joshua Martinez asked if the general education requirements would take place in the fall. Board President Powers stated fall of 19.

Regent Powers asked how this relates to the desire by HED for all College to get their graduation requirements down to a certain number of hours. Dr. Lopez stated this helps and is moving in the right direction. Currently general education is around 36-37 credits and this is reducing it to 31. When the State asked the College to move the degrees to 120, it was really the courses in the majors that were affected. This allows to bring specific courses back to the different disciplines or it allows the College to move those programs who could not reach the 120 from 160, now they are not going to have an excuse, they are going to be able to go down.

Regent Powers entertained a motion to approve the General Education Requirements.

Regent Rhodes moved to approve the General Education Requirements. Second— Regent Joshua Martinez. Motion passed 4-1. Regent Damian Martinez abstained.

3. Retroactive Withdrawal Policy Approval

Dr. Lopez stated this is another recommendation from the DOE and basically it means the college have a retroactive withdrawal policy. The meaning of this is currently students they have until week 13 of the semester to drop from their courses. When a student has an emergency and contacts the faculty member, the faculty member agrees to give an incomplete grade – an I. Basically, the student has extra time, up to a year to work on the missing pieces of the course. However, there are some cases where a student is completely unable to communicate with a faculty member, the faculty member has to give the student a failing grade – F. When a student does not show up for the end of the semester and does not drop on time, they receive an F. This policy will allow students to go before the Dean or Chair and be withdrawn from their courses a year after the F was given. This is only under extraordinary circumstances. They will have to show proof this happened. This will give the College to remove the F grades from the transcripts and assign a W and this will not affect financial aid. The College has less than five students per year in this situation. It makes this very clear so the students have it right. This went through the Faculty Senate and has been approved and Dr. Lopez is asking for approval.

Board President Powers stated there is recommendation to approve this and asked for any discussion.

Regent Rhodes moved to approve the Retroactive Withdrawal Policy. Second – Joshua Martinez. Motion passed 4-0-1 with Regent Damian Martinez abstaining.

VI. EXECUTIVE SESSION

Board President Powers stated that he would entertained a motion to enter into Executive Session.

Regent C. Ortega moved to enter into Executive Session pursuant to NMSA 19278 10-1-15 (H) (2)(5)(7) and (8). Second, Joshua Martinez. Board President Powers stated the one item needed to cover in this is bargaining strategy preliminary to collective bargaining to staff Collective Bargaining Guidance.

Roll Call Vote taken – Board President Powers – yes, Regent Ortega – yes, Regent Rhodes – yes, Regent Joshua Martinez – yes, Regent Damian Martinez – yes. The Board of Regents entered into Executive Session at 11:10AM.

VII. POSSIBLE ACTION ON EXECUTIVE SESSION

Regent Powers entertained motion to return from Executive Session.

Regent Ortega moved to return from Executive Session. Only items indicated on Agenda were discussed and no action was taken. Second – Regent Rhodes. Roll call vote – Board President Powers – yes, Regent Ortega – yes, Regent Rhodes – yes, Regent Joshua Martinez – yes, Regent Joshua Martinez – yes, Regent Damian Martinez – yes. Motion carries unanimously. The Board of Regents returned to open session at 12:58PM.

XII. ADJOURNMENT

Regent Rhodes moved to adjourn. Second – Regent Joshua Martinez. Motion passed unanimously. Motion by R. Rhodes. Second – J. Martinez. Motion passed unanimously. The Board of Regents Meeting adjourned at 1:00PM.

APPROVED:

Kevin F. Powers, Board President

Dr. Robert Rhodes, Vice President

Office of the President

NORTHERN New Mexico College

MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Ricky Bejarano, Vice President for Finance & Administration

Date: June 22, 2018

Re: Fiscal Watch Report

Issue

On a monthly basis, Northern New Mexico College (NNMC) provides a set of an institutional financial reports for Board of Regent (BOR) review and approval.

Overview

The NNMC Finance Department, on a monthly basis, prepares a Fiscal Watch Report for review and discussion at the monthly Audit, Finance and Facilities Committee (AF&F) meeting. The financial report provides an overview of the institution's financial condition for all unrestricted and restricted operational funds and grants throughout the College.

The Fiscal Watch reports are presented in the format prescribed by the New Mexico Higher Education Department (NMHED) and titles at the top of the page are highlighted in turquoise. An additional report with titles highlighted in yellow is also included to provide an undated budget status report for all Budget Adjustment Requests processed through the time of the monthly AF&F meeting.

In addition, the BOR is also provided individual reports for the following financial areas summarized in the monthly institution-wide fiscal watch report:

- Unrestricted funds (11s)
- Auxiliary Programs (12s)
- Institutional Grants (41)
- Student Aid (42)
- Plant Funds (91)
- Capital Outlay Funds (92)

NNMC produces these reports on a monthly basis to insure that the BOR is regularly informed about the current financial condition of the institution.

Recommendation

Staff recommends that the Board of Regents approve the Fiscal Watch Report for the period ending May 31, 2018.

Northern New Mexico College

Statement of Net Position
 (Unaudited and Unadjusted)
 May 31, 2018

Assets	
Current Assets:	
Cash and Cash Equivalents	3,269,937
Short-Term Investments	-
AR - Just student	573,604
AR - Other than student	960,664
Inventories	267,452
Prepaid Expenses	70,710
Loans Receivable, net	124,991
Total Current Assets	5,267,358
Non-Current Assets	
Restricted Cash and Cash Equivalents	-
Restricted Short Term Investments	-
Investments Held by Others	-
Other Long-Term Investments	-
Prepaid Expenses	-
Capital Assets, net	33,543,287
Total Non-Current Assets	33,543,287
Total Assets	38,810,645
Deferred Outflows of Resources	
Pension Related (6/30/17 balances)	2,855,657
Total Deferred Outflows of Resources	2,855,657
Liabilities	
Current Liabilities	
Accounts Payable	582,363
Other Accrued Liabilities	1,764,498
Deferred Income	129,894
LT Liabilities - Current Portion	-
Total Current Liabilities	2,476,755
Non-Current Liabilities	
Accrued Interest Payable	-
Accrued Benefit Reserves	-
Other LT Liabilities	131,577
Net Pension Liability	21,071,157
Total Non-Current Liabilities	21,202,734
Total Liabilities	23,679,489
Deferred Inflows of Resources	
Pension Related (6/30/16 balances)	2,786,275
Total Deferred Inflows of Resources	2,786,275
Net Position	
Invested in Capital Assets, net of Related Debt	33,543,287
Restricted for:	
Nonexpendable:	
Endowments	-
Expendable:	
General Activities	(151,260)
Federal Student Loans	-
Term Endowments	-
Capital Projects	-
Debt Service	-
Related Entity Activities	-
Unrestricted	
Unrestricted without NFP	2,810,286
Net Fiduciary Position	(21,001,775)
Total Unrestricted (includes 6/30/16 NFP)	(18,191,489)
Total Net Position	15,200,538

Northern New Mexico College

Summary of Operating and Plant Funds

(Unadjusted and Unaudited)

Fiscal Year 2018

Operating Funds	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals as of May 31, 2018	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,923,369	\$ 3,923,369	\$ 4,061,455	103.5%
Federal Appropriations	-	-	-	-
State Appropriations	10,438,300	10,438,300	9,567,800	91.7%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	7,120,695	7,120,695	6,011,989	84.4%
Endowment/Land & Perm Inc	163,525	163,525	166,319	101.7%
Sales & Services	724,056	724,056	770,659	106.4%
Other	32,223	32,223	39,736	123.3%
Total Revenue	22,402,168	22,402,168	20,617,958	92.0%
BEGINNING BALANCE	781,308	781,308	1,579,855	202.21%
TOTAL AVAILABLE	23,183,476	23,183,476	22,197,813	95.7%
EXPENDITURES				
Instruction & General	16,050,843	16,050,843	13,128,127	81.8%
Student Social & Cultural	87,880	87,880	79,761	90.8%
Research	-	-	12,557	100.0%
Public Service	574,306	574,306	407,027	70.9%
Internal Services	169,739	169,739	229,183	135.0%
Student Aid	4,534,943	4,534,943	4,405,524	97.1%
Auxiliary Enterprises	859,053	859,053	708,927	82.5%
Intercollegiate Athletics	676,712	676,712	507,007	74.9%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	22,953,476	22,953,476	19,478,113	84.9%
NET TRANSFERS OUT / (IN)	230,000	230,000	110,208	47.9%
TOTAL EXPENDITURES & TRANSFERS	23,183,476	23,183,476	19,588,321	84.5%
ENDING FUND BALANCE	\$ -	\$ -	\$ 2,609,492	

Plant Funds	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals as of May 31, 2018	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees	-	-	-	-
Bond Proceeds	-	-	-	-
Gifts, Grants and Contracts	-	-	-	-
Interest Income	-	-	-	-
State Appropriation	\$ 914,679	\$ 914,679	\$ 468,188	51.2%
Debt Service Transfers	-	-	-	-
Other	-	-	-	-
Total Revenues and Transfers	914,679	914,679	468,188	51.2%
BEGINNING BALANCE	-	-	-	-
TOTAL AVAILABLE	914,679	914,679	468,188	51.2%
EXPENDITURES				
Capital Projects	914,679	914,679	103,391	11.3%
Building Renewal	230,000	230,000	502,370	218.4%
Internal Service Renewal/Replacement	-	-	-	-
Auxiliary Renewal/Replacement	-	-	-	-
Debt Retirement	-	-	-	-
Total Expenditures	1,144,679	1,144,679	605,761	52.9%
NET TRANSFERS OUT / (IN)	(155,227)	(185,840)	(110,208)	59.3%
TOTAL EXPENDITURES & TRANSFERS	989,452	958,839	495,553	51.7%
ENDING FUND BALANCE	\$ (74,773)	\$ (44,160)	\$ (27,365)	62.0%

Northern New Mexico College

Comparison of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2018 and 2017

Operating Funds	FY 2018 Actuals as of May 31, 2018	FY 2017 Actuals as of May 31, 2017	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 4,061,455	\$ 3,888,073	4.5%
Federal Appropriations	-	-	-
State Appropriations	9,567,800	9,819,500	-2.6%
Local Appropriations	-	-	-
Gifts, Grants & Contracts	6,011,989	6,912,767	-13.0%
Endowment/Land & Perm Inc	166,319	163,910	1.5%
Sales & Services	770,659	715,976	7.6%
Other	39,736	136,027	-70.8%
Total Revenue	20,617,958	21,636,253	-4.7%
BEGINNING BALANCE	1,579,855	931,318	69.6%
TOTAL AVAILABLE	22,197,813	22,567,571	-1.6%
EXPENDITURES			
Instruction & General	13,128,127	14,280,445	-8.1%
Student Social & Cultural	79,761	79,627	0.2%
Research	12,557	5,839	115.0%
Public Service	407,027	475,682	-14.4%
Internal Services	229,183	(113,321)	-302.2%
Student Aid	4,405,524	3,845,211	14.6%
Auxiliary Enterprises	708,927	794,848	-10.8%
Intercollegiate Athletics	507,007	642,003	-21.0%
Independent Operations (NMDA)	-	-	-
Total Expenditures	19,478,113	20,010,335	-2.7%
NET TRANSFERS OUT / (IN)	110,208	79,861	38.0%
TOTAL EXPENDITURES & TRANSFERS	19,588,321	20,090,196	-2.5%
ENDING FUND BALANCE	\$ 2,609,492	\$ 2,477,375	5.3%

Plant Funds	FY 2018 Actuals as of May 31, 2018	FY 2017 Actuals as of May 31, 2017	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Required Student Fees	\$ -	\$ -	0.0%
Bond Proceeds	-	-	0.0%
Gifts, Grants and Contracts	-	-	0.0%
Interest Income	-	-	0.0%
State Appropriation	468,188.00	2,307,311.70	-79.7%
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
Total Revenues and Transfers	468,188	2,307,312	-79.7%
BEGINNING BALANCE	-	-	-
TOTAL AVAILABLE	468,188	2,307,312	-79.7%
EXPENDITURES			
Capital Projects	103,391	2,307,312	-95.5%
Building Renewal	502,370	98,498	410.0%
Internal Service Renewal/Replacement	-	-	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
Total Expenditures	605,761	2,405,809	-74.8%
NET TRANSFERS OUT / (IN)	(110,208)	(79,861)	38.0%
TOTAL EXPENDITURES AND TRANSFERS	495,553	2,325,948	-78.7%
ENDING FUND BALANCE	\$ (27,365)	\$ (18,637)	46.8%

Some revenues are reported on a seasonal basis or by semester and therefore may affect the Increase/(Decrease) to Fund Balance

Northern New Mexico College

Statement of Cash Flows
(Unaudited and Unadjusted)
May 31, 2018

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 4,119,129
Receipts from grants and contracts	6,105,258
Other receipts	-
Payments to or on behalf of employees	(11,900,921)
Payment to suppliers for goods and services	(4,094,633)
Receipts from Sales and Services	770,659
Payments for scholarships	(4,405,924)
Other Operating Revenue	39,736
Net cash (used) by operating activities	<u>(9,366,696)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	10,035,988
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>10,035,988</u>
Cash Flows from Capital and Related Financing Activities	
Proceeds from Capital Debt	-
Capital Gifts, Grants and contracts	-
Purchase/Construction/Renovation of Capital Assets	-
Principal Received/Paid on Capital Debt and Leases	-
Interest and Fees Paid on Capital Debt and Leases	-
Building Fees Received from Students	-
Net Cash provided (used) for capital financing activities	<u>-</u>
Cash Flows from Investing Activities	
Investment Earnings	166,319
Net Cash provided by Investing Activities	<u>166,319</u>
Increase (Decrease) in Cash and Cash Equivalents	835,611
Cash and Cash Equivalents- beginning of year	2,434,326
Cash and Cash Equivalents- end of reporting period	<u>\$ 3,269,937</u>

NORTHERN New Mexico College

MEMORANDUM



To: Board of Regents,
Northern New Mexico College

From: Ricky Bejarano, Vice President for Finance & Administration

Date: June 22, 2018

Re: Monthly Budget Adjustment Requests

Ricky Bejarano
6/22/2018

Issue

On a monthly basis, Northern New Mexico College (NNMC) provides all Budget Adjustment Requests (BARs) for review and approval by the Board of Regents (BOR). Included in the packet are BARs for April and May 2018.

Overview

NNMC prepares BARs on an ongoing basis to ensure the transparent management and expenditure of all restricted and unrestricted financial resources of the college follow statutory requirements, state procurement and internal budgetary guidelines. In addition to the actual BARs and supporting line item budget information, the NNMC Finance Department, also provides a year-to-date listing of all BARs processed by the institution in the normal course of business. The various types of budget adjustments presented to the BOR for review and approval include:

- Initial Budgets (0 restricted, 0 unrestricted)
- Budget Increases (2 restricted, 4 unrestricted)
- Budget Decreases (1 restricted, 0 unrestricted)
- Budget Transfers (0 restricted, 0 unrestricted)
- Total BARs – 7 (Total BARs Year to Date – FY18=163)

The Interim Vice President of Finance and Administration is responsible for the approval of all intra-department budget transfers and regular line item budget maintenance, resulting in a net zero impact to institutional operating budgets. BOR authorization is requested for all inter-department budget transfers and budget adjustments requiring an increase or decrease in current budget authorization levels.

The Audit, Finance and Facilities Committee is responsible for reviewing all Budget Adjustment Requests prior to the monthly BOR meetings for final action.

Recommendation

Staff recommends that the Board of Regents approve the attached Budget Adjustment Requests as prepared internally through May 16, 2018.

Northern New Mexico College

FY18 (2017-2018)

Tuesday, June 12, 2018

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180001	Combined	Maintenance	12/13/2017	11000	4206	Instruction & General	0.00	\$0
17180002	Unrestricted	Maintenance	7/25/2017	11000	2263	Instruction & General	0.00	\$0
17180003	Unrestricted	Maintenance	7/25/2017	11000	2431	Instruction & General	0.00	\$0
17180004	Unrestricted	Maintenance	7/25/2017	11303	1020	Indirect Cost Funds	0.00	\$0
17180005	Unrestricted	Maintenance	8/18/2017	11000	1007	Instruction & General	0.00	\$0
17180006	Restricted	Increase	8/18/2017	41460	2355	Northern New Mexico STEM	0.00	\$7,080
17180007	Unrestricted	Increase	8/18/2017	11012	1007	Department Discretionary	0.00	\$17,009
17180008	Restricted	Increase	8/18/2017	41461	1007	LANS Investment 2017	0.00	\$60,000
17180009	Restricted	Increase	9/25/2017	41101	2725	High School Equivalent Program	0.00	\$92,433
17180010	Unrestricted	Maintenance	10/10/2017	11012	1040	Department Discretionary	0.00	\$400
17180011	Unrestricted	Maintenance	8/24/2017	12105	3121	Athletics Administration	0.00	\$0
17180012	Restricted	Increase	9/25/2017	41181	2811	ABE Federal	0.00	(\$1,467)
17180013	Foundation	Approved Budget	9/25/2017	34000	1005	Foundation-Operating	0.00	\$74,012
17180014	Unrestricted	Maintenance	8/24/2017	11000	2054	Instruction & General	0.00	\$0
17180015	Restricted	Decrease	9/25/2017	41211	2811	ABE State	0.00	(\$17,550)
17180016	Unrestricted	Maintenance	8/24/2017	12011	3731	Food Service Espanola	0.00	\$0
17180017	Restricted	Increase	9/25/2017	41102	3052	College Assistance Migrant Progr	0.00	\$71,178
17180018	Restricted	Increase	9/25/2017	41103	3052	Upward Bound 2017	0.00	\$274,022
17180019	Unrestricted	Maintenance	8/31/2017	91210	4521	Equipment Repair & Replacemen	0.00	\$0
17180020	Restricted	Decrease	9/25/2017	40108	2355	NSF CC*DNI	0.00	(\$3,030)
17180021	Restricted	Maintenance	8/31/2017	41102	3052	College Assistance Migrant Progr	0.00	\$0
17180022	Unrestricted	Maintenance	8/31/2017	11201	3041	Financial Aid Admin Cost Allowa	0.00	\$0
17180023	Unrestricted	Increase	9/25/2017	11011	2431	Nursing Enhancement	0.00	\$33,192
17180024	Unrestricted	Maintenance	8/31/2017	11012	2212	Department Discretionary	0.00	\$0
17180025	Restricted	Maintenance	8/31/2017	41101	2725	High School Equivalent Program	0.00	\$0
17180026	Unrestricted	Maintenance	9/18/2017	11000	2722	Instruction & General	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180027	Restricted	Maintenance	9/18/2017	41193	2571	Carl Perkins - Vocational Services	0.00	(\$1,380)
17180028	Unrestricted	Transfer	9/25/2017	41461	2114	LANS Investment 2017	0.00	\$0
17180029	Restricted	Increase	9/25/2017	40116	2355	NSF Cybersecurity	0.00	\$153,824
17180030	Unrestricted	Maintenance	9/18/2017	11000	1007	Instruction & General	0.00	\$0
17180031	Restricted	Increase	9/25/2017	41191	2571	Perkins Redistribution Funds	0.00	\$2,059
17180032	Restricted	Decrease	11/3/2017	40106	2263	NM INBRE	0.00	(\$13,432)
17180033	Restricted	Increase	11/3/2017	40115	2263	UTEP BUILDING Scholars	0.00	\$20,000
17180034	Restricted	Increase	11/3/2017	40111	2263	NSF BEST	0.00	\$43,055
17180035	Restricted	Maintenance	10/10/2017	40108	2355	NSF CC*DNI	0.00	\$0
17180036	Restricted	Maintenance	10/10/2017	41101	2725	High School Equivalent Program	0.00	\$21,516
17180037	Restricted	Maintenance	10/10/2017	41102	3052	College Assistance Migrant Progr	0.00	\$15,600
17180038	Unrestricted	Maintenance	10/10/2017	11000	2431	Instruction & General	0.00	\$0
17180039	Foundation	Increase	11/3/2017	36000	6300	Temporarily Restricted	0.00	\$5,000
17180040	Restricted	Increase	11/3/2017	41460	2355	Northern New Mexico STEM	0.00	\$2,150
17180041	Restricted	Decrease	11/3/2017	40103	2263	NSF DUE NMIMT	0.00	(\$4,958)
17180042	Unrestricted	Maintenance	10/10/2017	11012	2355	Department Discretionary	0.00	\$0
17180043	Foundation	Increase	11/3/2017	36000	6100	Temporarily Restricted	0.00	\$7,500
17180044	Restricted	Maintenance	10/10/2017	40106	2263	NM INBRE	0.00	\$0
17180045	Unrestricted	Maintenance	12/13/2017	11801	3501	Internal Services	0.00	(\$170,844)
17180046	Unrestricted	Maintenance	10/10/2017	11000	4202	Instruction & General	0.00	\$0
17180047	Unrestricted	Increase	11/3/2017	11000	2826	Instruction & General	0.00	\$5,000
17180048	Restricted	Decrease	11/3/2017	40104	2355	NSF DUE PEARL	0.00	(\$16,064)
17180049	Restricted	Increase	11/3/2017	92536	2826	GO Bond 2014 Library Allocation	0.00	\$9
17180050	Restricted	Decrease	11/3/2017	40110	2268	SWNRCT Program USDA	0.00	(\$23,104)
17180051	Restricted	Increase	11/3/2017	40112	2355	NSF INCLUDES	0.00	\$114,929
17180052	Restricted	Increase	11/3/2017	40113	2355	NSF EDUCERE	0.00	\$67,619
17180053	Restricted	Maintenance	10/10/2017	41103	3052	Upward Bound 2017	0.00	\$0
17180054	Restricted	Maintenance	10/12/2017	40106	2263	NM INBRE	0.00	\$0
17180055	Unrestricted	Maintenance	1/4/2018	11000	1020	Instruction & General	0.00	\$0
17180056	Restricted	Increase	11/3/2017	40114	2268	USDA OASCR	0.00	\$1,522

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180057	Restricted	Maintenance	10/12/2017	11012	2212	Department Discretionary	0.00	\$0
17180058	Restricted	Increase	11/3/2017	41144	4201	Title III NRGSC-NNMC	0.00	\$61,996
17180059	Unrestricted	Maintenance	10/12/2017	11000	4011	Instruction & General	0.00	\$0
17180060	Unrestricted	Maintenance	10/26/2017	34000	4206	Foundation-Operating	0.00	\$0
17180061	Unrestricted	Maintenance	10/26/2017	12105	3121	Athletics Administration	0.00	\$0
17180062	Unrestricted	Maintenance	12/13/2017	11000	4206	Instruction & General	0.00	\$0
17180063	Restricted	Increase	11/3/2017	41103	3052	Upward Bound 2017	0.00	\$6,900
17180064	Unrestricted	Increase	11/3/2017	11011	2431	Nursing Enhancement	0.00	\$7,500
17180065	Restricted	Decrease	12/8/2017	11730	3421	Small Business Development Ctr	0.00	(\$51,051)
17180066	Unrestricted	Maintenance	11/16/2017	11000	2355	Instruction & General	0.00	\$0
17180067	Foundation	Maintenance	11/16/2017	34000	4206	Foundation-Operating	0.00	\$0
17180068	Foundation	Maintenance	11/16/2017	34000	4206	Foundation-Operating	0.00	\$0
17180069	Unrestricted	Maintenance	11/16/2017	11000	4202	Instruction & General	0.00	\$0
17180070	Unrestricted	Maintenance	12/1/2017	11000	2131	Instruction & General	0.00	\$0
17180071	Unrestricted	Maintenance	12/1/2017	11000	1005	Instruction & General	0.00	\$0
17180072	Restricted	Decrease	12/8/2017	40108	2355	NSF CC*DNI	0.00	(\$981)
17180073	Restricted	Decrease	12/8/2017	40113	2355	NSF EDUCERE	0.00	(\$28)
17180074	Restricted	Decrease	12/8/2017	41102	3052	College Assistance Migrant Progr	0.00	(\$222)
17180075	Restricted	Maintenance	12/1/2017	41170	2212	Alliance for Minority Participatio	0.00	\$0
17180076	Restricted	Decrease	12/8/2017	41458	2268	LANL Rio Arriba Internship Prog	0.00	(\$14,945)
17180077	Unrestricted	Transfer	12/8/2017	92532	4521	STB-2013 J. Montoya Renovation	0.00	\$0
17180078	Unrestricted	Increase	1/12/2018	11012	1007	Department Discretionary	0.00	\$20,122
17180079	Restricted	Increase	1/12/2018	41223	2811	C3 Initiative	0.00	\$15,535
17180080	Restricted	Maintenance	12/13/2017	41455	2263	The Grass Foundation	0.00	\$0
17180081	Unrestricted	Transfer	1/12/2018	11000	2826	Instruction & General	0.00	\$0
17180082	Unrestricted	Maintenance	12/13/2017	11000	2871	Instruction & General	0.00	\$0
17180083	Foundation	Increase	1/12/2018	36800	7401	Foundation SERPA End Invesetm	0.00	\$20,000
17180084	Unrestricted	Increase	1/12/2018	83027	3281	Student Organizations	0.00	\$2,427
17180085	Unrestricted	Increase	1/12/2018	92539	2826	GO Bond 2016 Library Allocation	0.00	\$17,090
17180086	Unrestricted	Maintenance	12/13/2017	11801	3501	Internal Services	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180087	Unrestricted	Increase	1/12/2018	11201	3041	Financial Aid Admin Cost Allowa	0.00	\$20,961
17180088	Unrestricted	Maintenance	1/4/2018	12105	3122	Athletics Administration	0.00	\$0
17180089	Restricted	Maintenance	1/4/2018	11730	3421	Small Business Development Ctr	0.00	\$0
17180090	Restricted	Maintenance	1/4/2018	41103	3052	Upward Bound 2017	0.00	\$0
17180091	Restricted	Maintenance	1/4/2018	41101	2725	High School Equivalent Program	0.00	\$0
17180092	Restricted	Maintenance	1/4/2018	41102	3052	College Assistance Migrant Progr	0.00	\$0
17180093	Unrestricted	Increase	1/12/2018	11012	2811	Department Discretionary	0.00	\$5,246
17180094	Unrestricted	Maintenance	1/5/2018	11000	1005	Instruction & General	0.00	\$0
17180095	Unrestricted	Increase	2/26/2018	83027	3241	Student Organizations	0.00	\$408
17180096	Unrestricted	Maintenance	1/17/2018	11000	2431	Instruction & General	0.00	\$0
17180097	Unrestricted	Maintenance	1/17/2018	12105	3122	Athletics Administration	0.00	\$0
17180098	Unrestricted	Increase	2/26/2018	83027	3126	Student Organizations	0.00	\$380
17180099	Restricted	Maintenance	1/23/2018	40110	2268	SWNRCT Program USDA	0.00	\$0
17180100	Unrestricted	Maintenance	1/23/2018	83000	3221	Student Services Support	0.00	\$0
17180101	Foundation	Maintenance	1/23/2018	34000	1005	Foundation-Operating	0.00	\$0
17180102	Unrestricted	Maintenance	2/20/2018	12105	3123	Athletics Administration	0.00	\$0
17180103	Restricted	Maintenance	2/20/2018	41102	3052	College Assistance Migrant Progr	0.00	\$0
17180104	Unrestricted	Increase	2/26/2018	11012	2263	Department Discretionary	0.00	\$1,137
17180105	Restricted	Increase	2/26/2018	41224	3052	ENLACE	0.00	\$48,000
17180106	Unrestricted	Maintenance	2/20/2018	11013	2653	Continuing Ed	0.00	\$0
17180107	Foundation	Increase	2/26/2018	35000	5100	Foundation-Unrestricted	0.00	\$17,740
17180108	Unrestricted	Increase	2/26/2018	11012	1040	Department Discretionary	0.00	\$8,000
17180109	Unrestricted	Maintenance	2/20/2018	11000	2212	Instruction & General	0.00	\$0
17180110	Unrestricted	Maintenance	2/20/2018	11000	2571	Instruction & General	0.00	\$0
17180111	Unrestricted	Increase	2/26/2018	11801	3501	Internal Services	0.00	\$66,111
17180112	Unrestricted	Decrease	2/26/2018	11011	2431	Nursing Enhancement	0.00	(\$63,715)
17180113	Unrestricted	Maintenance	2/20/2018	11013	2653	Continuing Ed	0.00	\$0
17180114	Unrestricted	Maintenance	3/5/2018	11012	1007	Department Discretionary	0.00	\$0
17180115	Restricted	Maintenance	3/5/2018	40104	2355	NSF DUE PEARL	0.00	\$0
17180116	Foundation	Maintenance	3/5/2018	34000	1005	Foundation-Operating	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180117	Restricted	Maintenance	3/5/2018	41461	4522	LANS Investment 2017	0.00	\$0
17180118	Unrestricted	Maintenance	3/5/2018	11000	4011	Instruction & General	0.00	\$0
17180119	Unrestricted	Decrease	3/27/2018	42111	3646	NM Success Scholarships	0.00	(\$90,000)
17180120	Unrestricted	Maintenance	3/19/2018	11303	1022	Indirect Cost Funds	0.00	\$0
17180121	Restricted	Increase	3/27/2018	41193	2571	Carl Perkins - Vocational Services	0.00	\$29,787
17180122	Restricted	Decrease	3/27/2018	40116	2355	NSF Cybersecurity	0.00	(\$137,440)
17180123	Unrestricted	Maintenance	3/20/2018	92539	2826	GO Bond 2016 Library Allocation	0.00	\$0
17180124	Restricted	Maintenance	3/20/2018	41101	2725	High School Equivalent Program	0.00	\$0
17180125	Foundation	Maintenance	4/13/2018	34000	4206	Foundation-Operating	0.00	\$0
17180126	Unrestricted	Increase	4/24/2018	42312	3613	Federal Agencies Scholarship	0.00	\$17,000
17180127	Unrestricted	Increase	4/24/2018	83027	3281	Student Organizations	0.00	\$3,098
17180128	Restricted	Maintenance	4/13/2018	40106	2833	NM INBRE	0.00	\$0
17180129	Unrestricted	Maintenance	4/13/2018	11012	1007	Department Discretionary	0.00	\$0
17180130	Unrestricted	Maintenance	4/13/2018	11000	1022	Instruction & General	0.00	\$0
17180131	Restricted	Increase	4/24/2018	40117	2571	AFRL-NM Technology Transfer	0.00	\$125,203
17180132	Restricted	Increase	4/24/2018	40118	2355	USC: Cybersecurity Pipeline	0.00	\$28,080
17180133	Restricted	Decrease	4/24/2018	41191	2571	Perkins Redistribution Funds	0.00	(\$9,756)
17180134	Restricted	Decrease	4/24/2018	41212	2811	ABE Instructional Materials	0.00	(\$780)
17180135	Unrestricted	Maintenance	4/10/2018	11000	1007	Instruction & General	0.00	\$0
17180136	Unrestricted	Maintenance	4/13/2018	12105	3127	Athletics Administration	0.00	\$0
17180137	Foundation	Maintenance	4/13/2018	34000	4206	Foundation-Operating	0.00	\$0
17180138	Unrestricted	Increase	4/24/2018	83027	3276	Student Organizations	0.00	\$1,527
17180139	Unrestricted	Maintenance	4/13/2018	11000	1020	Instruction & General	0.00	\$0
17180140	Unrestricted	Increase	5/18/2019	11012	2811	Department Discretionary	0.00	\$3,370
17180141	Restricted	Maintenance	5/18/2019	40106	2263	NM INBRE	0.00	\$0
17180142	Restricted	Maintenance	5/18/2019	40112	2355	NSF INCLUDES	0.00	\$0
17180143	Unrestricted	Maintenance	5/18/2019	11000	2355	Instruction & General	0.00	\$0
17180144	Foundation	Increase	5/18/2019	35000	5100	Foundation-Unrestricted	0.00	\$2,880
17180145	Foundation	Maintenance	5/18/2019	34000	1005	Foundation-Operating	0.00	\$0
17180146	Unrestricted	Maintenance	5/18/2019	11000	1022	Instruction & General	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180147	Restricted	Maintenance	5/18/2019	40114	2268	USDA OASCR	0.00	(\$80)
17180148	Restricted	Increase		41223	2811	C3 Initiative	0.00	\$3,004
17180149	Unrestricted	Increase		11012	2111	Department Discretionary	0.00	\$200
17180150	Restricted	Increase		42428	3666	Consulate of Mexico in Albuquer	0.00	\$8,694
17180151	Restricted	Decrease		41433	2263	LANS Chemistry	0.00	(\$40,030)
17180152	Foundation	Maintenance	5/18/2019	34000	4206	Foundation-Operating	0.00	\$0
17180153	Restricted	Maintenance	5/18/2019	41181	2811	ABE Federal	0.00	(\$212)
17180154	Unrestricted	Maintenance	5/18/2019	11801	3501	Internal Services	0.00	\$0
17180155	Unrestricted	Increase		11201	3041	Financial Aid Admin Cost Allowa	0.00	\$400
17180156	Foundation	Maintenance	5/18/2019	34000	4206	Foundation-Operating	0.00	\$0
17180157	Restricted	Maintenance	5/18/2019	41211	2811	ABE State	0.00	\$0
17180158	Restricted	Maintenance	5/18/2019	40111	2263	NSF BEST	0.00	\$0
17180159	Restricted	Maintenance	6/12/2018	41103	3052	Upward Bound 2017	0.00	\$0
17180160	Unrestricted	Maintenance	6/12/2018	11201	3401	Financial Aid Admin Cost Allowa	0.00	\$0
17180161	Unrestricted	Maintenance	6/12/2018	11801	3511	Internal Services	0.00	\$0
17180162	Unrestricted	Maintenance	6/12/2018	11000	1080	Instruction & General	0.00	\$0
17180163	Restricted	Maintenance	6/12/2018	41455	2263	The Grass Foundation	0.00	\$0
BAR Net Total							0.00	\$1,096,768

Northern New Mexico College

FY18 (2017-2018)

Fund Type: Unrestricted

BAR Type: Increase

BAR Num 17180140
Tuesday, April 17, 2018

Fun Department Discretionary					
Org ABE					
Category	Account	Description	FTE	Amount	
Revenue	11012-2811-58001-604	Other Revenue	0.00	\$3,370	
Total Revenue			0.00	\$3,370	
Expense	11012-2811-61505-122	Other Salaries - Temp	0.00	\$2,504	
Expense	11012-2811-62111-122	Medicare	0.00	\$55	
Expense	11012-2811-62112-122	FICA	0.00	\$190	
Expense	11012-2811-62121-122	Retirement - ERA	0.00	\$470	
Expense	11012-2811-62141-122	Retiree Health Care - ERA	0.00	\$63	
Expense	11012-2811-62161-122	Basic Life	0.00	\$33	
Expense	11012-2811-62180-122	Workers Compensation	0.00	\$8	
Expense	11012-2811-62181-122	Workers Compensation Insurance Bill	0.00	\$26	
Expense	11012-2811-62190-122	Unemployment Compensation	0.00	\$21	
Total Expense			0.00	\$3,370	

**Fun Department Discretionary
Org ABE**

BAR Net Total Increase

0.00

\$3,370

Vice President for Finance and Administration

NNMC Board of Regents Representative

**Northern New Mexico College
FY18 (2017-2018)**

**BAR Num 17180144
Wednesday, April 25, 2018**

**Fund Type: Foundation
BAR Type: Increase**

Fun Org	Foundation-Unrestricted Foundation-Unrestricted Non-Operating	Category	Account	Description	FTE	Amount	
Revenue	35000-5100-58003-301			Foundation Donations	0.00	\$2,880	
Total Revenue						0.00	\$2,880
Expense	35000-5100-71176-301			Contribution Expense	0.00	\$2,880	
Total Expense						0.00	\$2,880
BAR Net Total Increase						0.00	\$2,880

Vice President for Finance and Administration
NNMC Board of Regents Representative

Northern New Mexico College

FY18 (2017-2018)

Fund Type: Restricted

BAR Type: Increase

BAR Num 17180148
Tuesday, May 01, 2018

Fun Indirect Cost Funds Org ABE	Category	Account	Description	FTE	Amount
	Revenue	11303-2811-80278-132	Transfer In Indirect	0.00	\$137
	Revenue	41223-2811-54202-605	State Grant & Contract Revenue	0.00	\$2,867
Total Revenue				0.00	\$3,004
	Expense	11303-1020-71951-131	Indirect Cost	0.00	\$137
	Expense	41223-2811-71131-105	Supplies and Expense	0.00	\$137
	Expense	41223-2811-72123-105	In-State Travel	0.00	\$2,593
	Expense	41223-2811-80178-105	Transfer Out Indirect	0.00	\$137
Total Expense				0.00	\$3,004

Fun C3 Initiative

Org ABE

BAR Net Total Increase

0.00 **\$3,004**

<p>Vice President for Finance and Administration</p> <hr/> <p>NNMC Board of Regents Representative</p>
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Northern New Mexico College
FY18 (2017-2018)

BAR Num 17180149
 Tuesday, May 01, 2018

Fund Type: Unrestricted
BAR Type: Increase

Fun Department Discretionary
 Org Language & Letters

Category	Account	Description	FTE	Amount
Revenue	11012-2111-58001-604	Other Revenue	0.00	\$200
Total Revenue				\$200
Expense	11012-2111-61505-101	Other Salaries - Temp	0.00	\$200
Total Expense				\$200
BAR Net Total Increase				\$200

Vice President for Finance and Administration
NNMC Board of Regents Representative

**Northern New Mexico College
FY18 (2017-2018)**

**BAR Num 17180150
Wednesday, May 16, 2018**

**Fund Type: Restricted
BAR Type: Increase**

Fun Pell Grant Org PELL Grants	Category	Account	Description	FTE	Amount
Revenue	42310-3619-58002-191		Prior Year Revenue	0.00	\$3,194
Revenue	42428-3666-55005-191		Private Gifts and Grants	0.00	\$5,500
Total Revenue				0.00	\$8,694
Expense	42310-3619-71602-191		Prior Year Expense-Financial Aid	0.00	\$3,194
Expense	42428-3666-71149-191		Scholarship Expense	0.00	\$4,000
Expense	42428-3666-71823-191		Stipend	0.00	\$1,500
Total Expense				0.00	\$8,694
BAR Net Total Increase				0.00	\$8,694

Vice President for Finance and Administration

NNMC Board of Regents Representative

Northern New Mexico College

BAR Num 17180151

FY18 (2017-2018)

Tuesday, May 01, 2018

Fund Type: Restricted

BAR Type: Decrease

Fun	Category	Account	Description	FTE	Amount
LANS Chemistry	Revenue	41433-2263-55005-606	Private Gifts and Grants	0.00	(\$9,616)
Biology & Chemistry	Revenue	41452-4208-55005-606	Private Gifts and Grants	0.00	(\$1,636)
	Revenue	41459-2053-55005-606	Private Gifts and Grants	0.00	(\$28,778)
Total Revenue				0.00	(\$40,030)
	Expense	41433-2263-61451-101	Student Salaries	0.00	(\$2,500)
	Expense	41433-2263-61505-101	Other Salaries - Temp	0.00	(\$1,536)
	Expense	41433-2263-62112-101	FICA	0.00	(\$1)
	Expense	41433-2263-62121-101	Retirement - ERA	0.00	(\$825)
	Expense	41433-2263-62141-101	Retiree Health Care - ERA	0.00	(\$414)
	Expense	41433-2263-62180-101	Workers Compensation	0.00	(\$1)
	Expense	41433-2263-71126-101	Science Supplies	0.00	(\$1)
	Expense	41433-2263-72124-101	Out-of-State Travel	0.00	(\$2,462)
	Expense	41433-2263-73104-101	Electronics-Computer up to 4999.99	0.00	(\$1,876)
	Expense	41452-4208-71131-134	Supplies and Expense	0.00	(\$1,499)

Fun Kindle Project
Org Canal Seis

Expense	41452-4208-72124-134	Out-of-State Travel	0.00	(\$137)
Expense	41459-2053-71131-101	Supplies and Expense	0.00	(\$28,778)
Total Expense			0.00	(\$40,030)

BAR Net Total Decrease

0.00 **(\$40,030)**

Vice President for Finance and Administration

NNMC Board of Regents Representative

Northern New Mexico College
FY18 (2017-2018)

BAR Num 17180155
Monday, May 14, 2018

Fund Type: Unrestricted
BAR Type: Increase

Fun Financial Aid Admin Cost Allowance
Org Financial Aid Administration

Category	Account	Description	FTE	Amount
Revenue	11201-3041-54108-608	Federal Administrative Cost Allowance	0.00	\$400
Total Revenue				\$400
Expense	11201-3041-71131-608	Supplies and Expense	0.00	\$400
Total Expense				\$400
BAR Net Total Increase				\$400

Vice President for Finance and Administration

NNMC Board of Regents Representative



RESOLUTION OF NORTHERN NEW MEXICO COLLEGE BOARD OF REGENTS

The Board of Regents of Northern New Mexico College having met at its Regular Board of Regents Meeting on June 22, 2018 unanimously resolve that:

1. The Board of Regents approves establishing and administering corporate purchasing cards with a total limit to be determined by the financial institution; and
2. The Board of Regents authorizes Richard J. Bailey, Jr., Ph.D. to sign the application and all related Agreements on behalf of NNMC.

Kevin F. Powers
Board of Regents President

Date

Damian L. Martinez
Secretary/Treasurer

Date

NORTHERN New Mexico College



MEMORANDUM

To: Northern New Mexico College Board of Regents

From: Ricky Bejarano, CPA, CGMA
Vice President for Finance & Administration

Date: June 22, 2018

Subject: 2024 Infrastructure Capital Improvements Plan Project Rankings

Ricky Bejarano
6/22/2018

The 2020 – 2024 Infrastructure Capital Improvements Plan (ICIP) includes seven projects which are ranked in need of priority for each fiscal year. These projects have been identified on prior year's submission of the annual ICIP request. The newest item identified is the Green Sustainability Project that includes enhancements to buildings at both campuses. The buildings were identified in the energy audit.

The projects are as follows:

Year	Rank/ Year	Name	Description	Estimated Cost
2020	1	Parking Lots & Road Improvements	Improvements for roads and parking lots at both campuses	\$2,000,000
2020	2	Capital Infrastructure needs	Planning, design and repair ad El Rito campus	\$1,000,000
2020	3	El Rito Campus Utility Sustainability	Utility efficiency improvements at El Rito campus	\$2,000,000
2021	1	Metal Trades Construction / El Rito Building Repair	Renovation and repair of metal trades building at El Rito campus	\$3,500,000
2022	1	NNMC Event Center	New event center for the Espanola campus	\$2,000,000
2023	1	NNMC Student Union	New student union building for Espanola campus	\$5,000,000
2024	1	Green Energy Sustainability Project	Enhancement of buildings at both campuses identified under energy audit for green energy enhancements	\$3,000,000

Action Request: The request is to approve year 2024 of the plan, as plans for the prior years have previously been approved. We request that the BOR grant the President and/or VP Finance & Administration the authority to submit any required paperwork pertaining to authorized projects to the appropriate oversight agencies.

NORTHERN New Mexico College

MEMORANDUM

To: Board of Regents - Northern New Mexico College

From: Ivan Lopez, Provost and VPAA

Date: June 22, 2018

Re: Approval of the Small Unmanned Aerial Systems Certificate

Issue

The Fine Arts Department is offering a six credit-hour certificate in Small Unmanned Aerial Systems Certificate to be offered by fall 2018.

Overview

The attached document discusses the need and characteristics for this certificate in this region. This program was developed in an effort to address the human resource needs of this growing industry, and continue to offer our students access to the emerging trends in the field of Film and Digital Media. We believe this unique offering (only SUAS Certificate Program statewide), will increase interest in our current FDMA program and serves as a valuable recruitment tool. We also intend to expand on program offerings in cooperation with the Biology, Chemistry, and Environmental Science Department in years two and three, and develop a second certificate in Aerial GIS/GPS mapping.

Recommendation

I recommend that the Board of Regents approve the new certificate in Small Unmanned Aerial Systems

7.3.1
Northern New Mexico College
New Degree Program Approval Form
 Form NNMC1001- rev1005 (New Degree Program Approval)

Type in the designated areas. Please do not alter any element of the form.					
1*	Initiator:	MATEO FRAZIER		Date:	
2*	Subject area:	FILM AND DIGITAL MEDIA ARTS			
3*	Academic division:	ARTS & SCIENCES			
4*	Proposed title for New Curriculum Program:	Certificate sUAS Tech			
5*	To begin	Semester:	FALL	Academic Year:	2018
6*	Degree or certificate to be offered:	Certificate: sUAS (Drone) Tech			
7*	<p>Program catalog description:</p> <p>Certificate sUAS (Drone) Tech</p> <p>This certificate program prepares you for entry-level commercial jobs in Drone Technology. Curriculum includes; pilot operation, FAA Part 107 certification preparation, and commercial deployment of Small Unmanned Aerial Systems (sUASs), more commonly known as drones. Topics covered will be Still and Moving Imagery, Surveying, and Mapping.</p> <p>FDMA 128 sUAS (DRONE) TECH I####This course is part one of a two-part six credit hour certificate program in Drone Technology. Curriculum includes; pilot operation, FAA Part 107 certification preparation, and commercial deployment of Small Unmanned Aerial Systems (sUASs), more commonly known as drones. Topics covered will be Still and Moving Imagery, Surveying, and Mapping. (3)</p> <p>FDMA 129 sUAS (DRONE) TECH II####This course is part two of a two-part six credit hour certificate program in Drone Technology. Curriculum includes; pilot operation, FAA Part 107 certification preparation, and commercial deployment of Small Unmanned Aerial Systems (sUASs), more commonly known as drones. Topics covered will be Still and Moving Imagery, Surveying, and Mapping. (3)</p>				
8*	Tentative timeline for program implementation: Fall 2018				
NEED					

9	<p>What are the College's strengths that would support offering the program (e.g., trained staff, facilities, adequate budget, sustainability, etc.)?</p> <p>FDMA currently has a FT lead instructor that is a licensed professional drone pilot, and has extensive experience in the commercial drone field. Perkins 2018-19 funds will support program implementation with plans for expansion in years two and three in collaboration with BCES GIS/GPS curriculum. The program certificate also builds on existing FDMA partnerships with EVHS and articulates with the A.A. in FDMA creating a clear pathway for continuance.</p>
10	<p>What are the College's weaknesses that must be overcome so as to offer the program?</p> <p>Funding will be needed to license another FT faculty in FAA Part 107, but will likely be covered by Perkins 2019-20.</p> <p>As long as the college continues to support the existing FDMA faculty positions, the program can be started without new funding. The funding for the new equipment purchases will be supported by 2018-19 Perkins Funding.</p>
11	<p>What are opportunities external to the College that support the new program (e.g., employer data, demographics, numbers of prospective students, etc.)?</p> <p>See attachment III</p>
12	<p>What are the threats external to the College that would need to be dealt with (e.g., competitors' programs, demographic shifts, etc.)?</p> <p>None at present.</p> <p>We may see some loss of Perkins Funding (2018-19) due to new formula that remove's BA's from our institutional count. This should not effect our ability to offer the program in Fall 2018, but may reduce enrollment capacity.</p>
13*	<p>Statement of fit with College mission, strategic goals, and strategic initiatives:</p> <p>The current College mission states: "Northern's fundamental mission is to provide accessible, affordable, community-based, quality learning opportunities for the educational, economic, and societal needs of our culturally diverse region."</p> <p>Similarly, the Academic Priorities discussed in the Academic Unit Planning 2012-2017 discuss that one priority is to: "Create and maintain superior curricula, intellectual environments, policies and programs that will attract, educate, and graduate well-prepared students."</p> <p>This proposed program is in compliance with the college mission of providing affordable and accessible opportunities for the educational and economic needs of the region. This bachelor degree will improve the chances for our students to get higher paying jobs and will contribute to enhance the state efforts towards renewable energy. The program will contribute to an increase of the number of graduates with STEM background in the region and, through better salaries, it will contribute to enhance the economic development of the community.</p> <p>The accreditation goals for the program will guarantee that students are prepared under the standards of the professional and that their degree has international recognition.</p>

* A partially completed proposal (short form) may be submitted to obtain and "Approval Pending Additional Planning" status which will determine the degree of feasibility of offering a particular degree program. If the Office of the President approves "pending additional planning" then a complete proposal may be submitted for approval/denial. This short-form" must include the criteria marked with an asterisk (*) as indicated on Form NNMC1001-rev1005.

CURRICULUM

14	<p>Program mission:</p> <p>The FDMA program prepares students for careers in the creation and production of video, film, audio, and digital graphic content across all digital media platforms. In FDMA courses, students gain skills in producing, screenwriting, and technical areas of digital media production. Students also study the narrative forms and social and cultural impact of media content.</p>
15	<p>Program goals:</p> <p>The Film and Digital Media Arts (FDMA) degree program prepares students for careers in the creative digital media industries. To achieve this mission, the FDMA curriculum encourages a blend of theory and practice. As our students get hands-on, skills-based instruction in the production of film, video, audio, and other digital media, they also learn to analyze the cultural, institutional, and legal dimensions of media systems.</p>
16	<p>Program outcomes:</p> <p>SO1. An ability to function effectively as a member or leader on a technical team;</p> <p>SO2. An ability to identify, analyze, and solve broadly-defined drone pilot and technology problems;</p> <p>SO3: Understand legal and ethical issues in UAS operations with regard to right to privacy;</p> <p>SO4: Demonstrate proficiency in Drone Deploy mapping software, and proficiency in post production workflow management</p>
17	<p>Program matrix (outcomes by courses in the major):</p> <p>PROGRAM REQUIREMENTS (9 CR)</p> <p>FDMA128 sUAS (Drone) Tech I (3)</p> <p>FDMA129 sUAS (Drone) Tech II (3)</p> <p>TOTAL CREDITS: 6</p>
18	<p>Coordination with other College programs:</p> <p>A.A. FDMA, and the Department of Biology, Chemistry, and Environmental Science.</p>

19	<p>Articulation to other institutions:</p> <p>Due to the emerging nature of this technology, there are no formal existing articulation agreements with NM Higher Education Institutions specific to this certificate.</p>
20	<p>What plans, if any, are there for alternative delivery of courses (e.g., distance learning)?</p> <p>Not Presently due to experiential nature of activities for mastery.</p>
ASSESSMENT	
20	<p>Plan for program assessment:</p> <p>See attached document: "Attachment I".</p>
SUPPORT AND SUSTAINABILITY	
21	<p>Faculty and facility needs (including classrooms):</p> <p>Presently we have no space/faculty specific needs we feel unable to adequately address with current faculty/space holdings. We plan to increase capacity in 2018-19 by seeking certification of a second full time faculty member.</p>
22	<p>Annual budget:</p> <p>Program will be supported through current FDMA budget and 2018-19 Perkins Award.. Through our anticipated increase in enrollment, we project a relative increase in program budget going forward.</p>
23	<p>Plans for sustainability:</p> <p>In "Drones Reporting for Work", published in 2016, Goldman Sachs, a bank, argued that drones are becoming "powerful business tools". It predicted that of the total of \$100bn likely to be spent on both military and civilian drones between 2016 and 2020, the commercial segment would be the fastest-growing, notably in construction (accounting for \$11.2bn), agriculture (\$5.9bn), insurance (\$1.4bn) and infrastructure inspection (\$1.1bn). Oppenheimer, another bank, predicts that the commercial market "will ultimately contribute the majority of UAV industry revenues".</p> <p>This program was developed in an effort to address the human resource needs of this growing industry, and continue to offer Northern Students access to the emerging trends in the field of Film and Digital Media. We believe this unique offering (only sUAS Certificate Program statewide), will increase interest in our current FDMA program offerings and serve as a valuable recruitment tool. We also intend to expand on program offerings in cooperation with the Department of Biology, Chemistry, and Environmental Science in years two and three, and develop a second certificate in Aerial GIS/GPS mapping.</p>

CONCURRENCES

Attachment I:
Program Assessment Plan
Certificate: sUAS Tech

SO1. An ability to function effectively as a member or leader on a technical team;

SO2. An ability to identify, analyze, and solve broadly-defined drone pilot and technology problems;

SO3: Understand legal and ethical issues in UAS operations with regard to right to privacy;

SO4: Demonstrate proficiency in Drone Deploy mapping software, and proficiency in post production workflow management

Courses and Experiences	Program Learning Outcomes			
	SO1	SO2	SO3	SO4
FDMA 128	I,R,A	I,R,A	I,R,A	I
FDMA 129	R,A	R,A	R,A	I,R,A
Other: Exit interview	A	A	A	A

Key: "I"=Introduced; "R"=reinforced and opportunity to practice; "; "A"=assessment evidence collected

Attachement II:

FDMA sUAS Tech Certificate Program is in compliance
HLC Policy Title: Institutional Change Number: INST.F.20.040.

- *The addition of academic program(s) at a degree or credential level not previously included in the institution's accreditation by the Commission; **The FDMA Program is an existing program and has offered A.A. and certificate programs since it's inception.***
- *the addition of academic program(s), including Title IV-eligible Certificate programs not related to existing degree programs, that represent a significant departure from programs previously included in the institution's accreditation; **sUAS Tech is closely related to our existing FDMA program objectives/foci, and previously offered certificate programs e.g.; Film Technician Training Program***
- *the addition of a direct assessment program or the addition of competency-based programs wherein the academic program is organized around competencies; **N/A***
- *the addition of academic programs that require allocation of substantial financial investment or resources, or any programs acquired from another institution; **Perkins Grant Funded, NNMC Faculty designed the certificate curriculum (did not acquire).***
- *the addition of academic programs outside stipulations imposed by a previous Commission action limiting such activity without prior approval. **N/A***

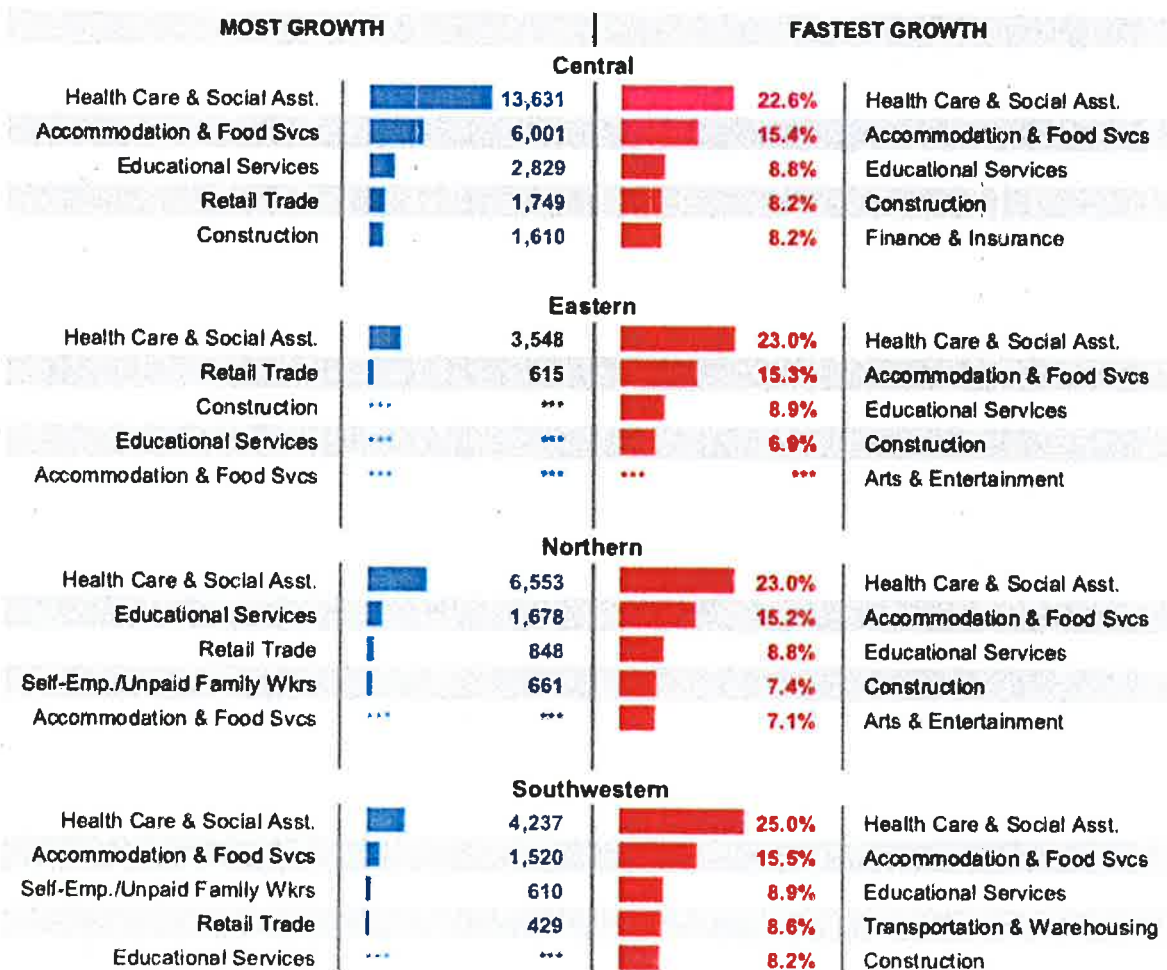
Attachment III: Employability

In order to evaluate the need of this program there are two important measures to evaluate: the projected occupational employment growth and the entry salaries for the different fields. High salaries for our alumni are one important strategy to reverse the poverty trend in the region.

The New Mexico 2017 State of the Workforce Report provides some insight on these two.

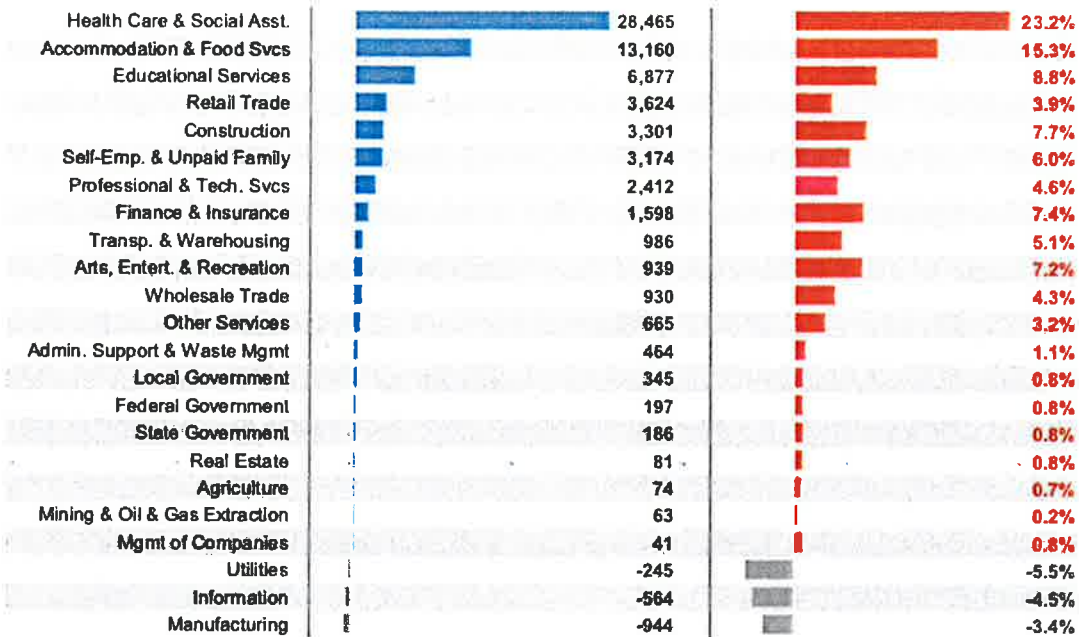
In terms of projected occupational jobs, Arts, Entertainment, Sports, Media was listed as one of five "largest growth industries" with a projected growth of 7.1% (10.5 % sub-sector Motion Picture/Sound Recording) with an average of \$50,170.00, which is in the top-ten highest average salary.

Major Industry Sectors With the Largest and Fastest Projected Employment Growth New Mexico Regions, 2014–2024

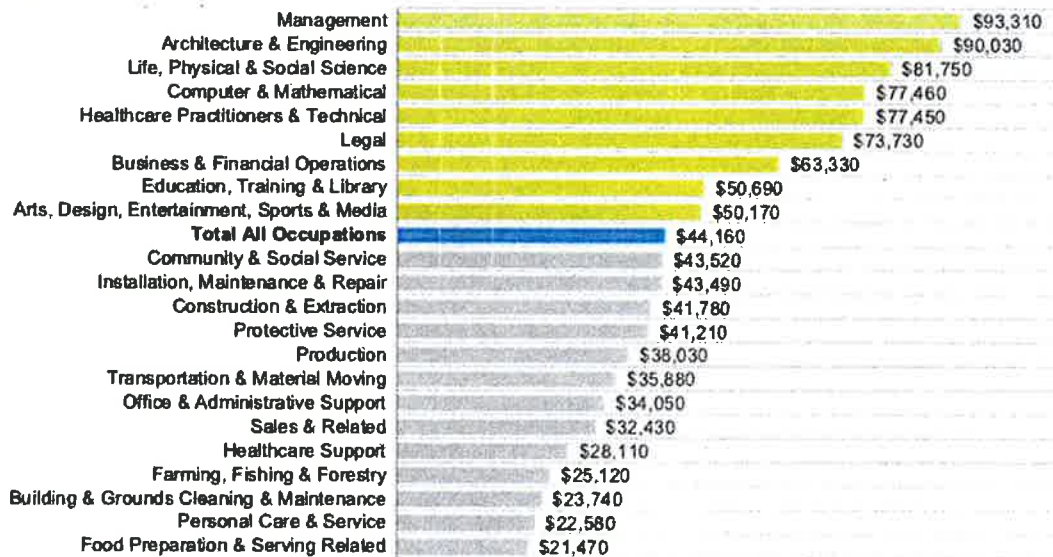


*** represents data that are suppressed.

Projected Numeric & Percentage Employment Growth by Major Industry
New Mexico, 2014–2024



Mean Wage of Occupations
New Mexico, 2016



Source: NMDWS, Occupational Employment Statistics program
Gray-colored categories represent those with a wage above the all-occupation average.

The Arts, Entertainment, Recreation field will grow at a rate of 94 jobs per year with an average entry annual salary of \$51,170.00, which makes it a 4-star occupation in the report (in a 5-star scale).

Table taken from: New Mexico 2017 State of the Workforce Report by the NM Department of Workforce Solutions

Demographics

According to the 2010 Census, the population of Rio Arriba County indicates that the major demographic sectors in terms of age are for people between 5 to 17 years with 17.89 % (equivalent to 7,198 people) and for the people between 18 to 64 with 61.31% (equivalent to 24,674 people).

For the registered voters in the county, only around 6% have declared some type of college education. These statistics show that there is potential for Northern if this new certificate program is offered.

sUAS (Drone) Tech I

FDMA 128 sUAS (Drone) Tech I (3)
CFA 143

FINE ARTS/FDMA

Instructor: Mateo Frazier

Email: mateo.frazier@nnmc.edu

Office Hours: Please email me to make an appointment

Description

This course is part one of a two-part six credit hour certificate program in Drone Technology. curriculum includes; pilot operation, FAA Part 107 certification preparation, and commercial deployment of Small Unmanned Aerial Vehicles (sUASs), more commonly known as drones. Topics covered will be Still and Moving Imagery, Surveying, and Mapping.

Course outcomes

Upon completion of course:

- **Relevant Laws and Regulations – Students will get an overview of the rules currently governing use of UAVs. We will provide resources for understanding these policies as well as context about them. A strong emphasis will be placed on preparation for FAA Part 107 certification exam.**
- **Current Applications of the Technology – We will present scenarios in which sUAVs have been used for local research well as other prospective applications of the technology. We will discuss strengths, weaknesses, advantages, and limitations of the quadcopters and related programs we have used so far.**
- **Flight Mechanics – Students will learn the basic flight-related terminology describing the actions of the drone while in mid-air, and the logic behind the parts of the vehicle that cause those actions to take place. Pitch, roll, and yaw will be explained in context of a drone.**
- **Piloting Skills – Students will have the opportunity to practice operating several different sUAVs in controlled environments under the supervision of our two licensed operators. Safety will be our main priority; but we also want students to enjoy and feel comfortable learning how to pilot high-quality small sUAVs.**
- **Creative/Entertainment/Marketing Applications – Through multiple organized creative still and moving image projects. Students will learn to plan and execute image capturing for creative/entertainment (filmmaking), and marketing (Real Estate, Construction) applications.**
- **Mission Planning – Students will become familiar with apps such as Drone Deploy that are used as mission planning software for image collection. They will learn the basics of plotting a path and determining the settings that the drone will use to fly its mission autonomously.**
- **Photogrammetry and Image Processing – Students will learn how to convert images taken using a drone into larger composite orthomosaic images using stitching software.**
- **Project-Based Inquiry – As part of this exploration of knowledge, students will have three small projects over the duration of the course.**
- **Safety – As researchers ourselves, we want to emphasize safe, responsible applications of drone technology in fields where they can be cost-effective, time-saving, and non-invasive. Students will learn how to think critically and responsibly about drone use as regulations are constantly changing and updating over time.**

Connections to program assessment

Program-level student learning outcomes for the FDMA program are as follows. Students will.

- Student will explain the relationship between ideas and concepts.
- Analyze Media critically
- Recognizes cause and effect relationships and employs appropriate skills when seeking a solution or predicting an outcome.
- Be informed, ethical, and socially responsible

The program-level measures include the following:

- Written Exams
- Practicum exercises
- Exit survey

Nature of assignments:

- Required Screenings
- Assigned Readings
- Oral Presentations/Discussions
- Part 107 Exam Prep
- Attendance is the MOST important element of the course. Students are allowed 2 absences (no excuse required), each additional absence will result in 1/2 letter grade reduction per absence. The ONLY exception to this requirement is serious health issues (with doctors excuse) or bereavement.

Required Reading:

Students will be required to read articles provided both online and in class.

Assignments:

PROJECT ONE: PART 107 EXAM PREP

Drone Rules and FAA Regulations

- The Basics of Part 107 Regulations
- Crew Member Definitions
- Registering Your Drone
- Reporting an Accident or In-Flight Emergency
- Operating Limitations: Height, Speed, Minimum Visibility and Cloud Clearance
- FAA Compliance: Flight Logging, Inspections and Required Documents
- Flying From a Moving Vehicle
- Flying at Night
- Flying Over People and Moving Vehicles
- Flying Visual Line-of-Sight
- Alcohol, Drugs and Physiology
- Airspace Authorization and Waivers

National Airspace System (NAS)

- Class B Airspace
- Class C Airspace
- Class D Airspace
- Class E Airspace
- Class G Airspace
- Special Use Airspace
- Military Training Routes (MTRs)
- TFRs and NOTAMs

Reading Sectional Charts

- What's a Sectional Chart?
- Latitude and Longitude
- VFR Checkpoints
- Notification Boxes
- MSL vs. AGL
- Airports and Radio Frequencies
- Isogonic Lines
- Maximum Elevation Figures
- Victor Airways
- Advanced Sectional Chart Interpretation

Airport Operations

- Reading a Chart Supplement
- Runways and Traffic Patterns
- Right of Way
- Towered vs. Untowered Airports

Weather and Micrometeorology

- Standard Conditions and Density Altitude
- Wind and Currents
- Moisture, Fog and Frost
- Reading a METAR Report
- Reading a TAF Report
- Operating in Extreme Weather
- Clouds, Ceilings and Visibility
- Stable vs. Unstable Air (Understanding Air Masses)

Drone Flight Operations

- Hazardous Flight Operations
- Emergency Operations
- Lost Link Procedures
- LiPo Batteries
- Aeronautical Decision-Making (ADM)
- Crew Resource Management (CRM)
- PAVE, IMSAFE & DECIDE Models
- 5 Hazardous Attitudes
- Radio Communications
- UAS Loading and Performance
- UAS Maintenance and Inspection
- Pre-Flight Checklist

Practice Tests, Cram Sheet & FAA Exam

- 5 Full-Length Practice Tests
- Cram Sheet // Am I Ready to Take the Test?
- Finding Your Test Center
- Test Day Checklist
- Using IACRA to Apply for Your Remote Pilot Certificate
- Flight Proficiency Challenge // Course Diploma

Grades: Completing class projects (50 %), Class participation (30%), mid terms/ Final Exams (10%), Attendance (10%)

Grading Scale: A (91-100), B (81-90), C (71-80), D (61-70), F (0-60)

Academic Misconduct: Any act of academic misconduct, including but not limited to cheating, fabrication, plagiarism or facilitating academic dishonesty, will result in failure of the class and will be reported to the College Provost.

Students with Disabilities:

Northern New Mexico College recognizes its responsibility for creating an institutional climate in which students with disabilities can succeed. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act; if you have a documented disability, you may request accommodations to obtain equal access and to promote your learning in this class. Please contact the Verna Trujillo, Coordinator of Accessibility and Resource Center at 505-747-2152 or v.trujillo@nnmc.edu to inquire about appropriate accommodations. After your eligibility is determined, you will be given a letter, which when presented to instructors, will help us know best how to assist you.

Faculty: To receive any classroom accommodations, students with documented disabilities will be issued a letter indicating the appropriate accommodations. An electronic copy will be sent from the Accessibility and Resource Office through our C-Port Database directly, to each Instructor/Professor email. It is quite possible that on occasion a student, without a letter in hand, may approach you about accommodations. If that should occur, direct that student to the ARC office. If accommodations are then determined to be appropriate, the student will be given a letter to present to you that will allow you to work with that student on implementing the accommodations. Please remember that it is never appropriate to ask the student about the specifics of their disability or to suggest that a student may have a disability. A student may voluntarily offer, however, information that may assist you in understanding how best to meet the specific needs of that individual.

As a civil rights statute, the Americans with Disabilities Act mandates that faculty members provide the accommodations as indicated in the letter. Questions regarding appropriate implementation of the accommodations may be discussed with the student and/or reviewed with the Coordinator in the campus ARC office.

sUAS (Drone) Tech II

FDMA 129 Drone Tech II (3)
CFA 143

Instructor: Mateo Frazier
Email: mateo.frazier@nnmc.edu
Office Hours: Please email me to make an appointment

Description

This course is part two of a two part six credit hour certificate program for drone technicians in the operation, certification, and commercial deployment of Small Unmanned Aerial Vehicles (sUAVs), more commonly known as drones. Topics covered will be Still and Moving Imagery, Surveying, Mapping and small Unmanned Aerial vehicle (sUAV) Technology.

Aims and Objectives:

Topics covered include drone safety and current policies, components, and how to take aerial photos and videos. The class will conclude with an aerial video project or a mapping mission requiring students to demonstrate their drone knowledge and skills. All equipment will be provided. After successful completion of this course, students will be certified to check out drones from the Spatial Analysis Lab and to help carry out research initiatives in related areas working alongside a certified remote pilot.

Course outcomes

Upon completion of course:

- **Relevant Laws and Regulations – Students will get an overview of the rules currently governing use of UAVs. We will provide resources for understanding these policies as well as context about them. A strong emphasis will be placed on preparation for FAA Part 107 certification exam preparation.**
- **Current Applications of the Technology – We will present scenarios in which sUAVs have been used for local research well as other prospective applications of the technology. We will discuss strengths, weaknesses, advantages, and limitations of the quadcopters and related programs we have used so far.**
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- **Piloting Skills – Students will have the opportunity to practice operating several different sUAVs in controlled environments under the supervision of our two licensed operators. Safety will be our main priority; but we also want students to enjoy and feel comfortable learning how to pilot high-quality small sUAVs.**
- **Creative/Entertainment/Marketing Applications – Through multiple organized creative still and moving image projects. Students will learn to plan and execute image capturing for creative/entertainment (filmmaking), and marketing (Real Estate, Construction) applications.**
- **Mission Planning – Students will become familiar with apps such as Drone Deploy that are used as mission planning software for image collection. They will learn the basics of plotting a path and determining the settings that the drone will use to fly its mission autonomously.**
- **Photogrammetry and Image Processing – Students will learn how to convert images taken using a drone into larger composite orthomosaic images using stitching software.**

- **Project-Based Inquiry** – As part of this exploration of knowledge, students will have three small projects over the duration of the course.
- **Safety** – As researchers ourselves, we want to emphasize safe, responsible applications of drone technology in fields where they can be cost-effective, time-saving, and non-invasive. Students will learn how to think critically and responsibly about drone use as regulations are constantly changing and updating over time.

Connections to program assessment

Program-level student learning outcomes for the FDMA program are as follows. Students will.

- Student will explain the relationship between ideas and concepts.
- Analyze Media critically
- Recognizes cause and effect relationships and employs appropriate skills when seeking a solution or predicting an outcome.
- Be informed, ethical, and socially responsible

The program-level measures include the following:

- Written Exams
- Practicum exercises
- Exit survey

Course focus and concepts:

Nature of assignments:

- Required Screenings
- Assigned Readings
- Oral Presentations/Discussions
- Attendance is the MOST important element of the course. Students are allowed 3 absences (no excuse required), each additional absence will result in 1/2 letter grade reduction per absence. The ONLY exception to this requirement is serious health issues (with doctors excuse) or bereavement.

Required Reading:

Students will be required to read articles provided both online and in class.

Assignments:

PROJECT ONE: BASIC FLIGHT INSTRUCTION (WEEKS 1-5)

During this Project, students will learn the basics of flight operations in an experiential setting. Each student will keep a flight log and must log 45 minutes of supervised flight time.

PROJECT TWO: PROPERTY PHOTO/VIDEO PACKAGE (WEEKS 6-10)

During this project, students will demonstrate that they have learned the basics of flight operations, as well as taking high definition photos/videos. In pairs, students will practice flying and using the camera. The flight (and project) will be completed when using the drone's camera to capture a full motion video, and 10 image package common in real estate sales/construction applications.

PROJECT THREE: MAPPING MISSION and VIDEO (WEEKS 10-15)

The final project will combine the technical aspects of flying with imagery or video. In small groups, students will design, plan, and execute an orthomosaic map of an agricultural or industrial site.

Grades: Completing class projects (50 %), Class participation (30%), mid terms/ Final Exams (20%),

Grading Scale: A (91-100), B (81-90), C (71-80), D (61-70), F (0-60)

Students with Disabilities:

Northern New Mexico College recognizes its responsibility for creating an institutional climate in which students with disabilities can succeed. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act; if you have a documented disability, you may request accommodations to obtain equal access and to promote your learning in this class. Please contact the Verna Trujillo, Coordinator of Accessibility and Resource Center at 505-747-2152 or v.trujillo@nmmc.edu to inquire about appropriate accommodations. After your eligibility is determined, you will be given a letter, which when presented to instructors, will help us know best how to assist you.

Faculty: To receive any classroom accommodations, students with documented disabilities will be issued a letter indicating the appropriate accommodations. An electronic copy will be sent from the Accessibility and Resource Office through our C-Port Database directly, to each Instructor/Professor email. It is quite possible that on occasion a student, without a letter in hand, may approach you about accommodations. If that should occur, direct that student to the ARC office. If accommodations are then determined to be appropriate, the student will be given a letter to present to you that will allow you to work with that student on implementing the accommodations. Please remember that it is never appropriate to ask the student about the specifics of their disability or to suggest that a student may have a disability. A student may voluntarily offer, however, information that may assist you in understanding how best to meet the specific needs of that individual.

As a civil rights statute, the Americans with Disabilities Act mandates that faculty members provide the accommodations as indicated in the letter. Questions regarding appropriate implementation of the accommodations may be discussed with the student and/or reviewed with the Coordinator in the campus ARC office.

NORTHERN New Mexico College

MEMORANDUM

To: Board of Regents - Northern New Mexico College

From: Ivan Lopez, Provost and VPAA

Date: June 22, 2018

Re: Suspension of the Associate Degree in Music

Issue

Three programs under went Program Review last April by the Academic Chairs and Director's Committee. The Dean's Council reviewed the report and recommended to suspend the Associate of Music.

Overview

The conclusions of Program Review (attached to this memorandum) showed that the Associate of Music has not shown a sustainable enrollment in the last five years or more. The review also revealed that there has been a consistent lack of quality control measured by Student Learning Outcome Assessment. The main reason for these problems is the lack of sufficient full time faculty in those programs and changes in program leadership. Under the current financial circumstances at NNMC, it is impossible to make any significant program improvements since there is no funding available. Moreover, there is no demand or strong evidence that there are sufficient jobs for program graduates.

Recommendation

I recommend that the Board of Regents approve the suspension of the Associate of Music Program.

NORTHERN New Mexico College



Program Review Report

Program: Associate of Music
Department: Department of Fine Arts
College: College of Arts and Sciences
Review Date: April 27, 2017

Summary:

A program review for the Associate of Music was presented to the Program Review Committee by Mr. Mateo Frazier, Chair for Fine Arts.

The calculated three-year average of declared student enrollment in the program is 6.7 (headcounts) per year and the three-year, graduation average is 0.66 students per year.

The fiscal analysis of the program shows average revenue of \$6,800.00 (based on tuition and state funding formula) and the 3-year average budget associated to the program was \$188,255.00 (based on salaries for faculty/staff, equipment, contracts, and supplies). Therefore, the 3-year average annual deficit for the program is \$181,455.00. Due to budget decreases to the program, during the last academic year, the deficit was \$101,771.00, which is not convenient under the current limited fiscal environment at Northern.

The review revealed leadership instability in the program in recent years. More than four directors have overseen the program in the last six years. Other observations made include: a) the lack of an external advisory group to guide the program; b) there is currently only one full-time faculty member with the appropriate credentials to teach the courses in the major. The number of full-time faculty members is a concern raised by the Higher Learning Commission's (HLC) 2016 visit in terms of the faculty to program ratio for several programs offered at Northern.

The program review showed lack of: 1) student learning outcome assessments and/or 2) programmatic assessments in the last five years. Therefore, there is no documented evidence of the quality of the program, which could jeopardize the overall institutional accreditation. Moreover, the program was denied accreditation by National Association of Schools of Music in 2015.

Similarly, the curriculum efficiency analysis of the program showed several bottlenecks, large sequences of pre-requisites, which make the program inflexible and jeopardizes student success or delays graduation. Moreover, the program did not follow the credit reduction process that Northern went through in 2015 to reduce associate programs to 60 credits. The total number of credits varies between 71 and 73 credits, depending on the electives or tracks.

Conversations with the program leadership indicated that the program would require investment of full-time faculty/staff members to be able to address all the curricular needs. The current fiscal environment does not allow this option. Moreover, the termination of this program will imply a reduction in force and the termination of the tenured faculty member associated with this program.

Finally, there was no evidence presented on the local job opportunities for the graduates or any

Finally, there was no evidence presented on the local job opportunities for the graduates or any demand signal from potential students in the local high schools.

Recommendations:

The Dean's Council recommend the following:

1. suspend the program as of fall 2018 so that new students can no longer enroll
2. revise the current curriculum to expedite the graduation of the two current declared students or persuade them to change to a different program



Provost & VP Academic Affairs

Date: 6/18/18
Re: Draft Policy v6

Northern New Mexico College Policy on Children on Campus

1. Purpose

NNMC values its employees and students and recognizes the importance that families play in our communities. This policy serves to address guidelines for bringing non-student, minor children to campus. These guidelines are intended to foster respect for all parties impacted by the presence of non-student, minor children on the campus, in the workplace, or in the classroom.

The college recognizes that family needs and responsibilities may in some circumstances require the presence of a child on campus for a limited amount of time. Any individual who brings a child to campus should be aware of and respectful of the needs of others to have a quiet educational and/or work setting. To protect the safety of young visitors and to avoid disruptive behavior, children accompanying employees, students, or visitors of NNMC must be under the supervision of a responsible adult while on NNMC property.

Employees of the college have assigned duties and cannot take supervisory responsibility for any unattended children of employees, students, or visitors. It is not appropriate for a non-student, minor child of any age to be in the workplace on a regular basis, including after school each school day or on regularly scheduled school holidays.

This policy is not intended to prohibit appropriately supervised children from the campus when their purpose is to attend specific specified cultural events, sporting events, or to accompany students and families seeking advisement or information about the college.

2. Definitions

For the purposes of this policy, a child/minor is defined as any youth under the age of 18 who is not officially enrolled in classes at Northern New Mexico College (NNMC). Emancipated minors are considered adults.

An adult is any person 18 years of age and older.

An adult is also any emancipated minor or a parent (even if is under the age of 18).

Minors under the age of 18 who are enrolled in credit classes at NNMC are considered NNMC students.

3. Policy

3.1 The College assumes no responsibility or liability for children, nor for any accidents or injuries to children. For the purposes of this policy, a child is defined in the section 2.

3.2 Students, faculty, and staff are expected to arrange for their personal childcare away from the work site. In emergency situations, if it is necessary for an employee to briefly (no more than 45 minutes) bring a child to the workplace during working hours, the employee's supervisor must be informed. Sick children are not to be brought to campus.

3.3 At the discretion of the instructor, children may be allowed in classrooms *on rare occasions due to unforeseen emergency or circumstance*. Children should not be allowed in the classroom as an alternative to procuring regular childcare or when the child is too ill to attend regular childcare or school.

3.3.1 Under no circumstance will children be allowed in high risk areas, including but not limited to scientific/medical laboratories, commercial kitchens, server rooms, studio spaces, machine shops or other marked areas.

3.4 Parents of child(ren) considered disruptive or unsupervised will be asked to remove the child(ren).

3.5 A child should never be left unattended while the parent or guardian is attending class, conducting other business, or attending a public event on campus. Line of sight supervision by the parent or guardian is required at all times.

3.6 Deans/Chairs/Directors/Supervisors have the discretion to develop supplemental child-related policies for their areas of management that address specific concerns related to their scope of work/supervision. These supplemental policies must adhere to the scope and construction of the College-wide policy.

4. Procedures

All NNMC employees, students, and visitors are expected to abide by this policy.

Procedure for Unattended Children on Campus

- If an unattended child/ren observed on campus are a cause for concern (e.g. toddler in the parking lot, or school-aged children playing basketball during school hours), NNMC employee, student, or visitor will report the situation to Campus Security (747-2158). While Campus Security arrives, use a common sense approach to safety (e.g. attempt to obtain child's name, walk them to a safe place and wait for campus security, etc.).
- Campus Security will employ their protocol for contacting parents, guardians, caregivers, or, if necessary, may contact local authorities..

- If you observe that a child is injured, call 911 immediately, then contact Campus Security.

5. Exceptions

Exceptions to this policy are activities which, by their very nature, might be attended by children. It is assumed, however, that children are attending these activities under the supervision of an instructor or adult, or are enrolled in a fee-based program. Examples of such events are athletic events, performing arts performances, special events, or other activities such as an after-school program sponsored by the college.

DRAFT - For Public Input