Northern New Mexico College
1000 Policy Series
Organization

1000
Northern New Mexico College History, Mission, and Organization

Vision
Northern New Mexico College will continue to work toward becoming a regionally recognized comprehensive university creating a culture of quality student learning that addresses student and employee needs while maintaining the community college mission.

Mission
Northern New Mexico College is a Hispanic and Indigenous serving institution dedicated to student achievement and the advancement of our community. Northern emphasizes issues of sustainability inclusive of social and economic justice, diversity, the environment, and service for the common good.

Values Statement
The values of the cultural landscape as well as the individuals who teach, learn and work at NORTHERN have shaped the values of NORTHERN throughout its history. Our values provide a frame of reference for all manners of decision-making on our campus. They contribute to the general atmosphere of the College and guide us in our teaching, our pursuit of knowledge, and our public service.

History of NORTHERN
Northern New Mexico College and its mission have always played an integral role in the State of New Mexico’s goal to provide educational opportunities for its residents.

- In the early 1900’s the New Mexico Territorial Legislature determined that a facility was needed as a “normal school” with a primary function of training teachers for the State’s Spanish-speaking population. The Spanish American Normal School at El Rito opened its doors in September 1909, and celebrated its centennial as Northern New Mexico College.
- When the New Mexico Territory applied for statehood in 1912, the State Constitution, Article 12, Section 11, identified the Spanish American Normal School as one of ten educational institutions which would be supported by the state. The Spanish American School provided both secondary and post-secondary educational programs.
- In 1953, the State Legislature changed the name of the institution to Northern New Mexico State School and, mandating that the institution provide training not available in public schools, implemented a secondary school curriculum. Six years later, the Board of Regents renamed the school Northern New Mexico College. NORTHERN continued to teach grades 7-12 along with the new college curriculum.
- By 1961, the College was offering two-year programs in business education, general studies, and selected vocational programs. Technical-vocational programs proved popular and

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enrollment increased due to a school-operated transportation system which allowed the population from the surrounding rural villages to attend the school.

- In 1969 the high school curriculum was transferred to a newly created public school district and the curriculum at the College was limited to technical-vocational course offerings. One year later, the Board of Regents again renamed the school the New Mexico Technical-Vocational School to indicate the change in course offerings.

- Operating under its new name, the Technical-Vocational School expanded its curriculum and faculty, and developed a campus in Espanola, approximately 30 miles from El Rito. The school assumed the Practical Nurse program from St. Vincent’s Hospital in Santa Fe. As educational needs in northern New Mexico evolved, educators and legislators identified a need for a more comprehensive delivery of educational services. In 1976 a task force was created whose membership included representatives from the New Mexico Technical-Vocational School, the University of New Mexico, and local school boards and citizens to assess the feasibility of establishing a community college. The task force recommended that the University of New Mexico-Northern Branch (at Santa Cruz) be dissolved and their academic course offerings be combined with those of the New Mexico Technical-Vocational School. The Legislature accepted this recommendation and provided for the expansion of the institution’s mission.

- The Board of Regents soon accepted the new mission of the institution, renamed the institution Northern New Mexico Community College, and began combining existing programs, philosophies, and procedures in order to establish a comprehensive community college.

- The new institution was headed by a president appointed by the Board of Regents. The programs to be offered by the new institution included associate degrees in various academic and occupational disciplines, certificate-granting programs in occupational studies, special interest courses granting continuing education units (CEU’s), and other courses offered for no credit.

- In 2004, legislative approval and accreditation was extended to Northern, permitting it to be the first community college in the state of New Mexico to offer a four year degree, a BA in Elementary Education.

- In 2005, legislation was enacted which permitted the college to offer four-year degrees in any programs deemed necessary and appropriate. Northern New Mexico Community College was renamed Northern New Mexico College.

4. Administrative Organization

The President of the College is appointed by Board of Regents and is directly responsible to them. As the chief executive officer of the institution, the President directs the administration in carrying out College policy, and has the authority to assign and reassign administrative duties.
1010
Standards for College-Related Materials

1. General
It is important that the College utilize consistent standards for all materials that represent the
College. This policy applies to all College-related materials and describes required standards and
specifies when they must be followed.

2. Design Standards
Each year the College produces for external distribution, brochures, posters, and other printed and
electronic materials, ranging over a broad spectrum of subjects and meeting a variety of
requirements. For these publications to make a cumulative impact for the College, they must have a
reasonable degree of design unity. To achieve this unity, guidelines have been established, and are
available at http://site.NORTHERN.edu/NCAM

The College does not intend that every publication look the same, only that the publication has
common elements that show it is part of the College. Any information, whether in print or
electronic form, published by an officially recognized school, branch, department, office, project,
program, or area is considered "official" and is subject to the requirements of this policy.
Information published by student organizations or by individual faculty, staff, or students is
considered "unofficial" and may not carry the College logo, seal, or mascot.

2.1. College Stationery
Stationery includes printed letterhead, envelopes, and business cards. Stationery must comply with
the graphic standards of this policy. Official stationery will use the College logo as described in
Section 4 below. Generally, names of individuals or other marks may not be printed on College
stationery, except business cards. Envelopes must comply with the United States (U.S.) Postal
Service requirements that all nonprofit standard mail, commonly referred to as bulk mail, contain
"Northern New Mexico College" as the first line of type of the return address.

2.2.1. EEO and ADA Statements
According to state and federal laws, all major institutional publications should contain the following
notice:
"Northern New Mexico College is an Affirmative Action/Equal Opportunity institution. In
accordance with the Americans with Disabilities Act, this material is available in alternate formats
upon request."

2.2.2. Accreditation
All major institutional publications should also contain the reference "Northern New Mexico
College" because the institution has been fully accredited by the North Central Association of
Colleges and Secondary Schools.

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2.3. Electronic Publishing

Official electronic publications are also required to contain the information in Sections 2.2.1 and 2.2.2, above and specific identifying information, including the full name of the institution spelled out on the top level electronic page of the publication, use of the abbreviation "Northern" in the publication's title tag, and include adequate mailing address information. Departments should consult the "Northern's Brand & Graphics Standards" for details on electronic publishing procedures and requirements, including automatically formatted versions of the College logo and copies of the current official electronic "page" design format.

3. The College Name

3.1. The College's Abbreviated Name – NORTHERN

When addressing audiences familiar with the College such as faculty, staff, alumni, students, and community members, always use the wordmark “NORTHERN.” The abbreviated name is the preferred choice for brand recognition. If pieces of a document are intended to be separated, such as tear-off mailers, each piece should also contain the abbreviated name.

3.2. The College's Full Name – NORTHERN New Mexico College

When addressing audiences that might not be familiar with what “NORTHERN” stands for, use the College's full name. In an address, the name of the College is generally listed above the name of the department. After the name has been used in full within a given body of text, it can be subsequently called the College or NORTHERN. If pieces of a document are intended to be separated, such as tear-off mailers, each piece should contain either the full college name or the abbreviated name.

3.3. The College's Name in Spanish

Any reference to the College in Spanish text should remain as NORTHERN New Mexico College. However, after the name has been used in full within a given body of text, it subsequently can be called "El Colegio." The abbreviated name, NORTHERN, may also be used.

4. THE COLLEGE LOGO

Except for items requiring the College seal as mentioned herein, the logo should be used on stationery, publications and other official materials, whether in print or electronic format that present the College to the public. Departments may not alter the College's logo or create their own logo.

All current College documents must comply with these standards by December 15, 2012. This will allow for use of existing stock.

4.1. Logo with the College's Abbreviated Name – “NORTHERN”

When addressing audiences familiar with the College such as faculty, staff, alumni, students, and community members, use the logo with the letters NORTHERN. The abbreviated name is the preferred choice for brand recognition.

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4.2. Logo with Full College Name
When addressing audiences who might not be familiar with what the abbreviated letters stand for, use the logo that includes the College’s full name.

4.3. Logo Colors
College departments will use a Rust Eagle logo in Northern’s logomark. Northern’s College of Nursing and Health Sciences uses a Blue Eagle Logo in Northern’s logomark.
The official logo colors are Rust (PMS 7580) and Blue (PMS 541). Each look good with SILVER (PMS 877, or PMS 10102, for which Cool Gray 3 or 4U can be substituted for in-house printing). If these colors are not appropriate for a particular publication, contact NCAM for acceptable alternatives. Any deviation from standard colors must be approved in writing.

4.4. Logo Guidelines
Whenever the logo is used, the following rules apply:
The complete official logomark must be used (whether abbreviated to “Northern” or with the full college name), and in a manner set forth in Northern’s Brand & Graphics Standards regarding color, placement, and size.
• The logo must not be altered, broken apart or distorted in any way.
• The logo should not be combined with another emblem or symbol.
• Type should not touch the logo or be superimposed over it, except when specifically approved by NCAM.
• Only images of the logo that are of reproduction quality may be used.

4.5. Commercial Use of the Logo
The logo will be registered as a service mark of Northern New Mexico College. It must be properly presented and used for approved purposes only. The College will license its trademarks, service
marks, and logos and provide for the enforcement of its license agreements. Departments with questions regarding the use of the logo on manufactured items should contact NCAM.

4.6. Special Logo Applications
College documents and forms distributed to external audiences such as the College's application forms, should include the College logomark as an identifiable graphic on the front page. The College logomark should always be used in institutional advertising. If a department has special design requirements for advertising, the department should contact NCAM. Modified versions of the logo may be permitted in very unusual circumstances. To request such a modification, a department must contact NCAM.

4.7. Uses of the NORTHERN Logo with other Organizational Logos
In general, the College logo should appear by itself, and not with other logos. However, when the College is allied in a cooperative venture with one (1) or more other organizations, it may be appropriate to place the logos of these other organizations on the same page with the College logo. When this is done, the official College logo should be larger than the other logos or all logos on the page should be the same size.

4.8. Uses of Unit-Specific Logo
In limited circumstances as defined in NORTHERN's Brand & Graphics Standards, a unit, department, or school within the College may use a unit-specific logo. If a unit wants to use a unit-specific logo as a graphic identifier, the unit must send a request to NCAM. Requests are reviewed on a case-by-case basis. Whenever a unit-specific logo is used, the official College logo must also be used. The College logo should be larger than the other logos or all logos on the page should be the same size.

5. The College Seal
The most formal symbol of the College is the seal. The seal is strictly reserved for use on documents of the highest official rank from the College President and the College Board of Regents such as diplomas, certificates, certain invitations, legal documents, and other printed materials. Use of the seal must be approved in advance, by the President’s Office or the Office of Institutional Advancement.

The seal is a registered service mark of Northern New Mexico College. It must be properly presented and used for approved purposes only.

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6. The College Mascot

The Athletic Eagle is the official mascot of the College. The College Athletic Director and NCAM are the only entities allowed to authorize use of the Athletic Eagle as an official symbol. Only officially approved images of the mascot that are reproduction quality may be used. These images and approval to use them must be obtained from the Athletic Director or NCAM in writing.

The Athletic Eagle is/will be a registered service mark of Northern New Mexico College. It must be properly presented and used for approved purposes only. Departments with questions regarding the use of the Athletic Eagle on manufactured items should contact the Athletic Director or NCAM.

7. Exceptions
Exceptions to this policy must be approved by NCAM or the VP for Institutional Advancement.

1020
NAMING FACILITIES, SPACES, ENDOWMENTS, AND PROGRAMS

1. General
The College welcomes the opportunity to honor those who have rendered extraordinary service or support to Northern. The criteria listed in this policy may change with economic conditions and College priorities. Their purpose is to set reasonable guidelines which may need to be adapted to each specific situation. The guidelines in this policy on naming in honor of benefactors applies to all prospective donors to any College program, campus, or organization and to the Northern Foundation.

2. Criteria for Selection of Honorees
Naming a facility, space, endowment, or program for an individual, organization, or corporation is one of the highest honors that the College can bestow. This recognition is a lasting and powerful affirmation of the honoree’s connection to the College’s mission. As such, honorees shall have exemplary character, an unqualified reputation for honesty, personal integrity and the highest standards of personal and professional ethics.

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2.1. Extraordinary College Service

Honorees who have been employed by the College shall have given extraordinary service to the institution in a teaching, research, service, or administrative field with such exceptional distinction that their contributions are widely recognized by their peers, both at the College and elsewhere. The recognition afforded the honoree may also include private financial contributions related to the naming opportunity. Honorees may not be current employees, individuals in active service at the College, or those holding elected office at the time of the naming, unless the circumstances are exceptional and approved by the Board of Regents.

2.2. Private Financial Support

Individuals who have not been College employees, corporations, and other organizations may be considered for such recognition if they have made significant financial contributions to the College. A bequest or legacy gift from a donor who is still alive will not normally be considered for a naming opportunity. Determination of what constitutes a significant financial contribution is made on a case-by-case basis taking into consideration the total cost of the project, the availability of other funds, and the following guidelines:

- New facilities -- fifty percent (50%) of new construction costs or three million dollars whichever is greater.
- Renovated facilities -- seventy-five percent (75%) of the cost of renovating a facility.
- Existing facilities without renovation -- seventy-five percent (75%) of the fair market value of the facility.
- Portable items -- donation of the collection or at least fifty percent (50%) of the value of the collection.
- Tribute markers -- fifty percent (50%) of the cost or value of associated items (e.g. trees, gardens).
- Endowed chairs and professorships -- full funding of the endowment.
- Programmatic Entities -- determined on a case-by-case basis.

Costs for the determination are defined by the College Office for Capital Projects and by the Northern Foundation for endowed positions.

3. Approval Process

Approval requirements for naming Northern facilities, spaces, endowments, and programs are based on the impact of such action on the College. Whenever there is a fundraising effort for a major facility, a plan must be developed which lists naming criteria and funding amounts for various components of the facility (e.g., rooms, laboratories, offices). This plan must be submitted to the Regents’ Finance Committee as an information item before specific individuals or organizations are approached for specific naming recognition. Whenever possible for other types of naming opportunities, a plan should be developed before specific donors are approached. Plans must include realistic goals, objective analysis of fund raising potential, lists of prospective donors,

Approved: October 25, 2012
timelines specifying when the campaigns will begin and end, budgets for all fundraising activities, and contingency plans if the fundraising goals are not met.

All plans and specific requests for naming must be submitted by the appropriate dean/director through the dean's/director's vice president to the Committee on Naming Facilities, Spaces, Endowments, and Programs. If the request involves private funds, the vice president will submit the request to the Committee. The Committee Chair will forward the Committee's recommendation and obtain the necessary approvals. Gift commitments must be signed by the donor and the Vice President for Advancement and submitted in writing to the Committee. Every attempt will be made to make a named gift opportunity decision within sixty (60) days from submission of the plan to the Committee. In the best interest of the College and prospective honorees, information relating to any naming request or plan should remain confidential to the extent permitted by law until appropriate approvals have been obtained.

3.1. Committee on Naming Facilities, Spaces, Endowments, and Programs
The Committee shall have the following members: Provost/ Vice President for Academic Affairs, Vice President for Administration, Vice President for Advancement, Vice President for Student Affairs, College Secretary (official record-keeper), and a faculty member appointed by the President. The President will name the Chair. The Committee is responsible for:

• reviewing naming opportunities and associated plans to ensure adequacy/appropriateness of funding proposal;
• reviewing specific naming requests to ensure they comply with Regents' policy and are in the best interests of the College;
• ensuring adequacy of funding proposals; and
• making recommendations to the President or the vice president with approval authority for the specific classification.

3.2. Request for Approval
The level of approval for naming Northern facilities, spaces, endowments, and programs depends on the classification of the item. The plan and each specific naming opportunity must be approved according to the following criteria.

3.2.1. Class I
Class I includes facilities and spaces that are part of the outside environment of the College; for example, buildings, complexes of buildings, roads, walkways, playing fields, parks, gardens, and agricultural or forestry plots. Names in this class must be approved by the Board of Regents upon recommendation of the President following consultation with the Committee on Naming Facilities, Spaces, Endowments, and Programs.

3.2.2. Class II
Class II includes facilities and spaces that are part of interior space of the College; for example, library/reading rooms, laboratories, seminar rooms, galleries, recreational courts, and lounges. Names in this class must be approved by the President following consultation with the Committee

Approved: October 25, 2012
on Naming Facilities, Spaces, Endowments, and Programs. Depending on the specific Class II facility (for example, large public spaces) the President may decide to submit the request to the Board of Regents for approval.

3.2.3. Class III

Class III includes collections or groups of portable items, which are identifiable because of a specific focus or purpose; for example, collections of art and/or artifacts. Names in this class must be approved by the Provost/ Vice President of Academic Affairs, depending on the location of the Class III material, following consultation with the Committee on Naming Facilities, Spaces, Endowments, and Programs.

3.2.4. Class IV

Class IV addresses tribute markers, which include plaques, medallions or other markers usually in association with such features as trees, benches, or small monuments. The display of tribute markers must be approved by the Vice President for Administration following consultation with the Committee on Naming Facilities, Spaces, Endowments, and Programs.

3.2.5. Endowed Chairs and Professorships

The Board of Regents, following consultation with the President and the Committee on Naming Facilities, Spaces, Endowments, and Programs shall approve the establishment of endowed chairs and professorships based on:

- the endowment levels established by the Northern Foundation;
- the appropriateness of the specific naming consistent with Northern policy;
- a plan for raising the full amount required to fund the endowment including the length of time for raising the funds and alternate arrangements if the funds are not raised within the specified time;
- guidelines for spending prior to full funding of the endowment; and
- a process for monitoring spending to assure conformance with intent.

3.2.6. Programmatic Entities

Naming of programmatic entities (academic and non-academic programs ) whether separate organizational units or not (departments, schools, colleges, institutes, centers, conferences, symposia, activities, organizational units, etc.) will only take place in exceptional circumstances. The naming of programmatic entities is a sensitive matter and must include acceptance and agreement from many different constituencies on campus with final approval required from the Board of Regents upon recommendation of the President following consultation with the Committee on Naming Facilities, Spaces, Endowments, and Programs. Before recommending any such naming, the President must ensure:

- the proposed name is consistent with the College policy regarding honorees;
- the autonomy of the programmatic entity and the academic freedoms to which Northern is committed will be safeguarded; and
- the level of private financial support has been taken into consideration.

Approved: October 25, 2012
The Board of Regents reserves the right to review for approval, on a case-by-case basis, any naming request not specifically addressed above and not otherwise delegated by the Board of Regents to the President of the College.

4. Formal Recognition
When name recognition has been extended for a gift received, it must be honored in accordance with a written gift agreement signed by College officials and the donor(s). In the event of significant changes in circumstances, the College reserves the right to determine the form of name recognition, in consultation with the donor when possible. The College Secretary is responsible for recording the official decisions on all naming requests and reporting those decisions to the appropriate Northern officials with a copy to College Archives.

5. Duration of Name
Naming of facilities, spaces, endowments, and programs in honor of individuals is generally expected to last the lifetime of the facility, space, endowment, or program. Naming of facilities, spaces, endowments, and programs in honor of corporations or other organizations will have a set number of years attached to the naming which will be determined on a case-by-case basis and listed in the signed gift agreement; typically the duration of such naming shall not exceed twenty-five (25) years. Naming associated with a particular facility, space, endowment, or program does not preclude further naming within the facility, space, endowment, or program.

6. Implementation
This policy does not apply to any arrangements that are in existence at the date this policy was adopted, nor to arrangements that may be made pursuant to discussions with donors that had commenced at the date the policy was adopted, even though the arrangements do not conform to this policy.

1030
GIFTS MADE TO THE College

1. General
Private support is extremely important to the teaching, research and public service mission of the College. Through private support, the College can enhance current programs and develop resources to support future programs. To ensure effective development and management of private support and compliance with Internal Revenue Service (IRS) regulations, the College coordinates all efforts to obtain and increase private support through the Northern New Mexico College Foundation, a non-profit corporation. The Foundation was chartered by the Northern New Mexico College Board of Regents to solicit, accept, and manage private contributions for the purpose of promoting the educational, research, and service commitments of the College. The College’s Advancement Office staffs the Foundation under the oversight of the Foundation Board of Directors and the Vice President for Institutional Advancement. All gifts received by the College, including gifts to colleges.

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schools, departments, and/or programs, must be reported to the Advancement Office. This policy applies to the receipt and investment of all gifts from private sources made to benefit the College's education, research, or public service mission irrespective of who actually receives the contribution. Gifts may come in many forms including:

- cash, checks, and credit card payments;
- securities;
- real estate;
- bequests, wills, trusts, and other forms of planned gifts;
- art and collectibles;
- equipment, supplies, and other types of tangible personal property;
- intangible gifts such as copyrights, royalties and easements; and
- private grants.

This policy does not apply to grants from governmental agencies or to contracts from governmental agencies, corporations, or other entities for research or service projects where the funding agency initiates the project, specifies processes, methods, and benchmarks, and/or derives direct substantial economic benefits from the results. Such contracts are handled by the grants office.

2. Foundation Office

The Foundation Office in conjunction with the Foundation Board and the Vice President for Advancement directs and manages the fund-raising activities of the College. With a comprehensive overview of the College's fund-raising activity, the Foundation Office serves as a clearing house for funding requests to ensure prospective donors receive the proper acknowledgment and are not approached by several colleges or schools at the same time. If faculty or staff members are contacted by a donor directly, they must contact the Foundation Office to ensure the donor's interests and wishes are respected and the donation complies with College policies and IRS regulations. The Foundation Office organizes funding requests, establishes relationships with donors, and matches funding requests with prospective donors. The Foundation Office has expertise in various fund-raising methods including capital campaigns, planned giving, endowments, and memorial gifts.

4. Gifts

The College reserves the right to refuse any gift that violates College values and/or policies. All gifts given to the College are the property of the College and are irrevocable. All gifts discussed in Section 1 above must be reported to the Foundation Office immediately upon receipt.

When either designated funds or endowed fund accounts are to be established by a donor, the department must consult with the Foundation Office to develop either a gift agreement or endowment agreement to be signed by both parties outlining the use of funds. In the absence of a gift agreement or endowment agreement, the Foundation is chartered under its Articles of Incorporation to make decisions for the donor. The stated purpose of the Foundation is to carry out the donor's wishes and assure that the funds and property received are applied to the uses specified by the donor.

Approved: October 25, 2012
Departments must consult with the Foundation Office about any terms or conditions imposed on a gift by the donor prior to accepting the gift. The IRS may, in certain circumstances, disqualify a charitable deduction for a gift where such conditions imply a partial interest. A donor may not control a gift in terms of selecting beneficiaries for scholarships, endowed chairs, etc.; however, a donor may be consulted and advised concerning the recipients. Neither the College nor the Foundation provide legal, tax, or accounting counsel to donors. Donors are advised to retain professional counsel for purposes of interpreting the financial and tax consequences of their gift(s).

4.1. Recognition of Donors

It is important to thank a donor promptly for a gift in a manner appropriate to the size of the gift and consistent with the donor's personal wishes. It is equally important that gifts to the College are acknowledged in a consistent manner. For these reasons the execution of acknowledgment forms must be processed by the Foundation Office; however, the department receiving the gift may and should express appreciation and gratitude for the gift. Departments that regularly receive property (clothes, objects used as props, etc.) with an anticipated value less than $250 may give the donor a written acknowledgment that includes date, Northern organization, and a reasonably detailed description of the property; however, the acknowledgment may not include a dollar value. Although generally the donation of services does not result in a tax deduction for the donor, it is important for the department to acknowledge the donation and thank the donor. Departments receiving donated services with a value of $1,000 or more must report the donation to the Foundation Office. Any associated benefits a college or school may wish to grant the donor, such as use of College facilities, premiums, and fee waivers must be coordinated through the Foundation Office to ensure donors are treated consistently. The College will always honor a donor's wish for anonymity to the extent permitted by law. For information concerning naming recognition refer to "Naming Facilities, Spaces, Endowments, and Programs" Policy 1020, UBP.

4.2. Non-cash Gifts

A donor must complete IRS Form 8283 when claiming a deduction of $500 or more for non-cash gifts. At the donor's request a representative from the Northern Foundation will sign part IV of IRS Form 8283, confirming receipt of the non-cash gift. If the donor is claiming a deduction of $5,000 or more, the donor must get a qualified appraisal by a qualified appraiser no earlier the sixty (60) days prior to the date of the donation. Neither the College nor the Foundation will be responsible for obtaining an appraisal. The donor should refer to IRS Publications 526 and 561 for specific information on valuing non-cash gifts and determining the applicable deduction.

If a department decides to sell a gift valued over $5,000 they must consult with the Foundation Office to determine if the donor has attached specific conditions on disposition of the gift. The Foundation Office may need to submit a form 8282 with the IRS stating the date of disposition and value received.

4.3. Reporting

All gift reporting must comply with standards established by the Foundation Office. The Development Office provides the following reports and documents.

Approved: October 25, 2012
4.3.1. Donor Receipt
An official College/Northern Foundation receipt is issued to the donor at the time of the gift or as soon as possible after receipt of the gift. The recipient department also receives a copy of the donor receipt. For donations greater than $75 for which the donor receives a benefit, the Foundation will note the value of any benefit received on the receipt.

4.3.2. Current or Non Endowed Accounts
The recipient department receives a monthly statement that shows the fund title, number, monthly balance, and any new gifts for the month.

4.3.3. Endowment Accounts
Donors receive an annual report which shows endowment performance. Each college, school, or department that receives an endowment is sent an annual statement showing fund title, value at the beginning and end of the fiscal year, additions to the principal, total investment returns for the year, and the total spending distribution transferred for use by the recipient department based on predetermined percentages set forth by the Foundation Board’s Investment Policy.

5. Donor Information
Employees and volunteers who have access to information concerning donors or prospective donors must take every precaution to ensure that such information is used only for authorized purposes and properly discarded when no longer in use. Violation of this policy may result in disciplinary action, up to and including dismissal.

6. Conflict of Interest
All College students, staff, faculty, and volunteers must avoid any action with a donor that is or appears to be a conflict of interest. Examples of problematic transactions with a donor include, but are not limited to, purchase, sale, exchange, or lease of property from a donor; gratuities, commissions, fees, salary or other benefits from a donor; and loans from a donor.

7. Responsibility to Donor
To ensure that donors and prospective donors have confidence in the College, they are entitled to:

- be informed of the College’s mission and the intended use of the donated resources;
- receive appropriate acknowledgment and recognition;
- access to pertinent information about the College; and
- receive stewardship on the uses and beneficiaries of their gift(s).

8. Fund-raising Programs
All solicitations of gifts from individuals, corporations, and foundations must be coordinated by the Foundation Office. Any literature, including brochures, booklets, and newsletters used to attract private funds must be approved by the Foundation Office in order to present a unified voice and image and to ensure that the most accurate, up-to-date information appropriate to a particular fund-raising effort is reflected. All gifts received by the College or faculty, staff, volunteers, or student organizations for support of any College program or activity, irrespective of source or gift

Approved: October 25, 2012
type, shall be deposited in and expended through College accounting systems in accordance with
College’s Business Policies and Procedures. The use of outside bank accounts is prohibited. The
Foundation Office will ensure that all College fund-raising events comply with local, state, and
federal laws.

8.1. Fund-raising Campaigns
A fund-raising campaign is markedly different than ordinary fund-raising efforts in that it has a
specific goal of money to be raised within a fixed period of time, generally one (1) to three (3) years.
Normally, campaigns are restricted to raising the substantial amounts of money needed for
construction of new buildings, endowments, major renovations, and other large projects. As
campaigns depend upon reaching out to the larger community beyond the circle of existing donors,
their success or failure directly affects the College’s reputation as a whole and its ability to raise
money for other needed programs. As a consequence, any college, department, center, or division
wishing to conduct a fund-raising campaign must develop a formal plan in conjunction with the
Foundation Office. This plan is presented to the Vice President for Advancement and the Executive
Vice President for Academic Affairs and Provost. The plan must be approved by the vice president
in consultation with the Foundation Office. Gaining approval of campaign status for fund-raising
efforts allows for counting multi-years gifts and pledges in a single fiscal year. Campaigns that
include naming opportunities to recognize donors must comply with "Naming Facilities, Spaces,
Endowments, and Programs" Policy 1020 UBP.

8.2. Pledges
A pledge is a signed and dated commitment to make a gift during a specified period of time
according to specified terms. Pledges are serious commitments and must be submitted to the
Foundation Office on a Statement of Intent (Pledge) of Gift Support form.

8.3. Solicitations of Employees
All fund-raising programs for the benefit the College that include solicitation of students, staff, or
faculty must be approved by the Vice President for Advancement in advance in writing. A fund-
raising plan must be submitted through the dean or director to the Executive Vice President for
Academic Affairs and Provost who will submit the request to Vice President for Advancement for
approval. It is critical that donations be completely voluntary, confidential, and not an inferred
condition of employment or academic success.

9. Volunteers
A volunteer is any person who works without compensation on behalf of Northern on a temporary
or continuing basis. All volunteers are subject to the requirements of this policy. Whenever
volunteers are involved in fund-raising efforts, it is important they are trained in the College
policies and procedures. The Foundation Office can assist schools and colleges in the selection,
recruitment, and training of volunteers.

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10. Exceptions

In certain exceptional circumstances, the College or the Foundation may choose to return a gift to a donor if, in its sole determination, the programs or activities for which a gift was given cannot be reasonably accomplished. Such a return may have adverse tax consequences to the donor. This and all other exceptions to this policy must be reviewed and approved on a case-by-case basis in accordance with applicable laws and regulations by the Foundation Director in consultation with the vice president responsible for the college or department impacted by the gift, the Vice President of Advancement, Legal Counsel, and the Foundation Board.

PHOTO IDENTIFICATION CARDS

1. General

The official form of Northern identification is the Northern photo identification card called the Eagle Card. Eagle Cards are issued to Northern students, faculty, full-time and part-time regular staff, emeritus faculty, retirees, and other eligible individuals such as students in special programs and volunteers. Eagle Cards are issued with the individual's photo taken by the Northern Eagle Card Office. Eagle Cards are the property of Northern and must be returned upon request. The Eagle Card is issued once and is valid immediately. The expiration date is determined by the individual's relationship to Northern. The card is invalid:

- when a student is no longer registered at Northern;
- on the termination or end date indicated on the employee's Faculty Contract or Personnel Action Notice (PAN); or
- in the number of days determined by the specific affiliate role assigned to an individual, contractor, or guest student authorized according to Section 2 herein.

Each student/faculty/staff is required to have an Eagle Card and returning students are required to keep their cards. There is a replacement fee for lost cards. Employees are not required to have an Eagle Card; however, an Eagle Card may be necessary to obtain certain Northern services or benefits and/or access to buildings and parking facilities. If required for operational needs, individual departments may require employees to have an Eagle Card.

2. Assignment of Cards

The Eagle Card Office will issue Eagle Cards to eligible individuals. Proper identification, including a government issued photo ID and class schedule, is required. Individuals with special needs should contact the Accessibility Resource Office for assistance.

A department wishing to request an Eagle Card for an individual who is not a regular student, faculty member, or regular staff employee should submit appropriate paperwork to the officer individual tasked with Banner General Person data entry for the college. Once properly entered into Banner General Person, the individual should be assigned to the appropriate affiliate role. Once the

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individual has been assigned to the correct affiliate role with a valid expiration date, the Banner system will generate a record for the Eagle Card database. At that point the individual can, by presenting proper, government-issued Photo ID, received an affiliate Eagle Card.

2.1. Lost or Stolen Cards
Employees must immediately report lost or stolen cards to the appropriate dean, director, or department head and the Eagle Card Office. Students must immediately report lost or stolen cards to the Eagle Card Office. Anyone finding an Eagle Card should turn it in to the Eagle Card Office.

2.1.1. Lost Cards
Each person will be charged a fee to replace a lost card. To obtain a replacement card, the individual must bring a government-issued picture ID to the Eagle Card Office.

2.2. Damaged or Incorrect Cards
There is no fee for replacing a card with a malfunctioning stripe.

3. Disclosure of Information
Eagle Cards issued will display the individual’s name, photograph, status, and Northern ID number, along with the Eagle Card number. Faculty and staff employees who are also students may have two (2) status designations listed on their Eagle Cards. For security reasons, multiple cards will not be issued.

This information is used to process the card and will be treated as private, confidential information to the extent permitted by law and will be used only for official Northern business. The information will not be disclosed to outside organizations without the explicit written consent of the individual.

4. Eagle Card Activated Benefits and Services
The Eagle Card allows eligible individuals to use certain Northern services and benefits as defined by Northern policy. The Eagle Card is unique to each individual and will allow only those services or benefits the individual is entitled to, such as allowing library services but not access to a particular building or parking structure.

4.1. Benefits
Benefits may include, but are not limited to:

- use of Northern Library;
- use of Gym; and
- use of Fine Arts Center.

5. Fraudulent Use
Re-touching or alteration of card photographs is prohibited. Unauthorized possession, use, or reproduction of an Eagle Card is prohibited and may constitute theft. In such cases, the individual(s) involved will be prosecuted (30-14-2 NMSA 1978). Violation of this policy may result in disciplinary action.

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6. Change in Employment or Affiliation with Northern

6.1. Separation of Employment

6.1.1. Staff Employees
An employee who separates from Northern, must turn in his or her Eagle Card and any other Northern identification to the Human Resources Office.

6.1.2. Faculty - Main Campus
A faculty member who separates from Northern, must turn in his or her Eagle Card and any other Northern identification to the Human Resources Office. The Human Resources Office must sign off on the Faculty Termination Checklist. Checklist forms are available from the Human Resources Office.

6.2. Change in Employment Status or Northern Affiliation Other Than Separation
If the status designated on an individual’s Eagle Card changes, the individual should turn in the card to the Eagle Card Office. The Eagle Card Office will replace it with a card appropriate for the new status. An individual whose affiliation with Northern ends must return his or her Eagle Card to the department or unit where the individual was affiliated. The department will return the Eagle Card to the Eagle Card Office.

7. Revenue
Revenue generated by the Eagle Card goes toward the operation of the Eagle Card Office.

1100
DEVELOPMENT AND APPROVAL OF INSTITUTIONAL POLICY

1. General
Institutional policies are designed to provide the College community with unifying statements that describe fundamental principles, the reasoning behind the principles, and institutional procedures necessary for implementation. Policies in the Policies and Procedures Manual serve as a resource for faculty, staff, students, and other College constituencies. These policies contain governing principles that mandate or constrain actions and have institution-wide application. They help ensure compliance with applicable laws and regulations, enhance the College’s mission, promote operational efficiencies, or reduce institutional risk. Policy statements include two important elements: institutional policy and any institutional procedures necessary for a comprehensive understanding of the intent and application of the policy. The development of effective policy statements requires both input from individuals who have extensive knowledge on the subject matter of a particular policy and input from individuals affected by the policy.

All policy statements in the College Policies and Procedures Manual are approved in advance, in writing by the College President or the President’s Executive Team prior to distribution. Subsequent changes to institutional policy must also be approved in advance, in writing by the

Approved: October 25, 2012
President or the President’s Executive Team. This policy describes the process used to develop or revise policy, solicit input, and obtain approval of institutional policies and procedures.

2. Development of New Policy

- Policy Origination and Development
  Within the institution, policy development proposals and revision requests are sent to the Policy Review Committee. Within the President's office policies specifically identified and deemed necessary by the President or Board of Regents are sent to the Policy Review Committee.
  Policy Review Committee draws up a preliminary draft in conjunction with the departments requesting or most familiar with the subject matter, and works with any department or area that will be impacted by the policy.
- Preliminary draft of new policy will be circulated to the key areas identified in 2.a and 2.b and any other department required (Ex. Office of the Provost or Faculty Senate for academic policies) for review and comment.
- The preliminary draft returns to the Policy Review Committee which then edits and refines the draft and presents it to the President’s Executive Team for review and endorsement.
- Recommendations from the Executive Team are incorporated and the final draft is made available to the entire campus for review and input via the Northern web site. A Broadcast will be sent out announcing the posting of new policies on the Northern website for comment along with the url pointing to the specific new policies open for comment. Comment period will be thirty (30) days.
- The President or a designee from the Executive Team will approve all new policies in writing and present them to the Board for consideration and/or final approval when appropriate. It is the responsibility of the President of the College to present the policies to the Board for final approval.
- Once approved all new policies will be posted on the Northern website in the online Policy and Procedures Manual and announced via Broadcast to the entire campus community.

2.1. Process Owner

The Policy Review Committee or the President’s Executive Council will assign a dean or director to serve as the process owner for the functions outlined in a given policy. The process owner is responsible for policy implementation and for notifying the Policy Review Committee of any proposed changes in practice that will require a policy change.

3. Dean, Director, and Department Head Responsibilities

Deans, directors, and department heads, or their designees are responsible for:
- informing their employees of new policies or changes to existing policies; and
- ensuring that all related departmental processes, procedures, and/or documents are updated to reflect new or revised policies.

Departments are strongly discouraged from maintaining printed copies of the College’s *Policies and Procedures Manual*, but instead should use the electronic version on the Northern website. This will ensure that departments always refer to the most recent policy and will not run the risk that a

Approved: October 25, 2012
printed copy is not up to date. However, if departments choose to maintain a printed copy of the manual, they are fully responsible for keeping the manual up-to-date by printing applicable pages from the Northern website.

4. Development and Approval of Revisions to Existing Policies

Individuals wishing to propose a change to an existing policy should send their request to the Policy Review Committee. Proposed changes will be reviewed based on the development history of the policy and current College practice to determine what action is needed, and the Policy Review Committee will work with key areas to develop a revised draft. If either the Policy Review committee or the policy process owner determines that the requested change is significant, the proposed changes will be sent to the campus for a thirty (30)-day comment and review period. All changes to policy must be approved in writing by the President, and recommended to the Board for approval.

5. Administration of Policy

The President’s Executive Council is responsible for administering this policy.

6. Policy Review Committee Responsibilities

The Policy Review Committee responsibilities include:

- Proofing and editing policy which include review of policy recommendations and assist in drafting policy language at the request of the campus community.
- Ensure that policies align with federal and state law and other institution policy.
- Ensure that policy proposals are communicated and vetted with the campus community.
- Present all policies that have been processed as stated in this policy to the President.

1310

STUDENT FEE REVIEW BOARD POLICY

1. General

There are five (5) components of the mandatory tuition and fee rate paid by all students: tuition, student service fee, student activity fee, instructional technology fee, and on-line access fee. Taking into consideration the recommendations of the College President, the Board of Regents annually approves both the total tuition and fee rates paid by the various categories of students and the individual amounts for each component.

Revenue generated by the student activity fee is used to support a variety of student activities that enhance the academic and intellectual environment at Northern by encouraging, contributing to, or providing appropriate services which create a more complete environment for students at Northern. Northern New Mexico College encourages student participation in the decisions about which student activities and organizations should receive support from student activity fee revenue.

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The role of the Student Fee Review Board (SFRB) is to recommend to the College President student activity fee amounts and allocations. The SFRB acts as a joint committee of the Associated Students of Northern New Mexico College (ASNNMC) and functions through student action and with the advice of both faculty and administration representatives.

2. Definitions

2.1. Student Activity Fee
The student activity fee is the per-student portion of the mandated general fees used to support a variety of student activities.

2.2. Student Activity Fee Revenue
Student activity fee revenue is the total amount available or projected to be available from the student activity fee, based on enrollment.

2.3. Unit Allocation
The unit allocation is the amount (dollars and/or cents) of the per-student activity fee designated for a specific purpose.

2.4. Term of Office (Term)
The term of office of an appointed member or alternate of the SFRB, except for a person filling an unexpired term, is the period of time that begins with the appointment of the member, as provided in this policy, and ends with the end of the term of the ASNNMC official making the appointment or the official’s successor in the case of two-year appointments.

2.5. Organization
An organization is a College department, division, other organization unit or program funded by student activity fees or seeking funding from student activity fees. Chartered student organizations are not eligible to receive funding from the student activity fee. A chartered student "organization" is not an organization for the purposes of this policy.

2.6. 21-day Statistics
The 21-day statistics are the official enrollment figures that will be used to estimate student activity fee revenue, on a semester-by-semester basis. Actual revenue (which includes adjustments to 21-day statistics) will be posted to individual revenue accounts at the end of each semester.

3. Student Activity Fee Recommendation and Approval Authority

3.1. Board of Regents
The Board of Regents shall approve any change in the total amount of the student activity fee.
3.2. College President

Taking into consideration recommendations of the SFRB, the President shall:

- recommend to the Board of Regents any change in the total amount of the student activity fee;
- approve recurring funding status for organizations; and
- approve annual unit allocations of the student activity fee.

The President may designate this authority to one (1) or more individuals. References in this policy to the College President are intended to include any designee.

3.3. Student Fee Review Board

The SFRB shall make annual recommendations to the President regarding:

- any change in the total amount of the student activity fee;
- recurring funding status for organizations; and
- annual unit allocations of the student activity fee.

4. Membership of the Student Fee Review Board

There will be seven (7) voting members of the SFRB (one (1) ex-officio and five [5] appointed), two (2) alternates and four (4) non-voting members. Of the seven (7) voting members, four (4) will represent ASNNMC. One (1) of the alternates will represent ASNNMC. The officials making appointments to the SFRB should use their best efforts to ensure that SFRB’s overall membership reflects the diverse makeup of the College.

4.1. Ex-officio Members

The one (1) ex-officio, voting member of the SFRB shall be:

- The ASNNMC President serves on the SFRB as the elected representative of the undergraduate student population and as a recognized student advisor to the Board of Regents. The ASNNMC President shall serve as Chair of the SFRB in academic years beginning in even-numbered years and shall serve as Vice-Chair in academic years beginning in odd-numbered years.

4.2. Appointed Members

The three (3) appointed members of the SFRB shall be:

- One (1) ASNNMC Senator is appointed by the ASNNMC Vice President to serve a one-year term coinciding with the term of office of the ASNNMC Vice President making the appointment.
- One (1) student is appointed by the ASNNMC President to serve a two-year term commencing in academic years beginning in odd-numbered years.
- Two (2) students are appointed by the ASNNMC President to serve a two-year term commencing in academic years beginning in even-numbered years.

4.3. Alternate Members

4.3.1. Selection of Alternate Members

Approved: October 25, 2012
The one (1) alternate member of the SFRB shall be:

- One (1) student appointed by the ASNNMC president to serve a one-year term.

4.3.2. Responsibilities of Alternate Members

The alternates are non-voting members of the SFRB. An alternate becomes a voting member only to fill an unexpired term, as provided in this policy. The alternates are subject to the same meeting attendance requirements as voting members. The alternates may participate during all hearings and deliberations with all rights and privileges of voting members with the exception of the right to vote.

5. Organization and Meetings of the Student Fee Review Board

5.1. Regular Meetings

The SFRB shall meet as needed throughout the year. By October 31, the Chair of the SFRB shall communicate meeting dates to all members of the SFRB and to the Northern Eagle for publication and shall provide at least three (3) days notice of any change in regular meeting dates. The Chair shall be responsible to ensure that all departments, divisions and organizations applying to the SFRB have adequate notice of any meeting or hearing in which funding for the organization is to be discussed.

5.2. Special Meetings

Special meetings may be called by a majority vote of the members at a duly called meeting or by the Chair or Vice Chair of the SFRB. Sufficient notice must be given to all voting and non-voting members and alternates for a special meeting to be valid, but in no case may notice be fewer than three (3) days.

5.3. Quorum

A quorum at SFRB meetings shall consist of a majority of the voting members of the SFRB.

6. Deadline for Submission of Recommendations

The SFRB shall submit its recommendations for the following fiscal year to the College President by March 1 of each year.

6.1. Content of Recommendations

The annual recommendations shall consist of the following:

- the proposed change, if any, in the total amount of the student activity fee;
- the proposed unit allocation for each organization on recurring funding status; and

6.2. General Guidelines for Funding Organizations

The student activity fee shall be used to supplement College organizations which benefit students directly.

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6.2.1. Organizations on Recurring Funding Status

In order to foster stability and the ability to engage in long-range planning, the SFRB will recommend organizations to be placed on recurring funding status. The total unit allocations for all organizations on recurring funding status will not exceed 95 percent (%) of the student activity fee.

Once an organization has been placed on recurring funding status and the unit allocation for the organization has been determined, that amount shall not be eliminated or reduced from year to year, except through the probation process described in Section 7, herein or voluntarily by the organization.

6.2.2. Organizations on Non-Recurring Funding Status

In order to assist with start-up needs or special needs of organizations of the type described in Section 1, (General) herein, the SFRB will recommend organizations to be placed on non-recurring funding status. These organizations will be funded through unit allocations from the Student Activity Fee Special Fund (Section 8, herein).

Each year a decision will be made about the unit allocation for each of these organizations. There should be no expectation that the funding for any of these organizations will continue from year to year.

7. Student Activity Fee Special Fund

7.1. Funding

The Student Activity Fee Special Fund shall be funded by a unit allocation.

7.2. Expenditure Approval

Expenditures from this fund shall be recommended by the SFRB and approved by the President or designee.

8. Amendments

Amendments to this policy can only be adopted by the College President. Approval by three-quarters (3/4) of the voting members of the SFRB is required to submit a proposed amendment to the President.