

1 **Northern New Mexico College**  
2 **1000 Policy Series**  
3 **Organization**  
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5 **1000**

6 **Northern New Mexico College History, Mission, and Organization**

7 **Vision**

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

13 Northern New Mexico College is a Hispanic and Indigenous serving institution dedicated to student  
14 achievement and the advancement of our community. Northern emphasizes issues of sustainability  
15 inclusive of social and economic justice, diversity, the environment, and service for the common  
16 good.  
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18 **Values Statement**

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

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

- 28 ▪ In the early 1900's the New Mexico Territorial Legislature determined that a facility was  
29 needed as a "normal school" with a primary function of training teachers for the State's  
30 Spanish-speaking population. The Spanish American Normal School at El Rito opened its  
31 doors in September 1909, and celebrated its centennial as Northern New Mexico College.
- 32 ▪ When the New Mexico Territory applied for statehood in 1912, the State Constitution,  
33 Article 12, Section 11, identified the Spanish American Normal School as one of ten  
34 educational institutions which would be supported by the state. The Spanish American  
35 School provided both secondary and post-secondary educational programs.
- 36 ▪ In 1953, the State Legislature changed the name of the institution to Northern New Mexico  
37 State School and, mandating that the institution provide training not available in public  
38 schools, implemented a secondary school curriculum. Six years later, the Board of Regents  
39 renamed the school Northern New Mexico College. NORTHERN continued to teach grades 7-  
40 12 along with the new college curriculum.
- 41 ▪ By 1961, the College was offering two-year programs in business education, general studies,  
42 and selected vocational programs. Technical-vocational programs proved popular and

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

- 45 ▪ In 1969 the high school curriculum was transferred to a newly created public school district  
46 and the curriculum at the College was limited to technical-vocational course offerings. One  
47 year later, the Board of Regents again renamed the school the New Mexico Technical-  
48 Vocational School to indicate the change in course offerings.
- 49 ▪ Operating under its new name, the Technical-Vocational School expanded its curriculum  
50 and faculty, and developed a campus in Espanola, approximately 30 miles from El Rito. The  
51 school assumed the Practical Nurse program from St. Vincent's Hospital in Santa Fe. As  
52 educational needs in northern New Mexico evolved, educators and legislators identified a  
53 need for a more comprehensive delivery of educational services. In 1976 a task force was  
54 created whose membership included representatives from the New Mexico Technical-  
55 Vocational School, the University of New Mexico, and local school boards and citizens to  
56 assess the feasibility of establishing a community college. The task force recommended that  
57 the University of New Mexico-Northern Branch (at Santa Cruz) be dissolved and their  
58 academic course offerings be combined with those of the New Mexico Technical-Vocational  
59 School. The Legislature accepted this recommendation and provided for the expansion of  
60 the institution's mission.
- 61 ▪ The Board of Regents soon accepted the new mission of the institution, renamed the  
62 institution Northern New Mexico Community College, and began combining existing  
63 programs, philosophies, and procedures in order to establish a comprehensive community  
64 college.
- 65 ▪ The new institution was headed by a president appointed by the Board of Regents. The  
66 programs to be offered by the new institution included associate degrees in various  
67 academic and occupational disciplines, certificate-granting programs in occupational  
68 studies, special interest courses granting continuing education units (CEU's), and other  
69 courses offered for no credit.
- 70 ▪ In 2004, legislative approval and accreditation was extended to Northern, permitting it to  
71 be the first community college in the state of New Mexico to offer a four year degree, a BA in  
72 Elementary Education.
- 73 ▪ In 2005, legislation was enacted which permitted the college to offer four-year degrees in  
74 any programs deemed necessary and appropriate. Northern New Mexico Community  
75 College was renamed Northern New Mexico College.

#### 78 **4. Administrative Organization**

79 The President of the College is appointed by Board of Regents and is directly responsible to them.  
80 As the chief executive officer of the institution, the President directs the administration in carrying  
81 out College policy, and has the authority to assign and reassign administrative duties.

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## 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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### 130 **2.3. Electronic Publishing**

131 Official electronic publications are also required to contain the information in **Sections**  
132 **2.2.1** and **2.2.2**, above and specific identifying information, including the full name of the institution  
133 spelled out on the top level electronic page of the publication, use of the abbreviation "Northern" in  
134 the publication's title tag, and include adequate mailing address information. Departments should  
135 consult the "**Northern's Brand & Graphics Standards**" for details on electronic publishing  
136 procedures and requirements, including electronically formatted versions of the College logo and  
137 copies of the current official electronic "page" design format.

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## 139 **3. The College Name**

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### 141 **3.1. The College's Abbreviated Name – NORTHERN**

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

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### 147 **3.2. The College's Full Name – NORTHERN New Mexico College**

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

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### 154 **3.3. The College's Name in Spanish**

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

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## 159 **4. THE COLLEGE LOGO**

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

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

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### 168 **4.1. Logo with the College's Abbreviated Name – "NORTHERN"**

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

# NORTHERN



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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.

NORTHERN  
New Mexico  
College



NORTHERN New Mexico College



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## 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.

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## 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

202 marks, and logos and provide for the enforcement of its license agreements. Departments with  
203 questions regarding the use of the logo on manufactured items should contact **NCAM**.

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#### 205 **4.6. Special Logo Applications**

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

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#### 213 **4.7. Uses of the NORTHERN Logo with other Organizational Logos**

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

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#### 220 **4.8. Uses of Unit-Specific Logo**

221 In limited circumstances as defined in **NORTHERN’s Brand & Graphics Standards**, a unit,  
222 department, or school within the College may use a unit-specific logo. If a unit wants to use a unit-  
223 specific logo as a graphic identifier, the unit must send a request to NCAM. Requests are reviewed  
224 on a case-by-case basis. Whenever a unit-specific logo is used, the official College logo must also be  
225 used. The College logo should be larger than the other logos or all logos on the page should be the  
226 same size.

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### 228 **5. The College Seal**

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

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

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245 **6. The College Mascot**



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

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

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257 **7. Exceptions**

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

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261 **1020**

262 **NAMING FACILITIES, SPACES, ENDOWMENTS, AND PROGRAMS**

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264 **1. General**

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

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274 **2. Criteria for Selection of Honorees**

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

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281 **2.1. Extraordinary College Service**

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

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291 **2.2. Private Financial Support**

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

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

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

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314 **3. Approval Process**

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



323 timelines specifying when the campaigns will begin and end, budgets for all fundraising activities,  
324 and contingency plans if the fundraising goals are not met.

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

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337 **3.1. Committee on Naming Facilities, Spaces, Endowments, and Programs**  
338 The Committee shall have the following members: Provost/ Vice President for Academic Affairs,  
339 Vice President for Administration, Vice President for Advancement, Vice President for Student  
340 Affairs, College Secretary (official record-keeper), and a faculty member appointed by the President.  
341 The President will name the Chair. The Committee is responsible for:

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

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350 **3.2. Request for Approval**  
351 The level of approval for naming Northern facilities, spaces, endowments, and programs depends  
352 on the classification of the item. The plan and each specific naming opportunity must be approved  
353 according to the following criteria.

354  
355 **3.2.1. Class I**  
356 Class I includes facilities and spaces that are part of the outside environment of the College; for  
357 example, buildings, complexes of buildings, roads, walkways, playing fields, parks, gardens, and  
358 agricultural or forestry plots. Names in this class must be approved by the Board of Regents upon  
359 recommendation of the President following consultation with the Committee on Naming Facilities,  
360 Spaces, Endowments, and Programs.

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362 **3.2.2. Class II**  
363 Class II includes facilities and spaces that are part of interior space of the College; for example,  
364 library/reading rooms, laboratories, seminar rooms, galleries, recreational courts, and lounges.  
365 Names in this class must be approved by the President following consultation with the Committee

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

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### 370 **3.2.3. Class III**

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

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### 377 **3.2.4. Class IV**

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

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### 383 **3.2.5. Endowed Chairs and Professorships**

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

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

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### 395 **3.2.6. Programmatic Entities**

396 Naming of programmatic entities (academic and non-academic programs ) whether separate  
397 organizational units or not (departments, schools, colleges, institutes, centers, conferences,  
398 symposia, activities, organizational units, etc.) will only take place in exceptional circumstances.

399 The naming of programmatic entities is a sensitive matter and must include acceptance and  
400 agreement from many different constituencies on campus with final approval required from the  
401 Board of Regents upon recommendation of the President following consultation with the  
402 Committee on Naming Facilities, Spaces, Endowments, and Programs. Before recommending any  
403 such naming, the President must ensure:

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

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409 The Board of Regents reserves the right to review for approval, on a case-by-case basis, any naming  
410 request not specifically addressed above and not otherwise delegated by the Board of Regents to  
411 the President of the College.

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#### 414 **4. Formal Recognition**

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

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#### 422 **5. Duration of Name**

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

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#### 431 **6. Implementation**

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

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### **GIFTS MADE TO THE College**

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#### 441 **1. General**

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

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

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

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

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## 470 **2. Foundation Office**

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

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## 483 **4. Gifts**

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

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

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

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#### 503 **4.1. Recognition of Donors**

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

520

#### 521 **4.2. Non-cash Gifts**

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

529

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

#### 534 **4.3. Reporting**

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

537

538 **4.3.1. Donor Receipt**

539 An official College/ Northern Foundation receipt is issued to the donor at the time of the gift or as  
540 soon as possible after receipt of the gift. The recipient department also receives a copy of the donor  
541 receipt. For donations greater than \$75 for which the donor receives a benefit, the Foundation will  
542 note the value of any benefit received on the receipt.

543

544 **4.3.2. Current or Non Endowed Accounts**

545 The recipient department receives a monthly statement that shows the fund title, number, monthly  
546 balance, and any new gifts for the month.

547

548 **4.3.3. Endowment Accounts**

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

554

555 **5. Donor Information**

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

560

561 **6. Conflict of Interest**

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

566

567 **7. Responsibility to Donor**

568 To ensure that donors and prospective donors have confidence in the College, they are entitled to:

- 569
- be informed of the College's mission and the intended use of the donated resources;
  - 570 • receive appropriate acknowledgment and recognition;
  - 571 • access to pertinent information about the College; and
  - 572 • receive stewardship on the uses and beneficiaries of their gift(s).

573

574 **8. Fund-raising Programs**

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

581 type, shall be deposited in and expended through College accounting systems in accordance with  
582 College's Business Policies and Procedures. The use of outside bank accounts is prohibited. The  
583 Foundation Office will ensure that all College fund-raising events comply with local, state, and  
584 federal laws.

585

### 586 **8.1. Fund-raising Campaigns**

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

601

### 602 **8.2. Pledges**

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

606

### 607 **8.3. Solicitations of Employees**

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

614

### 615 **9. Volunteers**

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

621

622

623

624 **10. Exceptions**

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

632

633

634

635

**1050**

636

**PHOTO IDENTIFICATION CARDS**

637

638 **1. General**

639 The official form of Northern identification is the Northern photo identification card called the  
640 Eagle Card. Eagle Cards are issued to Northern students, faculty, full-time and part-time regular  
641 staff, emeritus faculty, retirees, and other eligible individuals such as students in special programs  
642 and volunteers. Eagle Cards are issued with the individual's photo taken by the Northern Eagle Card  
643 Office. Eagle Cards are the property of Northern and must be returned upon request.

644 The Eagle Card is issued once and is valid immediately. The expiration date is determined by the  
645 individual's relationship to Northern. The card is invalid:

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

651

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

657

658 **2. Assignment of Cards**

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

662

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



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

670

## 671 **2.1.Lost or Stolen Cards**

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

### 675 **2.1.1. Lost Cards**

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

678

## 679 **2.2. Damaged or Incorrect Cards**

680 There is no fee for replacing a card with a malfunctioning mag stripe.

681

## 682 **3. Disclosure of Information**

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

687

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

691

## 692 **4. Eagle Card Activated Benefits and Services**

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

697

### 698 **4.1. Benefits**

699 Benefits may include, but are not limited to:

- 700 • use of Northern Library;
- 701 • use of Gym; and
- 702 • use of Fine Arts Center.

703

## 704 **5. Fraudulent Use**

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

709

710 **6. Change in Employment or Affiliation with Northern**

711

712 **6.1. Separation of Employment**

713

714 **6.1.1. Staff Employees**

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

717

718 **6.1.2. Faculty - Main Campus**

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

723

724 **6.2. Change in Employment Status or Northern Affiliation Other Than Separation**

725 If the status designated on an individual's Eagle Card changes, the individual should turn in the card  
726 to the Eagle Card Office. The Eagle Card Office will replace it with a card appropriate for the new  
727 status. An individual whose affiliation with Northern ends must return his or her Eagle Card to the  
728 department or unit where the individual was affiliated. The department will return the Eagle Card  
729 to the Eagle Card Office.

730

731 **7. Revenue**

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

733

734

**1100**

735

**DEVELOPMENT AND APPROVAL OF INSTITUTIONAL POLICY**

736

737 **1. General**

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

749

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

753 President or the President's Executive Team. This policy describes the process used to develop or  
754 revise policy, solicit input, and obtain approval of institutional policies and procedures.

755

## 756 **2. Development of New Policy**

### 757 • Policy Origination and Development

758 Within the institution, policy development proposals and revision requests are sent to the  
759 Policy Review Committee. Within the President's office policies specifically identified and  
760 deems necessary by the President or Board of Regents are sent to the Policy Review  
761 Committee

762 Policy Review Committee draws up a preliminary draft in conjunction with the departments  
763 requesting or most familiar with the subject matter, and works with any department or area  
764 that will be impacted by the policy.

765 • Preliminary draft of new policy will be circulated to the key areas identified in 2.a and 2.b  
766 and any other department required (Ex. Office of the Provost or Faculty Senate for academic  
767 policies) for review and comment.

768 • The preliminary draft returns to the Policy Review Committee which then edits and refines  
769 the draft and presents it to the President's Executive Team for review and endorsement

770 • Recommendations from the Executive Team are incorporated and the final draft is made  
771 available to the entire campus for review and input via the Northern web site. A Broadcast  
772 will be sent out announcing the posting of new policies on the Northern website for  
773 comment along with the url pointing to the specific new policies open for comment.  
774 Comment period will be thirty (30) days.

775 • The President or a designee from the Executive Team will approve all new policies in  
776 writing and present them to the Board for consideration and/or final approval when  
777 appropriate. It is the responsibility of the President of the College to present the policies to  
778 the Board for final approval.

779 • Once approved all new policies will be posted on the Northern website in the online Policy  
780 and Procedures Manual and announced via Broadcast to the entire campus community.

781

### 782 **2.1. Process Owner**

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

787

## 788 **3. Dean, Director, and Department Head Responsibilities**

789 Deans, directors, and department heads, or their designees are responsible for:

- 790 • informing their employees of new policies or changes to existing policies; and
- 791 • ensuring that all related departmental processes, procedures, and/or documents are  
792 updated to reflect new or revised policies.

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

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

799

#### 800 **4. Development and Approval of Revisions to Existing Policies**

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

809

#### 810 **5. Administration of Policy**

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

812

#### 813 **6. Policy Review Committee Responsibilities**

814 The Policy Review Committee responsibilities include

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

820

821

822 **1310**

### 823 **STUDENT FEE REVIEW BOARD POLICY**

#### 824 **1. General**

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

830

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

837

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

842

## 843 **2. Definitions**

844

### 845 **2.1. Student Activity Fee**

846 The student activity fee is the per-student portion of the mandated general fees used to support a  
847 variety of student activities.

848

### 849 **2.2. Student Activity Fee Revenue**

850 Student activity fee revenue is the total amount available or projected to be available from the  
851 student activity fee, based on enrollment.

852

### 853 **2.3. Unit Allocation**

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

856

### 857 **2.4. Term of Office (Term)**

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

862

### 863 **2.5. Organization**

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

868

869

870

### 871 **2.6. 21-day Statistics**

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

875

## 876 **3. Student Activity Fee Recommendation and Approval Authority**

877

### 878 **3.1. Board of Regents**

879 The Board of Regents shall approve any change in the total amount of the student activity fee.

880

881 **3.2. College President**

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

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

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

889

890 **3.3. Student Fee Review Board**

891 The SFRB shall make annual recommendations to the President regarding:

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

895

896 **4. Membership of the Student Fee Review Board**

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

902

903 **4.1. Ex-officio Members**

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

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

910

911 **4.2. Appointed Members**

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

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

920

921 **4.3. Alternate Members**

922

923 **4.3.1. Selection of Alternate Members**

924 The one (1) alternate member of the SFRB shall be:

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

926

#### 927 **4.3.2. Responsibilities of Alternate Members**

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

933

### 934 **5. Organization and Meetings of the Student Fee Review Board**

935

#### 936 **5.1. Regular Meetings**

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

943

#### 944 **5.2. Special Meetings**

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

949

#### 950 **5.3. Quorum**

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

952

### 953 **6. Deadline for Submission of Recommendations**

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

#### 956 **6.1. Content of Recommendations**

957 The annual recommendations shall consist of the following:

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

960

#### 961 **6.2. General Guidelines for Funding Organizations**

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

964

965

966

967 **6.2.1. Organizations on Recurring Funding Status**

968 In order to foster stability and the ability to engage in long-range planning, the SFRB will  
969 recommend organizations to be placed on recurring funding status. The total unit allocations for all  
970 organizations on recurring funding status will not exceed 95 percent (%) of the student activity fee.  
971 Once an organization has been placed on recurring funding status and the unit allocation for the  
972 organization has been determined, that amount shall not be eliminated or reduced from year to  
973 year, except through the probation process described in **Section 7.** herein or voluntarily by the  
974 organization.

975

976 **6.2.2. Organizations on Non-Recurring Funding Status**

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

981

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

985

986 **7. Student Activity Fee Special Fund**

987

988 **7.1. Funding**

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

990

991 **7.2. Expenditure Approval**

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

994

995 **8. Amendments**

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

999

1000