

BOARD OF REGENTS MEETING

NOVEMBER 3, 2017

NORTHERN New Mexico College





NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Friday, November 3, 2017 at 8:30AM** at the Northern New Mexico College – Espanola Campus, Espanola, New Mexico.

FINAL AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. COMMENTS FROM THE BOARD**
 - A. Discussion with Dr. Hugh Prather regarding the policy and process of evaluation of the President – Action Required
 - B. Board of Regents Bylaws – Action Required
 - C. Follow Up Discussion – Board of Regents December Meeting – Action Required
- IV. APPROVAL OF MINUTES**
- V. FACULTY SENATE PRESIDENT’S REPORT**
- VI. STUDENT SENATE PRESIDENT’S REPORT**
- VII. PRESIDENT’S REPORT AND ANNOUNCEMENTS**
 - A. Celebrate Northern – Informational
 - B. El Rito Campus Update – Informational
 - C. Energy Audit – Informational
 - D. Prosperity Works – Action Required
 - E. Strategic Direction – Action Required
 - F. Award of Legal Services Contract pursuant to Request for Proposals – Action Required
 - G. IRS 218 – Action Required
- VIII. STAFF REPORTS**
 - A. Vice President for Finance & Administration
 - 1. Audit(s) Update - Informational
 - 2. Fiscal Watch – Action Required
 - 3. Monthly Budget Adjustment Requests (BARs) – Action Required
 - 4. Disposition of College Property – Action Required
 - B. Provost & Vice President for Academic Affairs
 - 1. HLC Interim Report - Informational
- IX. PUBLIC INPUT**
- X. EXECUTIVE SESSION**
 - (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee;
 - a. President’s Annual Evaluation
 - (2) Bargaining strategy preliminary to collective bargaining;
 - a. Collective Bargaining discussion of bargaining strategy preliminary to collective bargaining: potential topics for negotiation

- (3) Threatened or pending litigation subject to the attorney-client privilege in which the College may be a participant; and
 - a. Update on Monument Legal Case
 - b. Update on Velasquez Case
- (4) Real estate acquisition or disposal.
 - a. No Items

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

XI. POSSIBLE ACTION PERTAINING TO EXECUTIVE SESSION DISCUSSION

XII. ADJOURNMENT

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

Current NMMC Regents Policy on Presidential Performance Review:

5. Performance Review – In order to insure ongoing communication between the President and the Board concerning the President's objectives and job responsibilities as well as to achieve a mutual understanding between the parties concerning the accomplishments of such objectives and responsibilities, there shall be an annual written review of the President's performance, which shall include meeting with the President and the Board for the sole purpose of reviewing such objectives and responsibilities. Such annual reviews may include prioritizing job objectives and establishing time tables and resources for completion of such objectives. The Board shall, with input from the President, establish a schedule and evaluation instrument for the review of the President and shall allow the President sufficient time to prepare an outline of accomplishments and progress made toward attaining the performance objectives and satisfying the duties and responsibilities of the position. The processes and goals outlined in the AQIP will be considered in the President's performance review.

Proposed NMMC Regents Policy on Presidential Performance Review

5. Presidential Performance Review - This policy affirms that the President shall be formally evaluated annually and no later than June 30 of each year using the process described in this policy. The intent of this policy is:

- to provide the President direction by the Board in the form of annual goals,
- to provide the President both formative and summative feedback from the Board regarding the President's performance according to the previous goals set,
- to serve as the basis for contract renewal and reemployment decisions of the President by the Board,
- to provide an opportunity for the President to be a full participant in the process.

The process shall have as a minimum the following components:

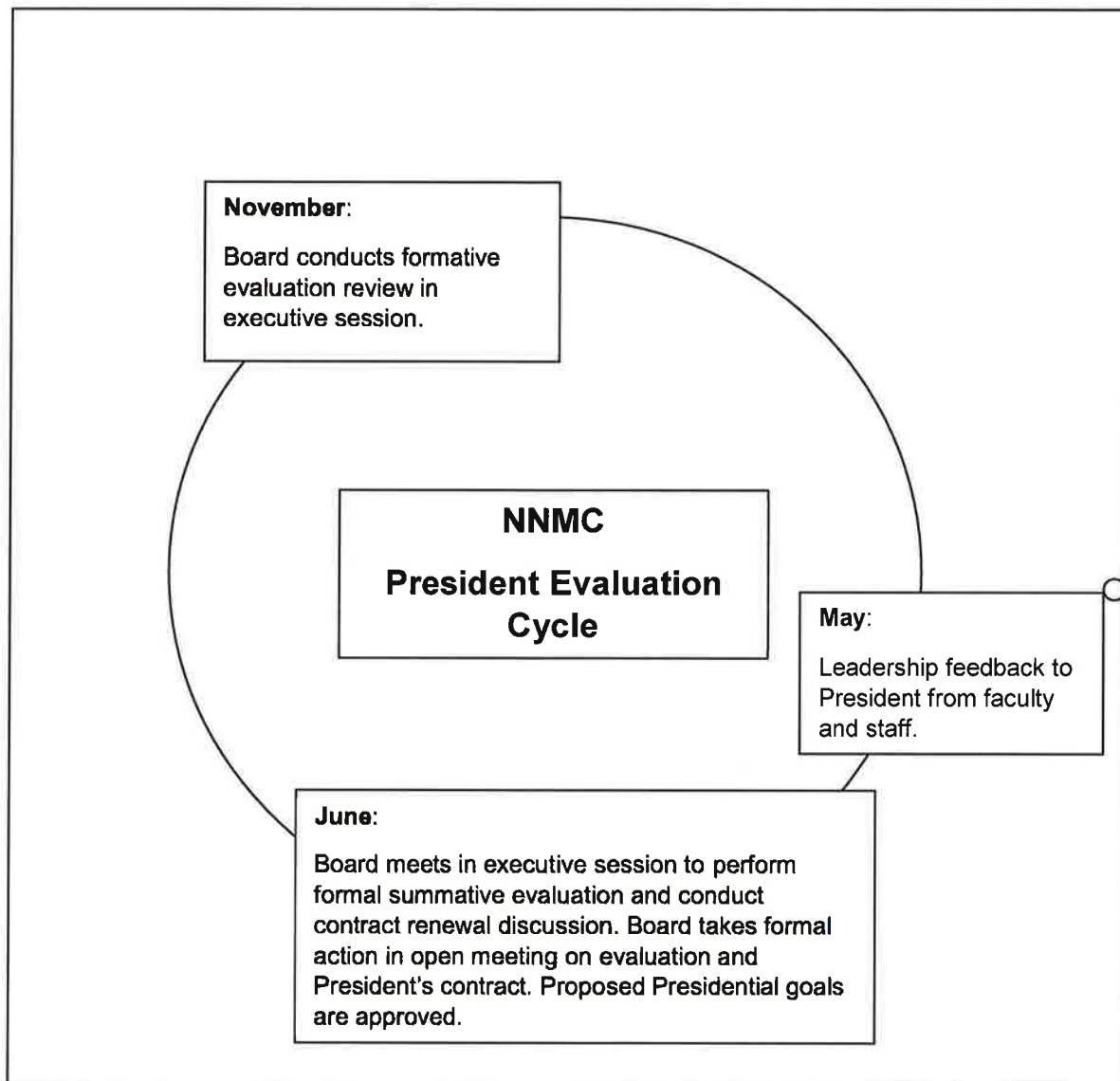
- a. In May of each year the faculty and staff will be invited to provide anonymous feedback to the President using a leadership skills assessment instrument.
- b. In June of each year, the Board will hold an executive session during which the President's performance will be formally evaluated by the Board. The Board shall provide the President written feedback which shall consist of the completion of a formal written summative evaluation using the form that is adopted as **Addendum A** to this policy. The Board shall also approve in an open meeting a set of goals proposed by the President for the President for the upcoming year. These approved goals become part of **Addendum A**. The Board and the President will

Prather Consulting

come to agreement on the goals. Any extensions of the President's contract shall take place at this meeting.

- c. During the November meeting, the Board shall conduct an informal formative review of the President's performance. This meeting shall be in executive session.

The cycle is represented graphically below in Figure 1.



Northern New Mexico College

President Formative Feedback Form

(To be completed by each Board member prior to the formative evaluation session of the President and to be collected by the Board President and shredded following the formative evaluation session. This document is not to be placed in the President's personnel file.)

Pluses (Those aspects of the President's work performance you wish to compliment.)	Delta's (Those aspects of the President's work performance you would like to see changed or modified.)


INSTITUTIONAL PERFORMANCE

1. Provides effective leadership in establishing and maintaining excellent student services

- | | |
|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

2. Provides effective leadership for maintenance and upgrade of the physical plant

- | | |
|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

3. Develops and executes sound personnel policies and procedures

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|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

4. Gives recognition due to staff, faculty and administrators for accomplishments

- | | |
|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

5. Programs are relevant, and accountability measures are presented to ensure excellence and quality

- | | |
|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

6. Access to higher education for under served and minority populations is evident, and programs to ensure their success are in place

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|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

7. Technology is continuously upgraded and used as a tool to promote greater student access, learning options, service, efficiencies and productivity

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|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |


INSTITUTIONAL LEADERSHIP

8. Is informed about developments in education, and particularly colleges for the under served

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations

9. Provides leadership for the professional development of staff, and maintains own professional development

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations

10. Implements College operations pursuant to policy, statutes, and regulations

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations

11. Possesses a vision, assists the board in establishing goals, and provides leadership for others to progress toward vision and goals

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations

12. Identifies and analyzes problems and issues confronting the institution and recommends and implements appropriate changes and directions

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially meets Expectations | |

13. Provides for involvement of students in decision-making which affects them

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|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

14. Maintains and supports the value of excellence and quality within the institution

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

15. Develops the technology resources of Northern to promote greater efficiencies

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

16. Promotes inclusiveness in the NNMC community

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|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

17. Produces and executes a collaborative, well-thought out strategic plan for the institution

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations

18. Relates the budget priorities to the NNMC mission, goals, and strategic direction

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations

19. Creates an atmosphere which contributes to positive morale of faculty and staff

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially meets Expectations

**ACCREDITATION**

20. Is knowledgeable of requirements for institution and program accreditation

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|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

21. Has effectively planned and implemented the self-assessment process

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

22. Involves the Regents appropriately in the accreditation process and keeps the Regents well informed

- | | |
|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |



EXTERNAL RELATIONS

23. Works to develop constructive and appropriate relationships with the news media and other public relations venues in the community

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|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

24. Encourages involvement from and respects all constituencies and gives their issues fair and balanced consideration

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

25. Presents a positive image for NNMC

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

26. Develops useful strategies for building community partners and forms new partnerships and collaborations as a result

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

27. Represents the needs of the College to appropriate federal and state level legislators and the New Mexico Higher Education Department

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations

28. Understands state and federal trends and decisions and keeps others informed of their impact on NNMC

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations

29. Is visible at and takes part in campus and community activities and functions

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations

30. Acts as a leader in the community

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations


BUDGETARY/FISCAL MANAGEMENT

31. Provides sound fiscal management, including the ability to address budgetary matters in a way that achieves more efficient and effective use of resources

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

32. Develops and support appropriate strategies of attracting funds to Northern

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

33. Is transparent and promotes College-wide understanding of finance as it affects the institution

- | | |
|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

34. Assures that budgeting shall not deviate materially from the mission statement, strategic direction, and Board priorities, or risk the College's financial stability

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|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |



RELATIONS WITH THE BOARD OF REGENTS

35. Offers professional advice to the Board based on thorough study, analysis and sound educational principles on items requiring Board action

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

36. Carries out Board governance policies in a conscientious manner

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

37. Communicates effectively with Board members to inform and resolve issues of interest

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

38. Prepares for Board of Regents meetings in an efficient and timely manner

- | | |
|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

39. Keeps the Board informed of all actual and anticipated litigation, specific community concerns, adverse media coverage, trends, and internal or external changes

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations

40. Provides information to the entire Board when filling requests for information

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations

41. Provides effective support to the operations of the Board

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations



PERSONAL QUALITIES

42. Exercises good judgment in dealing with sensitive issues between people and groups

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

43. Is well organized and efficient in accomplishment of goals and objectives

- | | |
|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

44. Is willing to re-evaluate and revise decisions if necessary

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|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

45. Encourages the development of and exhibits respect for all groups in the decision making process

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

46. Is sensitive to differing needs in a community of racial and ethnic diversity

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

47. Maintains high standards for ethics, honesty and integrity in all personal and professional relationships and dealings

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

48. Presents a professional demeanor in all situations

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|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

49. Undertakes tasks with enthusiasm and sees them through to completion

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|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

50. Is innovative in solving serious problems and deals with crisis situations calmly and effectively

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |


SPECIFIC PERFORMANCE GOALS FOR THE 2017-2018 YEAR
51. Explore innovative strategic enrollment initiatives (Eagle Pathways Program, Senior Discount Classes)

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

52. Develop strategies for faculty and staff salary increases

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

53. Lay foundation for dual-campus energy audit

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

54. Explore options for use of college property near El Vado lake

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| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

55. Begin design of the implementation plan for the College's Strategic Direction

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|--|--|
| <input type="radio"/> Exceeds Expectations | <input type="radio"/> Does Not Meet Expectations |
| <input type="radio"/> Meets Expectations | <input type="radio"/> No Opportunity to Observe |
| <input type="radio"/> Partially Meets Expectations | |

56. Assist the Northern Foundation in strategic engagement of previously untapped resources for fund-raising.

☐ Exceeds Expectations

☐ Does Not Meet Expectations

☐ Meets Expectations

☐ No Opportunity to Observe

☐ Partially Meets Expectations

**COMMENTS**

57. As a Regent at NNMC what comments or observations would you like to share with the President regarding your perceptions of his performance?

NORTHERN NEW MEXICO COLLEGE BOARD OF REGENTS BYLAWS

1. Name and Location

Northern New Mexico College (Northern) has campuses in Espanola and in El Rito. The Espanola campus is located 25 miles north of Santa Fe and 40 miles south of Taos. The El Rito campus is 32 miles north of Espanola. At the historic El Rito Campus, the El Rito Innovation Center emphasizes undergraduate research opportunities, community education and outreach, land and acequia use policy, and cultural and ecological tourism. The Espanola Campus is a larger campus with a greater student population.

2. Purpose

Northern, a center of higher education which offers both associate degree and bachelor degree programs, is accredited by the North Central Association of Colleges and Schools. Founded in 1909 as the Spanish American Normal School in El Rito, the institution's original mission was to train the area's Spanish speakers to become teachers.

Mission Statement – 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 this institution 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.

(Northern is on a three-year cycle for conducting its comprehensive strategic plan at which time the mission and vision statements are reviewed and updated if necessary. The College annually reviews the fidelity of its practices with respect to the guiding principles in its annual survey of students, faculty, and staff.)

3. The Board

Source of Authority – The control and management of Northern is vested in the Board of Regents, pursuant to N.M. Const. Art. XII, §13 and Section 21-4-1, NMSA 1978.

Governance Structure – The Board of Regents controls and manages Northern through direct exercise of its authority and through the delegation of authority to the President.

Membership of the Board – The Board of Regents' consists of five members nominated by the Governor and appointed by and with consent of the Senate (New Mexico Constitution, Art. XII, Sec. 13.)

Qualifications – All members must be qualified electors of the State of New Mexico and no more than three members shall be of the same political party.

Term of Board Members – Members of the Board are appointed for a term of six (6) years and hold office until a successor has been duly qualified. An appointee named to fill a vacancy while the Senate is not in session may retain membership until the next session of the Senate when the Governor shall appoint by and with the advice and consent of the Senate some qualified person to fill the unexpired term.

Removal of Board Members – Members of the Board may not be removed except for incompetence, neglect of duty or malfeasance in office. No removal shall be made without notice of hearing and an opportunity for the member to be heard. The Supreme Court of the State of New Mexico has exclusive original jurisdiction over removal of members under rules it may promulgate. The decision of the State Supreme Court is final.

Legal Authority – The Board of Regents is a legal entity created by Constitution and statute and has the legal authority of a body politic and corporate. As such, the Board has the authority, within the limits of New Mexico law, to: sue and be sued; contract; hold title to property, buy sell, lease or otherwise dispose of property; receive donations, grants, appropriations, bequests from governments, corporations or from individuals; employ necessary staff and faculty to carry out its mission; delegate authority to its administration; and take such actions as it deems necessary to fulfill its responsibility for the management and control of the institution.

Role and Function – The Constitution and organic legislation vest the complete authority and responsibility for the control and management of Northern in the Board of Regents. Recognizing that the Board of Regents is made up of lay members who cannot devote full-time to the management of Northern, the Board has determined that it will serve as a policy-making body and will delegate to its President the responsibility for the administration of the institution. Recognizing that it retains the complete responsibility for the operation of Northern, and recognizing that circumstances may require that the Board reassert authority which it has delegated to the administration, the Board generally defines its role as follows:

1. To assume legal responsibility and authority for all aspects of the institution.
2. To represent the citizens of the State in establishing institutional policies, facilities, and programs. All policies of the institution, including Board, Staff and Faculty Policies and Procedures and the Faculty Constitution, shall be approved by the Board before they become effective.
3. To assist in obtaining adequate financial support.
4. To determine general operating policies of the institution.
5. To select a chief administrative officer (President) of the institution and delegate the responsibility for the administration of the institution to the President, consistent with its policies, recognizing that it retains all authority not specifically delegated and that authority which, by law, may not be delegated.
6. To act on recommendations presented by its President.
7. To assure compliance with law.
8. To grant degrees.

4. Board Meetings

Regular Meetings of the Board – The Board shall hold all meetings after giving such notice as is required by the Open Meetings Act. A minimum of four meetings per year will be held.

Special Meetings – The President may call a special or emergency meeting of the Board as needed, or upon written request by three of the members.

Notice of Meetings – The President shall send a notice at least ten days in advance of any regular meeting of the Board indicating the tentative agenda, time and location of the meeting. Notice for special meetings called by the President shall be given three days prior to the special meeting. Notice of at least twenty-four hours shall be given prior to an emergency meeting. Notices of meetings shall be disseminated to all board members, and shall be disseminated to the public, pursuant to an Open Meetings Resolution, to be adopted at least annually by the Board.

Quorum – Three members of the Board shall constitute a quorum.

Open Meetings – All meetings of the Board shall be open to the public, except for executive sessions, which shall be held only in conformance with the Open Meetings Act.

Conduct of Meeting – The Board shall establish Rules of Procedure and all meetings of the Board shall be conducted in a manner consistent with those Rules. The Rules of Procedure shall constitute Section III of the Policies and Procedures of the Board of Regents, but being for the convenience of the Board, may be suspended by an affirmative vote of 3 Board members.

Minutes – Draft minutes shall be available for public inspection within ten working days after a Board meeting. All actions of the Board shall be recorded in the minutes which shall be kept on file in the office of the President. Minutes shall be open for public inspection upon request. Every vote shall be recorded in the minutes of the meeting in such a manner that the record reflects how each Regent voted.

Per Diem and Travel Reimbursement – Members of the Board shall be allowed mileage and per diem for attendance at Board meetings and other official travel. Reimbursement will be made in accordance with the policy and procedures relating to reimbursement of per diem and mileage expenses of members of the Board of Regents. Each member shall submit vouchers for all Board travel and per diem reimbursement.

Procedures for Conduct of Meetings of Board of Regents - The following procedural guidelines are adopted by the Board of Regents of Northern New Mexico College to provide assistance to the Board in conducting its Regents meetings and to assure the orderly conduct of business at such meetings.

These procedural guidelines are a modified version of Robert's Rules of Order (RRO). To the extent issues are not covered within these procedural guidelines, Robert's Rules of Order (Revised) may serve as a reference or a guideline to the procedure to be followed. However, the failure of the Board of Regents to strictly follow either the procedural guidelines contained herein or Robert's Rules of Order (Revised) shall not affect the validity of any action taken by the Board of Regents which is otherwise consistent with New Mexico law, nor shall these rules confer any substantive rights upon any person or organization affected by action of the Board.

▪ **Board Meeting Agenda:**

1. The Board President, in cooperation with the President, shall prepare the tentative agenda for each meeting. The tentative agenda shall be prepared sufficiently in advance of a

Board meeting so that the tentative agenda may be published with the Notice of Meeting, published pursuant to the Board's Open Meetings Resolution.

2. Any board member may, by a timely request, have an item placed on the tentative agenda.
3. It shall be the practice of the Board for each board member to receive a copy of the tentative agenda, and for the tentative agenda to be available for public inspection and/or distribution when it is distributed to the Board members.
4. Each Board member shall receive a copy of all presentations, handouts, financial documents, and any other literature pertinent to conducting business and or taking formal actions at least five days prior to the posted meeting date. These documents shall become public and no less than 10 copies of these documents shall be made available to the public at the time the Board convenes their meeting.
5. At the meeting, the Board may, by majority vote, add to or delete items from the tentative agenda, in order to arrive at the final agenda.
6. An individual or group desiring to address the Board shall ask the President to place his/her/its name on the tentative agenda. However, the Board shall determine, in approving the final agenda, whether it will hear the individual or group. The Board may require that the matter to be discussed be described and/or that written material be provided in advance of the meeting. The Board may limit the time of public input and may declare persons out of order whose actions are disruptive or do not conform to the limits set by the Board for such input.

Order of Business – The order of business shall be:

1. Call to order
2. Recording of members and others in attendance
3. Approval of the agenda
4. Approval of minutes from previous meeting(s)
5. Student Senate President Report
6. Faculty Senate President Report
7. Financial Report
8. Personnel Matters
9. Old Business
10. New Business
11. Reports and announcements
12. Executive Session
13. Adjournment.

▪ **Presiding Officer:**

1. The Board President or his or her successor shall preside at Board meetings. To address the Board, a member must be recognized by the President. The President shall have the following powers:
 - (a) To rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;

- (b) To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
 - (c) To entertain and answer questions of parliamentary law or procedure;
 - (d) To call a brief recess at any time; and
 - (e) To adjourn in an emergency.
2. The President shall not preside at Board meetings, when he or she becomes actively engaged in debate on a particular proposal. In such case, he or she may designate another Board member to preside over the debate. The President shall resume the duty to preside as soon as action on the matter is concluded.

- **Action by the Board:**

- The Board shall proceed by motion. Any member, including the President, may make a motion.
- A motion need not be seconded.
- Only one Motion at a time may be entertained by the Board. A member may make only one motion at a time.
- Substantive Motion.¹ A substantive motion (as opposed to a procedural motion) is out of order while another substantive motion is pending.
- Adoption by Majority Vote -- A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of New Mexico. The President shall vote on all motions, unless otherwise properly excused from voting.
- Debate -- The President shall state the motion and then open the floor to debate on it. The order of debate shall be as follows:
 - The introducer (the member who makes the motion) is entitled to speak first;
 - A member who has not spoken on the issue shall be recognized before someone who has already spoken;
 - To the extent possible, the debate shall alternate between opponents and proponents of the measure.

- Procedural Motions - In addition to substantive proposals, the following procedural motions and no others shall be in order. Unless otherwise noted, each motion is debatable, may be amended,

¹A substantive motion is one which involves the substance of proposed action by the Board, as opposed to procedural motions which deal with the manner in which the Board takes its action.

and requires a majority vote for adoption. In order of priority (if applicable), the procedural motions are as follows:

1. To adjourn. The motion to adjourn may be made only when action on a pending matter concludes; it may not interrupt deliberation of a pending matter.
2. To take a recess.
3. Call to for new the agenda. The motion must be made at the first reasonable opportunity or it is waived.
4. To suspend the rules. For adoption, the motion requires an affirmative vote of three (3) members.
5. To divide a complex motion and consider it by paragraph or section.
6. To defer consideration. The Board may vote to defer action or consideration of a pending matter indefinitely. A substantive motion consideration of which has been deferred expires 100 days thereafter unless a motion to revive consideration is adopted.
7. Call of the previous question. The motion is not in order until there has been debate and every member has had an opportunity to speak.
8. To postpone to a certain time or day.
9. To refer to a committee. One hundred days after a motion has been referred to a committee, the introducer may compel consideration of the measure by the entire Board, regardless of whether the committee has reported the matter back to the Board.
10. To amend. An amendment to a motion must be pertinent to the subject matter of the motion, but it may achieve the opposite of the motion's intent. The motion may be amended, and an amendment may be amended, but no further amendments may be made.
11. To revive consideration. The motion is in order anytime for 100 days after a vote to defer consideration. A substantive motion whose consideration has been deferred expires 100 days thereafter unless a motion to revive consideration is adopted.
12. To reconsider. The motion must be made by a member who voted with the prevailing side. It must be made at the same meeting as the vote was taken. It cannot interrupt deliberation on a pending matter but is in order at any time before actual adjournment.
13. To rescind or repeal.
14. To ratify.

15. To prevent reconsideration for six months. The motion is in order immediately following the defeat of a substantive motion and at no other time. For adoption, the motion must receive an affirmative vote of three (3) members. It is valid for six months or until a new Board member is appointed, whichever occurs first.
16. Renewal of Motion. A motion that is defeated may be renewed at any subsequent meeting unless a motion to prevent reconsideration has been adopted.
17. Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before a vote.
18. Duty to Vote. Every member must vote unless excused by a majority vote of the remaining members. A member who wishes to be excused from voting shall so inform the President, who shall take a vote of the remaining members present. No member shall be excused from voting except on matters involving his own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present or has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

- Public Hearings

Public hearings required by law or deemed advisable by the Board shall be organized by a special order, which is adopted by a majority vote that sets forth the subject, date, place and time of the hearing as well as any rules regarding the length of time of each speaker, etc. At the appointed time, the President or his/her designee shall call the hearing to order and then preside over it, unless a hearing officer is chosen to preside. When the allotted time expires or when no one wishes to speak who has not already done so, the President or his designee shall declare the hearing ended.

5. Board Officers

1. Officers and Election of Officers – The Board shall elect a President, Vice-President and Secretary/Treasurer. Election of officers shall be at the beginning of the calendar year of every odd numbered year and no later than April 30 of that year. The Board of Regents may reorganize when any new appointment is made and a new member is sworn in.
2. Eligibility – Any member shall be eligible to any office of the Board provided the term of the member will not expire prior to the term of office to which he or she is elected.
3. Tenure and vacancy – Officers of the Board shall be chosen for two year terms. They shall hold office until their successors are elected and qualified. A vacancy in any office of the Board shall be filled at the next meeting of the Board, for the remainder of the term. The procedure of filling a vacancy is the same as in the original election.
4. Duties of Officers.

Duties of the Board President. The Board President shall:

- (a) set the time and place for meetings of the Board and shall direct the President to issue the notices for meetings of the Board;
 - (b) preside at all meetings of the Board at which he or she is in attendance;
 - (c) sign all documents executed by authority of the Board;
 - (d) sign all minutes of the board meetings after such minutes have been approved at subsequent meetings of the Board;
 - (e) appoint an committees of the Board;
 - (f) sign an warrants ordered by the Board of Regents to be drawn upon the treasurer from institutional monies; and
 - (g) perform such other duties which may be determined by the Board.
5. Duties of the Vice-President. The Vice-President shall perform the duties of the President in his or her absence or inability to perform.
6. Duties of the Secretary-Treasurer. The Secretary-Treasurer shall:
- (a) keep or cause to be kept minutes of meetings of the Board which will include a permanent record of all votes and actions of the Board;
 - (b) countersign all warrants drawn upon the treasury and shall cause to be prepared monthly and annual reports of fiscal matters;
 - (c) maintain a record of all members of the Board, home and/or business addresses, dates of their appointments, and dates of expiration of their terms of office;
 - (d) cause to be maintained a record of membership of all committees and reports of all such committees; and
 - (e) in the event of the absence of the President and Vice- President, perform the duties of the President.

6. Board Committees

1. Establishment of Committees – Committees may be constituted as the Board may authorize. In case the President appoints a committee without specific authorization of the Board, he or she shall report at the next meeting of the Board the name of the committee, its personnel, and the function it is to perform and such action must be ratified by the Board. Each committee shall continue to exist until it is discharged by action of the Board.
2. Appointment of Committees – The President of the Board shall appoint the members of every committee. Members of the Board, students, and institutional employees are eligible for appointment to any of the committees.
3. Powers and Duties of Committees – Each committee, when constituted, shall have assigned a specific function duly recorded in the minutes of the Board. No committee shall have the power to make any final commitments or decisions on actions or policies of the Board, except on matters in which powers to act have been specifically delegated to the committee by the Board.
4. Officers of the Committee – The President of the Board, in appointing the members of a committee, shall designate a member as its President. The President of the committee shall be responsible for calling meetings of the committee, see that matters are handled properly, and report activities of the committee at subsequent meetings of the Board.

5. Consultants to Committees – A committee may utilize services of consultants. However, such consultants shall not be paid for services unless authorized by the Board. Consultants to the committee do not have a vote on actions taken by the committee.

7. Administrative Officers

The President

1. Creation of the Office – The Office of President of Northern New Mexico College is hereby established.
2. Appointment and Tenure – The President shall be appointed by the Board and act as the Chief Executive Officer of the institution. The Board shall establish the qualifications of the President, fix his or her salary, establish the conditions of employment and tenure of employment. The terms and conditions of the President's employment shall be defined by the provisions of the President's contract, which shall include the discharge procedures required by §21-1-7 NMSA 1978.
3. Delegation of Authority – The Board hereby delegates to the President the responsibility and authority to operate and manage the institution, pursuant to and consistent with the policies of the Board and with law and with the recognition that the Board retains the ultimate responsibility for all institutional activities.
4. Accountability – The President, as chief executive officer, is accountable to the Board acting as a body on all matters regarding his duties and responsibilities to the College. Only decisions of the Board acting as a body are binding upon the President except in instances when the Board, acting as a body, delegates appropriate functions to the Board Chair or a committee of the Board.
5. Performance Review – In order to insure on-going communication between the President and the Board concerning the President objectives and job responsibilities as well as to achieve a mutual understanding between the parties concerning the accomplishments of such objectives and responsibilities, there shall be an annual written review of the President's performance, which shall include meeting with the President and the Board for the sole purpose of reviewing such objectives and responsibilities. Such annual review may include prioritizing job objectives and establishing time tables and resources for completion of such objectives.

The Board shall, with input from the President, establish a schedule and evaluation instrument for the review of the President and shall allow the President sufficient time to prepare an outline accomplishments and progress made toward attaining the performance objectives and satisfying the duties and responsibilities of the position. The processes and goals outlined in the AQIP will be considered in the President's performance review.

6. Duties and Responsibilities – The duties and responsibilities of the President, pursuant to the Board's delegation of authority, shall include, but not be limited to:
 - (a) Provide the Board with appropriate information, in a timely manner, in order that the Board may promulgate policy.

- (b) Responsible for executing policies and implementing identified goals through the day-to-day management of the College.
- (c) Agrees to be responsive to changing goals and directives of the Board, and the Board and its individual members agree not to interfere with or to usurp the responsibilities of the President.
- (d) Provide and be accountable for leadership of academic excellence.
- (e) Competently administer the instruction, student services, and business affairs of the College.
- (f) Periodically direct the review of Board policies.
- (g) Promote and endeavor to maintain a positive college image in the community.
- (h) Establish and maintain sound working relationships with other governmental agencies.
- (i) Endeavor to maintain and improve professional competence.
- (j) Serve as the Board's designated representative with respect to all matters concerning employer-employee matters.
- (k) Annually evaluate administrative employees reporting directly to the President and participate in the evaluation of the remaining employees in accordance with college procedures.
- (l) Manage and control college property and enter into contracts on behalf of the College as authorized by the Board.
- (m) Cooperatively participate in planning long term goals for the College and serve as the Board's administrative arm in carrying out those goals.



MEMORANDUM

To: Northern New Mexico College Board of Regents

From: Richard J. Bailey, Jr., PhD, President

Date: November 3, 2017

Re: Board of Regents Minutes

Issue

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

Recommendation

Staff recommends that the Board of Regents approve the Board of Regents Minutes for September 25, 2017 as submitted or if applicable, as amended.

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS REGULAR MEETING
SEPTEMBER 25, 2017**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Friday, August 18, 2017, in the Boardroom of Northern New Mexico College, Espanola Campus. Regents present: Kevin F. Powers, Rosario (Chayo) Garcia (Via Conference Call), and Damian L. Martinez, Esq. Board President Powers called the meeting to order at 8:39AM.

Northern New Mexico College staff present: President Richard J. Bailey, Jr.; Ricky Bejarano, Interim Vice President for Finance & Administration; Dr. Ivan Lopez Hurtado, Provost & Vice President for Academic Affairs, Chris Trujillo, IT, Alex Williams, Business Office, Senior Financial Analyst, Mohammad Ali Musawi, Staff Writer/Reporter, Jimi Montoya, Director, IT, Sandy Krolick, Creative Director, Communications & Marketing, Evette Abeyta, Budget Analyst, Tobe Bott Lyons, Student Success Coordinator, Ryan Cordova, Athletic Director/Men's Basketball Coach, Sally Martinez, Executive Assistant to the Provost & Vice President for Academic Affairs, Joe Martinez, Banner Systems Administrator, Terry Mulert, Director, NNMC Foundation, Carmella Sanchez, Director of Institutional Research and Amy Pena, Executive Assistant to the President/Board Secretary.

Faculty Present: Dr. Heather Winterer and Ellen Trabka

Others present: Barron Jones, Rio Grande Sun, Tim Crone, Jake Arnold, Dr. Hugh Prather (Via Skype), Mark Basham, Legal Counsel for NNMC.

II. APPROVAL OF AGENDA

Regent Powers requested Motion to approve Agenda as published. Regent Martinez moved for approval of the Agenda as published. Second – Regent Garcia. Regent Powers stated the Agenda as published is approved.

III. COMMENTS FROM THE BOARD

Regent Martinez stated he would like to start with a comment. As is known, the Audit/Finance/Facilities Committee met and as a result of that meeting Regent Martinez stated he would like the Vice President for Finance & Administration and the President to come up with a report in the next 90 days which shows line item by line item what each program within the College costs and what it takes to run those programs. Whether it is Engineering, Education, Athletics, Regent Martinez would like to see what it costs, what is put into it and what the College gets out of it. Regent Martinez stated the reason he would like to see this is the Board of Regents needs to get out in front of the end of the fiscal year and what tuition may or not be and whether the Board of Regents needs to raise tuition. More importantly, Regent Martinez would like to see what the College is spending line by line because the only way the Board of Regents is going to be able to give faculty raises, which they need and the Board of Regents wants to do is to trim the fat where it is fat so the Board of Regents can give the faculty a much needed raise because without a raise there is going to be problem with retention and recruiting faculty. Regent Martinez asked for this information by the December or January meeting. Ricky Bejarano, Vice President for Finance & Administration stated he should be able to have it sooner. Regent Martinez stated based on the time schedule if they could get it sooner it is fine but he would like to give enough time to get the report together.

A. Board of Regents Meeting Dates (October, November, December)

Regent Powers stated there are some issues and conflicts on the schedule for the regular meeting date for the October 23, 2017 meeting as Regent Powers would be unavailable on the 23rd. Since the Board of Regents is thin on Board Members at this time, he is wondering if November 6th would work as a possible date for the meeting. Instead of October 23rd, move the meeting to November 6. Regent Martinez asked if this would be meeting for October and November. Regent Powers stated the Board of Regents normally combines November and December so then the Board of Regents could have the November/December meeting December 11, 2017. There would not be a meeting in October; there would be one in early November and December before the holidays. Instead of having October, November and December, there would just be two meetings. One would take place in early November and the next in Mid-December. Regent Martinez and Regent Garcia stated they are fine with the November date.

Regent Garcia asked when the Foundation Dinner was taking place. President Bailey stated Saturday, November 4, 2017. Regent Garcia proposed the Board of Regents Meeting be the same weekend as the Gala so the Board of Regents could attend. Regent Powers stated this works really well. Regent Garcia stated the Board of Regents would then be here the 4th, 5th and 6th of November. Regent Powers stated the next meeting would be set for November 6, 2017 and the following meeting would tentatively be scheduled for December 11, 2017. Regent Powers stated the Board of Regents might even look at the December 11th date. If Commencement is December 9, 2017, if everyone is coming for Commencement, the meeting could be done closer, perhaps on the 8th. Regent Martinez asked if Commencement was taking place on December 8th. Dr. Lopez stated it was changed so HEP is the 7th and Commencement is on the 8th. Regent Powers stated he is open to any suggestions. Regent Martinez asked if the meeting could be held on the morning of December 8th. President Bailey stated it could. Regent Powers stated anything would work for him. Regent Martinez stated he is available and Regent Garcia stated she is available. Regent Powers stated the Board of Regents should plan on November 6, 2017 at 8:30AM and December 8, 2017 at 8:30AM for the next two Board Meetings.

- B. Discussion with Dr. Hugh Prather regarding the policy and process of evaluation for the President
- C. Regents Review

Regent Powers stated Dr. Hugh Prather is joining the Board of Regents Via Skype to help the Board of Regents with the process of ultimately evaluating the President. In the interim, the Board of Regents is actually going to be working with Dr. Prather to revise and improve the policy regarding the evaluation of the President and the process by which it is done to make sure when the Board of Regents finishes with the process, the Board of Regents has something of value and it will benefit the College. As a Board, certainly this is the number one item, the Board's chief concern is to hire and work with the President as the Chief Executive Officer. As the Board of Regents, we have one employee, the President and that is the focus.

Regent Powers thinks it is imperative that this is done and Dr. Prather helped the Board of Regents find the President and he did a fine job of that and has done a little bit since then so Regent Powers stated he believes it makes sense to utilize his skills and expertise to do this. Regent Powers introduced Dr. Prather to lead the Board of Regents through this piece of the Agenda.

Dr. Hugh Prather, Prather Consulting thanked the Board of Regents for the honor of the invitation to participate with the Board of Regents as a consultant in this incredibly important aspect of work as Board of Regents. Mr. Prather stated he would give a background of work that has been done already and then talk with the Board of Regents about two different items he would like to work through. Mr. Prather thanked the Board of Regents exceptional Assistant; Ms. Pena who has provided the Board of Regents with two documents that Dr. Prather will be referring to. Dr. Prather stated this is not an evaluation of President Bailey

that is being done at this meeting, this is strictly a discussion of best practices related to the evaluation of the College President and how that evaluation process can contribute to the health and strength of the College. What Dr. Prather is doing for this meeting is doing policy work in one of the most important areas of policy. Dr. Prather has visited with Board President Powers as to what he hoped to accomplish on behalf of the Regents as the process is worked. Dr. Prather has had a very productive visit with President Bailey to get his perspectives at this point. Both of these are incredibly important because the perspectives of the President should be an integral part of whatever is put together.

Dr. Prather stated he would like to cover some key essentials which would then pave the way for Dr. Prather to visit individually with each Regent over the course of the next three or four weeks to make sure Dr. Prather is sensing what each Board Member feels is important as the policy is built and then ultimately be brought to the table for approval in an open meeting that would be dealt with in a manner totally compliant with the Open Meetings Act.

Dr. Prather reviewed the document called "Current NNMC Regents Policy on Presidential Performance Review" (attached). Regent Powers asked Regent Garcia if she has the documents Dr. Prather sent. Regent Garcia stated she did. Dr. Prather stated Ms. Pena is an exceptional support system for this College and he could not thank her enough. The current review comes out of a Regents approved policy and this currently drives what process the Board of Regents is using. Dr. Prather stated this will not be reviewed at this point at any extensive way because Dr. Prather is going to be taking what the Board of Regents currently has and making some substantial modifications to it based on what the best practice is.

Dr. Prather stated as part of the work he has done in preparation for presenting this to the Board of Regents, he has done some thorough reviews of best practices as recommended by organizations that work across the country, colleges and universities and helped them give them the best tools to conduct the process. At the risk of being a little bit redundant, Dr. Prather reviewed the first six points to consider. Dr. Prather stated this is a critical responsibility and fundamental to the leadership of the College. Dr. Prather also pointed out what the current policy does not provide for is what is referenced in point number two, which is annual and comprehensive review. The difference is who is central to the review. In an annual review it is primarily the President and the Regents, in a comprehensive review you reach out to a much broader constituency, which is sometimes referred to as 360. This could potentially involve Alumni, key staff, and community. That is the comprehensive review and the Board of Regents will hear how it fits into a proposed policy a bit further. Dr. Prather stated this is an ongoing effort; point three takes care of the accreditor's expectation. The Board of Regents can build a policy and process that will not only satisfy accreditation but also be an exemplary practice for accreditation that could probably net some serious kudos. This is an ongoing effort and it is not one-shot type. This is not a special occasion; in this case the Board of Regents is talking about a President who is working diligently and extremely hard to do some incredibly positive things at the College. The assessment as the process, the President is involved in it and it is also important to the President helps build his expectation in terms of what his goals are as part of this process. The point here is and Dr. Prather would underscore in point five the fact that goals that President Bailey has for the College will become an integral part of the policy and the process that the College would ultimately arrive at through this work. Finally, the last point to consider, which is something that the Regents, Mr. Prather does not believe to his knowledge have had any serious discussion about, but is valuable, Presidential assessment becoming part of the Board of Regents performance and review. In other words, the Boards assessment of its own performance. Members of the Board of Regents may need to consider as this moves along, to build into this whole process the fact that the Board of Regents does some serious reflection on their own performance as a Board of Regents. This strengthens the whole process and makes it that must stronger. Dr. Prather asked the Board of Regents for questions or comments.

Regent Powers stated he attended a meeting that was organized at the Secretary of Higher Education and Governor's office level where they reviewed fiduciary responsibility of Boards of Regents in the State and one of the items that was brought up in that meeting was this very issue of assessment of the effectiveness of the Board of Regents. AGB actually suggests that that being part of the governing bodies policies and Regent Powers believes it would be healthy in the Boards case to include this. It would make sense while working on this piece of the policy to go ahead and incorporate that into it so it is integrated and it would be more effective if this was done. Regent Powers appreciate the mention of this and it would be very helpful if it were done. Regent Powers asked for comments from the Regents.

Dr. Prather asked the Board of Regents to know in terms of what President Powers referenced that these points that are being provided are fundamentally developed by the AGB. Dr. Prather stated the comprehensive reviews say every 3-5 years, this is a substantially piece of energy that take a fairly long period of time to do properly. Given the work on the plate for President Bailey, for the Board of Regents for the entire College, Dr. Prather suggested it be looked at for a longer term, a 5-year frame instead of a 3. Dr. Prather stated he believes the Board of Regents is going to see the work being done right now and the long range strategic planning President Bailey is engaged in is best framed in a 5 year time frame for comprehensive review would be appropriate and the annual review would be done on an annual basis. What would be specified in policy and Dr. Prather would work with the Board of Regents to make fit the best schedule possible, is that the annual review be referenced in policy specifically in terms of when it happens. If it is not referenced in terms of when specifically, then it tends to slip and Dr. Prather has seen this happen before in other arenas where if you do not have the date, a month targeted, it can slip. Again the nature will vary by institution. With a much larger Board of Regents and a much larger university setting, you would want to have an evaluation committee. Dr. Prather suggested for the College, the Board of Regents be a committee as a whole, to serve as its own evaluative body and to not think about creating an evaluation committee for the annual review. Dr. Prather stated the Board of Regents might wish to for the comprehensive review because that would provide several Regents who participate as well as administration and key staff in the future. Dr. Prather asked the Board of Regents if they had any questions or comments.

Dr. Prather stated the next sections Standard Features of Presidential Assessments has some things that will basically drive the policy revision that Dr. Prather will be recommending, or policy 5 that is currently in place. Dr. Prather stated there is a policy and he commends the Board of Regents for this. The goals will be something that will be specified in policy in terms of how they are developed by the President and presented to the Board of Regents. This will be built in the policy. Dr. Prather recommended that only the Board of Regents review the self assessment and that the self assessment be part of the process so President Bailey have the opportunity to signal to the Board of Regents his perception of how he is performing in key areas and then the Board of Regents conducts an assessment. There will be then two sets of data, the data of the perceptions of President Bailey relative to how he is performing as the leader of the College and the Board's sections of how they view his performance, side by side for dialogue at Executive Session. Executive Session policy dialogue will be specified because this is the way this is done. The clarity among Board members as to what will be confidential will specify Executive Session and that this is personnel or work, those kinds of specific things. President Bailey's goals will be public but the specific feedback in Executive Session is privileged and should be dealt with that way so that candid, frank honest, open discussions could take place. Both on those affirmative dimensions of his performance but also areas in which the Board of Regents wishes to see him make modifications or changes. The setting up of the process for the following year and the time frame that fits within the Board of Regents, Dr. Prather will work closely with President Bailey as the policy is polished to make sure this is not intruding into the important work that he is deeply engaged in at the moment. Dr. Prather asked if there were questions on standard features.

Dr. Prather again thanked the Board of Regents for the opportunity as he felt this was the most effective way to present this. Regarding next steps, the Board of Regents would work with Dr. Prather and the President to develop the criteria, which his performance will be reviewed, and the Board of Regents will be intimately involved. The regular feedback piece will include a recommendation that a formative opportunity be provided on a once every six-month basis in addition to the opportunity to do the annual assessment. The assessment process would provide the President an opportunity to provide constructive comments to the Board of Regents and the Board of Regents could provide constructive comments to him. This process would be very important with keeping with AGB's recommendations.

Dr. Prather stated with the Board of Regents permission, he will draft the component of the evaluation that puts the Board of Regents self assessment, its own assessment, into the process so they at a point look at their own performance and ways they could improve practice as a governing body. Dr. Prather stated this would be what he would need to do over the next several weeks, prepare the document in draft and it would be sent out with the material for consideration or action at the next Board of Regents Meeting. Dr. Prather asked if this could be acted on at the next Board of Regents Meeting. Regent Powers stated he is not sure about this and asked the provost about policy. Dr. Lopez stated he has not recently been involved in policy changes. Regent Powers stated research would be done on whether this could be adopted at the next meeting or if necessary to provide another 30 days. Dr. Lopez stated this has been the practice. Dr. Prather stated given this, this would be ready either as an action item for the November 6, 2017 meeting or put on the table at the November 6, 2017 meeting and acted upon at the December 8, 2017 meeting. Dr. Prather stated he would work with President Bailey and staff to make sure he is in accordance with policy to make sure there is no hiccup in the process.

President Bailey asked Dr. Prather if he has a sample survey, in terms of, it is one thing for the community to say, this is the community's thought where the College is but he believes the Board of Regents would benefit from anonymous survey feedback from the students, faculty and staff. President Bailey asked Dr. Prather for sample surveys. Dr. Prather stated he does and with President Bailey's direction he will build that component into the annual assessment feature, which would normally be considered a part of the comprehensive feature. Dr. Prather stated they should build the annual feature giving President Bailey's willingness to work with feedback from staff within the College, in terms of the annual. The comprehensive would involve a more broadly based community and other constituents. Dr. Prather will share this with the Board of Regents and President Bailey.

Dr. Prather presented the Board of Regents with a template (attached) in terms of what would be done in the President's Performance appraisal. Dr. Prather reviewed the Sample Presidential Performance Appraisal. Dr. Prather stated this is what he would propose to use as a general template. He is not proposing this document but he is proposing that this basic template be worked through where the Board of Regents will see key areas. The first area is Institutional Performance and there are key indicators of Institutional Performance that are subject to a rating scale. Dr. Prather is recommending the Board of Regents go to a four point rating scale for the basic reason that when you have an even number rating scale you force either a positive or negative response. Dr. Prather would recommend including no opportunity to observe because members of the Board of Regents may not feel they have a perspective to be able to offer feedback on this specific matter. This instrument, once the Board of Regents has input into it and President Bailey has had his input and it is approved as part of this process, then this instrument is the basis for providing President Bailey formal feedback at the annual review. President Bailey will complete this independent of the Board of Regents and his completion of it showing his perceptions showing how he has performed. His own self assessment against the criteria and the Board of Regents compilation being the aggregation, pulling together all four of the Board of Regents evaluative comments. Dr. Prather will offer a very simple process for the Board of Regents to make this happen anonymously and with clarity. Dr. Prather asked the Board of Regents that he take them through the first key major areas, Key Institutional Performance, Institutional Leadership, External Relations

(outreach of the President) Accreditation (this is framed in accord with New Mexico Practice and the Specific Performance Goals (set by the President). These would be his specific performance goals, goals that he has generated, that he is currently working on, that he would be assessed on, he would self assess and the Board of Regents would assess. Dr. Prather stated to continue the process, he would like each Board member to look over the documents and Dr. Prather will reach out to the Board of Regents in the next two weeks to visit with them individually regarding any concerns they may have. Dr. Prather will then pull those into a draft evaluation form that will then capture the information for the annual review. This is the cleanest way to put it on the table and assure that this is not being done behind the scenes and will be brought to the table publicly at the next meeting and will accompany the policy. This will give Dr. Prather the ability to end it up as clean a copy for the Board of Regents ultimate review.

Regent Powers stated he finds this is an acceptable way to proceed. It is important to point out at this point that when the Board of Regents comes back to the next meeting and Dr. Prather brings it to the meeting, it is by no means a final document, it is a discussion draft at that point and the Board of Regents will discuss it in public. If there are any changes, if anyone wants to make changes, it will be done at that time and it will be approved and attached to the proposed policy. Dr. Prather stated this is absolutely correct and thanked Regent Powers for underscoring it again. This is designed to ensure this process, with the exception of what goes on in Executive Session, is as transparent and as open as possible. Regent Powers stated when the Agenda for the meeting was done, this discussion on the President's Evaluation and the Regents review or evaluation. Regent Powers stated he thinks, as Dr. Prather described it, it would be integrated into the same policy item or could be. Dr. Prather stated the Board of Regents may need to consider having this something like 5A; a stand-alone so there is no ambiguity. Dr. Prather stated he would suggest they be done separately, they could be done concurrently, they can be considered concurrently but the timing may be a little different. Dr. Prather would recommend it be a Policy 5A or as a stand-alone policy on Regent Self Evaluation. Regent Powers stated this makes sense. Dr. Prather stated this concluded his presentation and he has the information he needs to proceed and asked for any additional instruction. Regent Powers, Martinez and Garcia stated they did not have any additional instruction. Regent Garcia thanked Dr. Prather for his work and getting this done. Dr. Prather stated the Board of Regents will get it done and it will be done well and right. Regent Powers stated both items are listed as action items and assumes the Board of Regents should have an action item where the Board of Regents directs Dr. Prather move forward with this process and bring to the Board of Regents a draft policy on both items at the next Board of Regents Meeting.

Regent Martinez moved that Dr. Prather move forward with the production of a draft policy to replace the current policy of the Presidential Performance review and also to bring forward a proposed policy on Regent Performance Review. Second - Regent Garcia. Motion passed unanimously.

Dr. Prather thanked the Board of Regents for allowing him to participate remotely. Regent Powers thanked Dr. Prather.

IV. APPROVAL OF THE MINUTES

Regent Martinez moved to approve the minutes of August 18, 2017 as presented. Second – Regent Garcia. Motion passed unanimously.

IV. PRESIDENT'S REPORT AND ANNOUNCEMENT

A. Sabbatical Update

President Bailey stated Dr. Heather Winterer has a class beginning at 9:30AM and President Bailey has asked her to speak about her sabbatical.

Dr. Winterer thanked the Board of Regents for allowing her to present. Dr. Winterer stated Dr. Lopez asked her to offer a brief presentation of her sabbatical, which he aptly calls the Sabbatical of a Writer. Dr. Winterer stated as a bit of backup she has a friend who is a fiction writer from University of Chicago and a friend who is a poet and nonfiction writer at California Lutheran, both just received tenure and their first sabbatical. They are exploring those spaces, places between people and their worlds that are unquantifiable through language, our greatest gift, in Dr. Winterer's view. When they first learned that their time wouldn't be accounted for by a teaching schedule, they apply, in her world, for artist residency/fellowships and those are kind of personal grants all over the country and the world that allow them to do what they do elsewhere and interact with other artists doing similar things or other artistic things. Dr. Winterer cast her net about eight ways and received three of those, one in Costa Rica, one in Alaska and one in Oregon. Even though your needs are taken care of once you are there, Dr. Winterer failed to take into account that she had to stagger her spending and she had to get to Costa Rica and Alaska and back and so she deferred those two. Oregon is a lot closer and also offered a travel stipend. This program runs through Oregon State University, the fellowship was a collaborative one so she collaborated with a colleague in California and they came up with a proposal together and she is showing this to the Board of Regents because it is a part of a much larger system of programming all to do with the environment that she thinks could translate nicely here if the College could find the right grant to do it. Their proposal had to do with coming up with a lyric drama together between the elements, those being kind of from agent times, air, water, earth, fire, things that have been seen all too well recently both threaten us and are threatened by us. They worked in this beautiful cedar cabin in the woods and wrote about 5 hours a day, went for a long walk, if the weather permitted. Dr. Winterer's colleague is a certified Yoga instructor who teaches Yoga at her school in addition to her writing so she would do Yoga and Dr. Winterer would do something that looked vaguely like Yoga. In the evening they would talk about the work done, illicit some feedback, redirect for the following day and do the same thing all over again, it was kind of a dream. Most of Dr. Winterer's sabbatical was spent in her own home with a kind of version of that schedule and during that time she completed a book project and started another one. Dr. Winterer thanked the Board of Regents for honoring the longstanding tradition of sabbatical in academia because it helps them remember why they love what they do and be able to better convey it to students. President Bailey stated Dr. Winterer has already given the Oregon thing as a potential blueprint for El Rito and using that as an artist haven and secondly, and she is very humble, she is also one of the guiding forces behind Trickster, the College's literary journal. She is taking her passion and she is inspiring that passion in our students, staff members, faculty members and the community.

B. Celebrate Northern

President Bailey gave the following highlights:

1. ASN received accreditation. To President Bailey's knowledge this has been a long work intensive process and the College is very proud of what they have done in Nursing. The College now has not only the most affordable four-year programs status but also all these nationally accredited programs and that speaks to who we are as an institution.
2. ENLACE. The Memorandum of Agreement has been signed. They are going to have a full time solid presence on campus. The College is looking at how it synthesizes and bringing collaborative efforts together for students.

3. Dr. Jorge Crichigno, Chair of Engineering received a NSF Grant for \$43,000 to start a Cyber Security program. President Bailey attended a Reddi Summit and this was one item that was brought up a lot.
4. Dr. Ricoy received \$20,000 Grant through the Building Scholars SEED program to add biomedical research to an undergraduate program.
5. The US DOE Report came out officially that NNMC HEP program is the number one top-performing program in the nation. The two measures are the percentage of students who graduate, national average is 68%, and our program is 96%. The other is the percentage of students who transition from the HEP program to higher education, advanced employment or the military. National averages 81%, the College's average 96% and all of this was accomplished with 2/3 of the funding of the national average of the program.
6. NNMC hosted the Alimento Festival in partnership with Moving Arts Espanola, Espanola Coop and Espanola Farmers Market. NNMC was the opening event. President Bailey stated Sandy Krolick and Mohammad Ali gave of their time outside of work to make this happen for the community. President Bailey thanked Facilities, David Lindblom and Josh Padilla for their work on this.
7. The Second Annual Renewable Energy Program will take place in March.
8. Enrollment – As of census day, enrollment had been up for the second year in a row. Even after census day the College continued to get more students, the College is now at 1,175. There is actually a 4% increase over last year, which was 7% up. For the second year in a row it has grown in enrollment more than any other College in the State. The College needs to continue to improve on this.

C. El Rito Campus Update

President Bailey gave the following highlights:

1. The College is waiting on the Solar Array appraisal of the land. The latest information received is there will be someone in early November to do the appraisal. There is apparently a problem in appraisals of the land. Regent Martinez asked what kind of problem. President Bailey stated in getting someone to go and do it. That said, everyone is on board and President Bailey spoke with Luis Reyes last week, he is excited about it as well. The College is moving forward.
2. President Bailey thanked Luciente for working on getting the observatory up and running. There were a couple of obstacles they identified at first but they are not as difficult as originally thought. Goal is to give access to elementary, middle and high schools for free.
3. The green house on the campus is thriving. The College is working on taking food and hosting a meal for the El Rito Senior Center. The seeds are being planted for this.
4. Energy Audit – There is a draft of 15 questions and a special thanks to Andy Romero, Director of Facilities who really helped a lot in this. This will be sent out to energy service companies the College has worked with, a committee will be formed, analyzed and who will be used will be brought to the Board of Regents. It will be for saving energy in Espanola as well as El Rito.
5. Early College High School – The College talked about how the College needs to be part of a more holistic effort to help education in the Valley. Early College High School is one of the ways to do this and really partner with the local school district to make it happen. It is really nice and when you look at what the College is launching now with Upward Bound, it is more than just words, the College is partnering now with our school district. When you look at Upward Bound and Dual Credit, those two are going to be really strong and the Early College High School is another option for the College. The College may be getting a planning grant from the Public Education Department and it may be in the neighborhood of \$250,000. If the College gets that grant then President Bailey's plan is to come back to the Board of Regents once the College decides on embracing this, to come back to the Board of Regents as a real partnership with the Espanola Public School System to locate an Early College High School on the campus. This has been done at San Juan College and NMSU

and it is a way to collaborate to give students who would otherwise be on the periphery of real pathway to higher education. More information will follow but all indications are positive.

D. Foundation Update

President Bailey stated Terry Mulert has done such an outstanding job as the Executive Director of the Foundation and thought it would be great for him to give an overview of the Foundation. Mr. Mulert thanked the Board of Regents for allowing him to attend and appreciates the opportunity to address the Board of Regents. Mr. Mulert stated sitting in the Board of Regents meeting and listening, the words that come to his mind are recruit, enroll, retain and graduate. One might think the main thing on Mr. Mulerts mind is raising money but really those four things are paramount to the success of the Foundation, the success of the College. Mr. Mulert believes through the Board of Regents support, through the Foundation Boards support, through all efforts together, the Foundation in the last three years has gradually, deliberately and strategically become a more viable partner in that effort. When Mr. Mulert came on board, the Foundation Board had four members but in those 2 1/2 years, he was able to recruit 10 new Board Members. There are now 14 active Board Members, Coach Ryan Cordova has recently come on the Board, and President Bailey is also a Board Member. Mr. Mulert invited Regent Powers to consider February 21st for a joint meeting of the Boards. Since this is on for the Foundation Board full Board Meeting, he would like to invite the Board of Regents consider this. It is an idea and he does not want another year to go by to make this happen.

Mr. Mulert stated on October 4, 2017 the Foundation held the 10th consecutive Leadership Circle. When Mr. Mulert first started this idea, people wondered why it would be done, why would the Foundation do this. The Foundations role in Mr. Mulerts assessment is to help President Bailey, help the Board of Regents, help all faculty and staff to cultivate relationships in this community. To put the College in a position to lead from the front to do our part to put all of us in a situation where all of our community partners have an opportunity to meet at the campus in a fruitful environment. The first two years were culminated with the Foundation organizing and facilitating the Annual Leadership Summit with LANL, Rio Arriba County and the College. The College put together a small and intimate breakfast with Director McMillan from LANL, Rio Arriba County Commissioners, President Bailey and Provost Lopez.

Mr. Mulert thanked Ricky Bejarano, Vice President for Finance & Administration for working with the Foundation very closely to follow up and consummate this idea of an accounting partnership that is fruitful for the College and the Foundation and that streamlines the effort that requires the Foundation to process the money in and money out.

Mr. Mulert stated in terms of numbers, the endowment sits at around \$3.6M, the last numbers Mr. Mulert has shows that over three years net of fees, they are earning about 6.5%, not great, not terrible, somewhere in the middle. They are always looking to earn more money and are considering more options for 2018.

Mr. Mulert stated 15 new funds were brought in this year and Mr. Mulert provided a chart (attached) with all the data. When Mr. Mulert came on board, the records showed that the Foundation was responsible for about \$85,000 in scholarships and awards total. His first year went to \$118,000, then \$127,000 and this year is \$165,000 low end, it will probably end up being \$175,000 in FY18. Mr. Mulert believes this is a direct correlation with enrollment increase. As awards go up, enrollment goes up but his ability to fundraise, it is not one or the other, they are all directly related, in Mr. Mulerts opinion. The trust and faith in the institution increases, visibility increases, people want to give the College more money, the College is able to give students more money and everything works together and that is not necessarily quantifiable in this conversation but there is a relationship there. They are headed in the right direction. This year of close to \$175,000 is at a time from when they are drawing from the endowment at historically low rates - 3.2%. Typically, they had been doing 5% draws without really thinking about it. When Mr. Mulert came on

board with the help of his Board and colleagues at the College, they decided to be a little more prudent and conservative in the draw so they are at \$170,000, if they were at 5% draw that \$170,000 would be closer to \$200,000 this year.

Mr. Mulert stated there are some very exciting new projects, Mr. Mulert is working with Ellen Trabka on a partnership with one of the local health centers and they are very excited about that. Mr. Mulert stated Regent Powers were talking about cost benefit analysis and Mr. Mulert was crunching some numbers this morning comparing the College to a sister College's in New Mexico. This institution has 3,500 students; this institution has 500 degrees granted per year, \$7.5M endowment. They gave out 167 scholarships this year, the College gave out over 100, they gave out 120,000 worth of scholarships, last year the College gave out \$127,000, this year \$165,000, their operating budget is \$600,000 a year, the College's is \$200,000. We are less than half on almost every measurable matrix but we are granting out considerably more money per year. That does not mean we are better than this institution or worse, these are numbers to converse about, these are things Mr. Mulert looks at, these are priorities as a Foundation Director, to make impact directly, immediately, effectively and as sustainable as possible.

Mr. Mulert stated the Gala is November 4, 2017; fundraising is strong but never enough. Mr. Mulert asked the Board of Regents to help if they can in any way. The Foundation has many partners, as can be seen. When Mr. Mulert came on board there was one logo and now the Board of Regents can see what can be done. Congresswoman Michelle Lujan Grisham will be the keynote speaker, Moving Arts Espanola will be performing, and Cypriano Vigil will be performing. There is an incredible live auction; great silent auction and it will be broadcast live on the radio. Mr. Mulert invited everyone to join and participate.

Regent Powers thanked Mr. Mulert. President Bailey stated when Dr. Prather was talking about the Presidential guidelines, one is where the College sits with the community or what President Bailey has done with the community. President Bailey stated he will fully try to take credit for it but the number speak for themselves, what Terry has been able to do in a very short time is nothing short of spectacular and he has put this College at the epicenter for a much larger community dialog.

The Board of Regents recessed at 9:44AM and returned to session at 9:54AM.

VI. STAFF REPORTS

A. Vice President for Finance & Administration

1. Audit(s) Update

Ricky Bejarano, Vice President for Finance & Administration stated the first item is informational related to the audits that are going on. There is a Forensic Audit that is going on that should be completed by the end of October with reporting out in November. The College can then begin the regularly scheduled audit for previous fiscal year. Neither one wants the other one here while they are doing their field work so they are not tripping over their work. Regent Martinez asked if there is an update on costs. Mr. Bejarano stated the Forensic Audit has been expanded at the request of the Federal Government and the new figure is \$115,000. There is no action required on this item.

2. Fiscal Watch

Mr. Bejarano stated there is nothing outstanding and he is happy to report that the Fund Balance does continue to grow primarily due to vacancy savings but that is not sustainable over time obviously. Good news and hopefully the College will start some hiring soon. Mr. Bejarano asked if there were any questions and if not if this could be approved. Regent Martinez stated the Committee reviewed the Fiscal Watch very well during the meeting.

Regent Martinez moved for approval of the fiscal watch reports as presented. Second – Regent Garcia. Motion passed unanimously.

3. Monthly Budget Adjustment Requests (BARs)

Mr. Bejarano stated the College is working toward, at least at a reporting level to report at the category level so there are not as many BARs to be approved formally, the requests this month are pretty standard, they are essentially just moving money from one line item to another to accommodate spending for a particular need. Mr. Bejarano asked that this be approved. Regent Martinez asked if there were 11 this month for a total of 31. Mr. Bejarano stated this is correct. Regent Martinez asked if there was a drop this year from last year. Mr. Bejarano stated there has been, a slow decline but once the College moves to the category level it will be a dramatic drop. Regent Powers stated this is always a good thing.

Regent Martinez moved that the BARs (11) be approved as presented. Second – Regent Garcia. Motion passed unanimously.

4. Disposition of College Property

None.

5. Report of Actuals

Mr. Bejarano stated the Report of Actuals is a yearly report to the Higher Education Department. It basically summarizes everything at the line item level. The report is in the packet (attached) and unless there are questions, Mr. Bejarano asked for approval.

Regent Martinez moved to approve the Report of Actuals as presented. Second - Regent Garcia. Motion passed unanimously.

Regent Powers asked if this was a requirement of the Higher Education Department. Mr. Bejarano stated it is a requirement. Regent Powers stated the College is fulfilling this requirement.

President Bailey stated regarding the Audit Update, the document which was the monstrosity that he had come up with. The President stated he writes a letter and signs it every month that goes to pretty much every government agency in the State and a couple of Federal Agencies. Once Mr. Bejarano came on board and solicited the help of Jimmy Montoya, the College now has something that is so much more user friendly. In terms of helping the College get the awareness out of how the College is cleaning some of these processes up, this is a much easier way to understand where the College is.

B. Provost and Vice President for Academic Affairs

1. Report on Historical Enrollment

Dr. Ivan Lopez Hurtado, Provost & Vice President for Academic Affairs stated the report provided to the Board of Regents (attached) is something Regent Martinez requested at the last meeting. The College had been reporting about enrollment with respect to the previous year but it is important for the College to own what has happened throughout the years and fix it. The first table in the report shows the unduplicated head counts. This is basically the number of students signing for courses of Northern during the fall, spring and summer. This is actual numbers for the entire academic year. In 2005-2006 and the reason why the College started there is because it is when the College became a four year institution and the College had a little more than 3,500 students. Last year, the College had almost 1,500 students. This year has not been captured, obviously because the College is mid-fall. The College needs to wait for the spring and the summer so it can compare apples to apples and then when the College started doing this analysis, the College decided to start doing some disaggregation of the data so the Board of Regents can understand better what is going on.

Dr. Lopez stated the students at the College are classified in two types, declared students, students actually pursuing a degree and undeclared students who could be either dual credit or students not pursuing a degree or students who are unconvinced yet on what degree they want to pursue. The Board of Regents will see when the data is disaggregated, this unduplicated headcount by declared and undeclared, the College had around 1,800 in 2005, and right now the College only has 1,000. When you go to the undeclared, the College was around 1,800 and today the College has only about 450 declared students. Definitely enrollment has gone down in both but worse for undeclared students. The College has been hearing that many of the students in the community are not interested in a degree but want to take a course again and again (ex. welding, weaving). Dr. Lopez believes this is reflected in this data. The College has been losing a lot of those students who were taking the same course again and again.

Regent Martinez asked if Dr. Lopez is saying 3,500, 3,600 headcount in 2005, that is 1,797, does Dr. Lopez believe a vast majority are in the welding or the other non-certificate but a lot of the programs no longer at the College. Dr. Lopez stated this might be the case. Dr. Lopez has been bringing programs for suspension because enrollment has been really poor for the last five years and the Board of Regents can see for undeclared students, the College has lost almost 80% of the student body. In the other one, maybe 60%. When you take the declared students by degree, the declared students the College has students an Associate, Bachelor and Certificate. If you see Associate and Certificate, those are the ones where the enrollment has gone down. Associate seeking students have dropped 74%, the certificate-seeking students 76%. However, the Bachelor programs between 2005 and 2016 have grown 550%. The College's peaking Bachelors happens in 2012-2013 and you can see it is increasing but you do not see yet in the Associate or the Certificate that the College is growing. Something to consider, the College is surrounded by three community colleges (Santa Fe, UNM-Taos and UNM-LA). There is an analysis that the Faculty Senate prepared a couple of years ago where they show how the enrollment in those three institutions was growing when the College was decreasing. If you take the undeclared students and disaggregate those by dual credit and by all of the undeclared you will see that the dual credit students are oscillating, the College is better today than compared to 2005 but there was a very good year in 2013 where the College had almost 600 students and this is when the College was partnering with the Santa Fe Indian School. The College was offering many courses there. However, the undeclared or other, the College went down from 1,600 to 200 so the College lost more than 80% there.

Regent Powers asked from a funding point standpoint, what that means. Dr. Lopez stated he is going to show the Board of Regents (table 5 and the graph) an analysis in terms of revenue. In terms of the student credit hour, headcount is any student taking .5 student credit hours or 21. What has happened in terms of student credit hours? This is a much better indicator of what happened with revenue. You will see again in this, the College went from 36,000 to almost 23,000 last year but again it is really dramatic of what has happened with the undeclared. The College went from 8,800 to 2,600 and undeclared went from 2,700 to 20,000. What the College has been affecting the most, these years, is the undeclared student credit hours. Regent Martinez asked what Dr. Lopez definition of undeclared. Dr. Lopez stated undeclared is any student enrolled at the College who has not declared a program.

Dr. Lopez stated what the College decided to do is to include the tuition the College used to charge. In the past, the College had a differentiated tuition. The College had tuition for the lower division courses and upper division courses. Back in 2005 the tuition for lower division was \$33.00 and upper division was \$83.00 per credit. When you do the math, estimated without fees, when you multiply the student credit hours by that tuition and you add the revenue, basically back then the tuition revenue was \$1.2M. This is an estimate. The College increased tuition a little bit in 2007-2008 and a little more 2008-2009 and 2009-2010. The critical year was the summer of 2011, that was the year the College decided to make the tiers equal. Instead of charging two different tuitions, the College made both equivalent. That year, the estimate is \$3.7M, which is way better than the \$2M of the year before. The College increased revenue and it does not include fees, around \$1.6M, which makes a lot of sense then because the budget was cut by the State of New Mexico by around 20% in those years. If the College continues the analysis, the Board of Regents will see the student credit hours will start going down with the years and tuition revenue from \$3.7M last year, the estimate is \$2.9M. With every time the College increased tuition, the goal is that the revenue is going to increase, that is why the College does it, however, here the analysis shows that the College might have reached a case that in microeconomics is called diminishing returns. Every new dollar increase in tuition may be worse for the College. Here this is an analysis where the College compared lower division student credit hours versus tuition. The trend is down. When you multiply tuition times student credit hours, you are going to see the College has passed the peaking revenue. The College has definitely affected with tuition much more student credit hours at the lower division. When you compare it with upper division, you will see an oscillation. What this is telling the College, when you compare the graphs (attached), the College has definitely affected much more the lower student credit hours which is reflected.

Regent Martinez asked Dr. Lopez to go back to his previous slide and asked if the student increased 2015-2016. Regent Garcia asked if in 2005 (inaudible). Regent Powers stated it is more depending on headcount, more depending on awards and course completion than it is on square footage of buildings and pure headcount at the beginning of the year. Regent Garcia (inaudible). Regent Martinez asked if when you have the student credit hours, are they paid student credit hours regardless if they drop out later in the semester. Dr. Lopez stated actually that is why the number he said is just an estimate, it is not actual, because this is not considering employees who do not pay, analysis on dual credit, those students do not pay tuition and it does not include anybody who is dropping in the middle of the semester. However, what Dr. Lopez can say is the College knows what the actual revenue is collected from tuition and fees and it follows, it is not the same numbers, it follows the same pattern you can see in the plot (attached) where revenue has peaked and gone down.

Regent Martinez stated his question is if you take total student credit hours, upper and lower division, and you take the total tuition and you divide it by upper and lower division student credit hours, is that going to tell the Board of Regents how many full time students the College has. Dr. Lopez stated this is going to be an estimate. The way it is calculated for reporting purposes is student credit hours divided by 15 and this tells the College an approximate number. Regent Martinez asked if these are (inaudible) student credit hours. If somebody drops all their classes in November because they showed up the first two weeks and decided to

party the rest of the year, the College still got paid for those credit hours. Dr. Lopez stated if he remembers correctly, they get some money back depending on when they drop. If they drop at the beginning they get all their money back, there is a date when they drop they will not get anything. Regent Garcia stated she believes it is a month later. Dr. Lopez stated it is by census date.

Regent Martinez asked based on the formula would it stand to reason if you maintain or even drop your lower division tuition but increase your upper division tuition, then theoretically the College should get higher student credit hours. Dr. Lopez stated this is one point he remembers discussing with Regent Powers that maybe the College needs to analyze the business model because the reason why the College is struggling so much with lower division courses is because the competition is there. Three community colleges where their tuition might be \$55 per credit versus \$130 with the College, it does not make sense to do any trades program at the College. Dr. Lopez stated if he were a parent he would say go and do your general education and then come to the College. This does not happen with upper division, these that are not offered at the community colleges. The College is doing pretty well because it is still the most affordable four year institution. Regent Powers stated that what needs to be pointed out as well that those community colleges that are being discussed the College is comparing lower division program with community colleges that are funded completely differently. This is where the College has to dig down and assess this and figure out how the College operates here. The College is trying to compete with these institutions that have a low tax base and Regent Powers would not expect the College to be competitive. The College needs to change the way the funding formula works for the College given the fact that it is different than a UNM or NMSU, they have these courses and do it in their branch colleges or maybe the College creates a community college within the system that way it could compete or maybe not compete but absorb some of those other institutions into one larger community college that would feed this four year institution. Those are discussions that the need to take place but this is great information so the Board of Regents can actually have this discussion.

Dr. Lopez stated he would like to mention correlation, when you measure correlation of tuition at the lower division compared to enrollment, the correlation is $-.9$, remembering the perfect correlation is -1.0 . That means that $-.9$ means almost if the College increased tuition 10% that the enrollment in lower division goes down 10%. However, when you measure correlation in upper division, it is $.33$, positive. But $.33$ is really small so what that means is that the College has really not affected the enrollment of Baccalaureate students. It seems the opposite, that by increasing tuition, the College has actually increased the enrollment because it is a positive correlation but it is really small. It seems that the College basically does not affect enrollment by changes in tuition. Finally, the revenue is what matters when you increase tuition. The Board of Regents will see how the revenue peaked. This is exactly what microeconomics predicts, this is a perfect case of diminishing returns. You continue increasing and you lose so much in enrollment that the revenue is actually going down.

Regent Martinez stated this is quite possibly the best presentation he has seen regarding tuition since he has been on the Board of Regents since 2015. Dr. Lopez thanked Regent Martinez.

Regent Powers stated he has some thoughts but does not want to go into it now. This gives some ammunition and food for thought on how to proceed. Given this discussion that is going on at the State level about higher education and whether there is too many institutions or how they are organized and Regent Powers thinks this gives the Board of Regents some information they can try to put together some ideas of how to improve education delivery in the northern part of the State and how to ultimately grow the enrollment at this institution as well.

Regent Martinez would like Dr. Lopez to keep working on these models so when it is time to talk about tuition and budget in April or May when the Board of Regents starts talking about it, it will have a better optic on what needs to be done and maybe come up with different models or ways to go about maybe becoming competitive yet still being able to keep the doors open. Dr. Lopez stated this is something that is really important and it is risky because it is a social system. Anything that you do in the tuition, you do not see the effect immediately, students cannot just drop out of college from one day to the other to see the effects. There is a time delay when an action is made and that is always a concern Dr. Lopez discusses with Mr. Bejarano. If you drop the tuition for lower division courses maybe the College will not see the revenue immediately because it takes time, even to just mark it and inform students the College is changing the way it charges tuition. It takes time.

Mr. Bejarano stated one of the things the College does not have historically or currently is a very good analysis of the cost per credit hour. The College has to get this and is already talking about this. The College has to nail down to the penny what it costs for each credit hour generally and broken down. Regent Powers stated a lot of factors that put into that is what type of faculty are teaching those courses, what type of facility charges the College has. Mr. Bejarano stated the market also has to be looked at. The College has to develop a model and what the market can bare. Dr. Lopez thanked Carmella Sanchez and Joe Martinez for crunching these numbers. Regent Powers stated this is great information.

V. PUBLIC INPUT

None.

VI. EXECUTIVE SESSION

Regent Martinez moved to enter into Executive Session pursuant to NMSA Section 10-15-1(h) 2, 5 and 7 of the New Mexico Statutes Annotated. Second – Regent Garcia.

A Roll Call vote was taken (Regent Garcia – yes, Regent Powers – yes, Regent Martinez – yes). The Board of Regents entered into Executive Session at 10:29AM.

IV. POSSIBLE ACTION ON EXECUTIVE SESSION

Regent Powers entertained a motion to return from Executive Session.

Regent Martinez moved to return from Executive Session and affirmatively state only those only those items listed in the Agenda and pursuant to NMSA 1978 Section 10-15-1 were discussed. Second - Regent Garcia. Roll call vote (Regent Garcia - yes, Regent Martinez - yes, Regent Powers - yes). Regent Powers stated the Board of Regents is back into regular session at 12:29PM

VII. ADDITIONAL ACTION ITEMS

A. Discussion and Possible Vote Regarding Employee Handbooks

Regent Powers stated this item has been deferred.

X. ADJOURNMENT

Regent DeHerrera moved to adjourn. Second – Regent Martinez. The Board of Regents Meeting adjourned at 12:30PM.

APPROVED:

Kevin F. Powers, Board President

Rosario Garcia, Vice President

*Office of the President***NORTHERN New Mexico College****MEMORANDUM**

To: Board of Regents
Northern New Mexico College

From: President Richard J. Bailey, Jr., PhD

Date: November 3, 2017

Re: Prosperity Works / True Connect Employee Loan Program

Issue

In an effort to help Northern New Mexico College employees who are in challenging debt cycles, a partnership with Prosperity Works and True Connect would allow NNMC employees to secure a loan (with a 24.9% APR) to pay off higher interest debt. The cap on the amount of the loan will be proportional to the individual's monthly salary, and will be paid back in one year through payroll deduction.

Overview

The New Mexico legislature just passed legislation that will limit payday loans to a maximum APR of 175%, but the change is not scheduled to take place until 2018. Even with this reduction, employees may be caught in a difficult debt spiral. This opportunity may help some employees to pay off higher interest debt and escape the debt spiral.

Recommendation

I recommend the Board of Regents consider this partnership and give comments and suggestions.

TrueConnect Agreement

Agreement: The parties to this TrueConnect Agreement include the undersigned employer ("Employer"), and Employee Loan Solutions Inc. ("Employee Loan Solutions").

Description: TrueConnect is a small loan voluntary benefit program helping employees facing a financial need.

Loans: Fixed sizes no larger than \$3000, depending on employee income and tenure. Repayment is through payroll deductions over a period of 12 months.

Employee Loan Solutions Shall:

1. Maintain a program website portal through which employees can apply for a loan under the TrueConnect program.
2. Provide a file to Employer each pay period noting the payroll deduction amounts from each borrower.
3. Provide a secure interface through the program website for Employer to transmit reporting information.
4. Provide tools to facilitate automation of these steps.

Employer Shall:

1. Communicate the TrueConnect program to employees as a voluntary benefit utilizing approved written materials and the program website.
2. Submit through the program website an employee census file each pay period identifying employees and providing compensation data and related information which will be encrypted by TrueConnect. This can be automated.
3. Subject to any limitations under state law, Employer shall accept voluntary wage authorizations executed by employees, and process those authorized TrueConnect deduction instructions to facilitate loan payments, including repayment of the balance of any loan by deducting the sum from any terminated employee's last paycheck.
4. Send a report of actual deductions to TrueConnect's secure platform. This can be automated.
5. Each payday, the total of all loan deductions will be transferred to the bank for repayment through either:
 - ACH transfer or
 - Auto-deduction from designated Employer Account.

6. Communicate to Employee Loan Solutions (i) any changes to Employer's normal payday date, (ii) any terminations of employees having outstanding loans, (iii) any revocations of payroll deductions, or (iv) other pertinent information to Employee Loan Solutions through the program website.

Banking relationship: Loans will be made by an FDIC insured bank. Employer will provide full cooperation to the bank and acknowledges and agrees that the bank will be a third party beneficiary of this Agreement.

Termination: This Agreement may be terminated at any time by either party providing notice of termination to the other party. The program shall continue indefinitely until terminated.

Wind-Down: If any party terminates this Agreement for any reason, Employee Loan Solutions and Employer agree to cease all marketing and new loan originations. Employer agrees to continue all necessary payroll deductions until all existing loans are fully repaid.

Miscellaneous: The Agreement shall be effective as of the date of execution by the Employee Loan Solutions below. This TrueConnect Agreement constitutes the entire agreement of the parties and may only be modified by a subsequent agreement in writing signed by the parties hereto.

Northern New Mexico College

Employee Loan Solutions Inc.

By: _____
 Title: _____
 Date: _____

By: _____
 Title: _____
 Date: _____



EMPLOYERS

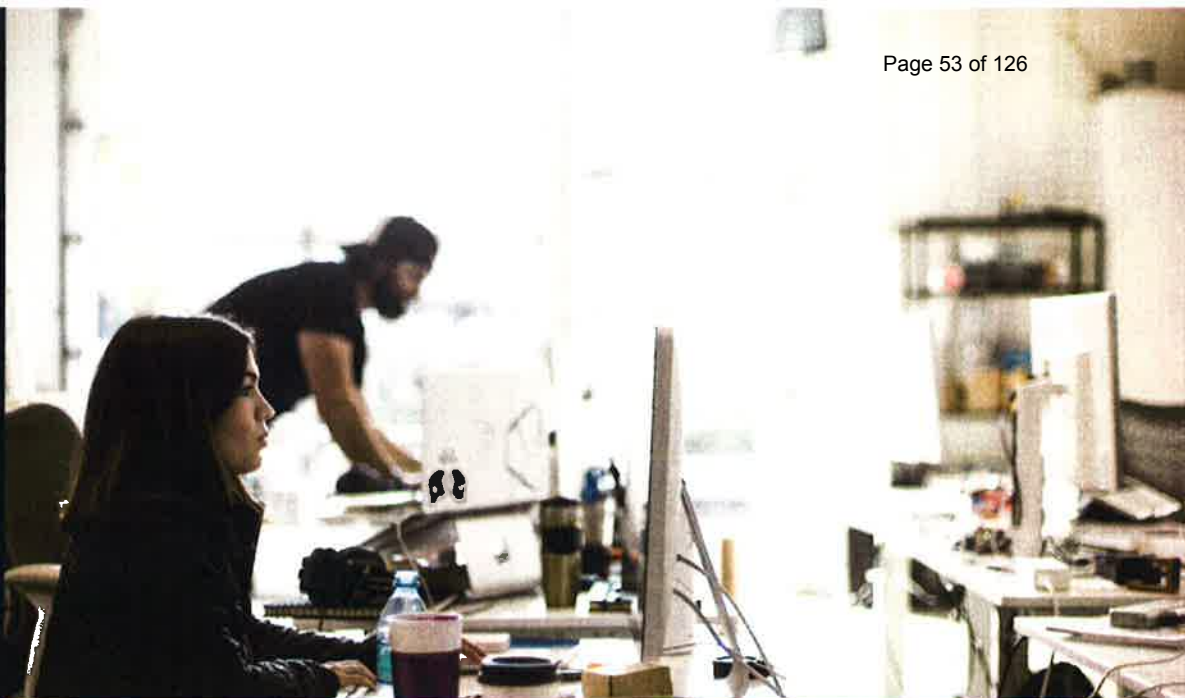
Financial stress is suffered by millions of Americans living paycheck to paycheck and is impacting workplace productivity and employee retention. The patented TrueConnect Loan program was developed as a voluntary employee benefit to allow employers to address the financial wellness of their workforce.

TrueConnect Loan is free for employers to offer and requires very little administration because loan origination and administration are automated and there is no benefit enrollment process. The program separates employers from the personal financial lives of employees, while providing a safe solution to employees in need.



“ When I first put out the announcement that we were offering this voluntary benefit, my computer lit up. I could not believe the number of emails I received from employees across the state! ”

-Employer Offering TrueConnect Loan-



EMPLOYEES

☛ Qualified employees get access to small dollar loans (from \$1000 - \$3000) that are repaid through automatic payroll deductions. The online loan application is easy to complete and employees receive a quick response.

☛ Employees do not need a credit history, but can only borrow what they can pay back with 8% of their paycheck to help insure a successful loan repayment.

☛ Payment history through payroll deduction is reported to credit bureaus, which may be positive credit building activity for employees.

☛ All TrueConnect Loan borrowers get 6 free credit counseling services from LSS Financial Choice, a federally accredited credit counseling program.

“ Thank you for recognizing the needs of your employees. The help with a loan when needed takes a lot of stress off a person, especially knowing that such a loan is being paid easily and no worry of missing a payment. ”

Thank you again!

-TrueConnect Borrower-



TRUECONNECT LOAN TESTIMONIALS

What Employers Say About TrueConnect Loan

“ I believe we launched the product in November 2014 and it is a “hit”. The set up was easy and the TrueConnect staff was fabulous to work with. Our organization is not involved in the process, e.g., application, application review and approval process. I have no knowledge of who has made application etc. Employees make application on line and if approved money deposit into their accounts within 24 hours. We have good relations with TrueConnect. If you have questions etc., they are very responsive. ”

– Joyce Norals, Chief Human Resources Officer, Lutheran Social Services

“ TrueConnect is Excellent. We are very pleased with this benefit program. The TrueConnect team is very responsive. ”

– Mary J. Brunner, SPHR, SHRM-SCP, IPMA-SCP, Town of Culpeper, VA





TRUECONNECT LOAN TESTIMONIALS

What Employees Tell Employers That Offer TrueConnect Loan

“ This is a good way to help out employees in hard times. Thank you for this opportunity in my time of need. ”

- Employee, City of Anaheim, CA

“ Thank you. I really appreciate the fact that you are concerned enough about your employees to get involved in such a program. ”

- Employee, Lutheran Social Services, Duluth, MN

“ It definitely came in handy. My family and I were struggling to pay our bills on time and TrueConnect rescued us. ”

- Employee, Workplace Impact, Cleveland, OH

“ Thank you for making this loan program a reality for those that truly DO need the help and are embarrassed to go to another source for that help. It is greatly appreciated!!! ”

- Employee, Eastern Municipal Water District, Perris, CA

NORTHERN New Mexico College Strategic Direction 2017

VISION: Northern New Mexico College is a Hispanic and Native American-serving comprehensive institution that will be recognized nationally for cultural sustainability, quality student learning and developing economically strong communities among diverse populations.

MISSION: The mission of Northern New Mexico College is to ensure student success by providing access to affordable, community-based learning opportunities that meet the educational, cultural, and economic needs of the region.

I. ENROLLMENT

GOAL: To increase annual enrollment both in student head count and credit hour totals.

Northern will attract and enroll students from local communities, and continually develop potential student pipelines, both traditional and non-traditional, including high school equivalency graduates, adult learners and community artists.

OBJECTIVES:

- Strengthen effective partnerships with local high schools, and articulation agreements with area community colleges.
- Expand effective, compelling marketing and recruitment strategies that best highlight Northern's quality offerings.
- Determine and implement appropriate program offerings that prepare students for an evolving job market.
- Establish and maintain affordable tuition and fees for long-term sustainability.
- Establish student residence options.
- Increase the Northern Foundation's scholarship and grant giving capacity.

2022 VISION: Student head count at 1400/semester & student credit hours at 14,000/semester

2. STUDENT SUCCESS

GOAL: To increase student success through higher retention/graduation rates, and pathways to employment and graduate education.

Northern will maintain its commitment to open and affordable educational access, academic excellence, robust student support services, mentoring, and scholarship opportunities that will encourage and enable students to pursue and succeed along multiple life paths and careers.

OBJECTIVES:

- Improve every touchpoint in student services to ensure individual student success.
- Evaluate and redesign curriculum to minimize academic obstacles, and introduce flexible scheduling.
- Strengthen first year experience programs and support systems for new students.
- Increase student sense of belonging to the Northern community through the promotion of an inclusive learning environment that celebrates the diversity of the student population.
- Enhance campus and student life experiences.

2022 VISION: Annual retention rates at or above 75%, and graduation rates at or above 30%

3. COMMUNICATION

GOAL: To improve quality, timeliness, accuracy, and consistency of communications within the College, as well as with community members and external stakeholders.

Northern will promote its unique identity, brand and culture, drawing on its rich history of community service and engagement, with integrity, responsibility and transparency.

OBJECTIVES:

- Design and implement a communications strategy that centers on student and institutional success.
- Optimize College communication resources and channels to ensure effective engagement with students, faculty and staff.
- Position Northern as a thought leader through utilizing faculty and staff expertise and amplifying their voices.
- Institutionalize effective communication channels with community and external stakeholders to ensure constructive and mutually beneficial engagement.
- Create venues for suggestions and concerns, including an option for anonymity.

2022 VISION: *All students, faculty, staff, community members and external stakeholders have the information they need to support the College's mission, and the opportunity to contribute to an open dialogue of continuous improvement.*

4. TEAM SPIRIT

GOAL: To foster a cohesive, productive and effective Northern community where everyone on the team feels valued and takes pride in contributing to the College's educational mission.

Northern will promote a healthy, enriching work and study environment in which all members of the College community are engaged, empowered and valued.

OBJECTIVES:

- Promote a culture of mutual respect, ethical behavior, fairness and constructive dialogue.
- Ensure that Northern's values of respect, integrity, service, diversity, inclusivity, and inspiration are manifest in the college's daily operations.
- Enhance opportunities for professional and personal development and growth.
- Develop a salary structure consistent with our region and current market trends.
- Promote interdepartmental collaboration.
- Develop functional and welcoming learning, working, and community spaces on both campuses.

2022 VISION: *Everyone in the Northern community knows that they are respected and valued as contributing members of the College team.*

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Richard J. Bailey, Jr., Ph.D., President

Date: November 3, 2017

Re: Section 218 Agreement

Issue

Northern New Mexico College had an IRS examination of calendar year 2014 and within the context of the examination, the IRS found Northern New Mexico College does not have a Section 218 Agreement with the federal government.

Overview

A public employer that participates in a qualified retirement plan may only provide Social Security coverage to its employees through a Modification to the state's original Social Security Section 218 Agreement. The Educational Retirement Board (ERB) constitutes a qualified retirement plan. Since NNMC is affiliated with ERB, but not covered by any Modification, NNMC does not currently have authority to withhold Social Security taxes.

A remedial process exists by which a school can obtain a Modification to extend Social Security coverage to its employees and correct its past erroneous reporting. NNMC's governing board must decide if it wishes to provide Social Security coverage. If so, the board must pass a resolution authorizing a referendum of employees on the question of whether employees want to be covered by Social Security.

Two types of Social Security coverage referendums are available in New Mexico: a **Majority Vote Referendum** and a **Divided Vote Referendum**:

1. Majority Vote Referendum

In this referendum, a majority of the eligible voters decide whether or not to have Social Security Coverage or to continue with Social Security Coverage. If a majority of employees vote for coverage, all employees have FICA withheld. If it is voted against by a majority, the referendum does not pass and no Section 218 Modifications will be prepared.

2. Divided Vote Referendum

In this referendum, each employee gets to decide if he/she wants Social Security Coverage. Employees who vote for coverage will continue to have FICA deductions. Employees who vote no will no longer have FICA deductions. These employees are also eligible for a refund of Social Security FICA contributions. The refund is handled by the institution by submitting the required documents to the IRS. After the referendum, all new hires must be covered by Social Security.

It is the Board's decision on whether to conduct a majority vote referendum or a divided vote referendum for employees. Once this is decided a referendum will then be scheduled.

Currently, the College must continue reporting FICA wages.

Recommendation

The Board of Regents had previously authorized a Majority Vote Referendum based on a recommendation from staff. The recommendation was made based on the workload required to support a Divided Vote Referendum. Based on discussions with staff regarding Social Security coverage and workload requirements, we recommend that the Board of Regents authorize a Divided Vote Referendum.

Date:

13 MAR 17

NORTHERN NM COLLEGE ~~School~~

Re: Social Security Section 218 Coverage

Dear Governing Board Members:

I am writing to you in my capacity as Social Security Administrator for the State of New Mexico. The State Social Security Administrator serves as a liaison between state and local government employers, the Social Security Administration, and Internal Revenue Service to address Social Security coverage issues. As you may know, the IRS has been conducting compliance audits of Charter Schools. As part of the audit, the IRS reviews whether a charter school is authorized to withhold Social Security taxes.

A public employer that participates in a qualified retirement plan may only provide Social Security coverage to its employees through a Modification to the state's original Social Security Section 218 Agreement with the federal government. The Educational Retirement Board (ERB) constitutes a qualified retirement plan. Because your school is affiliated with ERB, but not covered by any Modification, your school does not currently have authority to withhold Social Security taxes.

A remedial process exists by which a school can obtain a Modification to extend Social Security coverage to its employees and correct its past erroneous reporting. First, the school's governing board must decide if it wishes to provide Social Security coverage. If so, the board must pass a resolution authorizing a referendum of employees on the question of whether employees want to be covered by Social Security.

Two types of Social Security coverage referendums are available in New Mexico: a **Majority Vote Referendum** and a **Divided Vote Referendum**.

Majority Vote Referendum

In a majority vote referendum, a majority of the eligible voters decide whether or not to have Social Security coverage or to continue with Social Security coverage. If a majority of employees vote for coverage, all employees have FICA withheld. If a majority vote against coverage, the referendum did not pass and no Section 218 Modification will be prepared.

If your school has already been deducting FICA from employees' pay, I advise that the school hold a majority vote referendum. Since employees have been receiving coverage, it is assumed that the employees will want to continue coverage. An error Modification would be prepared stating that the school believed its employees were covered for Social Security when the school was created.

Divided Vote Referendum

In a divided vote referendum, each employee gets to decide if he or she wants Social Security coverage. After the referendum, all new hires must be covered by Social Security. Those employees who vote "YES" (FOR) coverage will continue to have FICA deductions withheld while those employees who vote "NO" (AGAINST) will no longer have FICA deductions withheld. Those employees who voted "NO" (AGAINST) are also eligible for a refund of Social Security FICA contributions. The refund process is handled by the school's Business Manager by submitting required documents to the IRS. The Social Security Administration's statute of limitations period that is open to correction of the FICA deductions withheld is 3 years, 3 months, and 15 days after the end of the calendar year in which the wages were paid. After the referendum, information will be provided to the Business Manager concerning the refund process for any employees who vote "NO" (AGAINST) Social Security coverage.

If your school wishes to continue providing Social Security coverage, please discuss these options and inform me of the board's decision on whether to conduct a majority vote referendum or a divided vote referendum for your employees. A referendum will then be scheduled once a determination by the board has been made. I will send an information packet containing instructions on how to proceed. In the meantime, you must continue reporting FICA wages as you have been doing.

Please contact me at (505) 476-9358 or grant.wright@state.nm.us if you have any questions or need any additional information.

Sincerely,



W. GRANT WRIGHT
Social Security Administrator
for the State of New Mexico



NORTHERN New Mexico College

MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Ricky Bejarano, Vice President for Finance & Administration

Date: November 3, 2017

Re: Fiscal Watch Report

Issue

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

Overview

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

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

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

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

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

Recommendation

Staff recommends that the Board of Regents approve the Fiscal Watch Report for the period ending September 30, 2017.

Northern New Mexico College

Statement of Net Position (Unaudited and Unadjusted) September 30, 2017

Assets

Current Assets:

Cash and Cash Equivalents	3,053,828
Short-Term Investments	-
AR - Just student	645,532
AR - Other than student	1,300,100
Inventories	267,452
Prepaid Expenses	-
Loans Receivable, net	133,047

Total Current Assets	<u>5,399,959</u>
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Non-Current Assets

Restricted Cash and Cash Equivalents	-
Restricted Short Term Investments	-
Investments Held by Others	-
Other Long-Term Investments	-
Prepaid Expenses	-
Capital Assets, net	33,394,259

Total Non-Current Assets	<u>33,394,259</u>
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Total Assets	<u>38,794,218</u>
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Deferred Outflows of Resources

Pension Related (6/30/16 balances)	1,974,933
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Total Deferred Outflows of Resources	<u>1,974,933</u>
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Liabilities

Current Liabilities

Accounts Payable	923,548
Other Accrued Liabilities	1,332,374
Deferred Income	99,011
LT Liabilities - Current Portion	-

Total Current Liabilities	<u>2,354,933</u>
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Non-Current Liabilities

Accrued Interest Payable	-
Accrued Benefit Reserves	-
Other LT Liabilities	142,216
Net Pension Liability	20,701,991

Total Non-Current Liabilities	<u>20,844,207</u>
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Total Liabilities	<u>23,199,140</u>
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Deferred Inflows of Resources

Pension Related (6/30/16 balances)	2,659,419
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Total Deferred Inflows of Resources	<u>2,659,419</u>
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Net Position

Invested in Capital Assets, net of Related Debt	33,394,259
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Restricted for:

Nonexpendable:	
Endowments	-
Expendable:	
General Activities	(222,310)
Federal Student Loans	-
Term Endowments	-
Capital Projects	-
Debt Service	-
Related Entity Activities	-

Unrestricted

Unrestricted without NFP	3,120,651
Net Fiduciary Position	(21,386,477)
Total Unrestricted (includes 6/30/16 NFP)	<u>(18,265,826)</u>

Total Net Position	<u>14,906,123</u>
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Northern New Mexico College

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

Operating Funds	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals as of September 30, 2017	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,923,369	\$ 3,923,369	\$ 1,979,303	50.4%
Federal Appropriations	-	-	-	-
State Appropriations	10,438,300	10,438,300	2,609,400	25.0%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	7,120,695	7,120,695	2,365,400	33.2%
Endowment/Land & Perm Inc	163,525	163,525	28,266	17.3%
Sales & Services	724,056	724,056	267,177	36.9%
Other	32,223	32,223	70,122	217.6%
Total Revenue	22,402,168	22,402,168	7,319,669	32.7%
BEGINNING BALANCE	781,308	781,308	1,693,750	216.78%
TOTAL AVAILABLE	23,183,476	23,183,476	9,013,419	38.9%
EXPENDITURES				
Instruction & General	16,050,843	16,050,843	3,637,926	22.7%
Student Social & Cultural	87,880	87,880	17,433	19.8%
Research	-	-	-	-
Public Service	574,306	574,306	99,924	17.4%
Internal Services	169,739	169,739	28,614	16.9%
Student Aid	4,534,943	4,534,943	1,851,254	40.8%
Auxiliary Enterprises	859,053	859,053	248,348	28.9%
Intercollegiate Athletics	676,712	676,712	204,688	30.2%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	22,953,476	22,953,476	6,088,187	26.5%
NET TRANSFERS OUT / (IN)	230,000	230,000	-	-
TOTAL EXPENDITURES & TRANSFERS	23,183,476	23,183,476	6,088,187	26.3%
ENDING FUND BALANCE	\$ (0)	\$ (0)	\$ 2,925,232	

Plant Funds	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals as of September 30, 2017	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts				
Interest Income				
State Appropriation	\$ 914,679	\$ 914,679	\$ 365,666	40.0%
Debt Service Transfers				
Other				
Total Revenues and Transfers	914,679	914,679	365,666	40.0%
BEGINNING BALANCE	-	-	-	-
TOTAL AVAILABLE	914,679	914,679	365,666	40.0%
EXPENDITURES				
Capital Projects	914,679	914,679	365,666	40.0%
Building Renewal	230,000	230,000	22,422	9.7%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	1,144,679	1,144,679	388,088	33.9%
NET TRANSFERS OUT / (IN)	(230,000)	(230,000)	-	0.0%
TOTAL EXPENDITURES & TRANSFERS	914,679	914,679	388,088	42.4%
ENDING FUND BALANCE	\$ -	\$ -	\$ (22,422)	

Northern New Mexico College

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

Operating Funds	FY 2018 Actuals as of September 30, 2017	FY 2017 Actuals as of September 30, 2016	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 1,979,303	\$ 1,950,234	1.5%
Federal Appropriations	-	-	
State Appropriations	2,609,400	3,061,471	-14.8%
Local Appropriations	-	-	
Gifts, Grants & Contracts	2,365,400	2,513,968	-5.9%
Endowment/Land & Perm Inc	28,266	24,374	16.0%
Sales & Services	267,177	261,192	2.3%
Other	70,122	67,341	4.1%
Total Revenue	7,319,669	7,878,579	-7.1%
BEGINNING BALANCE	1,693,750	1,566,854	8.1%
TOTAL AVAILABLE	9,013,419	9,445,433	-4.6%
EXPENDITURES			
Instruction & General	3,637,926	3,771,590	-3.5%
Student Social & Cultural	17,433	22,938	-24.0%
Research	-	240	-100.0%
Public Service	99,924	95,722	4.4%
Internal Services	28,614	25,974	10.2%
Student Aid	1,851,254	1,850,973	0.0%
Auxiliary Enterprises	248,348	234,561	5.9%
Intercollegiate Athletics	204,688	200,929	1.9%
Independent Operations (NMDA)	-	-	
Total Expenditures	6,088,187	6,202,927	-1.8%
NET TRANSFERS OUT / (IN)	-	-	
TOTAL EXPENDITURES & TRANSFERS	6,088,187	6,202,927	-1.8%
ENDING FUND BALANCE	\$ 2,925,232	\$ 3,242,506	-9.8%

Plant Funds	FY 2018 Actuals as of September 30, 2017	FY 2017 Actuals as of September 30, 2016	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Required Student Fees			
Bond Proceeds			
Gifts, Grants and Contracts			
Interest Income			
State Appropriation	\$ 365,666	\$ 264,817	38.1%
Debt Service Transfers			
Other			
Total Revenues and Transfers	365,666	264,817	38.1%
BEGINNING BALANCE	-	-	
TOTAL AVAILABLE	365,666	264,817	38.1%
EXPENDITURES			
Capital Projects	365,666	264,817	38.1%
Building Renewal	22,422	13,442	66.8%
Internal Service Renewal/Replacement			
Auxiliary Renewal/Replacement			
Debt Retirement			
Total Expenditures	388,088	278,260	39.5%
NET TRANSFERS OUT / (IN)	-	-	
TOTAL EXPENDITURES AND TRANSFERS	388,088	278,260	39.5%
ENDING FUND BALANCE	\$ (22,422)	\$ (13,442)	66.8%

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

Northern New Mexico College

Statement of Cash Flows (Unaudited and Unadjusted) September 30, 2017

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 1,656,683
Receipts from grants and contracts	2,481,063
Other receipts	-
Payments to or on behalf of employees	(2,845,277)
Payment to suppliers for goods and services	(1,975,114)
Receipts from Sales and Services	267,177
Payments for scholarships	(1,984,901)
Other Operating Revenue	(12,507)
Net cash (used) by operating activities	<u>(2,412,875)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	2,975,066
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>2,975,066</u>
Cash Flows from Capital and Related Financing Activities	
Proceeds from Capital Debt	-
Capital Gifts, Grants and contracts	-
Purchase/Construction/Renovation of Capital Assets	-
Principal Received/Paid on Capital Debt and Leases	-
Interest and Fees Paid on Capital Debt and Leases	-
Building Fees Received from Students	-
Net Cash provided (used) for capital financing activities	<u>-</u>
Cash Flows from Investing Activities	
Investment Earnings	28,266
Net Cash provided by Investing Activities	<u>28,266</u>
Increase (Decrease) in Cash and Cash Equivalents	590,456
Cash and Cash Equivalents- beginning of year	2,463,372
Cash and Cash Equivalents- end of reporting period	<u>\$ 3,053,828</u>

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended September 30, 2017

11 Current Unrestricted Funds

	CURRENT YEAR	PRIOR YEAR	COMPARISON	
	9/30/2017	9/30/2016	CURRENT TO PRIOR	PERCENT
REVENUES:				
Academic Tuition	1,116,834.73	1,107,583.01	9,251.72	0.84
Continuing Educ Tuition and Fees	9,885.25	47,400.04	(37,514.79)	(79.15)
Academic Fees	757,182.70	707,824.73	49,357.97	6.97
Nursing Standardized Testing Fee	6,608.25	4,437.50	2,170.75	48.92
State Government Appropriations	2,547,600.00	2,809,104.00	(261,504.00)	(9.31)
Government Grants and Contracts	66,071.80	61,387.36	4,684.44	7.63
Endowment Land and Permanent Fund	28,265.80	24,373.71	3,892.09	15.97
Other Sources of Revenue	66,572.06	70,152.68	(3,580.62)	(5.10)
TOTAL REVENUES:	4,599,020.59	4,832,263.03	(233,242.44)	(4.83)
EXPENDITURES:				
Instruction	1,057,413.52	1,064,370.15	(6,956.63)	(0.65)
Academic Support	266,833.18	272,775.53	(5,942.35)	(2.18)
Student Services	287,671.88	284,532.49	3,139.39	1.10
Institutional Support	903,667.39	523,973.57	379,693.82	72.46
Operations and Maintenance of Plant	428,258.24	470,232.77	(41,974.53)	(8.93)
Stdnt Social and Cultural Devel Act	-	1,048.74	(1,048.74)	(100.00)
Public Service	99,924.48	95,721.57	4,202.91	4.39
Internal Service Departments	28,614.08	25,974.32	2,639.76	10.16
Student Aid Grants and Stipends	46,376.48	45,621.28	755.20	1.66
TOTAL EXPENDITURES:	3,118,759.25	2,784,250.42	334,508.83	12.01
TRANSFERS AMONG FUNDS:				
Transfer In	36,078.88	28,151.11	7,927.77	28.16
Transfer (Out)	(12,707.91)	(6,402.00)	(6,305.91)	(98.50)
TOTAL TRANSFERS AMONG FUNDS:	23,370.97	21,749.11	1,621.86	7.46
NET INCREASE/DECREASE IN NET ASSETS	1,503,632.31	2,069,761.72	(566,129.41)	(27.35)
Fund Balance, Beginning of the Period	1,698,480.00	1,472,433.86	226,046.14	
Fund Balance, End of the Period	3,202,112.31	3,542,195.58	(340,083.27)	(9.60)

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended September 30, 2017

12 Current Unrestricted Funds Designated

	CURRENT YEAR 9/30/2017	PRIOR YEAR 9/30/2016	COMPARISON CURRENT TO PRIOR PERCENT	
REVENUES:				
Continuing Educ Tuition and Fees	240.50	-	240.50	
Academic Fees	50,747.61	47,426.66	3,320.95	7.00
State Government Appropriations	61,800.00	65,550.00	(3,750.00)	(5.72)
Other Sources of Revenue	1,443.00	850.00	593.00	69.77
Auxiliary Enterprises	208,136.10	207,732.39	403.71	0.19
Housing and Food Service	42,652.48	37,447.10	5,205.38	13.90
Sostenga	-	704.50	(704.50)	(100.00)
Staff and Faculty Housing	10,888.81	11,451.51	(562.70)	(4.91)
Inter-Collegiate Athletics	3,147.38	734.57	2,412.81	328.47
TOTAL REVENUES:	379,055.88	371,896.73	7,159.15	1.93
EXPENDITURES:				
Auxiliary Enterprises	248,347.74	235,754.34	12,593.40	5.34
Intercollegiate Athletics	204,688.21	200,929.04	3,759.17	1.87
TOTAL EXPENDITURES:	453,035.95	436,683.38	16,352.57	3.75
TRANSFERS AMONG FUNDS:				
Transfer In	-	-	-	-
Transfer (Out)	-	-	-	-
TOTAL TRANSFERS AMONG FUNDS:	-	-	-	-
NET INCREASE/DECREASE IN NET ASSETS	(73,980.07)	(64,786.65)	(9,193.42)	(14.19)
Fund Balance, Beginning of the Period	(261.00)	94,420.55	(94,681.55)	
Fund Balance, End of the Period	(74,241.07)	29,633.90	(103,874.97)	(350.53)

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended September 30, 2017

41 Grants

	CURRENT YEAR 9/30/2017	PRIOR YEAR 9/30/2016	COMPARISON CURRENT TO PRIOR PERCENT	
REVENUES:				
Government Grants and Contracts	649,037.04	906,869.32	(257,832.28)	(28.43)
Private Gifts and Grants	40,901.77	19,213.35	21,688.42	112.88
TOTAL REVENUES:	689,938.81	926,082.67	(236,143.86)	(25.50)
EXPENDITURES:				
Instruction	462,220.13	549,350.77	(87,130.64)	(15.86)
Academic Support	1,913.99	2,840.41	(926.42)	(32.62)
Student Services	113,537.70	146,230.91	(32,693.21)	(22.36)
Institutional Support	73,647.92	191,594.48	(117,946.56)	(61.56)
Operations and Maintenance of Plant	740.19	-	740.19	
Research	-	240.33	(240.33)	(100.00)
Student Aid Grants and Stipends	1,800.00	14,076.66	(12,276.66)	(87.21)
TOTAL EXPENDITURES:	653,859.93	904,333.56	(250,473.63)	(27.70)
TRANSFERS AMONG FUNDS:				
Transfer In	-	-	-	-
Transfer (Out)	(36,078.88)	(21,749.11)	(14,329.77)	(65.89)
TOTAL TRANSFERS AMONG FUNDS:	(36,078.88)	(21,749.11)	(14,329.77)	(65.89)
NET INCREASE/DECREASE IN NET ASSETS	-	-	-	-
Fund Balance, Beginning of the Period	-	-	-	-
Fund Balance, End of the Period	-	-	-	-

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended September 30, 2017

42 Student Aid

	CURRENT YEAR 9/30/2017	PRIOR YEAR 9/30/2016	COMPARISON CURRENT TO PRIOR PERCENT	
REVENUES:				
Academic Fees	117.01	28.18	88.83	315.22
Government Grants and Contracts	1,541,784.37	1,436,563.00	105,221.37	7.33
Private Gifts and Grants	67,605.00	101,831.90	(34,226.90)	(33.61)
Other Sources of Revenue	575.68	386.80	188.88	48.83
Sostenga	-	-	-	-
TOTAL REVENUES:	1,610,082.06	1,538,809.88	71,272.18	4.63
EXPENDITURES:				
Student Services	42,021.94	30,363.75	11,658.19	38.40
Student Aid Grants and Stipends	1,803,077.62	1,791,275.26	11,802.36	0.66
TOTAL EXPENDITURES:	1,845,099.56	1,821,639.01	23,460.55	1.29
TRANSFERS AMONG FUNDS:				
Transfer In	12,707.91	-	12,707.91	
Transfer (Out)	-	-	-	-
TOTAL TRANSFERS AMONG FUNDS:	12,707.91	-	12,707.91	-
NET INCREASE/DECREASE IN NET ASSETS	(222,309.59)	(282,829.13)	60,519.54	21.40
Fund Balance, Beginning of the Period	-	-	-	
Fund Balance, End of the Period	(222,309.59)	(282,829.13)	60,519.54	

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended September 30, 2017

91 Unexpended Plant Funds

	CURRENT YEAR 9/30/2017	PRIOR YEAR 9/30/2016	COMPARISON CURRENT TO PRIOR PERCENT	
EXPENDITURES:				
Operations and Maintenance of Plant	-	-	-	-
Plant Funds	22,422.27	13,442.39	8,979.88	66.80
TOTAL EXPENDITURES:	22,422.27	13,442.39	8,979.88	66.80
TRANSFERS AMONG FUNDS:				
Transfer In	-	-	-	-
Transfer (Out)	-	-	-	-
TOTAL TRANSFERS AMONG FUNDS:	-	-	-	-
NET INCREASE/DECREASE IN NET ASSETS	(22,422.27)	(13,442.39)	(8,979.88)	(66.80)
Fund Balance, Beginning of the Period	-	-	-	-
Fund Balance, End of the Period	(22,422.27)	(13,442.39)	(8,979.88)	

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended September 30, 2017

	CURRENT YEAR 9/30/2017	PRIOR YEAR 9/30/2016	COMPARISON CURRENT TO PRIOR PERCENT	
REVENUES:				
State Government Appropriations	365,665.65	264,817.16	100,848.49	38.08
TOTAL REVENUES:	365,665.65	264,817.16	100,848.49	38.08
EXPENDITURES:				
Plant Funds	365,665.65	264,817.16	100,848.49	38.08
TOTAL EXPENDITURES:	365,665.65	264,817.16	100,848.49	38.08
NET INCREASE/DECREASE IN NET ASSETS	-	-	-	-
Fund Balance, Beginning of the Period	-	-	-	-
Fund Balance, End of the Period	-	-	-	-

Northern New Mexico College

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

Operating Funds	FY 2018 Original Budget	FY 2018 Revised Budget thru BAR.ID 63	FY 2018 Actuals as of September 30, 2017	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,923,369	\$ 4,008,791	\$ 1,979,303	49.4%
Federal Appropriations	-	-	-	-
State Appropriations	10,438,300	10,438,300	2,609,400	25.0%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	7,120,695	7,946,431	2,365,400	29.8%
Endowment/Land & Perm Inc	163,525	163,525	28,266	17.3%
Sales & Services	724,056	635,645	267,177	42.0%
Other	32,223	160,743	70,122	43.6%
Total Revenue	22,402,168	23,353,435	7,319,669	31.3%
BEGINNING BALANCE	781,308	781,308	1,693,750	216.78%
TOTAL AVAILABLE	23,183,476	24,134,743	9,013,419	37.3%
EXPENDITURES				
Instruction & General	16,050,843	16,931,562	3,637,926	21.5%
Student Social & Cultural	87,880	89,365	17,433	19.5%
Research	-	-	-	-
Public Service	574,306	574,306	99,924	17.4%
Internal Services	169,739	255,161	28,614	11.2%
Student Aid	4,534,943	4,644,943	1,851,254	39.9%
Auxiliary Enterprises	859,053	859,053	248,348	28.9%
Intercollegiate Athletics	676,712	580,013	204,688	35.3%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	22,953,476	23,934,403	6,088,187	25.4%
NET TRANSFERS OUT / (IN)	230,000	230,000	-	-
TOTAL EXPENDITURES & TRANSFERS	23,183,476	24,164,403	6,088,187	25.2%
ENDING FUND BALANCE	\$ (0)	\$ (29,660)	\$ 2,925,232	

Plant Funds	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals as of September 30, 2017	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts				
Interest Income				
State Appropriation	\$ 914,679	\$ 864,009	\$ 365,666	42.3%
Debt Service Transfers				
Other				
Total Revenues and Transfers	914,679	864,009	365,666	42.3%
BEGINNING BALANCE	-	-	-	-
TOTAL AVAILABLE	914,679	864,009	365,666	42.3%
EXPENDITURES				
Capital Projects	914,679	864,009	365,666	42.3%
Building Renewal	230,000	230,000	22,422	9.7%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	1,144,679	1,094,009	388,088	35.5%
NET TRANSFERS OUT / (IN)	(230,000)	(230,000)	-	0.0%
TOTAL EXPENDITURES & TRANSFERS	914,679	864,009	388,088	44.9%
ENDING FUND BALANCE	\$ -	\$ -	\$ (22,422)	

NORTHERN New Mexico College
MEMORANDUM



To: Board of Regents,
Northern New Mexico College

From: Ricky Bejarano, Interim Vice President for Finance & Administration

Date: November 3, 2017

Re: Monthly Budget Adjustment Requests

Issue

On a monthly basis, Northern New Mexico College (NNMC) provides all Budget Adjustment Requests (BARs) for review and approval by the Board of Regents (BOR). Included in the packet are BARs for September and October, 2017.

Overview

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

- Initial Budgets (0 restricted, 0 unrestricted)
- Budget Increases (9 restricted, 4 unrestricted)
- Budget Decreases (4 restricted, 0 unrestricted)
- Budget Transfers (0 restricted, 1 unrestricted)
- Total BARS – 17 (Total BARS Year to Date – FY18=64)

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

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

Recommendation

Staff recommends that the Board of Regents approve the attached Budget Adjustment Requests as prepared internally through October 25, 2017.

Northern New Mexico College

FY18 (2017-2018)

Friday, October 27, 2017

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180000	Combined	Approved Budget	7/1/2017	11000	1005	Instruction & General	204.85	\$25,829,081
17180001	Combined	Maintenance	7/25/2017	11000	2431	Instruction & General	0.00	(\$43,495)
17180002	Unrestricted	Maintenance	7/25/2017	11000	2263	Instruction & General	0.00	\$0
17180003	Unrestricted	Maintenance	7/25/2017	11000	2431	Instruction & General	0.00	\$0
17180004	Unrestricted	Maintenance	7/25/2017	11303	1020	Indirect Cost Funds	0.00	\$0
17180005	Unrestricted	Maintenance	8/18/2017	11000	1007	Instruction & General	0.00	\$0
17180006	Restricted	Increase	8/18/2017	41460	2355	Northern New Mexico STEM	0.00	\$7,080
17180007	Unrestricted	Increase	8/18/2017	11012	1007	Department Discretionary	0.00	\$17,009
17180008	Restricted	Increase	8/18/2017	41461	1007	LANS Investment 2017	0.00	\$60,000
17180009	Restricted	Increase	9/25/2017	41101	2725	High School Equivalent Program	0.00	\$92,433
17180010	Unrestricted	Maintenance	10/10/2017	11012	1040	Department Discretionary	0.00	\$400
17180011	Unrestricted	Maintenance	8/24/2017	12105	3121	Athletics Administration	0.00	\$0
17180012	Restricted	Increase	9/25/2017	41181	2811	ABE Federal	0.00	(\$1,467)
17180013	Foundation	Approved Budget	9/25/2017	34000	1005	Foundation-Operating	0.00	\$74,012
17180014	Unrestricted	Maintenance	8/24/2017	11000	2054	Instruction & General	0.00	\$0
17180015	Restricted	Decrease	9/25/2017	41211	2811	ABE State	0.00	(\$17,550)
17180016	Unrestricted	Maintenance	8/24/2017	12011	3731	Food Service Espanola	0.00	\$0
17180017	Restricted	Increase	9/25/2017	41102	3052	College Assistance Migrant Progr	0.00	\$71,178
17180018	Restricted	Increase	9/25/2017	41103	3052	Upward Bound 2017	0.00	\$274,022
17180019	Unrestricted	Maintenance	8/31/2017	91210	4521	Equipment Repair & Replacemen	0.00	\$0
17180020	Restricted	Decrease	9/25/2017	40108	2355	NSF CC*DNI	0.00	(\$3,030)
17180021	Restricted	Maintenance	8/31/2017	41102	3052	College Assistance Migrant Progr	0.00	\$0
17180022	Unrestricted	Maintenance	8/31/2017	11201	3041	Financial Aid Admin Cost Allowa	0.00	\$0
17180023	Unrestricted	Increase	9/25/2017	11011	2431	Nursing Enhancement	0.00	\$33,192
17180024	Unrestricted	Maintenance	8/31/2017	11012	2212	Department Discretionary	0.00	\$0
17180025	Restricted	Maintenance	8/31/2017	41101	2725	High School Equivalent Program	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180026	Unrestricted	Maintenance	9/18/2017	11000	2722	Instruction & General	0.00	\$0
17180027	Restricted	Maintenance	9/18/2017	41193	2571	Carl Perkins - Vocational Services	0.00	(\$1,380)
17180028	Unrestricted	Transfer	9/25/2017	41461	2114	LANS Investment 2017	0.00	\$0
17180029	Restricted	Increase	9/25/2017	40116	2355	NSF Cybersecurity	0.00	\$153,824
17180030	Unrestricted	Maintenance	9/18/2017	11000	1007	Instruction & General	0.00	\$0
17180031	Restricted	Increase	9/25/2017	41191	2571	Perkins Redistribution Funds	0.00	\$2,059
17180032	Restricted	Decrease		40106	2263	NM INBRE	0.00	(\$13,432)
17180033	Restricted	Increase		40115	2263	UTEP BUILDing Scholars	0.00	\$20,000
17180034	Restricted	Increase		40111	2263	NSF BEST	0.00	\$43,055
17180035	Restricted	Maintenance	10/10/2017	40108	2355	NSF CC*DNI	0.00	\$0
17180036	Restricted	Maintenance	10/10/2017	41101	2725	High School Equivalent Program	0.00	\$21,516
17180037	Restricted	Maintenance	10/10/2017	41102	3052	College Assistance Migrant Progr	0.00	\$15,600
17180038	Unrestricted	Maintenance	10/10/2017	11000	2431	Instruction & General	0.00	\$0
17180039	Foundation	Increase		36000	6300	Temporarily Restricted	0.00	\$5,000
17180040	Restricted	Increase		41460	2355	Northern New Mexico STEM	0.00	\$2,150
17180041	Restricted	Decrease		40103	2263	NSF DUE NMIMT	0.00	(\$4,958)
17180042	Unrestricted	Maintenance	10/10/2017	11012	2355	Department Discretionary	0.00	\$0
17180043	Foundation	Increase		36000	6100	Temporarily Restricted	0.00	\$7,500
17180044	Restricted	Maintenance	10/10/2017	40106	2263	NM INBRE	0.00	\$0
17180045	Unrestricted	Maintenance	10/12/2017	11801	3501	Internal Services	0.00	\$0
17180046	Unrestricted	Maintenance	10/10/2017	11000	4202	Instruction & General	0.00	\$0
17180047	Unrestricted	Increase		11000	2826	Instruction & General	0.00	\$5,000
17180048	Restricted	Decrease		40104	2355	NSF DUE PEARL	0.00	(\$16,064)
17180049	Restricted	Increase		92536	2826	GO Bond 2014 Library Allocation	0.00	\$9
17180050	Restricted	Decrease		40110	2268	SWNRCT Program USDA	0.00	(\$23,104)
17180051	Restricted	Increase		40112	2355	NSF INCLUDES	0.00	\$114,929
17180052	Restricted	Increase		40113	2355	NSF EDUCERE	0.00	\$67,619
17180053	Restricted	Maintenance	10/10/2017	41103	3052	Upward Bound 2017	0.00	\$0
17180054	Restricted	Maintenance	10/12/2017	40106	2263	NM INBRE	0.00	\$0
17180055	Unrestricted	Maintenance	10/12/2017	11000	1020	Instruction & General	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180056	Restricted	Increase		40114	2268	USDA OASCR	0.00	\$1,522
17180057	Restricted	Maintenance	10/12/2017	11012	2212	Department Discretionary	0.00	\$0
17180058	Restricted	Increase		41144	4201	Title III NRGSC-NNMC	0.00	\$61,996
17180059	Unrestricted	Maintenance	10/12/2017	11000	4011	Instruction & General	0.00	\$0
17180060	Unrestricted	Maintenance	10/26/2017	34000	4206	Foundation-Operating	0.00	\$0
17180061	Unrestricted	Maintenance	10/26/2017	12105	3121	Athletics Administration	0.00	\$0
17180062	Unrestricted	Maintenance	10/26/2017	11000	4206	Instruction & General	0.00	\$0
17180063	Restricted	Increase		41103	3052	Upward Bound 2017	0.00	\$6,900
17180064	Unrestricted	Increase		11011	2431	Nursing Enhancement	0.00	\$7,500
BAR Net Total							204.85	\$26,862,989

BAR Num 17180032
Thursday, October 12, 2017

Thursday, October 12, 2017

Fund Type: Restricted

BAR Type: Decrease

Fun Indirect Cost Funds			
Org Math & Physical Science			
Category	Account	Description	FTE Amount
Revenue	11303-2212-80278-132	Transfer In Indirect	0.00 (\$181)
Revenue	11303-2263-80278-132	Transfer In Indirect	0.00 (\$657)
Revenue	11303-2833-80278-132	Transfer In Indirect	0.00 (\$3,856)
Revenue	40106-2212-54103-608	Federal Grants and Contracts Rev	0.00 (\$274)
Revenue	40106-2263-54103-608	Federal Grants and Contracts Rev	0.00 \$7,020
Revenue	40106-2833-54103-608	Federal Grants and Contracts Rev	0.00 (\$15,485)
Total Revenue			0.00 (\$13,432)
Expense	11303-1020-71951-131	Indirect Cost	0.00 (\$657)
Expense	11303-1020-71951-131	Indirect Cost	0.00 (\$3,856)
Expense	11303-1020-71951-131	Indirect Cost	0.00 (\$181)
Expense	40106-2212-61451-101	Student Salaries	0.00 (\$2,000)
Expense	40106-2212-62111-101	Medicare	0.00 \$8
Expense	40106-2212-62112-101	FICA	0.00 (\$41)
Expense	40106-2212-62121-101	Retirement - ERA	0.00 (\$3)

Fun NM INBRE					
Org Math & Physical Science					
Expense	40106-2212-62141-101	Retiree Health Care - ERA	0.00	\$100	
Expense	40106-2212-62181-101	Workers Compensation Insurance Bill	0.00	\$530	
Expense	40106-2212-62190-101	Unemployment Compensation	0.00	\$62	
Expense	40106-2212-71139-101	Project Activities	0.00	\$5,250	
Expense	40106-2212-71142-101	Publications	0.00	\$1	
Expense	40106-2212-72123-101	In-State Travel	0.00	(\$515)	
Expense	40106-2212-72124-101	Out-of-State Travel	0.00	\$515	
Expense	40106-2212-80178-101	Transfer Out Indirect	0.00	(\$181)	
Expense	40106-2263-61106-101	Faculty Sal-Ovrld Non-Teaching	0.00	\$1	
Expense	40106-2263-61451-101	Student Salaries	0.00	(\$10,000)	
Expense	40106-2263-62111-101	Medicare	0.00	(\$144)	
Expense	40106-2263-62112-101	FICA	0.00	(\$619)	
Expense	40106-2263-62121-101	Retirement - ERA	0.00	\$0	
Expense	40106-2263-62181-101	Workers Compensation Insurance Bill	0.00	(\$83)	
Expense	40106-2263-62190-101	Unemployment Compensation	0.00	(\$139)	
Expense	40106-2263-71126-101	Science Supplies	0.00	\$7,263	
Expense	40106-2263-71131-101	Supplies and Expense	0.00	\$3,000	
Expense	40106-2263-71142-101	Publications	0.00	(\$3,000)	

Fun NM INBRE			
Org Biology & Chemistry			
Expense 40106-2263-72123-101	In-State Travel	0.00	\$2,000
Expense 40106-2263-72124-101	Out-of-State Travel	0.00	\$4,409
Expense 40106-2263-80178-101	Transfer Out Indirect	0.00	(\$657)
Expense 40106-2833-61104-101	Faculty - Stipends/Honorariums	0.00	(\$5,000)
Expense 40106-2833-61106-101	Faculty Sal-Ovrld Non-Teaching	0.00	\$3,009
Expense 40106-2833-61451-101	Student Salaries	0.00	(\$5,864)
Expense 40106-2833-62111-101	Medicare	0.00	\$82
Expense 40106-2833-62112-101	FICA	0.00	\$29
Expense 40106-2833-62121-101	Retirement - ERA	0.00	(\$694)
Expense 40106-2833-62141-101	Retiree Health Care - ERA	0.00	(\$100)
Expense 40106-2833-62180-101	Workers Compensation	0.00	\$6
Expense 40106-2833-62181-101	Workers Compensation Insurance Bill	0.00	(\$41)
Expense 40106-2833-62190-101	Unemployment Compensation	0.00	(\$69)
Expense 40106-2833-71131-101	Supplies and Expense	0.00	(\$2,000)
Expense 40106-2833-72124-101	Out-of-State Travel	0.00	\$1
Expense 40106-2833-80178-101	Transfer Out Indirect	0.00	(\$3,856)
Total Expense		0.00	(\$13,432)

Fun	NM	INBRE
Org	Dean-College of Arts & Science	
BAR Net Total	Decrease	
		0.00
		(\$13,432)

Vice President for Finance and Administration
NNMC Board of Regents Representative

Northern New Mexico College

FY18 (2017-2018)

Fund Type: Restricted

BAR Type: Increase

BAR Num 17180033
Thursday, September 21, 2017

Fun	Org	Category	UTEP BUILDing Scholars Biology & Chemistry	Account	Description	FTE	Amount
Revenue		40115-2263-54103-608			Federal Grants and Contracts Rev	0.00	\$20,000
Total Revenue							
Expense		40115-2263-61106-101			Faculty Sal-Ovrld Non-Teaching	0.00	\$6,000
Expense		40115-2263-62111-101			Medicare	0.00	\$87
Expense		40115-2263-62112-101			FICA	0.00	\$372
Expense		40115-2263-62121-101			Retirement - ERA	0.00	\$400
Expense		40115-2263-62141-101			Retiree Health Care - ERA	0.00	\$400
Expense		40115-2263-62181-101			Workers Compensation Insurance Bill	0.00	\$121
Expense		40115-2263-62190-101			Unemployment Compensation	0.00	\$600
Expense		40115-2263-71131-101			Supplies and Expense	0.00	\$4,020
Expense		40115-2263-72124-101			Out-of-State Travel	0.00	\$4,000
Expense		40115-2263-73104-101			Electronics-Computer up to 4999.99	0.00	\$4,000
Total Expense							
						0.00	\$20,000

Fun UTEP BUILDing Scholars
Org Biology & Chemistry

BAR Net Total	Increase	
	0.00	\$20,000
Vice President for Finance and Administration		
NNMC Board of Regents Representative		

BAR Num 17180034
Thursday, September 21, 2017

Thursday, September 21, 2017

Fund Type: Restricted

BAR Type: Increase

Fun Indirect Cost Funds				
Org Biology & Chemistry				
Category	Account	Description	FTE	Amount
Revenue	11303-2263-80278-132	Transfer In Indirect	0.00	\$4,651
Revenue	40111-2263-54103-608	Federal Grants and Contracts Rev	0.00	\$38,404
Total Revenue			0.00	\$43,055
Expense	11303-1020-71951-131	Indirect Cost	0.00	\$4,651
Expense	40111-2263-61101-101	Faculty Salaries Full-time	0.00	\$2,816
Expense	40111-2263-61106-101	Faculty Sal-Ovrld Non-Teaching	0.00	\$84
Expense	40111-2263-61451-101	Student Salaries	0.00	\$5,797
Expense	40111-2263-62111-101	Medicare	0.00	\$133
Expense	40111-2263-62112-101	FICA	0.00	\$265
Expense	40111-2263-62121-101	Retirement - ERA	0.00	\$346
Expense	40111-2263-62141-101	Retiree Health Care - ERA	0.00	\$10
Expense	40111-2263-62151-101	Health Insurance	0.00	\$2,400
Expense	40111-2263-62152-101	Dental Insurance	0.00	\$100
Expense	40111-2263-62153-101	Vision Insurance	0.00	\$34

Fun NSF BEST				
Org Biology & Chemistry				
Expense	40111-2263-62161-101	Basic Life	0.00	\$100
Expense	40111-2263-62180-101	Workers Compensation	0.00	(\$20)
Expense	40111-2263-62181-101	Workers Compensation Insurance Bill	0.00	\$270
Expense	40111-2263-62190-101	Unemployment Compensation	0.00	\$228
Expense	40111-2263-71145-101	Purchased Services	0.00	\$2,500
Expense	40111-2263-71149-101	Scholarship Expense	0.00	\$8,940
Expense	40111-2263-71254-101	Stipends	0.00	\$7,000
Expense	40111-2263-72121-101	Student Organization Travel	0.00	\$1,250
Expense	40111-2263-72124-101	Out-of-State Travel	0.00	\$1,500
Expense	40111-2263-80178-101	Transfer Out Indirect	0.00	\$4,651
Total Expense			0.00	\$43,055
BAR Net Total Increase			0.00	\$43,055

Vice President for Finance and Administration

NNMC Board of Regents Representative

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

**BAR Num 17180039
Thursday, September 21, 2017**

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

**Fun Temporarily Restricted
Org Annual Non Scholarships**

Category	Account	Description	FTE	Amount
Revenue	36000-6300-58003-301	Foundation Donations	0.00	\$5,000
Total Revenue				\$5,000
Expense	36000-6300-71311-301	Other	0.00	\$5,000
Total Expense				\$5,000
BAR Net Total Increase				\$5,000

Vice President for Finance and Administration

NNMC Board of Regents Representative

Northern New Mexico College

FY18 (2017-2018)

Fund Type: Restricted

BAR Type: Increase

BAR Num 17180040

Wednesday, October 18, 2017

Fun Northern New Mexico STEM

Org Engineering

Category	Account	Description	FTE	Amount
Revenue	41460-2355-55005-606	Private Gifts and Grants	0.00	\$2,150
Total Revenue				\$2,150
Expense	41460-2355-71131-101	Supplies and Expense	0.00	\$950
Expense	41460-2355-71145-101	Purchased Services	0.00	\$1,200
Total Expense				\$2,150
BAR Net Total Increase				\$2,150

Vice President for Finance and Administration

NNMC Board of Regents Representative

Northern New Mexico College

FY18 (2017-2018)

Fund Type: Restricted

BAR Type: Decrease

BAR Num 17180041
Monday, September 25, 2017

Fun NSF DUE NMIMT					
Org Biology & Chemistry					
Category	Account	Description	FTE	Amount	
Revenue	40103-2263-54103-608	Federal Grants and Contracts Rev	0.00	(\$4,958)	
Total Revenue			0.00	(\$4,958)	
Expense	40103-2263-61104-101	Faculty - Stipends/Honorariums	0.00	(\$6,311)	
Expense	40103-2263-61451-101	Student Salaries	0.00	\$6	
Expense	40103-2263-62111-101	Medicare	0.00	(\$125)	
Expense	40103-2263-62112-101	FICA	0.00	(\$532)	
Expense	40103-2263-62121-101	Retirement - ERA	0.00	(\$903)	
Expense	40103-2263-62141-101	Retiree Health Care - ERA	0.00	(\$130)	
Expense	40103-2263-62161-101	Basic Life	0.00	\$0	
Expense	40103-2263-62180-101	Workers Compensation	0.00	\$0	
Expense	40103-2263-62181-101	Workers Compensation Insurance Bill	0.00	(\$70)	
Expense	40103-2263-62190-101	Unemployment Compensation	0.00	(\$119)	
Expense	40103-2263-71110-101	Dues and Membership	0.00	\$5	
Expense	40103-2263-71126-101	Science Supplies	0.00	\$244	

Fun NSF DUE NMIMT			
Org Biology & Chemistry			
Expense	40103-2263-71145-101	Purchased Services	0.00 \$2,346
Expense	40103-2263-71253-101	Honorariums	0.00 \$500
Expense	40103-2263-72120-101	Other Travel	0.00 \$0
Expense	40103-2263-72123-101	In-State Travel	0.00 \$800
Expense	40103-2263-72124-101	Out-of-State Travel	0.00 (\$705)
Expense	40103-2263-73104-101	Electronics-Computer up to 4999.99	0.00 \$36
Total Expense			0.00 (\$4,958)
BAR Net Total Decrease			
			0.00 (\$4,958)

Vice President for Finance and Administration
NNMC Board of Regents Representative

Northern New Mexico College
FY18 (2017-2018)

BAR Num 17180043
Tuesday, October 03, 2017

Fund Type: Foundation
BAR Type: Increase

Fun Temporarily Restricted				
Org Pass thrus Other than to the College				
Category	Account	Description	FTE	Amount
Revenue	36000-6100-89999-301	Fund Balance Budgeted	0.00	\$7,500
Total Revenue			0.00	\$7,500
Expense	36000-6100-71311-301	Other	0.00	\$7,500
Total Expense			0.00	\$7,500
BAR Net Total Increase			0.00	\$7,500

Vice President for Finance and Administration

NNMC Board of Regents Representative

Northern New Mexico College
FY18 (2017-2018)
Fund Type: Unrestricted
BAR Type: Increase

Fun Instruction & General		Description	FTE	Amount
Org Library	Account			
Category	Account	Description		
Revenue	11000-2826-58001-111	Other Revenue	0.00	\$5,000
Total Revenue			0.00	\$5,000
Expense	11000-2826-71131-111	Supplies and Expense	0.00	\$2,500
Expense	11000-2826-71253-111	Honorariums	0.00	\$2,500
Total Expense			0.00	\$5,000
BAR Net Total Increase			0.00	\$5,000

Vice President for Finance and Administration

NNMC Board of Regents Representative

Northern New Mexico College

FY18 (2017-2018)

Fund Type: Restricted

BAR Type: Decrease

BAR Num 17180048
Friday, October 06, 2017

Fun Indirect Cost Funds					
Org Engineering					
Category	Account	Description	FTE	Amount	
Revenue	11303-2355-80278-132	Transfer In Indirect	0.00	\$517	
Revenue	40104-2355-54103-608	Federal Grants and Contracts Rev	0.00	(\$16,580)	
Total Revenue			0.00	(\$16,064)	
Expense	11303-1020-71951-131	Indirect Cost	0.00	\$517	
Expense	40104-2355-61101-101	Faculty Salaries Full-time	0.00	\$4,015	
Expense	40104-2355-61301-101	Professional Salaries-FT	0.00	(\$2,918)	
Expense	40104-2355-61301-115	Professional Salaries-FT	0.00	\$0	
Expense	40104-2355-62111-101	Medicare	0.00	(\$77)	
Expense	40104-2355-62111-115	Medicare	0.00	\$3	
Expense	40104-2355-62112-101	FICA	0.00	(\$596)	
Expense	40104-2355-62112-115	FICA	0.00	\$14	
Expense	40104-2355-62121-101	Retirement - ERA	0.00	(\$1,335)	
Expense	40104-2355-62121-115	Retirement - ERA	0.00	\$71	
Expense	40104-2355-62141-101	Retiree Health Care - ERA	0.00	(\$107)	

Fun NSF DUE PEARL
Org Engineering

Expense	40104-2355-62141-115	Retiree Health Care - ERA	0.00	\$11
Expense	40104-2355-62151-101	Health Insurance	0.00	(\$143)
Expense	40104-2355-62151-115	Health Insurance	0.00	(\$1,732)
Expense	40104-2355-62152-101	Dental Insurance	0.00	\$4
Expense	40104-2355-62152-115	Dental Insurance	0.00	(\$80)
Expense	40104-2355-62153-101	Vision Insurance	0.00	\$2
Expense	40104-2355-62153-115	Vision Insurance	0.00	(\$19)
Expense	40104-2355-62161-101	Basic Life	0.00	\$1
Expense	40104-2355-62161-115	Basic Life	0.00	(\$17)
Expense	40104-2355-62180-101	Workers Compensation	0.00	(\$1)
Expense	40104-2355-62180-115	Workers Compensation	0.00	(\$2)
Expense	40104-2355-62181-101	Workers Compensation Insurance Bill	0.00	(\$71)
Expense	40104-2355-62181-115	Workers Compensation Insurance Bill	0.00	(\$7)
Expense	40104-2355-62190-101	Unemployment Compensation	0.00	(\$135)
Expense	40104-2355-62190-115	Unemployment Compensation	0.00	(\$43)
Expense	40104-2355-71131-101	Supplies and Expense	0.00	\$655
Expense	40104-2355-71139-101	Project Activities	0.00	(\$58)
Expense	40104-2355-71145-101	Purchased Services	0.00	\$1,831

Fun NSF DUE PEARL				
Org Engineering				
Expense	40104-2355-71148-101	Printing	0.00	\$1
Expense	40104-2355-71149-101	Scholarship Expense	0.00	(\$14,842)
Expense	40104-2355-72121-101	Student Organization Travel	0.00	(\$1,676)
Expense	40104-2355-72123-101	In-State Travel	0.00	\$154
Expense	40104-2355-80178-101	Transfer Out Indirect	0.00	\$517
Total Expense			0.00	(\$16,064)
BAR Net Total	Decrease		0.00	(\$16,064)

Vice President for Finance and Administration
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**Northern New Mexico College
FY18 (2017-2018)**

**BAR Num 17180049
Friday, October 06, 2017**

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

Fun GO Bond 2014 Library Allocation

Org Library

Category	Account	Description	FTE	Amount
Revenue	92536-2826-53250-960	GOB Drawdowns	0.00	\$9
Total Revenue				\$9
Expense	92536-2826-71583-960	Books and Periodicals	0.00	\$9
Total Expense				\$9
BAR Net Total Increase				\$9

Vice President for Finance and Administration

NNMC Board of Regents Representative

Northern New Mexico College
FY18 (2017-2018)

BAR Num 17180050
Friday, October 06, 2017

Fund Type: Restricted
BAR Type: Decrease

Fun Indirect Cost Funds					
Org Environmental Science					
Category	Account	Description	FTE	Amount	
Revenue	11303-2268-80278-132	Transfer In Indirect	0.00	(\$5,822)	
Revenue	40110-2268-54103-608	Federal Grants and Contracts Rev	0.00	(\$17,283)	
Total Revenue				0.00	(\$23,104)
Expense	11303-1020-71951-131	Indirect Cost	0.00	(\$5,822)	
Expense	40110-2268-61104-101	Faculty - Stipends/Honorariums	0.00	(\$4,999)	
Expense	40110-2268-61451-101	Student Salaries	0.00	(\$4,795)	
Expense	40110-2268-62111-101	Medicare	0.00	\$84	
Expense	40110-2268-62112-101	FICA	0.00	(\$487)	
Expense	40110-2268-62121-101	Retirement - ERA	0.00	(\$695)	
Expense	40110-2268-62141-101	Retiree Health Care - ERA	0.00	(\$100)	
Expense	40110-2268-62180-101	Workers Compensation	0.00	(\$15)	
Expense	40110-2268-62181-101	Workers Compensation Insurance Bill	0.00	\$78	
Expense	40110-2268-62190-101	Unemployment Compensation	0.00	(\$111)	
Expense	40110-2268-72120-101	Other Travel	0.00	\$192	

Fun	SWNRCT Program USDA			
Org	Environmental Science			
Expense	40110-2268-72123-101	In-State Travel	0.00	(\$581)
Expense	40110-2268-72124-101	Out-of-State Travel	0.00	(\$31)
Expense	40110-2268-80178-101	Transfer Out Indirect	0.00	(\$5,822)
Total Expense			0.00	(\$23,104)
BAR Net Total Decrease			0.00	(\$23,104)

Vice President for Finance and Administration
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FY18 (2017-2018)

Fund Type: Restricted

BAR Type: Increase

BAR Num 17180051
Friday, October 06, 2017

Fun Indirect Cost Funds

Org Engineering

Category	Account	Description	FTE	Amount
Revenue	11303-2355-80278-132	Transfer In Indirect	0.00	\$21,549
Revenue	40112-2355-54103-608	Federal Grants and Contracts Rev	0.00	\$93,379
Total Revenue				\$114,929
Expense	11303-1020-71951-131	Indirect Cost	0.00	\$21,549
Expense	40112-2355-61104-101	Faculty - Stipends/Honorariums	0.00	\$17,185
Expense	40112-2355-61302-101	Professional Salaries-PT	0.00	\$8,240
Expense	40112-2355-61451-101	Student Salaries	0.00	\$12,632
Expense	40112-2355-62111-101	Medicare	0.00	\$735
Expense	40112-2355-62112-101	FICA	0.00	\$2,000
Expense	40112-2355-62121-101	Retirement - ERA	0.00	\$1
Expense	40112-2355-62141-101	Retiree Health Care - ERA	0.00	\$3,559
Expense	40112-2355-62151-101	Health Insurance	0.00	(\$313)
Expense	40112-2355-62151-101	Health Insurance	0.00	\$1
Expense	40112-2355-62152-101	Dental Insurance	0.00	\$733

**Fun NSF INCLUDES
Org Engineering**

Expense	40112-2355-62153-101	Vision Insurance	0.00	\$169
Expense	40112-2355-62161-101	Basic Life	0.00	\$162
Expense	40112-2355-62180-101	Workers Compensation	0.00	\$0
Expense	40112-2355-62181-101	Workers Compensation Insurance Bill	0.00	\$932
Expense	40112-2355-62190-101	Unemployment Compensation	0.00	\$1,915
Expense	40112-2355-62190-101	Unemployment Compensation	0.00	(\$862)
Expense	40112-2355-71131-101	Supplies and Expense	0.00	\$56
Expense	40112-2355-71131-101	Supplies and Expense	0.00	\$1,500
Expense	40112-2355-71145-101	Purchased Services	0.00	\$22,191
Expense	40112-2355-72123-101	In-State Travel	0.00	\$1,273
Expense	40112-2355-72123-101	In-State Travel	0.00	\$259
Expense	40112-2355-73102-101	Equipment up to 4999.99	0.00	(\$1,500)
Expense	40112-2355-73104-101	Electronics-Computer up to 4999.99	0.00	(\$98)
Expense	40112-2355-73104-101	Electronics-Computer up to 4999.99	0.00	\$1,060
Expense	40112-2355-80178-101	Transfer Out Indirect	0.00	\$21,549
Total Expense			0.00	\$114,929

Fun NSF INCLUDES
Org Engineering

BAR Net Total Increase

0.00 \$114,929

Vice President for Finance and Administration

NNMC Board of Regents Representative

Northern New Mexico College

FY18 (2017-2018)

Fund Type: Restricted

BAR Type: Increase

BAR Num 17180052
Friday, October 06, 2017

Fun Indirect Cost Funds					
Org Engineering					
Category	Account	Description	FTE	Amount	
Revenue	11303-2355-80278-132	Transfer In Indirect	0.00	\$8,261	
Revenue	40113-2355-54103-608	Federal Grants and Contracts Rev	0.00	\$59,357	
Total Revenue			0.00	\$67,619	
Expense	11303-1020-71951-131	Indirect Cost	0.00	\$8,261	
Expense	40113-2355-61104-101	Faculty - Stipends/Honorariums	0.00	\$17,520	
Expense	40113-2355-61451-101	Student Salaries	0.00	\$3,176	
Expense	40113-2355-61505-101	Other Salaries - Temp	0.00	\$90	
Expense	40113-2355-62111-101	Medicare	0.00	\$368	
Expense	40113-2355-62112-101	FICA	0.00	\$1,435	
Expense	40113-2355-62121-101	Retirement - ERA	0.00	\$1,716	
Expense	40113-2355-62141-101	Retiree Health Care - ERA	0.00	\$387	
Expense	40113-2355-62151-101	Health Insurance	0.00	\$500	
Expense	40113-2355-62152-101	Dental Insurance	0.00	\$20	
Expense	40113-2355-62153-101	Vision Insurance	0.00	\$10	

Fun NSF EDUCERE				
Org Engineering				
Expense	40113-2355-62161-101	Basic Life	0.00	\$9
Expense	40113-2355-62180-101	Workers Compensation	0.00	\$13
Expense	40113-2355-62181-101	Workers Compensation Insurance Bill	0.00	\$477
Expense	40113-2355-62190-101	Unemployment Compensation	0.00	\$871
Expense	40113-2355-71123-101	Professional Development	0.00	\$1,000
Expense	40113-2355-71131-101	Supplies and Expense	0.00	\$3,133
Expense	40113-2355-71145-101	Purchased Services	0.00	\$2,500
Expense	40113-2355-71358-101	Student Stipends and Supplies	0.00	\$1,250
Expense	40113-2355-71583-101	Books and Periodicals	0.00	\$174
Expense	40113-2355-72120-101	Other Travel	0.00	\$250
Expense	40113-2355-72124-101	Out-of-State Travel	0.00	\$1,500
Expense	40113-2355-73103-101	Equipment 5000.00 and Over	0.00	\$14,557
Expense	40113-2355-73104-101	Electronics-Computer up to 4999.99	0.00	\$140
Expense	40113-2355-80178-101	Transfer Out Indirect	0.00	\$8,261
Total Expense			0.00	\$67,619

Fun NSF EDUCERE
Org Engineering

BAR Net Total Increase

0.00 \$67,619

Vice President for Finance and Administration

NNMC Board of Regents Representative

Northern New Mexico College
FY18 (2017-2018)

BAR Num 17180056
Wednesday, October 11, 2017

Fund Type: Restricted
BAR Type: Increase

Fun USDA OASCR				FTE	Amount
Category	Account	Description			
Revenue	40114-2268-54103-608	Federal Grants and Contracts Rev		0.00	\$1,522
Total Revenue					
Expense	40114-2268-62111-101	Medicare		0.00	(\$7)
Expense	40114-2268-62112-101	FICA		0.00	(\$31)
Expense	40114-2268-62121-101	Retirement - ERA		0.00	(\$70)
Expense	40114-2268-62141-101	Retiree Health Care - ERA		0.00	(\$10)
Expense	40114-2268-62181-101	Workers Compensation Insurance Bill		0.00	(\$4)
Expense	40114-2268-62190-101	Unemployment Compensation		0.00	(\$7)
Expense	40114-2268-71126-101	Science Supplies		0.00	\$151
Expense	40114-2268-73102-101	Equipment up to 4999.99		0.00	\$1,500
Total Expense					
				0.00	\$1,522

Fun USDA OASCR
Org Environmental Science

BAR Net Total Increase	0.00	\$1,522
Vice President for Finance and Administration		
NNMC Board of Regents Representative		

Northern New Mexico College

FY18 (2017-2018)

Fund Type: Restricted

BAR Type: Increase

BAR Num 17180058
Thursday, October 12, 2017

Fun Title III NRGSC-NNMC					
Org UNM Los Alamos					
Category	Account	Description	FTE	Amount	
Revenue	41144-3449-54103-134	Federal Grants and Contracts Rev	0.00	\$1,070	
Revenue	41144-3450-54103-134	Federal Grants and Contracts Rev	0.00	\$5,831	
Revenue	41144-3452-54103-134	Federal Grants and Contracts Rev	0.00	\$11,297	
Revenue	41144-4201-54103-134	Federal Grants and Contracts Rev	0.00	\$43,798	
Total Revenue				0.00	\$61,996
Expense	41144-3449-71139-134	Project Activities	0.00	\$1,070	
Expense	41144-3450-71139-134	Project Activities	0.00	\$5,831	
Expense	41144-3452-71139-134	Project Activities	0.00	\$11,297	
Expense	41144-4201-61104-134	Faculty - Stipends/Honorariums	0.00	\$527	
Expense	41144-4201-61106-134	Faculty Sal-Ovrld Non-Teaching	0.00	\$0	
Expense	41144-4201-61302-134	Professional Salaries-PT	0.00	\$5,149	
Expense	41144-4201-61451-134	Student Salaries	0.00	\$1,163	
Expense	41144-4201-62111-134	Medicare	0.00	\$459	
Expense	41144-4201-62112-134	FICA	0.00	(\$735)	

Fun Title III NRGSC-NNMC					
Org VP for Advancement					
Expense	41144-4201-62121-134	Retirement - ERA	0.00		(\$2,077)
Expense	41144-4201-62141-134	Retiree Health Care - ERA	0.00		\$1,245
Expense	41144-4201-62161-134	Basic Life	0.00		(\$2)
Expense	41144-4201-62180-134	Workers Compensation	0.00		\$6
Expense	41144-4201-62181-134	Workers Compensation Insurance Bill	0.00		(\$123)
Expense	41144-4201-62190-134	Unemployment Compensation	0.00		(\$217)
Expense	41144-4201-71123-134	Professional Development	0.00		\$800
Expense	41144-4201-71131-134	Supplies and Expense	0.00		\$12,500
Expense	41144-4201-72124-134	Out-of-State Travel	0.00		\$0
Expense	41144-4201-73102-134	Equipment up to 4999.99	0.00		\$9,785
Expense	41144-4201-73103-134	Equipment 5000.00 and Over	0.00		\$15,032
Expense	41144-4201-73105-134	Computer-Electr. 5000.00 and Over	0.00		\$288
Total Expense			0.00		\$61,996

Fun Title III NRGSC-NNMC
Org VP for Advancement

BAR Net Total	Increase	0.00	\$61,996
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Vice President for Finance and Administration
NNMC Board of Regents Representative

Northern New Mexico College

FY18 (2017-2018)

Fund Type: Restricted

BAR Type: Increase

BAR Num 17180063
Monday, October 23, 2017

Fun Indirect Cost Funds			
Org Student Support Services			
Category	Account	Description	FTE Amount
Revenue	11303-3052-80278-132	Transfer In Indirect	0.00 \$475
Revenue	41103-3052-54103-608	Federal Grants and Contracts Rev	0.00 \$6,425
Total Revenue			0.00 \$6,900
Expense	11303-1020-71951-131	Indirect Cost	0.00 \$475
Expense	41103-3052-71123-122	Professional Development	0.00 \$1,875
Expense	41103-3052-71131-122	Supplies and Expense	0.00 \$2,000
Expense	41103-3052-71805-122	Grant-Project Activities	0.00 \$1,950
Expense	41103-3052-72124-122	Out-of-State Travel	0.00 (\$1,875)
Expense	41103-3052-73104-122	Electronics-Computer up to 4999.99	0.00 \$2,000
Expense	41103-3052-80178-122	Transfer Out Indirect	0.00 \$475
Total Expense			0.00 \$6,900

Fun Upward Bound 2017
Org Student Support Services

BAR Net Total Increase	0.00	\$6,900
Vice President for Finance and Administration		
NNMC Board of Regents Representative		

Northern New Mexico College

FY18 (2017-2018)

Fund Type: Unrestricted

BAR Type: Increase

BAR Num 17180064
Wednesday, October 25, 2017

Fun Nursing Enhancement			
Org Nursing - Associates Degree			
Category	Account	Description	
Revenue	11011-2431-58001-101	Other Revenue	
			FTE Amount
			0.00 \$7,500
Total Revenue			0.00 \$7,500
Expense	11011-2431-75001-101	Investment Fund Expense	
			0.00 \$7,500
Total Expense			0.00 \$7,500
BAR Net Total	Increase		0.00 \$7,500

Vice President for Finance and Administration

NNMC Board of Regents Representative

Interim Report

Institution: Northern New Mexico College

Chief Executive Officer: Richard J. Bailey, Jr., PhD

Date Submitted: December 1, 2017

Action:

The Comprehensive Quality Review team recommends that NNMC submit a criterion-related monitoring report on December 1st of 2017. This report should specifically address concerns related to core components 3C and 3E. Specifically, NNMC should include in its report detailed information about its progress related to the following:

- **Faculty to program Ratio:** Progress in alignment with NNMC's three-year plan to increase the number of full-time faculty by at least 5.75 FTE, increasing its faculty-to-program ratio
- **Assessment:** Demonstration of continued maturity of a culture and infrastructure to support assessment of curricular and co-curricular learning outcomes; specifically, NNMC should submit its co-curricular assessment plan along with any data related to assessment of co-curricular learning and how that assessment data has been utilized in quality improvement efforts.

The CQR team recommends that NNMC submit a follow up report no later than December 1st of 2017 to provide the commission with an update regarding progress in meeting Title IV standards.

Core Components:

Core Component 3C: The institution has the faculty and staff needed for effective, high-quality programs and student services.

Core Component 3E: The institution fulfills the claims it makes for an enriched educational environment.

Areas of Focus:

Faculty to Program Ratio: As noted in the HLC letter, the College must follow its proposed three-year plan to increase the numbers of full-time faculty by at least 5.75 FTE, increasing its faculty-to-program ratio, in order to properly service its current and any new degree programs. Failure to maintain or increase the faculty-to-program ratio will endanger the College's ability to sufficiently fulfill its instructional and non-classroom academic demands.

The College currently employs 37 full time faculty and the current full time faculty-to-program ratio is approximately 1.48. There are currently 9 vacancies for full-time faculty that are currently advertised. As new programs are considered, the College is aware that new faculty lines will be needed in order to maintain a healthy faculty-to-program ratio.

Assessment: The College offers and supports a number of co-curricular programs, including student clubs and activities, experiential learning opportunities, undergraduate research, and internships. The internship opportunities often lead to post-graduate employment. Many of the co-curricular activities are related to the economic and cultural needs of the surrounding communities, such as a sustainable farming program on campus which provides students with training in agricultural practices while also providing produce for the local farmers market as well as the local public school system.

While these activities are clearly happening with regularity in a variety of programs, they are not formalized or tracked in any cohesive fashion. These practices would facilitate assessment of these activities, helping the institution to better understand how they contribute to the educational experiences of the students. Assessment data would also enable the College to measure the suitability and efficacy of current co-curricular programs, and inform the development of new ones.

1.0 Faculty to Program Ratio

Table 1 shows the 3-year plan that was presented to the 2016 HLC CQR Reviewers.

Table 1. Original 3-year plan

College	Vacant	2016-17	2017-18	2018-19
Arts and Sciences	1	Fill vacancies	Add 2 FTE	Add 2 FTE
Engineering	0	Retain Faculty	Retain Faculty	Retain Faculty
Health Sciences	1	Add 0.5 FTE	Fill vacancies	Retain Faculty
Business Administration	1	Fill vacancies	Add 0.25 FTE	Retain Faculty
Education	1	Fill vacancies	Add 1 FTE	Retain Faculty

Table 2 shows the implementation and progress to the original plan. By AY 16-17, all vacancies were filled and the 0.5 FTE for Health Sciences was added. One faculty line was added in Spring 2017 and another in Summer 2017 for the College of Arts and Sciences, according to the plan. The College of Engineering and Technology received an additional faculty line that was not part of the original plan because of savings in that College and it is currently advertised. During Summer 2017, we also had one faculty termination and two faculty resignations. Despite a clear plan to increase the number of full-time faculty, the current number decreased for these reasons. Moreover, changes in Human Resources processes have caused delays in filling these vacancies. However, all vacancies are currently advertised

and the budget allocations remain unchanged. During FY 16-17, NNMC suspended and terminated a number of low-enrolled programs, including the Bachelor of Music. These actions also contributed to the ratio changes that are reported in Table 2. Before the end of AY 17-18, NNMC expects to have 46 full-time faculty. This will put NNMC at ratio of 1.84 that is beyond the 1.5 that was originally planned. Moreover, NNMC is reviewing its operation and overhead to reduce the administration cost to enhance the faculty salaries as a retention tool. The process to establish new programs in currently been updated and will require that any new program must budget for at least one full time faculty member. By AY 18-19, two more faculty lines will be added, one for the College of Arts and Sciences and one for the College of Business Administration. This will take NNMC to 48 full-time faculty members which is will put the college beyond the goal proposed in the original plan which was 42.75 by FY 18-19. For detailed information on prioritization and current faculty and vacancies, please see Appendix I.

Table 2. 3-year plan progress

	Original (FY 15-16)	FY 16-17	FY 17-18	FY 18-19
Number of Full -Time Faculty Members	37	40	37 (9*)	48
Number of Programs	29	25	25	25
Ratio (Faculty/Program)	1.27	1.6	1.48 (1.84*)	1.92

NNMC continues to implement the following strategies:

- Full-time instructors provide advisement to all students in their declared programs. Students in programs taught by adjunct faculty are provided advisement from full-time faculty only.
- 48% of courses are taught by adjunct faculty (previously the percentage was 60%). The number of adjunct faculty members for this Fall 2017 is 69 compared to more than 100 at the time of the visit.
- Placed programs with very low or zero enrollment in moratorium or suspension status in order to use our resources more efficiently.
- Three qualified adjunct faculty applied for full-time positions and were selected through the hiring process.
- For faculty retention purposes, Northern: a) supports faculty seeking higher education by providing flexibility; b) Northern provides biannual professional development during convocation week, and c) Northern supports grant supported initiatives to provide professional development for faculty.
- Northern's "new degree" process requires planning for additional faculty in order to maintain 1.0 or higher faculty to program ratio.

2.0 Assessment

Core Component 3E/Area of Focus: The institution's demonstration of continued maturity of culture and infrastructure to support assessment of curricular and co-curricular learning outcomes.

2.1 Continued Culture & Infrastructure

Before 2014, the institution's curricular assessment was centered in program specific student learning assessment (as required by other accrediting agencies, like ABET or NCATE) and general education assessment. The process was strong and specific programs were accredited by their respective agency. It was until the Strategic AQIP Forum in Fall 2014, that it was decided to establish a college-wide assessment culture at the institution. Four college-wide student learning outcomes, previously defined by the Faculty Senate, were adopted and a college-wide effort was deployed. The first assessment cycle was limited and discussed at the visit. The process has evolved and improved during AY 2016-17 based on the assessment data collected in Spring 16 and continuous professional development for faculty have been provided in regular basis. The institution has also taken the necessary steps to ensure that a culture and infrastructure of college-wide assessment for co-curricular student learning outcomes is developed, implemented, and is strengthened. In the fall of 2016, the Provost identified an Assessment Coordinator, housed in the Office of Institutional Research, who coordinates a newly instituted Co-curricular Committee and an existing Committee for Learning Assessment of Students (CLASs). The Assessment Coordinator along with these two committees and the college leadership facilitate college-wide initiatives regarding assessment. Both committees hold regular meetings, update plans, provide timely professional development training, and share resources on the college's assessment webpage in order to implement processes for strengthening the college's assessment infrastructure. Below we provide webpage links to important shared documents demonstrating evidence of our progress with regards to assessment.

2.2 Since the CQR Visit, the following steps have been taken to improve Curricular Assessment

- Fall 2016 and Spring 2017
 - CLASs Committee reviewed, updated, and improved the College-wide Curricular Assessment Plan and Cycle ([see Curricular Assessment Plan and Curricular Assessment Cycle](#)).
- Fall 2016
 - A College-wide Curriculum Map was created to assess CSLOs ([see Curricular Assessment Map](#)).
 - Course lists were created indicating specific 100/200 level courses that will formally assess the College-wide Student Learning Outcomes (CSLOs) during the spring 2017 and fall 2017 semesters ([see spring 2017 course list](#), [see fall 2017 course list](#))
 - Faculty reviewed and created four new individual college-wide rubrics (to replace the one existing rubric). View rubrics here: [Communication](#), [Critical Thought](#), [Cultural Sustainability](#), and [Information Competency and Research](#).
- Spring 2017
 - Professional Development training was provided to faculty for each individual rubric assessing CSLO's.
 - Faculty piloted two of the new rubrics.
 - Data regarding two of the new rubrics was collected. [Communication Rubric Data, Spring Semester - 2017](#) and [Critical Thought Rubric Data, Spring Semester - 2017](#)
- Fall of 2017
 - Professional Development for new faculty was provided regarding the use of the Cultural Sustainability Rubric and Information Competency and Research Rubric.

- [Implement NNMC Syllabus Template](#)

2.3 Next Steps for Curricular Assessment

- Spring 2018
 - Deans and Chairs will identify 300/400 level courses that will assess CSLOs during spring 2018 and fall 2018.
 - The institution will host an Assessment Day where faculty will review and analyze data from CSLOs collected during the fall 2017 semester and develop action plans.

2.4 Since the CQR Visit, the following steps have been taken to improve Co-Curricular Assessment

- Fall 2016
 - A co-curricular committee was created with representatives from the Office of Institutional Research and three student services departments.
 - The committee met with internal stakeholders to capture a snapshot inventory of co-curricular activities already happening on campus.
- Spring 2017
 - The co-curricular committee developed a guiding plan for co-curricular assessment ([see A Plan for Co-Curricular Assessment at Northern New Mexico College](#)).
 - Within the assessment plan six co-curricular student learning outcomes were identified:
 - Promote Health & Wellness; Support Social & Personal Growth; Cultivate Culture & Identity; Encourage Student Leadership & Engagement; Engage the Campus & Community; and Develop Career & Lifelong Learning
 - The library piloted a co-curricular assessment.
 - Analysis of the pilot assessment took place ([see results here](#)).
 - Analysis of data determined that the student learning outcome of career and lifelong learning, was met through this co-curricular experience.
 - As a result, funding for this co-curricular program became part of the institutional budget in Fall of 2017.
- Summer 2017
 - The co-curricular committee developed templates for planning and reporting co-curricular assessments (see [Co-Curricular Inventory Form](#), [Co-Curricular Assessment Plan Form](#), and [Co-Curricular Assessment Report Form](#))
 - Professional Development Training occurred during a co-curricular Assessment Retreat where faculty and staff learned how to complete the co-curricular Inventory Form, the Assessment Plan, and the Assessment Report.
- Fall 2017
 - A second round of professional development training was delivered during Convocation Week.
 - Co-curricular Assessment Plans due to Provost by September 30, 2017 (institutional annual due date for co-curricular assessment plans).

2.5 Next Steps for Co-Curricular Assessment

- Spring 2018
 - Programs and departments implement co-curricular Assessments.
 - Professional development training and co-curricular Assessment Check-in Workshop planned.

- Summer 2018
 - Co-curricular Assessment Reports due to Provost by June 30, 2018 (institutional annual due date for co-curricular assessment reports).
 - Co-curricular Retreat where internal stakeholder share their Assessment Reports, data, and action plans.
 - Professional development training planned (institutional annual co-curricular retreat).
- Fall 2018
 - Co-curricular update and sharing between academic units during convocation.

Summary

These activities demonstrate that the institution has developed, implemented, and strengthened processes for curricular and co-curricular assessment. The College will host an annual Curricular Assessment day each spring where CSLO curricular assessment results will be shared to analyze and reflect upon improvement strategies regarding curriculum and instructional design. Similarly, an annual Co-curricular Assessment Retreat will be hosted each summer to share co-curricular assessment results and discuss opportunities for improved co-curricular activities and experiences.

3.0 Student Loan Default Rates

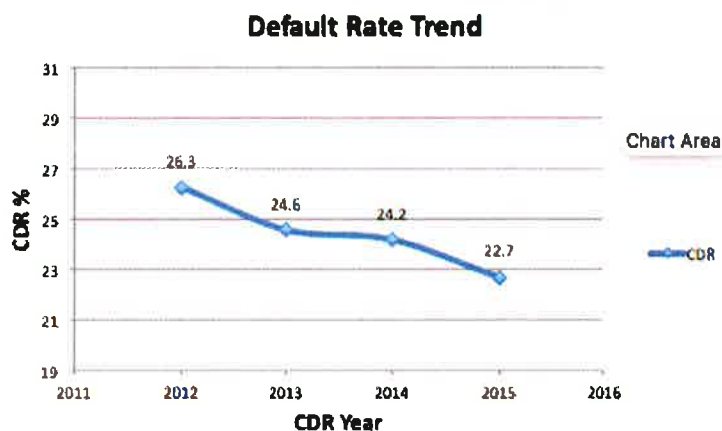
Student default rate continues to be a priority concern at Northern New Mexico College. Although the default rates show a consistent decline over the last several years, the College continues to explore ways to improve. This is being accomplished despite two recent significant challenges in the State of New Mexico. First, although Higher Education accounts for 12% of the State Budget, Higher Education received 44% of State budget cuts over the last three fiscal years. Second, money available through the Lottery Scholarship to students is declining from 90% to 60% (on average) of student tuition. These challenges have forced the College to explore new ways to help lower the possibility of student default:

1. The President and Financial Aid Director travelled to Dallas this past spring to participate in a US Department of Education workshop on lowering default rates.
2. The College enlisted a local credit union (Zia Credit Union) to start teaching financial responsibility and financial management to all students as a part of their First Year Experience course.
3. The College Board of Regents passed the Bienvenido Scholarship which allows qualified out of state students to pay only in state tuition rates. The Board of Regents recently passed a Memorandum of Understanding with the Eight Northern Indian Pueblo Council, which will allow local Native American Pueblos to send a student each year to Northern New Mexico College and earn a scholarship equivalent to full tuition rates.
4. The College is exploring an Eagle Mentorship Program, which will reward students financially who mentor their fellow students toward program completion.
5. The Northern Foundation, for the third year in a row, is giving more scholarship money than ever before. In the last four years, the amount of money given to students has increased from \$85,350 to \$118,550 to \$127,510, to this year's total of \$165,150, representing a 93% growth in only three years. We anticipate that number will continue to climb, so that we lower the potential for students self-funding.
6. Northern is committed to low tuition rates for our students and continue to be the most affordable four-year program in all of the Southwest US.

Northern will soon be receiving the Official 2014 Cohort Default Rate (CDR) and we are on track to once again see a drop from last year's rate of 24.6% down to a rate of 24.2%. Projections for the upcoming 2015 CDR, which will be released in February of 2018, are looking promising as well. The projection currently shows that we are on-target to see a reduction down to an estimated 22.7%. This figure is based on the ratio of the number of students who are part of the 2015 cohort versus the number of those students in the cohort who have fallen into a loan default status.

In addition, Northern no longer holds the top spot as the college in New Mexico with the highest default rate. Instead, our ranking has been reduced to third. These are all good indicators that through our default management strategies we are making steady progress to reduce Northern's loan default rate. We plan on continuing our default aversion efforts with the primary emphasis on helping our student loan borrowers to finish a degree with as little debt as possible and with as much loan debt awareness as possible.

To accomplish this we will continue to employ the following strategies: a) Face-to-face loan counseling for all student loan borrowers; b) Follow-up with loan borrowers who have stopped enrollment to encourage the completion of exit loan counseling; c) Monthly monitoring of loan delinquency reports; d) Reduce or deny loans on a case-by-case basis in accordance with the Higher Education Act [Amd.1998 – Title Iv, Part F, Section 479(c)] [Code of Federal Regulations: 34 CFR 682.603(e); and e) Continue to look for alternative funding sources as mentioned above to curtail the number of student loan borrowers and the amount of money borrowed. Below is a visual representation of how these combined efforts have worked to improve our CDR:



Appendix I

Minimal full-time faculty Fall 2017 analysis

NNMC has five (5) Colleges one of which has five (5) Departments within the College of Arts and Sciences. NNMC currently offers 10 Bachelor Degrees (the Bachelor in Integrative Studies -BAIS- is only one bachelor degree with emphasis in four fields as well as the Bachelor of Business Administration that is only one bachelor degree with three different concentrations), 25 Associate Degrees, and 13 Certificates. Since the 2016 CQR visit, NNMC has suspended the Bachelor of Music, the Associate in Theater, the Associate in Southwest Heritage Arts, and the Associate in Dance due to low enrollment. Table 1 shows the Programs of Study (POS) offered right now. Each row shows each POS disaggregated by the credentials (degrees or certificates) associated with each of them and demonstrates those programs that are “stackable”.

Table 1: Northern NM College Degrees & Certificates Fall 2017

Program of Study	Certificates	Associates	Bachelors
Allied Health		AAS	
Alternative Licensure	CERT(Elementary, Secondary, Special Education)		
Barbering / Cosmetology	CERT	AAS	
Biology		AS	BS
Business Administration		AA (Business Administration)	BBA (Concentrations in Accounting, Management, and Project Management)
Chemistry		AS	
Crime & Justice Studies		AA (Criminal Justice)	BAIS (Integrated Studies with Emphasis in CJ)
Early Childhood Education		AA	BA
Elementary Education		AA	BA
Electrical Technology	CERT	AAS	
Electromechanical Engineering Tech		AEng (Pre-Engineering)	BEng
Environmental Science		AS	BS

Appendix I

Film and Digital Media Arts	CERT (Film Technician)	AA	
Humanities			BAIS (Integrated Studies emphasis in Humanities)
Information Engineering Technology	Post-Baccalaureate CERT	AEng (Information Technology, Software Engineering)	BEng
Liberal Arts		AA	
Math and Physical Science		AS (Math)	BS
Music		AA	
Nursing	CERT (LPN)	AAS	RN to BSN
Office Administration	CERT (Administrative Assistant, Bookkeeping, Entrepreneurship, HTRM)	AA	
Psychology	CERT (Residential Assistant)	AA	BAIS Integrated Studies emphasis in Psychology)
Pueblo Indian Studies		AA	BAIS (Integrated Studies emphasis in Pueblo Indian Studies)
Radiation Protection	CERT (Radiation Control Tech)	AAS (Radiation Protection)	
Renewable Energy		AAS	
Substance Abuse Counseling		AAS	

Northern's current ratio has been calculated as follows.

- The Number of Stackable Programs is 25.
- The Number of Full-time Faculty is 37.
- Ratio: Current ratio is 1.48 and the ratio after the vacancies are filled is 1.84.

Table 2 takes a closer look at the ratios by College/ Academic Department. The table takes into consideration the current ratio based on current faculty and also the vacancies that Northern is currently advertising. This table guides us in prioritizing recruitment and hiring efforts. Based on the last column, ratios below 1.6 were considered high priority. Table 3 provides more detailed information regarding greatest need.

Appendix I

Table 2: Ratio by Academic College

College	Vacant	Full-time faculty (see table 4)	Programs (see table 1)	Current Ratio	Ratio with Vacancy
Arts and Sciences- Fine Art	0	3	2	1.5	1.5
Arts and Sciences-BCES	1	6	4	1.5	1.75
Arts and Sciences-Math & Science	0	4	1	4.0	4.0
Arts and Sciences-Humanities and Social Sciences	1	3	5	0.75	1.0
Arts and Sciences-Language & Letters	0	4	1	4.0	4.0
Engineering	2	4	4	1.0	1.5
Nursing and Health Sciences	2	7	2	3.5	4.5
Business Administration	2	3	3	1.0	1.66
Education	1	3	3	1.0	1.3
	9	37	25	1.48	1.84

Table 3 provides detailed information on student/faculty ratio to identify those programs that are in most need of faculty. Table 3 shows that programs such as BAIS in Emphasis in Criminal Justice and in Psychology, BA in Business Administration require immediate attention even after vacancies are filled. The BA in Early Childhood is currently recruiting a faculty replacement due to a vacancy that occurred during Summer 2017.

Academic program review is contributing to better understanding of program efficacy and demand. Programs such as the BAIS (Pueblo Indian Studies) and Certificates (Office Administration; Bookkeeping; Entrepreneurship; Hospitality, Tourism, Restaurant Management) will be reviewed based on Table 3.

At the time of the CQR Visit, the faculty-to-program ratio was 1.1. Table 2 shows that currently the ratio is 1.48 and will potentially become 1.83 when all currently advertised vacancies have been filled.

Table 3: Programs(including stackable) by College

Appendix I

College	Department	Program	Full-time Faculty (must total 38)	FTE	Student Headcount per program	Student/Fa culty Ratio
Arts and Sciences	Biology, Chemistry and Environmental Science	Biology (AS, BS)	Rhiannon West Mario Izaguirre Sushmita Nandy Teresa Beaty	1.0 1.0 1.0 1.0	41	10.25
Arts and Sciences	Biology, Chemistry and Environmental Science	Chemistry (AS)	Brenda Linnell	1.0	1	1
Arts and Sciences	Biology, Chemistry and Environmental Science	Environmental Science (AS, BS)	Joaquin Gallegos Full time Vacancy	1.0 0.5	46	30.7
Arts and Sciences	Biology, Chemistry and Environmental Science	Radiation Protection (CT, AAS)	Adjunct Full time Vacancy	0.5	17	34
Arts and Sciences	Fine Arts	Film Digital Media (CT, AA)	David Lindblom Mateo Frazier (Chair)	1.0 0.5	9	6
Arts and Sciences	Fine Arts	Music (AA)	Marcos Cavalcante Mateo Frazier (Chair)	1.0 0.5	5	3.3
Arts and Sciences	Language & Letters	Liberal Arts (AA)	Heather Winterer Lori Franklin (Chair) Pam Lapcevic Patricia Trujillo	1.0 1.0 1.0 1.0	35	8.75
Arts and Sciences	Humanities and Social Sciences	Criminal Justice (AA) Emphasis in CJ (BAIS)	Stephanie Amadeo (Chair) Pamela Piccolo	0.25 0.25	42	84
Arts and Sciences	Humanities and Social Sciences	Emphasis Humanities (BAIS)	Stephanie Amadeo (Chair) Pamela Piccolo	0.25 0.25	10	20
Arts and Sciences	Humanities and Social Sciences	Emphasis Pueblo Indian Studies (AA, BAIS)	Stephanie Amadeo (Chair) Vacancy	0.25 1.0	2	1.3
Arts and	Humanities and	Psychology	David Barton	1.0	65	43.3

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Sciences	Social Sciences	(CERT Residential Assistant, AA, BAIS)	Pam Picollo	0.5		
Arts and Sciences	Humanities and Social Sciences	Substance Abuse Counseling (AAS)	Stephanie Amadeo (Chair)	0.25	8	16
Arts and Sciences	Mathematics & Physical Science	Math (AS, BS)	Ana Vasilic Claudia Aprea David Torres Ajit Hira	1.0 1.0 1.0 1.0	7	1.8
Business Admin	Business Administration	Barbering/Cosmetology (CT, AAS)	Betty Espinoza Gloriadell Gonzales	1.0 1.0	27	13.5
Business Admin	Business Administration	Business Administration (CT, AA, BBA Management, BBA Accounting, BBA Project Management)	Jee Hwang Full time Vacancy Full time Vacancy	1.0 1.0 1.0	157	52.3
Business Admin	Business Administration	Office Administration (AA) Admin Assistant, Bookkeeping, Entrepreneurship, HTRM (CT)	Adjunct ⁽¹⁾	0.0	5	-
Education	Education	Alternative Licensure (CT)	Rose Cavalcante Cristina Esquibel Ruth Hidalgo	0.5 0.5 0.5	18	12
Education	Education	Early Childhood Education (AA, BA)	Full time Vacancy Adjunct	1.0 0.0	22	22
Education	Education	Elementary Education (AA, BA)	Rose Cavalcante Cristina Esquibel Ruth Hidalgo	0.5 0.5 0.5	37	24.7
Engineeri	Engineering	Electrical	Adjunct	0.0	9	36

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ng Technolo gy	Technology	Technology (CT, AAS)	Ashis Nandy	0.25		
Engineeri ng Technolo gy	Engineering Technology	Pre Engineering (AE) Electro-mechanical Engineering (BE)	Ashis Nandy Steve Cox	0.75 1.0	40	22.9
Engineeri ng Technolo gy	Engineering Technology	Information Engineering Technology (AE, BE, GCT)/Software (AE) Engineering	Jorge Crichigno (Chair) Sadia Ahmed Full time Vacancy	1.0 1.0 1.0	50	16.7
Engineeri ng Technolo gy	Engineering Technology	Renewable Energy (AAS)	Adjunct ⁽²⁾	0.0	1	-
Nursing and Health Sciences	Health Science	Allied Health (AA)	Adjunct ⁽³⁾	0.0	4	-
Nursing and Health Sciences	Nursing	Nursing (LPN, ADN, RN to BSN)	Theresa Lopez Chris Young Veronica O'Halloran Darlene Hess Sara Bogar Susan Wayne Ana X Sisnero Full time Vacancy Full time Vacancy	1.0 1.0 1.0 1.0 1.0 1.0 1.0 1.0 1.0	173	19.2

⁽¹⁾ The coursework of these programs are general education and courses offered for the bachelor program in Business Administration. Student advisement for the five students in these programs is provided by the Dean or full-time faculty members in Business. There are a handful of specific courses that are either taught by adjuncts or by full-time faculty on a rotation basis.

⁽²⁾ The Renewable Energy program is a combination of courses that are offered by two other degrees: ElectroMechanical Engineering Technology and Electrical Technology. Currently, there is only one student in this program. The program has three electives that are offered either by full-

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time faculty members on a rotation basis or by adjunct faculty. Student advisement is provided by full-time faculty members.

⁽³⁾ The Allied Health program currently has four registered students and it is housed in the College of Nursing and Health Sciences (CNHS). The Allied Health program is supervised by the Dean. Students who are not accepted into the nursing program often declare the AAS in Allied Health as an alternate degree. The degree coursework is mainly delivered by the Biology faculty members and there are only three courses housed at CNHS that are delivered on a rotation basis by full-time faculty members or adjunct faculty.

Table 4 provides a list of all current faculty members by College and Academic Departments. Notice that Mr. David Linblom, Dr. Ana X Gutierrez-Sisneros, and Ms Pam Picollo were adjunct faculty in previous years. After a successful application process, they became full-time faculty members for the Film and Digital Media, Nursing, and Humanities, respectively. NNMC will continue exploring this strategy for recruiting qualified and experienced faculty members.

Table 4: Full-time Faculty and College

College	Department	Last Name	First Name
Arts and Sciences	BCES	Beaty	Teresa
Arts and Sciences	BCES	Nandy	Sushmita
Arts and Sciences	BCES	Gallegos	Joaquin
Arts and Sciences	BCES	Izaguirre Sierra	Mario
Arts and Sciences	BCES	Linnell	Brenda
Arts and Sciences	BCES	West	Rhiannen
Arts and Sciences	Fine Arts	Cavalcante	Marcos
Arts and Sciences	Fine Arts	Frazier	Mateo
Arts and Sciences	Fine Arts	Lindblom	David
Arts and Sciences	Humanities	Amedeo-Marquez	Stephanie
Arts and Sciences	Humanities	Barton	David
Arts and Sciences	Humanities	Piccolo	Pamela
Arts and Sciences	Language and Letters	Franklin	Lori
Arts and Sciences	Language and Letters	Lapcevic	Pamela
Arts and Sciences	Language and Letters	Trujillo	Patricia
Arts and Sciences	Language and Letters	Winterer	Heather
Arts and Sciences	Math and Physical Science	Apra	Claudia
Arts and Sciences	Math and Physical Science	Hira	Ajit
Arts and Sciences	Math and Physical Science	Torres	David
Arts and Sciences	Math and Physical Science	Vasilic	

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Business Admin	Espinoza	Ana
Business Admin	Hwang	Betty
Business Admin	Gonzales	Jee
Education	Cavalcante	Gloriadell
Education	Esquibel	Roseli
Education	Hidalgo	Christina
Engineering and Technology	Ahmed	Ruth
Engineering and Technology	Cox	Sadia
Engineering and Technology	Crichigno	Steve
Engineering and Technology	Nandy	Jorge
Nursing and Health Science	Bogar	Ashis
Nursing and Health Science	Sisneros	Sarah
Nursing and Health Science	Hess	Ana X
Nursing and Health Science	Lopez	Darlene
Nursing and Health Science	O'Halloran	Theresa
Nursing and Health Science	Wayne	Veronica
Nursing and Health Science	Young	Susan
		Christopher

Moving forward, the immediate goal is to fill all vacancies and retain current faculty. In addition, to program review, Academic Affairs also conducts an open budget retreat to consider and review additional programmatic requests from Colleges, Academic Departments, and Student Services. The next budget cycle will offer a potential opportunity to increase the number of hard-money funded faculty lines for programs of high priority.

Other faculty retention efforts include professional development week, sabbatical leave opportunities, immigration assistance to foreign national instructors, and annual recognition/awards.