

NORTHERN NEW MEXICO COLLEGE

BOARD OF REGENTS MEETING

MARCH 22, 2019



NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Friday, March 22, 2019**, at **8:30AM** at the Northern New Mexico College – Espanola Campus, Espanola, New Mexico.

TENTATIVE AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. SWEARING IN CEREMONY**
- IV. COMMENTS FROM THE BOARD**
 - A. Opening Statements by New Regents
 - B. Board of Regents Meeting Dates – Action Required
 - C. Board of Regents Officer Selection – Action Required
 - D. Board of Regents Subcommittees – Action Required
- V. APPROVAL OF MINUTES**
- VI. PRESIDENT’S REPORT AND ANNOUNCEMENTS**
 - A. Celebrate Northern – Informational
 - B. CUP/NMICC Report – Informational
 - C. Legislative Session Review - Informational
- VII. STAFF REPORTS**
 - A. Vice President for Finance & Administration
 - 1. Presentation of FY18 Audit Report – Action Required
 - 2. Fiscal Watch Reports - Action Required
 - 3. Monthly Budget Adjustment Requests (BARs) – Action Required
 - 4. NNMC Revised Policy 7720 - Disposal and Donation of Property – Action Required
 - B. Provost & Vice President for Academic Affairs
 - 1. Tenure Approval - Action Required
 - 2. Honorary Degree - Action Required
 - 3. Certificates Proposal – College of Business (First Reading) - Informational
- VIII. DEEP DIVE**
 - A. NNMC Foundation
- 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 employer;
 - a. No items
 - (2) Bargaining strategy preliminary to collective bargaining
 - a. No items
 - (3) Threatened or pending litigation subject to the attorney-client privilege in which the College may be a participant; and
 - a. No Items
 - (4) Real estate acquisition or disposal.
 - a. No Items
- XI. ADJOURNMENT**

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



MEMORANDUM

To: Board of Regents,
Northern New Mexico College

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

Date: March 22, 2019

Re: Board of Regents Meeting Minutes

Issue

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

Recommendation

Staff recommends that the Board of Regents approve the attached Board of Regents Minutes for January 11, 2019 as submitted or if applicable, as amended.

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JANUARY 11, 2019**

I. CALL TO ORDER

A Regular Meeting of the Board of Regents of Northern New Mexico College was held on Friday, January 11, 2019, in the Board Room of Northern New Mexico College, Espanola Campus. Regents Present (Roll Call was taken): Kevin F. Powers, D. Chris Ortega, Pamela Montrose. Board President Powers stated there is a quorum of the Board of Regents. Regent Damian L. Martinez and Regent Joshua Martinez were not in attendance. Board President Powers called the meeting to order at 8:37AM. **Note: Regent Joshua Martinez joined the Board of Regents Meeting at 8:41AM.**

Northern New Mexico College Staff Present: President Richard J. Bailey, Jr., Ph.D.; Ricky Bejarano, Vice President for Finance & Administration; Ivan Lopez Hurtado, Ph.D., Provost & Vice President for Academic Affairs; Vince Lithgow, Comptroller, Chris Trujillo, IT; Sandy Krolick, Creative Director Communications and Marketing; Donna Castro, Director, Human Resources; Chris Trujillo, IT; Jimi Montoya, Director, IT; Evette Abeyta, Budget Analyst; Sally Martinez, Executive Assistant to the Provost and Vice President for Academic Affairs; Jeannie Kovacs, NNMC Foundation Director; Cheryl James, Compliance Officer, Chief Procurement Officer; Ryan Cordova, Men's Basketball Coach, Athletic Director; and Amy Pena, Executive Assistant to the President/Board Secretary.

Others Present: Jake Arnold; and Rio Grande Sun Reporter

II. APPROVAL OF AGENDA

Board President Powers asked if there were any requests, additions, deletions, etc. to the Agenda, and if not, he would entertain a motion to approve the Agenda as posted.

Regent Ortega moved to approve the Agenda as presented. Second - Regent Montrose. Motion passed unanimously.

III. COMMENTS FROM THE BOARD

A. HERC UPDATE

Board President Powers stated there is not an update for HER this month.

B. Open Meetings Resolution

Regent Powers stated the Open Meetings act requires public bodies once a year approve an Open Meetings Resolution to basically set forth the parameters under which the Board of Regents Meetings are held. The Resolution before the Board of Regents is in a marked version to see the changes that have been made. These changes were made at the suggestion of counsel to basically modernize the resolution and to comply with more recent guidance on complying with State Law in terms of holding meetings. Regent Powers stated he would like action on the Resolution and then the Board of Regents can discuss the Resolution.

Regent Ortega moved to approve the 2019 Open Meetings Act Notice Resolution as presented with modifications. Second – Regent Montrose. Motion passed unanimously.

Board President Powers has asked that the record reflect Regent Joshua Martinez joined the meeting at 8:41AM. Regent Powers explained to Regent Martinez that the Resolution changes were made by counsel relating to the State Open Meetings Act.

Regent Ortega stated this made things better than they were and it is well done. Board President Powers stated over time technology is helping the Board of Regents comply with this and activities have to be tailored over the new technology. Geno Zamora with Ortiz & Zamora worked on this for the Board of Regents. As there is no other comments or questions, Board President Powers stated he would call for a vote. The motion passed unanimously.

- C. EEO Training
- D. Sexual Harassment Training

Board President Powers stated the Board of Regents discussed having this training at this meeting. However, it seemed like at a time when the Board of Regents is in a state of flux and they are not sure who is going to be on the Board of Regents going forward, it will be discussed today and put on the Agenda for the March 22, 2019 Board of Regents Meeting. Board President Powers stated this should tentatively be put on the Agenda for March 22, 2019. Regent Ortega asked if this would be training. Regent Montrose asked if someone would be brought in to train the Board of Regents. Board President Powers stated a professional will be brought in and the College's Human Resources Department would be brought in as well.

IV. APPROVAL OF THE MINUTES

Board President Powers asked if there were any comment on the minutes and entertained a motion to approve the minutes of the December 7, 2018 Regular Meeting as submitted. Regent Montrose stated under Item II it says "three" and should be "there." Board President entertained a motion to approve the minutes as amended.

Regent Montrose moved to approve the minutes as amended. Second – Regent Ortega. Motion passed unanimously.

V. PRESIDENT'S REPORT AND ANNOUNCEMENTS

- A. Celebrate Northern
- B. CUP/NMICC Report
- C. Legislative Session Preview

President Bailey stated he would like to combine these three items together and would like to focus on the legislature.

1. Rio Grande Sun – Two articles came out in the Rio Grande Sun. One that highlights the initiative to bring back key trade programs and the other on the Foundation Executive Director, Jeanie Kovacs.

2. Budget from the Governor – the Governor sent out her recommendation for the budget yesterday.
3. Budget - President Bailey stated the Executive and the Legislature will come up with different recommendations. The key pieces for the College in the Governor's recommendation is the College's budget compared to last year's budget would be almost identical. The is about a \$30,000 increase over last year's budget. This is just general fund. There is also a stipulation and recommendation for state employees that would be a minimum of 2%. For those at the lowest end of the pay-scale that would be 4%. The College hopes this is fully funded, the College thinks it might be, if that happens then that is over and above the \$30,000, it is a different pot of money. The College is hopeful for that. LFC has not given a formal recommendation yet. The College has heard early indications it may be similar to what the Executive is doing.
4. Capital Outlay - There are also some pushes on Capital Outlay. One of the things the College is trying to do as everyone knows is the dual campus energy audit with Ameresco for how the College can refurbish some of the structures and embrace more green technology. On the fiscal side it means the College can drive down the utility costs moving forward. There are some requests the College has made on both campuses for some green energy technology solutions that really will make a difference on both campuses and it is a big request. The College is asking for \$4.1M for both campuses but it will completely revitalize heating, ventilation and air conditioning. In El Rito it opens a lot of doors for the College to reopen and reintroduce programs.
5. Branch Community College Statute - President Bailey stated he has received two questions more than any other since he has been with the College. What are you doing to revitalize the El Rito Campus? What are you doing to reintroduce the trade program? This bill would allow the College to answer both questions. What it does is amends the Branch Community College Statute and creates a new entity called a co-located branch community college. The College would be the only one like it in the State. The College knows right now there is no appetite at the State for the College to create a new campus, there is no appetite to create a separate line item in the State budget or to create a new President. What this entity would do is allow the College to petition the local voters for Mill Levy Funding to reintroduce some key trade programs tied to three public school districts, Espanola, Pojoaque and Mesa Vista and if that passes then the College reintroduces some of those key programs. Those programs would be located, primarily, on the El Rito Campus because that is where there is the space to do this. When President Bailey briefed this to the Espanola City Council, there was unanimous support. President Bailey has had no one who has opposed this. Really, all the legislation will do is to allow the College to ask the voters and to ask the community whether or not this is something they are willing to invest. This is the question. There were some and are still some challenges statewide. There is a statewide perception that we already have too many access points, too many institutions. President Bailey stated his counter to this is the College is not creating another institution, the College is housing this within its own administrative structure. It simply allows the College to reintroduce some programs the community is asking for. Senator Martinez and Senator Cisneros are co-sponsoring the Bill which is wonderful. Those are two strong powerful legislators in the Senate. There are three pieces of legislation that are floating right now, none of them have been formally filed yet but they all affect the branch community college statute. One of them has to do with local election laws because the branch community colleges were not included in a Bill passed in a previous legislative session that talks about

taxing district. There is an over-hall that needs to be made that way. One has to do with a taxing district that a branch community college can access because right now they have no ability to change their districts, their supporting territories and then the last one is the College. Right now, Senator Ivy-Soto has a bill, a 427-page Bill, that is working, it is a very comprehensive bill looking at the local election act. The College had a long dialogue yesterday with Senator Martinez and Senator Ivy-Soto and Senator Ivy-Soto is thinking about taking our language and folding it into his comprehensive bill. All these are trying to adjust the same Statute. If this happens, it is a good sign for the College. President Bailey feels confident that the College is going to get approval on it. The College is waiting to hear from him but is appreciative that he is considering bringing this in. To Senator Martinez and Senator Cisneros credit, both of those gentlemen have said that if Senator Ivy-Soto folds that Bill in, they have agreed to co-sponsor that comprehensive Bill. If this passes it is a game changer for the College.

VI. STAFF REPORTS

A. Vice President for Finance & Administration

1. Audit(s) Update

(Inaudible)

2. Fiscal Watch Reports

Board President Powers stated the Audit/Finance/Facilities Committee met and reviewed financial statements and had some questions and comments. Basically, it appears the College is on target and slightly better in revenue and slower in spend rate. Board President Powers asked for comments from the Board of Regents. Hearing none, Board President Powers asked for a motion to approve the Fiscal Watch Reports.

Regent Ortega moved to approve the Fiscal Watch Reports as presented – Second – Regent Montrose. Motion passed unanimously.

3. Monthly Budget Adjustment Requests (BARs)

Evette Abeyta, Budget Director explained how the BARs are prepared at the College. In the event there is a budget transfer from one item to another it is a maintenance BAR. Ms. Abeyta stated in the BAR log the final BAR is number 57 and that is where the College is at for all BARs. As the Board of Regents is familiar, in the past, the College has prepared a total number of 500 BARs going back for a fiscal year. Over the years, the College has reduced the number of BARs with aligning the budgets. The College is tracking the budgets better and expending out of areas where it should be expended and preparing the budgets is becoming easier for the College. She hopes not to exceed 100 BARs this year. There are three BARs in this packet, one restricted and two unrestricted. The unrestricted is a BAR for a student club and it is increasing the budget and giving them the budget authority to spend the prior year revenue. For clubs, they are allowed to roll over their fund balance. Regent Ortega asked Ms. Abeyta to explain the fund string. Ms. Abeyta

stated the first is the account number, the second the org, the third is the account, the fourth is the program.

Board President Powers stated the BARS were reviewed at the Audit/Finance/Facilities Committee Meeting and everything appeared to be in order and he would entertain a motion to approve the BARS as submitted.

Regent Montrose moved to approve BARS as submitted. Second – Regent J. Martinez. Motion passed unanimously.

Regent Ortega stated part of this is the College is educating people how to manage their budgets.

Regent Ortega recommended approval of the BARS. Second Regent Damian Martinez. Motion carries unanimously.

VII. DEEP DIVE

A. Full Time Faculty Salary Study

(Inaudible). Dr. Ivan Lopez Hurtado reviewed the Full-Time Faculty Salary Study (attached).

X PUBLIC INPUT

None.

XI. EXECUTIVE SESSION

Board President Powers stated during the December 7th meeting, the Board of Regents Self Review was discussed briefly and the Board of Regents did undertake a survey to put together for them and he would like to report that all five Board of Regents Members submitted information on the survey, they have results and will go into Executive Session to discuss.

Regent Ortega moved to enter into Executive Session to discuss limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employer specifically for the Board of Regents Self Review. Second – Regent Montrose. Roll Call vote was taken, Regent Ortega – yes, Regent Montrose – yes, Board President Powers – yes, Regent Joshua Martinez - yes. Motion passed unanimously. The Board of Regents entered into Executive Session at 9:41AM.

Board President Powers entertained a Motion to return from Executive Session. **Regent Ortega moved to close Executive Session and return to regular session. Second – Regent Joshua Martinez.** Board President Powers stated the only items discussed were those that were listed when entering into Executive Session and no formal action was taken. **Roll Call was taken. Board President Powers – yes, Regent Montrose – yes, Regent Ortega – yes, Regent Joshua Martinez – yes. Motion passed unanimously.**

XIII. ADJOURNMENT

Regent Joshua Martinez moved to adjourn. Second – Regent Montrose. Motion passed unanimously. The Board of Regents adjourned at 10:12AM.

APPROVED:

, Board President

, Vice President

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents
Northern New Mexico College

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

Date: March 22, 2019

Re: Fiscal Watch Report

Ricky Bejarano
3/13/2019

Issue

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

Overview

The NNMC Business Office, 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) with titles are located at the top of the page. An additional fiscal watch report is included to provide an updated 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 (11)
- Auxiliary Programs (12)
- Institutional Grants (41)
- Student Aid (42)
- Plant Funds (91)
- Capital Projects (92)

Although the NMHED requires all higher education institutions to submit fiscal watch reports on a quarterly basis, NNMC produces fiscal watch 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 periods ending December 31, 2018, January 31, 2019 and February 28, 2019.

Northern New Mexico College

Statement of Net Position

(Unaudited and Unadjusted)

December 31, 2018

Assets

Current Assets:

Cash and Cash Equivalents	3,504,962
Short-Term Investments	-
AR - Student	1,714,026
AR - Other than student	195,705
Inventories	238,418
Prepaid Expenses	6,962
Loans Receivable, net	542,731
Total Current Assets	6,202,803

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	32,640,691
Total Non-Current Assets	32,640,691

Total Assets **38,843,494**

Deferred Outflows of Resources

Pension Related (6/30/18 balances)	10,400,615
Total Deferred Outflows of Resources	10,400,615

Liabilities

Current Liabilities

Accounts Payable	9,494
Other Accrued Liabilities	499,505
Deferred Income	82,745
LT Liabilities - Current Portion	-
Total Current Liabilities	591,743

Non-Current Liabilities

Accrued Interest Payable	-
Accrued Benefit Reserves	-
Other LT Liabilities	104,766
OPED Liability	7,815,776
Net Pension Liability	30,865,435
Total Non-Current Liabilities	38,785,977

Total Liabilities **39,377,720**

Deferred Inflows of Resources

Pension Related (6/30/18 balances)	2,523,457
Total Deferred Inflows of Resources	2,523,457

Net Position

Invested in Capital Assets, net of Related Debt	32,640,691
Restricted for:	
Nonexpendable:	
Endowments	-
Expendable:	
General Activities	(89,647)
Federal Student Loans	-
Term Endowments	-
Capital Projects	-
Debt Service	-
Related Entity Activities	-
Unrestricted	
Unrestricted without NFP	2,276,128
Net Fiduciary Position	-
Total Unrestricted (includes 6/30/18 NFP)	2,276,128

Total Net Position **34,827,172**

Northern New Mexico College
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2019

Operating Funds	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2019 Actuals as of December 31, 2018	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,732,074	\$ 3,807,748	\$ 3,697,772	97.1%
Federal Appropriations	-	-	-	-
State Appropriations	10,739,000	10,739,000	5,608,366	52.2%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	6,906,223	8,359,633	3,292,931	39.4%
Endowment/Land & Perm Inc	163,525	163,525	134,454	82.2%
Sales & Services	706,716	726,072	375,206	51.7%
Other	160,789	160,789	189,054	117.6%
Total Revenue	22,408,327	23,956,767	13,297,784	55.5%
BEGINNING BALANCE	1,706,327	1,706,327	1,791,221	104.98%
TOTAL AVAILABLE	24,114,654	25,663,094	15,089,005	58.8%
EXPENDITURES				
Instruction & General	16,291,603	16,392,299	7,316,223	44.6%
Student Social & Cultural	87,865	91,334	43,688	47.8%
Research	-	-	-	-
Public Service	591,110	591,110	200,832	34.0%
Internal Services	169,739	169,739	84,870	50.0%
Student Aid	4,554,146	4,846,400	2,395,350	49.4%
Auxiliary Enterprises	823,869	823,869	439,716	53.4%
Intercollegiate Athletics	506,025	506,025	288,203	57.0%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	23,024,357	23,420,776	10,768,881	46.0%
NET TRANSFERS OUT / (IN)	230,000	230,000	75,397	32.8%
TOTAL EXPENDITURES & TRANSFERS	23,254,357	23,650,776	10,844,278	45.9%
ENDING FUND BALANCE	\$ 860,297	\$ 2,012,318	\$ 4,244,727	

Plant Funds	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2019 Actuals as of December 31, 2018	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts				
Interest Income				
State Appropriation	\$ 1,050,679	\$ 1,017,090	\$ 238,666	23.5%
Debt Service Transfers				
Other				
Total Revenues and Transfers	1,050,679	1,017,090	238,666	23.5%
BEGINNING BALANCE	-	-	-	-
TOTAL AVAILABLE	1,050,679	1,050,679	238,666	22.7%
EXPENDITURES				
Capital Projects	1,050,679	1,050,679	238,666	22.7%
Building Renewal	230,000	230,000	54,042	23.5%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	1,280,679	1,280,679	292,708	22.9%
NET TRANSFERS OUT / (IN)	(230,000)	(230,000)	(75,397)	32.8%
TOTAL EXPENDITURES & TRANSFERS	1,050,679	1,050,679	217,311	20.7%
ENDING FUND BALANCE	\$ -	\$ -	\$ 21,355	

Northern New Mexico College
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year's 2019 and 2018

Operating Funds	FY 2019 Actuals as of December 31, 2018	FY 2018 Actuals as of December 31, 2018	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 3,697,772	\$ 3,565,425	3.7%
Federal Appropriations	-	-	
State Appropriations	5,608,366	5,218,800	7.5%
Local Appropriations	-	-	
Gifts, Grants & Contracts	3,292,931	3,143,839	4.7%
Endowment/Land & Perm Inc	134,454	99,949	34.5%
Sales & Services	375,206	337,842	11.1%
Other	189,054	129,783	45.7%
Total Revenue	13,297,784	12,495,638	6.4%
BEGINNING BALANCE	1,791,221	1,730,249	3.5%
TOTAL AVAILABLE	15,089,005	14,225,887	6.1%
EXPENDITURES			
Instruction & General	7,316,223	7,053,340	3.7%
Student Social & Cultural	43,688	36,549	19.5%
Research	-	12,557	-100.0%
Public Service	200,832	211,830	-5.2%
Internal Services	84,870	(43,976)	-293.0%
Student Aid	2,395,350	2,249,215	6.5%
Auxiliary Enterprises	439,716	358,835	22.5%
Intercollegiate Athletics	288,203	315,000	-8.5%
Independent Operations (NMDA)	-	-	
Total Expenditures	10,768,881	10,193,350	5.6%
NET TRANSFERS OUT / (IN)	75,397	56,605	33.2%
TOTAL EXPENDITURES & TRANSFERS	10,844,278	10,249,955	5.8%
ENDING FUND BALANCE	\$ 4,244,727	\$ 3,975,932	6.8%

Plant Funds	FY 2019 Actuals as of December 31, 2018	FY 2018 Actuals as of December 31, 2018	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Required Student Fees	\$ -	\$ -	0.0%
Bond Proceeds	-	-	0.0%
Gifts, Grants and Contracts	-	-	0.0%
Interest Income	-	-	0.0%
State Appropriation	238,666	428,294	-44.3%
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
Total Revenues and Transfers	238,666	428,294	-44.3%
BEGINNING BALANCE	-	-	
TOTAL AVAILABLE	238,666	428,294	-44.3%
EXPENDITURES			
Capital Projects	238,666	462,476	-48.4%
Building Renewal	54,042	50,027	8.0%
Internal Service Renewal/Replacement	-	-	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
Total Expenditures	292,708	512,503	-42.9%
NET TRANSFERS OUT / (IN)	(75,397)	(56,605)	33.2%
TOTAL EXPENDITURES AND TRANSFERS	217,311	455,898	-52.3%
ENDING FUND BALANCE	\$ 21,355	\$ (27,604)	-177.4%

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)

December 31, 2018

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 1,983,746
Receipts from grants and contracts	3,097,226
Other receipts	-
Payments to or on behalf of employees	(4,811,441)
Payment to suppliers for goods and services	(4,189,561)
Receipts from Sales and Services	375,206
Payments for scholarships	(911,976)
Other Operating Revenue	189,054
Net cash (used) by operating activities	<u>(4,267,745)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	5,847,032
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>5,847,032</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	134,454
Net Cash provided by Investing Activities	<u>134,454</u>
Increase (Decrease) in Cash and Cash Equivalents	1,713,741
Cash and Cash Equivalents- beginning of year	1,791,221
Cash and Cash Equivalents- end of reporting period	<u>\$ 3,504,962</u>

Northern New Mexico College

Statement of Net Position

(Unaudited and Unadjusted)

January 31, 2019

Assets	
Current Assets:	
Cash and Cash Equivalents	3,896,848
Short-Term Investments	-
AR - Student	1,917,969
AR - Other than student	188,791
Inventories	238,418
Prepaid Expenses	6,962
Loans Receivable, net	542,579
Total Current Assets	<u>6,791,567</u>
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	32,640,691
Total Non-Current Assets	<u>32,640,691</u>
Total Assets	<u>39,432,258</u>
Deferred Outflows of Resources	
Pension Related (6/30/18 balances)	10,400,615
Total Deferred Outflows of Resources	<u>10,400,615</u>
Liabilities	
Current Liabilities	
Accounts Payable	10,569
Other Accrued Liabilities	497,537
Deferred Income	82,360
LT Liabilities - Current Portion	-
Total Current Liabilities	<u>590,465</u>
Non-Current Liabilities	
Accrued Interest Payable	-
Accrued Benefit Reserves	-
Other LT Liabilities	104,766
OPED Liability	7,815,776
Net Pension Liability	30,865,435
Total Non-Current Liabilities	<u>38,785,977</u>
Total Liabilities	<u>39,376,442</u>
Deferred Inflows of Resources	
Pension Related (6/30/18 balances)	2,523,457
Total Deferred Inflows of Resources	<u>2,523,457</u>
Net Position	
Invested in Capital Assets, net of Related Debt	32,640,691
Restricted for:	
Nonexpendable:	
Endowments	-
Expendable:	
General Activities	(35,093)
Federal Student Loans	-
Term Endowments	-
Capital Projects	-
Debt Service	-
Related Entity Activities	-
Unrestricted	
Unrestricted without NFP	2,520,991
Net Fiduciary Position	-
Total Unrestricted (includes 6/30/18 NFP)	<u>2,520,991</u>
Total Net Position	<u>35,126,589</u>

Northern New Mexico College
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2019

Operating Funds	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2019 Actuals as of January 31, 2019	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,732,074	\$ 3,807,748	\$ 4,078,382	107.1%
Federal Appropriations	-	-	-	-
State Appropriations	10,739,000	10,739,000	6,323,500	58.9%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	6,906,223	8,359,633	3,481,384	41.6%
Endowment/Land & Perm Inc	163,525	163,525	134,454	82.2%
Sales & Services	706,716	726,072	435,295	60.0%
Other	160,789	160,789	117,824	73.3%
Total Revenue	22,408,327	23,956,767	14,570,840	60.8%
BEGINNING BALANCE	1,706,327	1,706,327	1,791,221	104.98%
TOTAL AVAILABLE	24,114,654	25,663,094	16,362,061	63.8%
EXPENDITURES				
Instruction & General	16,291,603	16,392,299	8,365,844	51.0%
Student Social & Cultural	87,865	91,334	53,093	58.1%
Research	-	-	-	-
Public Service	591,110	591,110	222,369	37.6%
Internal Services	169,739	169,739	99,014	58.3%
Student Aid	4,554,146	4,846,400	2,399,432	49.5%
Auxiliary Enterprises	823,869	823,869	483,817	58.7%
Intercollegiate Athletics	506,025	506,025	336,829	66.6%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	23,024,357	23,420,776	11,960,398	51.1%
NET TRANSFERS OUT / (IN)	230,000	230,000	83,699	36.4%
TOTAL EXPENDITURES & TRANSFERS	23,254,357	23,650,776	12,044,097	50.9%
ENDING FUND BALANCE	\$ 860,297	\$ 2,012,318	\$ 4,317,964	

Plant Funds	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2019 Actuals as of January 31, 2019	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts				
Interest Income				
State Appropriation	\$ 1,050,679	\$ -	\$ 250,222	
Debt Service Transfers				
Other				
Total Revenues and Transfers	1,050,679	-	250,222	
BEGINNING BALANCE	-	-	-	
TOTAL AVAILABLE	1,050,679	1,050,679	250,222	23.8%
EXPENDITURES				
Capital Projects	1,050,679	1,050,679	250,222	23.8%
Building Renewal	230,000	230,000	83,617	36.4%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	1,280,679	1,280,679	333,840	26.1%
NET TRANSFERS OUT / (IN)	(230,000)	(230,000)	-	0.0%
TOTAL EXPENDITURES & TRANSFERS	1,050,679	1,050,679	333,840	31.8%
ENDING FUND BALANCE	\$ -	\$ -	\$ (83,617)	

Northern New Mexico College
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year's 2019 and 2018

Operating Funds	FY 2019 Actuals as of January 31, 2019	FY 2018 Actuals as of January 31, 2018	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 4,078,382	\$ 4,068,175	0.3%
Federal Appropriations	-	-	
State Appropriations	6,323,500	6,088,600	3.9%
Local Appropriations	-	-	
Gifts, Grants & Contracts	3,481,384	3,272,647	6.4%
Endowment/Land & Perm Inc	134,454	111,819	20.2%
Sales & Services	435,295	494,031	-11.9%
Other	117,824	142,464	-17.3%
Total Revenue	14,570,840	14,177,736	2.8%
BEGINNING BALANCE	1,791,221	1,733,353	3.3%
TOTAL AVAILABLE	16,362,061	15,911,089	2.8%
EXPENDITURES			
Instruction & General	8,365,844	8,267,608	1.2%
Student Social & Cultural	53,093	45,186	17.5%
Research	-	12,557	-100.0%
Public Service	222,369	250,461	-11.2%
Internal Services	99,014	(59,837)	-265.5%
Student Aid	2,399,432	2,239,648	7.1%
Auxiliary Enterprises	483,817	467,188	3.6%
Intercollegiate Athletics	336,829	357,920	-5.9%
Independent Operations (NMDA)	-	-	
Total Expenditures	11,960,398	11,580,731	3.3%
NET TRANSFERS OUT / (IN)	83,699	84,209	-0.6%
TOTAL EXPENDITURES & TRANSFERS	12,044,097	11,664,940	3.3%
ENDING FUND BALANCE	\$ 4,317,964	\$ 4,246,149	1.7%

Plant Funds	FY 2019 Actuals as of January 31, 2019	FY 2018 Actuals as of January 31, 2018	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Required Student Fees	\$ -	\$ -	0.0%
Bond Proceeds	-	-	0.0%
Gifts, Grants and Contracts	-	-	0.0%
Interest Income	-	-	0.0%
State Appropriation	250,222	435,959	-42.6%
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
Total Revenues and Transfers	250,222	435,959	-42.6%
BEGINNING BALANCE	-	-	
TOTAL AVAILABLE	250,222	435,959	-42.6%
EXPENDITURES			
Capital Projects	250,222	470,141	-46.8%
Building Renewal	83,617	65,035	28.6%
Internal Service Renewal/Replacement	-	-	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
Total Expenditures	333,840	535,176	-37.6%
NET TRANSFERS OUT / (IN)	(83,699)	(84,209)	-0.6%
TOTAL EXPENDITURES AND TRANSFERS	250,141	450,967	-44.5%
ENDING FUND BALANCE	\$ 81	\$ (15,008)	-100.5%

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)

January 31, 2019

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 2,160,413
Receipts from grants and contracts	3,292,592
Other receipts	-
Payments to or on behalf of employees	(4,811,441)
Payment to suppliers for goods and services	(5,241,528)
Receipts from Sales and Services	435,295
Payments for scholarships	(555,706)
Other Operating Revenue	117,824
Net cash (used) by operating activities	<u>(4,602,550)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	6,573,722
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>6,573,722</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	134,454
Net Cash provided by Investing Activities	<u>134,454</u>
Increase (Decrease) in Cash and Cash Equivalents	2,105,626
Cash and Cash Equivalents- beginning of year	1,791,221
Cash and Cash Equivalents- end of reporting period	<u>\$ 3,896,848</u>

Northern New Mexico College

Statement of Net Position

(Unaudited and Unadjusted)

February 28, 2019

Assets	
Current Assets:	
Cash and Cash Equivalents	6,504,260
Short-Term Investments	-
AR - Student	495,093
AR - Other than student	244,020
Inventories	238,418
Prepaid Expenses	6,962
Loans Receivable, net	542,424
Total Current Assets	<u>8,031,177</u>
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	32,640,691
Total Non-Current Assets	<u>32,640,691</u>
Total Assets	<u>40,671,868</u>
Deferred Outflows of Resources	
Pension Related (6/30/18 balances)	10,400,615
Total Deferred Outflows of Resources	<u>10,400,615</u>
Liabilities	
Current Liabilities	
Accounts Payable	6,794
Other Accrued Liabilities	497,537
Deferred Income	81,183
LT Liabilities - Current Portion	-
Total Current Liabilities	<u>585,514</u>
Non-Current Liabilities	
Accrued Interest Payable	-
Accrued Benefit Reserves	-
Other LT Liabilities	104,766
OPED Liability	7,815,776
Net Pension Liability	30,865,435
Total Non-Current Liabilities	<u>38,785,977</u>
Total Liabilities	<u>39,371,491</u>
Deferred Inflows of Resources	
Pension Related (6/30/18 balances)	2,523,457
Total Deferred Inflows of Resources	<u>2,523,457</u>
Net Position	
Invested in Capital Assets, net of Related Debt	32,640,691
Restricted for:	
Nonexpendable:	
Endowments	-
Expendable:	
General Activities	(140,796)
Federal Student Loans	-
Term Endowments	-
Capital Projects	-
Debt Service	-
Related Entity Activities	-
Unrestricted	
Unrestricted without NFP	2,223,552
Net Fiduciary Position	-
Total Unrestricted (includes 6/30/18 NFP)	<u>2,223,552</u>
Total Net Position	<u>34,723,447</u>

Northern New Mexico College
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2019

Operating Funds	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2019 Actuals as of February 28, 2019	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,732,074	\$ 3,807,748	\$ 4,036,231	106.0%
Federal Appropriations	-	-	-	-
State Appropriations	10,739,000	10,739,000	7,206,600	67.1%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	6,906,223	8,359,633	5,591,139	66.9%
Endowment/Land & Perm Inc	163,525	163,525	134,454	82.2%
Sales & Services	706,716	726,072	463,745	63.9%
Other	160,789	160,789	120,677	75.1%
Total Revenue	22,408,327	23,956,767	17,552,846	73.3%
BEGINNING BALANCE	1,706,327	1,706,327	1,791,221	104.98%
TOTAL AVAILABLE	24,114,654	25,663,094	19,344,067	75.4%
EXPENDITURES				
Instruction & General	16,291,603	16,392,299	9,527,978	58.1%
Student Social & Cultural	87,865	91,334	58,587	64.1%
Research	-	-	-	-
Public Service	591,110	591,110	257,877	43.6%
Internal Services	169,739	169,739	113,159	66.7%
Student Aid	4,554,146	4,846,400	4,495,081	92.8%
Auxiliary Enterprises	823,869	823,869	543,310	65.9%
Intercollegiate Athletics	506,025	506,025	375,290	74.2%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	23,024,357	23,420,776	15,371,283	65.6%
NET TRANSFERS OUT / (IN)	230,000	230,000	181,749	79.0%
TOTAL EXPENDITURES & TRANSFERS	23,254,357	23,650,776	15,553,032	65.8%
ENDING FUND BALANCE	\$ 860,297	\$ 2,012,318	\$ 3,791,035	

Plant Funds	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2019 Actuals as of February 28, 2019	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees	-	-	-	-
Bond Proceeds	-	-	-	-
Gifts, Grants and Contracts	-	-	-	-
Interest Income	-	-	-	-
State Appropriation	\$ 1,050,679	\$ -	\$ 250,222	
Debt Service Transfers	-	-	-	-
Other	-	-	-	-
Total Revenues and Transfers	1,050,679	-	250,222	
BEGINNING BALANCE	-	-	-	
TOTAL AVAILABLE	1,050,679	1,050,679	250,222	23.8%
EXPENDITURES				
Capital Projects	1,050,679	1,050,679	250,222	23.8%
Building Renewal	230,000	230,000	84,235	36.6%
Internal Service Renewal/Replacement	-	-	-	-
Auxiliary Renewal/Replacement	-	-	-	-
Debt Retirement	-	-	-	-
Total Expenditures	1,280,679	1,280,679	334,457	26.1%
NET TRANSFERS OUT / (IN)	(230,000)	(230,000)	(181,749)	79.0%
TOTAL EXPENDITURES & TRANSFERS	1,050,679	1,050,679	152,708	14.5%
ENDING FUND BALANCE	\$ -	\$ -	\$ 97,514	

Northern New Mexico College
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year's 2019 and 2018

Operating Funds	FY 2019 Actuals as of February 28, 2019	FY 2018 Actuals as of February 28, 2018	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 4,036,231	\$ 3,854,698	4.7%
Federal Appropriations	-	-	
State Appropriations	7,206,600	6,958,400	3.6%
Local Appropriations	-	-	
Gifts, Grants & Contracts	5,591,139	5,267,676	6.1%
Endowment/Land & Perm Inc	134,454	123,649	8.7%
Sales & Services	463,745	517,438	-10.4%
Other	120,677	159,765	-24.5%
Total Revenue	17,552,846	16,881,626	4.0%
BEGINNING BALANCE	1,791,221	1,733,353	3.3%
TOTAL AVAILABLE	19,344,067	18,614,979	3.9%
EXPENDITURES			
Instruction & General	9,527,978	9,480,788	0.5%
Student Social & Cultural	58,587	53,118	10.3%
Research	-	12,557	-100.0%
Public Service	257,877	295,308	-12.7%
Internal Services	113,159	54,268	108.5%
Student Aid	4,495,081	4,172,612	7.7%
Auxiliary Enterprises	543,310	519,163	4.7%
Intercollegiate Athletics	375,290	402,039	-6.7%
Independent Operations (NMDA)	-	-	
Total Expenditures	15,371,283	14,989,853	2.5%
NET TRANSFERS OUT / (IN)	181,749	84,209	115.8%
TOTAL EXPENDITURES & TRANSFERS	15,553,032	15,074,062	3.2%
ENDING FUND BALANCE	\$ 3,791,035	\$ 3,540,917	7.1%

Plant Funds	FY 2019 Actuals as of February 28, 2019	FY 2018 Actuals as of February 28, 2018	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Required Student Fees	\$ -	\$ -	0.0%
Bond Proceeds	-	-	0.0%
Gifts, Grants and Contracts	-	-	0.0%
Interest Income	-	-	0.0%
State Appropriation	250,222	546,959	-54.3%
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
Total Revenues and Transfers	250,222	546,959	-54.3%
BEGINNING BALANCE	-	-	
TOTAL AVAILABLE	250,222	456,959	-45.2%
EXPENDITURES			
Capital Projects	250,222	491,141	-49.1%
Building Renewal	84,235	69,003	22.1%
Internal Service Renewal/Replacement	-	-	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
Total Expenditures	334,457	560,144	-40.3%
NET TRANSFERS OUT / (IN)	(181,749)	(84,209)	115.8%
TOTAL EXPENDITURES AND TRANSFERS	152,708	475,935	-67.9%
ENDING FUND BALANCE	\$ 97,514	\$ (18,976)	-613.9%

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)

February 28, 2019

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 3,541,138
Receipts from grants and contracts	5,347,119
Other receipts	-
Payments to or on behalf of employees	(8,207,004)
Payment to suppliers for goods and services	(3,045,187)
Receipts from Sales and Services	463,745
Payments for scholarships	(1,098,726)
Other Operating Revenue	120,677
Net cash (used) by operating activities	<u>(2,878,238)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	7,456,822
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>7,456,822</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	134,454
Net Cash provided by Investing Activities	<u>134,454</u>
Increase (Decrease) in Cash and Cash Equivalents	4,713,039
Cash and Cash Equivalents- beginning of year	1,791,221
Cash and Cash Equivalents- end of reporting period	<u>\$ 6,504,260</u>

NORTHERN New Mexico College
MEMORANDUM



To: Board of Regents,
Northern New Mexico College

From: Ricky Bejarano, Vice President for Finance & Administration

Date: March 22, 2019

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 FY19 for the months of January and February, 2019.

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 (1 restricted, 4 unrestricted)
- Budget Decreases (0 restricted, 0 unrestricted, 1 Combined)
- Budget Transfers (0 restricted, 0 unrestricted)
- Total BARS Y-T-D = 83

The 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 February 28th for FY19.

**Northern New Mexico College
FY19 (2018-2019)
Monday, March 11, 2019**

BAR No.	Fund Type	BAR Type	Approved Budget	Approved	Fund	Org	Fund Title	FTE	Amount
18190000	Combined	Approved Budget		4/24/2018	11000	1005	Instruction & General	202.86	\$25,898,488
18190001	Restricted	Increase		9/28/2018	41460	2355	Northern New Mexico STEM	0.00	\$9,180
18190002	Unrestricted	Increase		9/28/2018	42110	3643	NMSIG	0.00	\$14,886
18190003	Unrestricted	Decrease		9/28/2018	42112	3642	NM College Affordability Act	0.00	\$11,189
18190004	Foundation	Increase		9/28/2018	34000	1005	Foundation-Operating	0.00	\$30,750
18190005	Restricted	Increase		9/28/2018	41193	2053	Carl Perkins - Vocational Services	0.00	\$35,898
18190006	Unrestricted	Maintenance		7/20/2018	11000	2355	Instruction & General	0.00	\$0
18190007	Unrestricted	Maintenance		7/20/2018	11000	1077	Instruction & General	0.00	\$0
18190008	Unrestricted	Increase		9/28/2018	11000	4014	Instruction & General	0.00	\$3,000
18190009	Unrestricted	Maintenance		7/20/2018	12105	3121	Athletics Administration	0.00	\$0
18190010	Unrestricted	Increase		9/28/2018	11012	1007	Department Discretionary	0.00	\$27,992
18190011	Unrestricted	Maintenance		9/7/2018	11000	1080	Instruction & General	0.00	\$0
18190012	Unrestricted	Increase		9/28/2018	83027	3281	Student Organizations	0.00	\$3,470
18190013	Unrestricted	Transfer		9/28/2018	91110	4521	Building Repair & Replacement	0.00	\$0
18190014	Unrestricted	Maintenance		9/19/2018	11000	2054	Instruction & General	0.00	\$0
18190015	Restricted	Increase		9/28/2018	40114	2268	USDA OASCR	0.00	\$252,434
18190016	Restricted	Increase		9/28/2018	41101	2725	High School Equivalent Program	0.00	\$165,687
18190017	Restricted	Increase		9/28/2018	40111	2263	NSF BEST	0.00	\$107,903
18190018	Restricted	Maintenance		9/19/2018	40112	2355	NSF INCLUDES	0.00	\$0
18190019	Restricted	Transfer		9/28/2018	40104	2355	NSF DUE PEARL	0.00	\$0
18190020	Unrestricted	Increase		10/19/2018	36000	6300	Temporarily Restricted	0.00	\$286
18190021	Unrestricted	Increase		10/19/2018	42211	3644	Nursing Loan for Service	0.00	\$18,000
18190022	Combined	Maintenance		10/8/2018	41102	3052	College Assistance Migrant Progr	0.00	\$0
18190023	Restricted	Decrease		10/19/2018	41170	2212	Alliance for Minority Participatio	0.00	(\$66,368)
18190024	Restricted	Increase		10/19/2018	40117	2571	AFRL-NM Technology Transfer	0.00	\$18,528
18190025	Unrestricted	Maintenance		3/6/2019	11303	1020	Indirect Cost Funds	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
18190026	Restricted	Increase	10/19/2018	40119	2212	STEM Pathways: NM AMP	0.00	\$15,000
18190027	Restricted	Increase	10/19/2018	40110	2268	SWNRCT Program USDA	0.00	\$91,607
18190028	Restricted	Maintenance	10/8/2018	41101	2725	High School Equivalent Program	0.00	\$0
18190029	Unrestricted	Increase	10/19/2018	83027	3126	Student Organizations	0.00	\$2,406
18190030	Restricted	Maintenance	10/10/2018	40113	2355	NSF EDUCERE	0.00	\$0
18190031	Unrestricted	Maintenance	10/30/2018	11012	2355	Department Discretionary	0.00	\$0
18190032	Unrestricted	Maintenance	10/10/2018	11000	2355	Instruction & General	0.00	\$0
18190033	Restricted	Increase	12/7/2018	41104	2815	Title V CASSA	0.00	\$549,101
18190034	Restricted	Increase	12/7/2018	41103	3052	Upward Bound 2017	0.00	\$86,503
18190035	Restricted	Maintenance	10/30/2018	40106	2263	NM INBRE	0.00	\$0
18190036	Restricted	Maintenance	10/30/2018	11012	1040	Department Discretionary	0.00	\$0
18190037	Restricted	Decrease	12/7/2018	11730	3421	Small Business Development Ctr	0.00	(\$96,402)
18190038	Foundation	Maintenance	10/30/2018	34000	4206	Foundation-Operating	0.00	\$0
18190039	Unrestricted	Maintenance	10/30/2018	11000	2053	Instruction & General	0.00	\$0
18190040	Unrestricted	Increase	12/7/2018	11733	3422	SBDC Program Income	0.00	\$100
18190041	Restricted	Increase	12/7/2018	41461	4522	LANS Investment 2017	0.00	\$56,435
18190042	Combined	Decrease	12/7/2018	11012	3666	Department Discretionary	0.00	(\$2,500)
18190043	Restricted	Maintenance	11/19/2018	41103	3052	Upward Bound 2017	0.00	\$0
18190044	Unrestricted	Maintenance	11/19/2018	11012	2212	Department Discretionary	0.00	\$0
18190045	Unrestricted	Increase	12/7/2018	83027	3281	Student Organizations	0.00	\$4,880
18190046	Unrestricted	Maintenance	11/28/2018	11302	1005	President's Discretionary	0.00	\$0
18190047	Restricted	Maintenance	11/28/2018	40114	2268	USDA OASCR	0.00	\$0
18190048	Combined	Increase	12/7/2018	41455	2263	The Grass Foundation	0.00	\$31,578
18190049	Foundation	Maintenance	1/7/2019	34000	4206	Foundation-Operating	0.00	\$0
18190050	Restricted	Maintenance	1/7/2019	41102	3052	College Assistance Migrant Progr	0.00	\$0
18190051	Unrestricted	Maintenance	1/7/2019	11000	1022	Instruction & General	0.00	\$0
18190052	Unrestricted	Increase	1/11/2019	83027	3251	Student Organizations	0.00	\$4,226
18190053	Unrestricted	Maintenance	1/7/2019	11012	2212	Department Discretionary	0.00	\$0
18190054	Restricted	Increase	1/11/2019	40120	2355	UNM IC-CAE	0.00	\$34,615
18190055	Restricted	Maintenance	1/7/2019	41102	3052	College Assistance Migrant Progr	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
18190056	Combined	Maintenance	1/7/2019	41224	3052	ENLACE	0.00	\$0
18190057	Unrestricted	Increase	1/11/2019	11201	3041	Financial Aid Admin Cost Allowa	0.00	\$29,281
18190058	Combined	Maintenance	2/11/2019	11012	1040	Department Discretionary	0.00	\$0
18190059	Unrestricted	Maintenance	2/11/2019	11000	1080	Instruction & General	0.00	\$0
18190060	Unrestricted	Increase		11011	2431	Nursing Enhancement	0.00	\$0
18190061	Unrestricted	Maintenance	2/11/2019	11000	1005	Instruction & General	0.00	\$0
18190062	Restricted	Maintenance	2/11/2019	41104	2815	Title V CASSA	0.00	\$0
18190063	Unrestricted	Maintenance	2/11/2019	12105	3121	Athletics Administration	0.00	\$0
18190064	Restricted	Maintenance	2/11/2019	41455	2263	The Grass Foundation	0.00	\$0
18190065	Unrestricted	Maintenance	2/11/2019	12011	3731	Food Service Espanola	0.00	\$0
18190066	Unrestricted	Maintenance	2/11/2019	11000	3051	Instruction & General	0.00	\$0
18190067	Unrestricted	Maintenance	3/6/2019	11000	1022	Instruction & General	0.00	\$0
18190068	Restricted	Maintenance	3/6/2019	41102	3052	College Assistance Migrant Progr	0.00	\$0
18190069	Unrestricted	Maintenance	3/6/2019	11012	2355	Department Discretionary	0.00	\$0
18190070	Combined	Decrease		41170	2212	Alliance for Minority Participatio	0.00	(\$1,012)
18190071	Unrestricted	Maintenance	3/6/2019	11000	2355	Instruction & General	0.00	\$0
18190072	Restricted	Maintenance	3/6/2019	41102	3052	College Assistance Migrant Progr	0.00	\$0
18190073	Unrestricted	Increase		11012	1040	Department Discretionary	0.00	\$8,583
18190074	Unrestricted	Increase		11012	3051	Department Discretionary	0.00	\$250
18190075	Restricted	Maintenance	3/6/2019	41102	3052	College Assistance Migrant Progr	0.00	\$0
18190076	Restricted	Increase		42423	3666	Miscellaneous Scholarships	0.00	\$187,500
18190077	Unrestricted	Increase		11011	2431	Nursing Enhancement	0.00	\$7,640
18190078	Restricted	Maintenance	3/4/2019	40111	2263	NSF BEST	0.00	\$3,690
18190079	Restricted	Maintenance	3/8/2019	41455	2263	The Grass Foundation	0.00	\$0
18190080	Unrestricted	Maintenance	3/8/2019	11000	4206	Instruction & General	0.00	\$0
18190081	Unrestricted	Maintenance	3/11/2019	11303	1020	Indirect Cost Funds	0.00	\$0
18190082	Restricted	Maintenance	3/8/2019	40106	2263	NM INBRE	0.00	\$0
18190083	Unrestricted	Maintenance	3/11/2019	11000	4014	Instruction & General	0.00	\$230,000
BAR Net Total							202.86	\$27,578,100

**Northern New Mexico College
 FY19 (2018-2019)**

BAR Num 18190060
 Wednesday, January 09, 2019

**Fund Type: Unrestricted
 BAR Type: Increase**

Fun	Category	Account	Description	FTE	Amount
Nursing Enhancement					
Org Nursing - Associates Degree					
Revenue	11011-2431-58002-101		Prior Year Revenue	0.00	(\$4,320)
Total Revenue				0.00	(\$4,320)
Expense	11011-2431-61505-101		Other Salaries - Temp	0.00	\$4,320
Total Expense				0.00	\$4,320
BAR Net Total Increase				0.00	\$0

Vice President for Finance and Administration

NNMC Board of Regents Representative

**Northern New Mexico College
FY19 (2018-2019)**

**BAR Num 18190070
Monday, February 11, 2019**

**Fund Type: Combined
BAR Type: Decrease**

**Fun Small Business Development Ctr
Org Small Business Dev Center**

Category	Account	Description	FTE	Amount
Revenue	11730-3421-54255-171	SBDC Rev	0.00	\$300
Revenue	41170-2212-54103-191	Federal Grants and Contracts Rev	0.00	(\$1,000)
Revenue	41170-2212-54103-608	Federal Grants and Contracts Rev	0.00	(\$312)
Total Revenue			0.00	(\$1,012)
Expense	11730-3421-71123-171	Professional Development	0.00	\$300
Expense	41170-2212-71131-101	Supplies and Expense	0.00	(\$1)
Expense	41170-2212-71149-191	Scholarship Expense	0.00	(\$1,000)
Expense	41170-2212-71552-101	IS Motor Pool Services	0.00	\$0
Expense	41170-2212-72123-101	In-State Travel	0.00	(\$311)
Total Expense			0.00	(\$1,012)

Northern New Mexico College

BAR Num 18190073

FY19 (2018-2019)

Thursday, February 21, 2019

Fund Type: Unrestricted

BAR Type: Increase

Fun Department Discretionary	Org Director of Diversity and Equity	Category	Account	Description	FTE	Amount	
		Revenue	11012-1040-58001-604	Other Revenue	0.00	\$8,583	
Total Revenue						0.00	\$8,583
		Expense	11012-1040-71131-131	Supplies and Expense	0.00	\$848	
		Expense	11012-1040-71145-131	Purchased Services	0.00	\$3,500	
		Expense	11012-1040-71253-131	Honorariums	0.00	\$4,235	
Total Expense						0.00	\$8,583
BAR Net Total Increase						0.00	\$8,583

Vice President for Finance and Administration

NNMC Board of Regents Representative

Northern New Mexico College

BAR Num 18190074

FY19 (2018-2019)

Tuesday, February 26, 2019

Fund Type: Unrestricted

BAR Type: Increase

Fun Department Discretionary

Org Special Needs

Category	Account	Description	FTE	Amount
Revenue	11012-3051-58001-604	Other Revenue	0.00	\$250
Total Revenue				\$250
Expense	11012-3051-71131-122	Supplies and Expense	0.00	\$250
Total Expense				\$250
BAR Net Total Increase			0.00	\$250

Vice President for Finance and Administration
NNMC Board of Regents Representative

**Northern New Mexico College
FY19 (2018-2019)**

**BAR Num 18190076
Thursday, February 28, 2019**

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

Fun	NM Success Scholarships	Org	Student Success - Lottery Scholarsh	Category	Account	Description	FTE	Amount
Revenue	42111-3646-54202-191					State Grant & Contract Revenue	0.00	\$140,000
Revenue	42122-3659-54202-191					State Grant & Contract Revenue	0.00	\$2,500
Revenue	42312-3613-55005-191					Private Gifts and Grants	0.00	\$20,000
Revenue	42423-3666-55005-191					Private Gifts and Grants	0.00	\$25,000
Total Revenue							0.00	\$187,500
Expense	42111-3646-71149-191					Scholarship Expense	0.00	\$140,000
Expense	42122-3659-71149-191					Scholarship Expense	0.00	\$2,500
Expense	42312-3613-71149-191					Scholarship Expense	0.00	\$20,000
Expense	42423-3666-71149-191					Scholarship Expense	0.00	\$25,000
Total Expense							0.00	\$187,500

Fun Miscellaneous Scholarships
Org Misc Scholarships

BAR Net Total Increase

0.00

\$187,500

<p>Vice President for Finance and Administration</p> <hr/> <p>NNMC Board of Regents Representative</p>
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**Northern New Mexico College
FY19 (2018-2019)**

**BAR Num 18190077
Thursday, February 28, 2019**

**Fund Type: Unrestricted
BAR Type: Increase**

Fun	Category	Nursing Enhancement	Account	Description	FTE	Amount
Org	Revenue	Nursing - Associates Degree	11011-2431-58002-101	Prior Year Revenue	0.00	\$6,640
	Revenue		11011-2432-58002-101	Prior Year Revenue	0.00	\$1,000
	Total Revenue				0.00	\$7,640
	Expense		11011-2431-71262-101	Maintenance Agreements	0.00	\$6,640
	Expense		11011-2432-71102-101	Advertising Expense	0.00	\$1,000
	Total Expense				0.00	\$7,640
	BAR Net Total Increase				0.00	\$7,640

Vice President for Finance and Administration

NNMC Board of Regents Representative

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents,
Northern New Mexico College

From: Ricky Bejarano
Vice President for Administration and Finance

Date: March 8, 2019

Re: NNMC Revised Policy 7720 – Disposal and Donation of Property

Ricky Bejarano
3/13/19

Issue

Approve requested for NNMC Revised Policy 7720 – Disposal and Donation of Property.

Recommendation

Staff recommends that the Board of Regents approve the attached NNMC Revised Policy 7720 – Disposal and Donation of Property as submitted or if applicable, as amended. Revisions include updated hyperlinks to revised forms referenced in the policy, updated references to the Comptroller, and addition of Uniform Guidance references and hyperlinks for property purchased with federal funding.

Northern New Mexico College
Administrative Policy
7720 - Disposal and Donation of Property

Authorized by: NNMC Board of Regents
Process Owners: Vice-President for Finance and Administration
Proposed Revision Approval Date: March 22, 2019

1. General

This policy provides for the efficient, economical, and prudent management of disposal and donation of property for Northern New Mexico College (NNMC). The Business Office is responsible for reassignment of excess equipment, and disposal of college equipment. Every effort will be made to recycle usable equipment within the college. Departments are to contact the Business Office before disposing of all surplus or excess equipment.

2. Acquiring Surplus Equipment

All requests for surplus equipment must be directed to the Purchasing Department. This department in coordination with the Facilities Department are aware of the availability of surplus equipment and are responsible for enforcing required procedures for the acquisition, control, and final disposition of surplus equipment. These departments work closely to store surplus equipment while the proper approvals are being obtained to either dispose or donate equipment. Departments are welcome to inspect available surplus equipment for possible re-use while the approval process for disposition or donation is being conducted.

2.1 Procurement of Federal Government Equipment

Federal government surplus equipment is available only to college departments participating in federal projects through grant or contract programs. All federal requirements of the grant and contract programs must be adhered to when surplus equipment is being re-assigned. Requests for equipment acquired with federal funds must be prepared by the department who holds the equipment and submitted in writing to the Grants Office. A detailed list of each item must accompany the request. Requests will be reviewed for compliance and a written approval/response will be provided to the appropriate staff in the Business Office and the Information Technologies (IT) department for proper tracking of property.

2.2. Procurement of State Equipment

Surplus equipment purchased with state funds that is no longer needed by a department should be offered to other departments within the college; if not needed internally, the items will be offered to various state agencies. The Business Office coordinates the donation to eligible agencies, institutions, and organizations in the State of New Mexico, but only after obtaining proper approval as required by New Mexico State Statute, NMSA 1978 13-6.2.

3. Disposal of College Equipment

All dispositions of college equipment must be processed through the Business Office in coordination with the IT Department. Departments that have surplus or excess equipment may request to transfer equipment to another department or request to dispose of the equipment. To request a transfer of equipment, complete a [NNMC Inventory Control Form](#) and submit it to the Information Technology (IT) Department. To request disposal of equipment, complete a [Request for Deletion/Disposal of Assets and Property](#) form and submit it to the Business Office to begin the approval process for the disposition. Once approved, the IT Department will perform hard drive erasures for computers and provide the necessary documentation to certify to the erasure of the hard drives to the State of New Mexico Approval for disposition of property. The Business Office will coordinate and process the disposal in accordance with New Mexico State Statute NMSA 1978 13-6-1 and 13-6-2, as well as 2.2.2 NMAC. (Please see requirements for equipment purchased with federal funds below.)

3.1. Public Sale

Public auction sales are coordinated within the college and are held approximately every quarter within the fiscal year. The auction is conducted on campus at the Facilities Department yard. This action is taken only after all approvals are obtained as required by New Mexico State Statute, NMSA 1978 13-6-1.

3.2. Donations

Donations of surplus equipment by the college must comply with New Mexico State Statute, NMSA, 1978 13-6-2. The Board of Regents must approve the removal from inventory of items with a cost value over \$5,000 appearing on the public inventory. Requests for all donations, regardless of cost value, must be coordinated with the Business Office and all proper documentation must be completed before a donation of goods can be made. This documentation includes the [Request for Deletion/Disposal of Assets & Property](#) form, a NNMC Surplus Property Hard Drive Erasure Certification if computer equipment is included (provided by the IT Department), and a list itemizing the equipment to be donated, the recipient's contact information, and the proposed educational use of the item(s) being donated. (Please see requirements for equipment purchased with federal funds below.)

4.0 Disposal or Change of Use for Equipment Purchased with Federal Funds

All dispositions or change of use of college equipment purchased with Federal funding, must be processed through the Grants Office following the guidelines presented in the Federal Uniform Guidance, sections [2 CFR 200.313 Equipment](#) and [2 CFR 200.439 Equipment and other capital expenditures](#). Per these regulations, equipment purchased with federal funds must be used in the program or project for which it was acquired, whether or not the project or program continues to be supported by the Federal award. When the equipment is no longer needed for the original program or project, the equipment may be used for other activities with written approval of the awarding Federal agency. Such equipment must still be inventoried. Other restrictions and conditions may apply.

Office of the President

NORTHERN New Mexico College

MEMORANDUM



To: Board of Regents,
Northern New Mexico College

From: Ricky A. Bejarano, CPA, CGMA
VP Finance & Administration

Date: March 22, 2019

Re: **NNMC Board of Nursing Course Fee Schedule**

Ricky A. Bejarano
3/22/19

Issue

The College of Nursing requests that the NNMC Board of Regents approve the following Course Fee Schedule for the college. Please note that course fees are charge primarily charged to students to cover additional costs incurred by the college for these courses.

Northern New Mexico College
College of Nursing & Health Sciences
Course fees

Effective fall semester 2019**(Fees that are bolded are either new or changed and need BOR approval)**

HSCI 102	\$5 CPR cards and \$16 for textbook for total of \$21
HSCI 109	\$27 CPR Cards and \$23 textbook for total of \$50
HSCI 160L	\$15 Malpractice liability insurance.(new fee) \$50 Materials and Certification for EMT-Basic (decrease from \$184-new EMS affiliation agreement with DACC) effective immediately.
NURS 100L	\$15 Student malpractice liability insurance, \$17 fingerprinting, \$74 Criminal background check for a total of \$106
NURS 113	\$145 Standardized Testing (increase from \$135)
NURS113L	\$15 Student malpractice liability insurance; \$17 fingerprinting; \$74 Criminal background check; \$42 drug screening; \$100 student uniform; \$70 for student lab supply tote for a total of \$318
NURS 114L	\$75 Docucare® Computerized Charting Program
NURS 125	\$145 Standardized Testing (increase from \$135)
NURS 225	\$145 Standardized Testing

NURS 225L	\$15 Student malpractice liability insurance, \$17 fingerprinting, \$74 Criminal background check, \$42 urine drug screen (new fee) for a total of \$148
NURS 235	\$145 Standardized Testing
NURS 235L	\$45 Capital Challenge
NURS 400	\$17 Fingerprinting; \$74 Criminal background check. Total \$91
NURS 430	\$15 Student malpractice liability insurance
NURS 440	\$45 Capital Challenge Delete course fee. No longer applicable.
NURS 451	\$15 Malpractice liability insurance
IHS 358	\$35 Herbal supplies

Recommendation

Staff recommends that the Board of Regents approve the schedule of course fees for the College of Nursing effective fall semester 2019.

Northern New Mexico College
College of Nursing & Health Sciences
Course fees

Effective fall semester 2019

(Fees that are bolded are either new or changed and need BOR approval)

HSCI 102	\$5 CPR cards and \$16 for textbook for total of \$21
HSCI 109	\$27 CPR Cards and \$23 textbook for total of \$50
HSCI 160L	\$15 Malpractice liability insurance.(new fee) \$50 Materials and Certification for EMT-Basic (decrease from \$184-new EMS affiliation agreement with DACC) effective immediately.
NURS 100L	\$15 Student malpractice liability insurance, \$17 fingerprinting, \$74 Criminal background check for a total of \$106
NURS 113	\$145 Standardized Testing (increase from \$135)
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NURS 114L	\$75 Docucare® Computerized Charting Program
NURS 125	\$145 Standardized Testing (increase from \$135)
NURS 225	\$145 Standardized Testing
NURS 225L	\$15 Student malpractice liability insurance, \$17 fingerprinting, \$74 Criminal background check, \$42 urine drug screen (new fee) for a total of \$148
NURS 235	\$145 Standardized Testing
NURS 235L	\$45 Capital Challenge
NURS 400	\$17 Fingerprinting; \$74 Criminal background check. Total \$91
NURS 430	\$15 Student malpractice liability insurance
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NURS 451	\$15 Malpractice liability insurance
IHS 358	\$35 Herbal supplies



MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Ivan Lopez, Provost and VPAA

Ivan Lopez

Date: March 22, 2019

Re: Tenure Recommendation

Issue

Mr. Joaquin Gallegos, Environmental Science faculty member and Chair of the Biology, Chemistry, & Environmental Sciences Department from College of Arts and Sciences, has completed the tenure process and has been recommended by the Tenure Council of the Faculty Senate for tenure. Departmental peers have also expressed their support.

Overview

Mr. Joaquin Gallegos' tenure application has been successfully evaluated by the Tenure Council and the Provost. Tenure is granted to full-time faculty members who have demonstrated excellence in the four areas of evaluation: a) Teaching Effectiveness; b) Advisement; c) College Service; and d) Scholarly activities.

A summary of the achievements in the four areas is discussed in the attached document.

Recommendation

Based on the accomplishments, I recommend Mr. Joaquin Gallegos' tenure application be submitted for approval to the Board of Regents.

Summary of Achievements

Tenure Candidate: Mr. Joaquin Gallegos

Following the tenure process as delineated in the Faculty Handbook, all deliberations have been completed. Mr. Gallegos has submitted a very thorough and extensive dossier of evidence that, in my opinion, accomplished all criteria for tenure. As Provost, I have reviewed his qualifications and accomplishments in the four areas as outlined in the Faculty Handbook. Below is a summary of his achievements.

(1) Teaching - Mr. Gallegos has consistently obtained excellent student evaluations (average rating of 4.89 in a 1 to 5 scale) that attest to his effectiveness in teaching. Since Fall 2014, he has taught many of the required courses for the Environmental Sciences program including:

- Introduction to Environmental Science and Lab
- Forest Health and Restoration
- Wildland Fire Management
- Principles of Physical Hydrology
- Principles of Sustainable Agriculture
- Principles of Agricultural Ecology
- Rangeland Management
- Environmental Management
- Irrigation and Drainage
- Invasive Species
- Soil Testing and Interpretation
- Capstone

He has also been involved in streamlining curriculum and is the intellectual author of our new Radiation Protection Program and our new GPS/GIS certificate.

(2) Advisement - Mr. Gallegos has been the academic advisor for more than 40 undergraduate students. Documentation is very well kept in terms of the interactions with his advisees.

(3) Service - Mr. Gallegos has served the college, the department, and the community diligently and ethically. This includes four years of service as the co-chair for the Undergraduate Curriculum Committee (the busiest committee of the Faculty Senate). His work has been superb and includes the automation of the signature process to make it paperless and more secure during a period where every single program at NNMC has been reviewed to adopt the new state requirements for General Education. He has been an active member of the Ad-hoc committees for the Academic Structure Review and Budget Review. He became the planning manager for our 11th Annual Garlic Festival and has been a leader in the maintenance of the Sostenga Farm on Campus. Mr. Gallegos has been praised by our High School Equivalency Program as a

speaker and motivator of their students and have become an inspiration for many of our HEP students. He has also volunteered as a mentor for many students of the CAMP Program on Campus. Finally, he has served as the Chair for the Biology, Chemistry, and Environmental Science for the last two years and their program enrollments have grown recently.

(4) Scholarly Activities - Scholarly activities are broadly defined at NNMC. Mr. Gallegos holds a master's degree and, therefore, there is not a high expectation in terms of peer reviewed research. However, there is an expectation of high contributions to development and curriculum in his field of expertise. He has participated in several scholarly activities including the following:

- Participant: National Emergency Training Center
- Participant: New Mexico Alliance for Minority Participation Student Research Conference
- Board of Directors Member for the Mesa Prieta Petroglyph Project
- Trainer with the Summer Youth Intern Program with the Mesa Prieta Petroglyph Project
- NNMC Steward with the Resilience Studies Consortium
- Certified Master Naturalist by the Santa Fe Botanical Garden and Randall Davey Audubon Center & Sanctuary
- Conference: Evaluating and Managing Faculty Performance, Academic Impressions, New Orleans
- President of the 2019 New Mexico Society for Range Management (hosted at NMSU)

Mr. Gallegos has also contributed to grant submissions and secured the first-ever program development contract with Los Alamos National Lab (\$1M over five years) to train the next generations of Radiation Control Technician. Some of his grant submissions include one with the McCune Foundation, 2016.

The Undergraduate Research Projects that he has mentored includes the following papers:

- Rainfall simulator for infiltration, soil runoff, and soil management to compare hydrological characteristics between severe, moderate, and low intensity burned soils
- Pinon Pine age influences on development of microenvironments with respect to basal area, crown base height, and crown closure in North Central New Mexico stands.
- Examination of microclimates conditions in *Pinus Edulis* woodland stands in Northern New Mexico.
- A study of biomass production in relation to age in North Central New Mexico on Pinon Pine.

- Microclimate influences in growth in Pinon Pine stands of North Central New Mexico.
- Intraspecific competition of *Pinus Edilus* in woodland stands of North Central New Mexico.

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Dr. Ivan Lopez, Provost and VPAA *Ivan Lopez*

Date: March 22, 2019

Re: Honorary Degree

Issue

The Faculty Senate recommends that Mr. Dexter Trujillo be bestowed with an honorary baccalaureate degree from Northern New Mexico College (NNMC) at the Spring 2019 graduation ceremony.

Overview

An honorary degree is an academic degree for which a degree-awarding institution waives the usual requirements, such as matriculation, residence, thesis, dissertation and the passing of examinations.

Professor Dr. Annabelle X Sisneros recommended to the Faculty Senate that community leader and local farmer, Dexter Trujillo, receive an honorary baccalaureate degree from NNMC at the May 2019 graduation ceremony.

Mr. Dexter Trujillo is a lifelong resident of Abiquiu, New Mexico. He is a leader in the community and has contributed to the education of the youth and to the documentation of the genealogy and cultural history of Abiquiu.

He was a subject in the film, "Land Water People Time" directed by our Assistant Professor, David Lindblom and which won the New Mexico Filmmakers Showcase in 2012.

The Faculty Senate approved the recommendation on February 1, 2019 and both President and Provost support this recommendation as a way to honor Mr. Trujillo's contributions to the education of the youth of Northern New Mexico.

Attached to this memorandum you will find the Faculty Senate's confirmation letter, Mr. Dexter Trujillo's acceptance letter, and Dr. Sisneros' nomination letter.

Recommendation

I recommend that the Board of Regents approve the baccalaureate honorary degree for Mr. Dexter Trujillo.

Dexter Trujillo Nomination, Honorary Degree in Education

Letter of Nomination

I am requesting consideration for this native son to receive an honorary degree because he is a born teacher. He is actually a farmer, but he spends a lot of his time teaching young folks how to save seeds, how to sow, how to care for, how to reap, and how to cook the food they grow. He does this in a humble way, and has received no formal education in this rôle.

One supporting item of documentation for him being ‘worthy’ of an honorary degree from NNMC is found in a Rio Grande Sun newspaper article (Morse, 2015) that came out about Mr. Trujillo, proclaiming him as “The ‘Unofficial Mayor’ of Abiquiu, NM,” and some of the highlights of this article are:

Abiquiú is a small community founded in the 1730’s by Hispanic settlers and in 1757 became a settlement for members of several Native American tribes who had been raised in Hispanic households and converted to Christianity. Known as Genizaros, the community clustered around *Santo Tomás el Apostol* Church. Trujillo walks from his home down to the church. ‘Different tribes all had member placed here in Abiquiú,’ Trujillo said. ‘Here they were able to start a new life.’ It was a hard life. ‘If they didn’t break their backs and work hard, they would never make it through the winter,’ he said. Born in nearby Barranco, Trujillo moved to Abiquiú to live with his grandparents...when he was four years old. His present home sits behind the house of [those] grandparents. ‘This land is sacred to us,’ he said. It’s been in our family for generations. We would never sell it.’ It was **as a sophomore** at Española Valley High School that Trujillo would learn a craft that would eventually take him to Washington, D.C. ‘I had to do a project,’ Trujillo said. ‘I was always intrigued by the *hornos* I’d see in the village...*Hornos* are outdoor ovens used for centuries to bake bread, dry corn for the winter and cook other foods. They resemble a beehive-type shape, plastered with mud on the outside and constructed of adobe bricks. They were a common feature in communities and pueblos throughout Northern New Mexico. The art of building an *horno* requires a specialized type of mud brick. The pieces have to fit together like a puzzle to lock the bricks in place. Trujillo’s grandfather made him a special mold (*adoforma*) in which to make the bricks. They are rectangular-shaped with one end wider than the other. The mud to make the bricks comes from the soil around Abiquiú. ‘They fit together like a key,’ Trujillo said. ‘That’s what makes the horno bind together and keeps it from falling down.’ Trujillo constructed his horno at Abiquiú and it still stands.’ ‘A lady from the Smithsonian saw how beautiful our morada looked,’ Trujillo said. ‘She invited me to Washington. I didn’t think it was going to happen. Sure enough, in July (1992) I had a ticket.’ Trujillo helped to build an *horno* on the grounds of the Smithsonian.’ Trujillo’s skill at *horno* construction can also be seen along Railroad Avenue in Española at the Española Valley Farmers Market (EFM). In 2010, Trujillo and a group of students made adobe bricks from soil at the Market and constructed an *horno* on the premises. ‘Every year he comes back and cooks in the *horno*,’ Sabra Moore, Director of the EFM, said.

I googled the nominee’s name to get more information about him, and found several images of him with the youth of Abiquiu at the EFM, where he teaches the youth how to make the best *horno* pizza around. I have included a few of those pictures here. Mano Dexter is a uniquely happy person whose optimism is contagious. His ability to shine light on this sometimes sad world is amazing to watch in action. As the spiritual leader at the Pueblo of Abiquiu, it would sure be great to have Mr. Trujillo do the Invocation at the May graduation, and, should he win this honorary award, he could stay to receive it!

But, honorary degree or not, he is a true New Mexico treasure!

Dr. Ana X Gutiérrez Sisneros
P.O. Box 1845
Española, NM 505-690-0213
malinallix@nnmc.edu

References

Kearns, M. (Ed). (2019, January 25). *Award for Española Farmer Market – 2019* (On-line communication). Retrieved from <http://espanolafarmersmarket.blogspot.com/2019/01/award-for-espanola-farmers-market.html>

Morse, G. (2015, July 23). *The unofficial mayor of Abiquiu* (p. B-1). Retrieved from <http://www.riograndesun.com/search/?sd=desc&l=25&sort=relevance&f=html&t=article%2Cvideo%2Cyoutube%2Ccollection&app=editorial&nsa=edition&q=unofficial+mayor+of+abiquiu>

Microsoft. (2019). *Images of Dexter Trujillo* (Google search). Retrieved from <https://www.bing.com/images/search?q=images+of+dexter+trujillo&id=5D515B6D4808AF6828EE94481B55A03E298C74C6&FORM=IQFRBA>



NORTHERN New Mexico College



Heather Winterer, PhD
President of Faculty Senate
Email: hwinterer@nnmc.edu
Phone: (505) 747-2247

February 26, 2019

Subject: Approval of Honorary Degree for Dexter Trujillo

Dr. Lopez,

Dexter Trujillo was approved by the Honors Committee and the Faculty Senate for an Honorary Bachelor's degree. Dr. Sadia Ahmed, Chair of the Honors Committee, stated that Mr. Trujillo had been approved by the Honors Committee and presented information about him which was distributed to the Faculty Senate for an electronic vote. As of February 22, the votes have been tallied, and the honorary degree has been approved by the Faculty Senate.

Please consider Dexter Trujillo for an honorary degree.

Sincerely,

Dr. Heather Winterer
President of Faculty Senate
Associate Professor of Language and Letters
Northern New Mexico College

7.3.1

Northern New Mexico College
New Degree Program Approval Form

Form NNMC1001- rev1005 (New Degree Program Approval)

Type in the designated areas. Please do not alter any element of the form.			
1*	Initiator:	Simon Vaz	Date: 1/28/19
2*	Subject area:	Business Administration: Project Management	
3*	Academic division:	College of Business Administration	
4*	Proposed title for New Curriculum Program: Certificate in Project Management		
5*	To begin:	Semester: Fall	Academic Year: 2019
6*	Degree or certificate to be offered: Certificate in Project Management		
7*	<p>Program catalog description:</p> <p>The curriculum of the Certificate in Project Management is designed for those Business students who are already working in areas where a certificate in project management would enhance their careers. Coursework in the program is practice-oriented and prepares students to work in a variety of business environments. The curriculum in the program is based on the Project Management Institutes curriculum guidelines. The certificate program consists of 15 Credits that are drawn from classes that are currently part of the BA program in Project Management. The program will incorporate the following knowledge dimensions; Technical knowledge; behavioral skills, capabilities and knowledge; and strategic awareness.</p>		
8*	<p>Tentative timeline for program implementation:</p> <ul style="list-style-type: none"> • Fall 2018: Program proposal preparation. • December 2018: Program proposal presentation to the curriculum Committee • December 2018: Program proposal presentation to the Faculty Senate. • Fall 2018: Approval process: Curriculum Committee, Faculty Senate, Office of the Provost and Office of the President. • Spring 2019: Approval process: Board of Regents, HED and HLC. • Fall 2019: Program begins. 		
NEED			
9	<p>What are the College's strengths that would support offering the program (e.g., trained staff, facilities, adequate budget, sustainability, etc.)?</p> <p>The main purpose of this program is to offer a certificate program to working professionals that will lead to PMP certification through the Project Management Institute. The pool of potential applicants, in particular, those coming from the Los Alamos National Laboratory and other similar organizations in the Northern New Mexico community. The potential student body for this program will be students with previous degrees wanting to advance their careers in the field of project management and students with prior project management working experience who want to complete a certificate in project management in order to pass the PMP certification examination administered by the Project Management Institute.</p> <p>One of the main strengths of Northern to develop this program is that it has already developed a bachelor's degree program in business with a specialization in Project Management. The certificate program classes are drawn from the existing BA in Business Administration: Project Management Program.</p> <p>The College of Business Administration already has 3 faculty members with project management experience and backgrounds from both industry and academic fields</p> <p>Another strength is that the new curriculum will require very little new curriculum</p>		

	development as the classes in the program already exists. The only new development will be periodic updates to keep the program current with project management trends.
10	<p>What are the College's weaknesses that must be overcome so as to offer the program?</p> <p>The college needs to retain qualified faculty over a long term period and students until they graduate. Currently the College of Business Administration is fully staffed with the appropriate amount of fulltime and adjunct faculty to effectively teach and offer its current programs and any additional new programs in the business fields.</p>
11	<p>What are opportunities external to the College that support the new program (e.g., employer data, demographics, numbers of prospective students, etc.)?</p> <p>Please see attached: Project Management – Job Growth and Talent Gap (2017-2027) published by the Project Management Institute. According to this document and research there are 213,974 Project Management Jobs available in the USA on a yearly basis.</p> <p>According to Indeed.com there Are 114 project management jobs in New Mexico. ZipRecruiter lists 3,436 jobs currently available in New Mexico. LinkedIn lists 88 project management jobs available in Santa Fe. LANL has 30 project management openings currently available.</p>
12	<p>What are the threats external to the College that would need to be dealt with (e.g., competitors' programs, demographic shifts, etc.)?</p> <p>At the present time no institution in the state of New Mexico offers a Bachelor's degree in New Mexico in Project Management. However at the certificate level UNM Continuing Education Department offers a program and Central New Mexico College offers a Certificate of Completion. UNM has the advantage of offering PMP Exam Preparation which we do not currently offer.</p>
13*	<p>Statement of fit with College mission, strategic goals, and strategic initiatives:</p> <p>The current College mission states: "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.</p> <p>The current college Vision statement states: "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 and developing economically strong communities among diverse populations."</p> <p>This proposed program is in compliance with the college mission of providing affordable and accessible opportunities for the educational and economic needs of the region. This certificate program will improve the chances for our students to get higher paying jobs. The program will contribute to an increase of the number of graduates who are prepared to get jobs at the National Laboratory in Los Alamos or move up from their current position at the Lab. This in turn will contribute to the economic development of the community.</p> <p>The ultimate outcome of this certificate program is that students will be prepared to take and pass the PMP certification exam administered by the Project Management Institute.</p>
<p>* A partially completed proposal (short form) may be submitted to obtain and "Approval Pending Additional Planning" status which will determine the degree of feasibility of offering a particular degree program. If the Office of the President approves "pending additional planning" then a complete proposal may be submitted for approval/denial. This short-form" must include the criteria marked with an asterisk (*) as indicated on Form NNMC1001-rev1005.</p>	

14	<p>Program mission: The Certificate in Project Management is a response to a growing demand for certified Project Managers and people specifically trained in Project Management. This program will satisfy both demand areas. The department has specific requests for people trained in Project Management from the National Laboratory in Los Alamos. Quite a lot of our students already work at the lab and a large number of students apply for jobs at the National Laboratory upon graduation from the Project Management Program.</p>
15	<p>Program objectives: 1. The main thrust of undergraduate level education studies for students focused on a career in project management is twofold: acquiring competency in their chosen discipline such as management, information technology, accounting and acquiring competency in the discipline of project management. 2. Preparing students for a project management career can be challenging for most academic units, as project management students must have a wide range of skills and an understanding of the discipline.</p> <p>Program objectives will be reviewed every 3 years to keep them current with changes in industry standards.</p>
16	<p>Student learning outcomes:</p> <p>S01. Student is fully acquainted with the fundamentals of project management. S02. Understand the full project life cycle and various project management processes. S03. Define stakeholder expectations and initiate a project successfully. S04. Student is able to create a comprehensive project plan. S05. Ability to work in teams, manage team members, and interact with stakeholders. S06. Plan and monitor project budget and schedule. S07. Use the basic tools and techniques of managing project quality and risk. S08. Understand the principals of identifying, developing and managing resources. S09. Student is competent in navigating a project experiencing scope, resource, and scheduling constraints through effective communication. S10. Understand the technical and human aspects of project control, especially change control. S11. Know the contextual relationship between the project and the organization that hosts the project. S12. Understand the importance of ethical consideration in every aspect of a project's operations.</p> <p>Student learning outcomes will be reviewed every 3 years to keep them current with changes in industry standards, community demand, accreditation updates and college needs.</p>
17	<p>Program matrix (outcomes by courses in the major):</p> <p>See attached document: "Curriculum Map for Certificate in Project Management".</p>
18	<p>Coordination with other College programs:</p> <p>This program requires no other departmental input.</p>
19	<p>Articulation to other institutions:</p> <p>No formal articulation exists with other institutions. However, this new program has been designed with the purpose that it could articulate to any existing Project Management</p>

	Certificate Programs.
20	<p>What plans, if any, are there for alternative delivery of courses (e.g., distance learning)?</p> <p>The program has a strong component of hands-on activities and assignments, which required student participation and teamwork. However, these are already being taught in Hybrid and Online Formats.</p>
ASSESSMENT	
20	<p>Plan for program assessment:</p> <p>See attached document: "Attached Curriculum Map. Covered in Section 17".</p>
SUPPORT AND SUSTAINABILITY	
21	<p>Faculty and facility needs (including classrooms):</p> <p>The program has one full-time faculty member with expertise in Project Management, and two adjuncts with expertise in Project Management. Classroom needs are already covered by the JCI building. Office space is already provided for the fulltime and adjunct on ground faculty.</p>
22	<p>Annual budget:</p> <p>For the first two years of the program, the total budget required will be \$128,160. The college is already covering \$128,160 for the Bachelor of Business Administration degree, which means that no new funding will be needed for this program.</p> <p>The itemized list of the first and second year budgets is the following:</p> <ul style="list-style-type: none"> • Full-time faculty salaries and benefits: \$108,000 (this is already covered under the current College of Business Administration budget). • Part-time faculty salaries: \$20,160.00 (this is already covered under the current College of Business Administration budget).
23	<p>Plans for sustainability:</p> <p>The program will become sustainable by keeping a minimum unduplicated FTE enrollment of 10 students per semester. This will be accomplished by an extensive recruitment effort and the establishment of a departmental relationship with the national Laboratory in Los Alamos for the certificate program. A relationship already exists for the Associates and Bachelor degree programs in business.</p> <p>Currently, the bachelor program in Project Management has 15 students enrolled. However this number may be greater because some students are registered as business administration students even though they are in a specific track.</p> <p>Non-traditional students who have worked for years in project management and at the National Laboratory in Los Alamos will also be attracted to this program. The program is ideal for students who want to take the Project Management Institute's PMP certification exam.</p>

CONCURRENCES					
Advisory Committee Chair	/	/ Yes	/	/ No	Date
Justification					
Curriculum Committee Chair	/	/ Yes	/	/ No	Date
Justification					
Provost	/	/ Yes	/	/ No	Date
Justification					
Faculty Committee Chair	/	/ Yes	/	/ No	Date
Justification					
Librarian	/	/ Yes	/	/ No	Date
Justification					
Registrar	/	/ Yes	/	/ No	Date
Justification					
Facilities & Dorms Committee Chair	/	/ Yes	/	/ No	Date
Justification					

APPROVALS					
Office of the President	/	/ Approval to Implement	/	/	Date
Denial					
1st Review	/	/ Approval Pending Additional Planning			

Justification for approval or denial	
Office of the President / / Approval to Implement / / Denial 2nd Review / / Approval Pending Additional Planning	Date
Justification for approval or denial	
Higher Education Department (For Graduate Programs Only) / / Approval / / Denial	Date
Justification for approval or denial	
Board of Regents / / Approval / / Denial	Date
Justification for approval or denial	
Feedback to Institution	

Project Management Certificate

This program prepares you for meeting the needs of project responsibilities. Project management is applicable in a wide range of business activities as it involves the application of knowledge, skills, tools and techniques shaped by the specifications and requirements of a particular project.

PROGRAM REQUIREMENTS (18 CR)		
BA 330: Principles of Project Management (3)		
BA 335: Project Planning and Controls (3) <i>Pre-requisite: BA 330</i>		
BA 336: Project Communication and Stakeholder Management (3) <i>Pre-requisite: BA 330</i>		
BA 433: Project Quality and Risk Management (3) <i>Pre-requisite: BA 330</i>		
BA 437: Project Procurement and Contracts (3) <i>Pre-requisite: BA 330</i>		
TOTAL CREDIT HOURS 15		

Semester 1:

BA 330: Principles of Project Management (3)

Semester 2:

BA 335: Project Planning and Controls (3)

BA 336: Project Communication and Stakeholder Management (3)

Semester 3:

BA 433: Project Quality and Risk Management (3)

BA 437: Project Procurement and Contracts (3)

Mandatory Classes	Student Learning Outcomes (Project Management)											
	1	2	3	4	5	6	7	8	9	10	11	12
BA 330: Principles of Project Management	A				A					A	A	A
BA 335: Project Planning and Controls		A		A	A	A		A	A	A	A	A
BA336: Project Communications and Stakeholder Management			A								A	A
BA 433: Project Quality and Risk Management					A	A	A	A	A			A
BA 437: Project Procurement and Contracts					A	A		A				A

Student Learning Outcomes:
SO1. Student is fully acquainted with the fundamentals of project management.
SO2. Understand the full project life cycle and various project management processes.
SO3. Define stakeholder expectations and initiate a project successfully.
SO4. Student is able to create a comprehensive project plan.
SO5. Ability to work in teams, manage team members, and interact with stakeholders.
SO6. Plan and monitor project budget and schedule.
SO7. Use the basic tools and techniques of managing project quality and risk.
SO8. Understand the principals of identifying, developing and managing resources.
SO9. Student is competent in navigating a project experiencing scope, resource, and scheduling constraints through effective communication.
S10. Understand the technical and human aspects of project control, especially change control
S11. Know the contextual relationship between the project and the organization that hosts the project.
S12. Understand the importance of ethical consideration in every aspect of a project's operations.

7.3.1
Northern New Mexico College
New Degree Program Approval Form

Form NNMCI001- rev1005 (New Degree Program Approval)

Type in the designated areas. Please do not alter any element of the form.			
1*	Initiator:	Victoria Erhart	Date: 2/19/19
2*	Subject area:	Office Administration	
3*	Academic division:	College of Business Administration	
4*	Proposed title for New Curriculum Program: Certificate in Microsoft Office Suite		
5*	To begin:	Semester: Fall	Academic Year: 2019
6*	Degree or certificate to be offered: Certificate in Microsoft Office Specialist		
7*	Program catalog description: The curriculum of the Certificate in Microsoft Office Suite prepares students for proficiency using Microsoft Office applications to meet the demand for the most up-to-date skills on the latest Microsoft Office technologies. Our hands-on approach will provide students with the software skill set required for an administrative position and preparation for Microsoft Office Specialist (MOS) certification.		
8*	Tentative timeline for program implementation: <ul style="list-style-type: none"> • Fall 2018: Program proposal preparation. • December 2018: Program proposal presentation to the curriculum Committee • December 2018: Program proposal presentation to the Faculty Senate. • Fall 2018: Approval process: Curriculum Committee, Faculty Senate, Office of the Provost and Office of the President. • Spring 2019: Approval process: Board of Regents, HED and HLC. • Fall 2019: Program begins. 		
NEED			
9	What are the College's strengths that would support offering the program (e.g., trained staff, facilities, adequate budget, sustainability, etc.)? <p>The main purpose of this program is to offer a certificate program to allow people to enter the workforce after 1 semester of coursework (16 credit hours). Los Alamos National Laboratory (LANL) and various state agencies are continually seeking entry and middle level administrative and support staff with basic-intermediate skills in Word, Excel, PowerPoint and Access, as well as Microsoft Outlook.</p> <p>LANL contacts the College of Business Administration each semester looking for students to interview for students and hire for office administration/business/accounting/finance internships. Each of these positions requires some knowledge of Microsoft Word and Excel. LANL has recently hired NNMCI students to fill their internship vacancies. (See attachments 1,2,3,4.)</p> <p>Northern new Mexico College already offers all the courses in this certificate program through its Administrative Assistant certificate (33 credits) and the Associate of Applied Science in Office Administration (60 credits).</p> <p>This Microsoft Office Suite certificate is geared toward people who need to enter the workforce quickly, as well as for people who need to re-enter the workforce after a period out of the labor force.</p> <p>Once students have earned the Microsoft Office Specialist certificate and entered the workforce, they will be able to continue their education to earn the full AAS in Office Administration. This will increase their skill set and allow them to be promoted at their</p>		

	<p>respective places of employment.</p> <p>The new certificate will require no new curriculum development as the classes in the program already exist. Additionally, no new computer facilities are required. The computer lab in JCI 101 can accommodate up to 20 students per course section in each of the required courses.</p>
10	<p>What are the College's weaknesses that must be overcome so as to offer the program?</p> <p>The College of Business Administration hired a full-time faculty member for Office Administration in Fall 2018 for 1 year. In order to grow the program to multiple cohort size, the College of Business Administration needs to designate a full-time faculty member to recruit students into the program and teach the required courses.</p>
11	<p>What are opportunities external to the College that support the new program (e.g., employer data, demographics, numbers of prospective students, etc.)?</p> <p>The Microsoft Office Suite certificate feeds into the Administrative Assistant certificate, which can supported up to \$4422 per qualifying student through the Workforce Innovation and Opportunity Act (WIOA) program administered through New Mexico Workforce Connection.</p> <p>This Microsoft Office Suite certificate and the Administrative Assistant certificate feed into the AAS Office Administration degree which is supported up to \$12,000 per qualifying student through the Workforce Innovation and Opportunity Act (WIOA), administered through New Mexico Workforce Connection.</p> <p>According to the U.S. Bureau of Labor Statistics, "overall employment of secretaries and administrative assistants is projected to grow 12 percent from 2012 to 2022... as executive secretaries are replaced with lower cost administrative assistants. ." [http://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assiatants.htm] [Accessed 19 February 2019]</p> <p>The College of Business Administration is in the process of getting reinstated as a Certiport testing center to offer the Microsoft Office Specialist exam for student who complete the Microsoft Office Suite certificate program. This third party industry certification is widely recognized by hiring managers.</p> <p>Documentation from Los Alamos National Laboratory lists 48 current administrative assistant position vacancies [https://lanl.jobs/?q=administrative+assistant] and the New Mexico jobs website lists 187 current position vacancies for administrative assistants with skills in Microsoft Office skills. [https://www.jobs.state.nm.us] [Accessed 19 February 2019] Please see attachments 1,2,3 and 4 for position vacancy announcements.</p>
12	<p>What are the threats external to the College that would need to be dealt with (e.g., competitors' programs, demographic shifts, etc.)?</p> <p>Northern New Mexico College sees no external threats. Other local colleges do not offer a certificate in Microsoft Office Suite.</p> <p>UNM-LA does NOT offer a certificate or degree program in Office Administration.</p> <p>Santa Fe Community College offers AAS in Business Administration that does NOT include any required business computer information courses such as Microsoft Office Suite.</p>

13* Statement of fit with College mission, strategic goals, and strategic initiatives:

The current College mission states: "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."

The current college Vision statement states: "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."

This proposed program is in compliance with the college mission of providing affordable and accessible opportunities for the educational and economic needs of the region. This certificate program will improve the chances for our students to get higher paying jobs in a time efficient manner. The Microsoft Office Suite certificate will contribute to an increase of the number of graduates who are prepared to get jobs at the National Laboratory in Los Alamos or move up from their current position at the Lab. This in turn will contribute to the economic development of the community.

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

CURRICULUM**14****Program mission:**

The mission or purpose of the Microsoft Office Suite certificate is to focus on immediately obtainable office computer skills in order to allow certificate holders to take and pass the Microsoft Office Specialist exam as part of their employment application portfolio.

Program objectives:

1. The main thrust of the certificate curriculum is to give students skills in the most commonly used business computer applications. Once employed, students may continue to broaden and deepen their skill set by completing the Administrative Assistant certificate or the Associate in Applied Science in Office Administration. All credits earned in the Microsoft Office Suite certificate transfer into these two options.
2. Acquiring skills in the most commonly used business computer software applications will allow students to enter the workforce in a variety of career fields. Such work experience will allow them to decide what type of business will be of interest to them as a career choice. This decision will inform their decisions to pursue additional education.

15

*****Program objectives will be reviewed every 2-3 years to keep them current with changes in Microsoft Office Suite updates.

Required courses in the Microsoft Office Suite certificate program include:

ENG 109NL Basic Communication II (or higher level) (4 credits): This course prepares students for college-level composition by engaging them in the writing process and focusing on the rhetorical skills necessary to write focused, clearly organized, well-supported and grammatically correct essays.

BCIS 249 Microsoft Word (3 credits): Covers the commands of Microsoft Word by using step-by-step applications; provides a working knowledge of the basic and intermediate capabilities of Microsoft Word on an IBM compatible computer.

	<p>BCIS Excel (3 credits): Illustrates the features of Microsoft Excel, a spread sheet program that organizes data, completes calculations, makes decisions, graphs (charts) data, and develops professional-looking reports.</p> <p>BCIS 265 Microsoft Access (3 credits): A Windows database course teaching basic through intermediate features: creating and editing databases by using step-by-step activities; formatting fields and entering calculated fields, as well as creating forms and using queries to extract information.</p> <p>BCIS 226 PowerPoint (3 credits): Microsoft PowerPoint is a complete presentation graphics software program that produces a professional-looking presentation.</p>
16	<p>Student learning outcomes: Upon completion of the Microsoft Office Suite certificate, the student will:</p> <p>SO1. Understand basic-intermediate knowledge and utilization of the 4 applications in Microsoft Office Suite: Word, Excel, PowerPoint and Access. SO2. Communicate effectively in both written and oral form.□□ SO3. Demonstrate domain-specific knowledge and skills.□□ SO4. Act in a professional and ethical manner in all business situations.□□</p> <p>Student learning outcomes will be reviewed every 2-3 years to keep them current with changes in industry standards, community demand, accreditation updates and college needs.</p>
17	<p>Program matrix (outcomes by courses in the major):</p> <p>See below signature page for document: Curriculum Map for Microsoft Office Suite certificate.</p>
18	<p>Coordination with other College programs:</p> <p>This program requires input from the English department to offer ENG 109NL Basic Communication II, a course already routinely offered.</p>
19	<p>Articulation to other institutions:</p> <p>No formal articulation exists with other local institutions, neither of which offer any similar certificate program.</p>
20	<p>What plans, if any, are there for alternative delivery of courses (e.g., distance learning)?</p> <p>The program has a strong component of hands-on activities and assignments, which requires student participation and teamwork in a computer lab. Some of the required courses, however, are already being taught in Hybrid (in-class and online) and online delivery mode.</p>
ASSESSMENT	
20	<p>Plan for program assessment:</p> <p>Please see the curriculum map located after the signature page.</p>

SUPPORT AND SUSTAINABILITY	
21	<p>Faculty and facility needs (including classrooms):</p> <p>The program has one full-time faculty member with expertise in Microsoft Office Suite. Classroom needs are already covered by the computer lab in JCI room 101. Office space is already provided for the fulltime and any necessary adjunct on-ground faculty.</p>
22	<p>Annual budget:</p> <p>For certificate completion for each cohort, total budget required would be approximately \$10,000. The college is already covering 100% of the AAS in Office Administration degree, which means that no new funding will be needed for this program.</p> <p>No new computer equipment or software is needed to support this certificate.</p> <p>Recruiting qualified students through WIOA New Mexico Workforce Connections is an additional source of revenue for Northern New Mexico College, as is revenue from Microsoft Office Suite Specialist exam fees which Northern New Mexico College will shortly be able to offer both to students and to non-students wishing to acquire proof of industry certification through the Microsoft Office Specialist exam.</p>
23	<p>Plans for sustainability:</p> <p>The program will become sustainable by keeping a minimum unduplicated FTE enrollment of 15 students per semester. Extensive recruitment for the Office Administration program is presently in process. Additionally, the Office Administration program has a relationship with New Mexico Workforce Connections to direct qualifying students into the Office Administration program. These students are eligible for WIOA funds that do not make a claim on the financial aid available through Northern New Mexico College. This is an additional source of revenue for Northern New Mexico College.</p> <p>A recruiting and internship relationship already exists with Los Alamos National Laboratory for students in the the Associates degree in Office Administration, and Associates and Bachelor degree programs in business and accounting.</p> <p>Currently the number of students in the Office Administration track is low, due primarily to lack of faculty support for this program until Fall 2018 when 1 full-time faculty was hired. Traditional as well as non-traditional students who work in or wish to move into office administration at Los Alamos National Laboratory will be attracted to this program. The program is ideal for students who want to take the Microsoft Office Specialist certification exam.</p>

CONCURRENCES					
Advisory Committee Chair	/	/ Yes	/	/ No	Date
Justification					
Curriculum Committee Chair	/	/ Yes	/	/ No	Date
Justification					
Provost	/	/ Yes	/	/ No	Date
Justification					
Faculty Committee Chair	/	/ Yes	/	/ No	Date
Justification					
Librarian	/	/ Yes	/	/ No	Date
Justification					
Registrar	/	/ Yes	/	/ No	Date
Justification					
Facilities & Dorms Committee Chair	/	/ Yes	/	/ No	Date
Justification					

APPROVALS					
Office of the President	/	/ Approval to Implement	/	/	Date
Denial					
1st Review	/	/ Approval Pending Additional Planning			
Justification for approval or denial					
Office of the President	/	/ Approval to Implement	/	/	Date
Denial					
2nd Review	/	/ Approval Pending Additional Planning			
Justification for approval or denial					
Higher Education Department (For Graduate Programs Only)	/	/ Approval	/	/	Date
Denial					
Justification for approval or denial					
Board of Regents	/	/ Approval	/	/	Date
Denial					
Justification for approval or denial					
Feedback to Institution					

Courses	SLO 1: 4 Applications of Microsoft Office Suite	SLO 2: Effective Communication	SLO 3: Domain specific skills	SLO 4: Professional and Ethical Behavior
ENG 109NL		X		X understanding plagiarism
BCIS 249 Word	X	X	X	X citing sources
BCIS 225 Excel	X		X	X data integrity
BCIS 265 Access	X		X	X data relevance
BCIS 226 PowerPoint	X	X	X	X information accuracy

TOTAL CREDIT HOURS 16		
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Semester 1:

ENG 109NL (4 credits)
 BCIS 249 Microsoft Word (3 credits)
 BCIS 225 Excel (3 credits)
 BCIS 265 Access (3 credits)
 BCIS 226 (PowerPoint (3 credits)

Job Title **Project Controls Student Intern**

Location 52-0114-101-OFF

Organization Name PPS-PC/PPS Project Controls

What You Will Do

The Project Controls Group reports to the Program Performance Services organization within the Capital Projects Associate Level Directorate of Los Alamos National Laboratory. The Program Performance Services-Project Controls Group (PPS-PC) has over 150 employees deployed across the Laboratory performing project controls functions for both capital projects and science programs.

What You Need

Minimum Job Requirements: :

- Inquisitive, self-starter with an interest in development and innovating around collaboration
- Experience working with Microsoft Office, Excel and/or Visio
- Familiar with development and or improvement of business-related processes
- Familiar with database management systems
- Experience interacting with all levels of personnel in a professional environment
- Experience interacting with customers in a customer service/schedule driven work environment
- Strong communication skills

Desired Skills:

- General knowledge of construction development or business management practices.
- Experience handling sensitive information, such as medical or bank records
- Experience giving presentations to a variety of audiences.

Notes to Applicants: Applicants are required to submit a cover letter addressing each of the job requirements along with a resume.

Job Title **Business Support Student Intern**
Location **55-0400 (RLUOB)**
Organization Name **TA55/ Technical Area 55**

What You Will Do

NPI is seeking energetic and customer-focused students to work full-time in our department. The Training and Business Solutions team is responsible for assisting with process development in conjunction with business services functions. As part of the Programmatic Training and Business Solutions the student will gain experience in developing and maintaining various business services processes, which require extremely high attention to detail and drive to meet mandated requirements.

Working on a team, the successful candidate will perform development, maintenance and/or coordination of products related to the following functions, including, but not limited to:

- Document Control
- Records Management
- Technical Writing/Editing
- Training
- Media Services

What You Need

Minimum Job Requirements:

- Inquisitive, self-starter with an interest in development and innovating around collaboration
- Experience working with Microsoft Office, Excel and/or Visio
- Familiar with development and or improvement of business-related processes
- Familiar with database management systems
- Experience interacting with all levels of personnel in a professional environment

Desired Skills:

- Experience handling sensitive information, such as medical or bank records
- Experience giving presentations to a variety of audiences

Education:

Student must be working on or have completed a Bachelors program with a cumulative GPA of at least a 3.0.

Where You Will Work

Located in northern New Mexico, Los Alamos National Laboratory (LANL) is a multidisciplinary research institution engaged in strategic science on behalf of national security. LANL enhances national security by ensuring the safety and reliability of the U.S. nuclear stockpile, developing technologies to reduce threats from weapons of mass destruction, and solving problems related to energy, environment, infrastructure, health, and global security concerns.

SPE-2 Production Control Specialist 1 (Systems Analyst)

Summary/Overview *"Where You Will Work"*

The Strategic Projects and Engineering (SPE-2) Group provides Manufacturing Systems, Industrial and Systems Engineering, Process Improvement, Equipment Design, Project Management, and Research and Development expertise and support to the entire cross section of Technical Programs and Groups across ALDWP.

Detailed Description *"What You Will Do"*

The selected candidate will work with a variety of internal and external customers in a manufacturing environment with an emphasis in maintaining the operation of the current Manufacturing Systems and the possible implementation of future systems and enhancements. The selected candidate will work to develop proficiency in becoming a SuperUser of the Manufacturing Resource Planning (MRP) and Manufacturing Execution System (MES) systems and will assist in the configuration management of the systems. This will include creating and revising documents such as training material, test scripts and assisting the systems Information System Security Officer (ISSO) as needed. Candidate will also work to troubleshoot and create innovative solutions to assist functional users of the systems. Incumbent will interact with quality, operations, product/process engineers, and production control personnel to perform a series of functions.

Job Requirements *"What You Need"*

Minimum Job Requirements

- Experience with common desktop applications and/or databases
- Experience interacting with customers in a customer service/schedule driven work environment
- Strong communication skills
- General experience and/or knowledge in systems regression testing
- Demonstrated ability to adapt to new technologies

Desired Skills

- General knowledge of production control and manufacturing practices.
- Oracle database/application experience
- Skills in professional writing and document management

Education: Working towards higher degree in Computer Science, Computer Engineering, Managing Information Systems, or Business Management discipline.

Notes to Applicants

For full consideration, applicants MUST submit a comprehensive cover letter that addresses the key requirements of the position.

Job Title Information Technology Undergraduate Student

Location 03-1498-332B-OFF

Organization Name XIT-DO/eXperience IT Division

What You Will Do

eXperience IT (XIT) Division is seeking an energetic and customer focused undergraduate student who is interested in a challenging paid internship. XIT Division is comprised of three groups, all of which provide the Laboratory with professional desktop and departmental computing products and services, development tools, software, and server administration.

All candidates must have and maintain a minimum of 3.0/4.0 GPA for consideration, and enroll in a minimum of 12 credit hours each semester. For full consideration, candidates must be pursuing one of the following degrees (or equivalent): Information Technology, Computer Science, Information Systems, Cyber Security, System Administration, or Information Engineering Technology.

What You Need

Minimum Job Requirements:

Demonstrated experience in customer service, teamwork, and collaboration

- Demonstrated verbal and written communication skills
- Time management and organization skills
- Detail oriented
- Basic knowledge of Microsoft Office
- Knowledge of email
- Knowledge of or courses taken in Windows or Mac OS X desktop administration
- Knowledge of or courses taken in solving software and hardware issues
- Desire to learn new technologies

Desired Skills:

- Knowledge of or experience in network troubleshooting
- Knowledge of or experience administrating Linux, Windows, or Mac systems