

NORTHERN NEW MEXICO COLLEGE



BOARD OF REGENTS MEETING

JULY 27, 2020

NORTHERN New Mexico College



NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Monday, July 27, 2020 at 1:30PM, Via Zoom.**

Join Zoom Meeting

<https://nnmc.zoom.us/j/96479797271?pwd=U3J5cFZWRIp2anYwckdPWDI5anlWdz09>

Meeting ID: 964 7979 7271

Password: 944220

One tap mobile

+13462487799,,96479797271# US (Houston)

+16699006833,,96479797271# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

Meeting ID: 964 7979 7271

Find your local number: <https://nnmc.zoom.us/u/adilXNvQg4>

FINAL AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. COMMENTS FROM THE BOARD**
 - A. Board of Regents Subcommittee Reports
 1. Audit/Finance/Facilities Committee – Informational
 2. Academic/Student Affairs Committee - Informational
 3. Executive Committee – Informational
- IV. APPROVAL OF MINUTES**
- V. PRESIDENT’S REPORT AND ANNOUNCEMENTS**
 - A. Celebrate Northern – Informational
 - B. CUP/NMICC Report – Informational
 - C. NNMC Foundation – Informational
 - D. Eagle Corporation Update – Informational
 - E. Decision on Collegiate Athletics – Action Required

VI. FACULTY SENATE PRESIDENT REPORT**VII. STUDENT SENATE PRESIDENT REPORT****VIII. STAFF REPORTS**

- A. Provost & Vice President for Academic Affairs
 - 1. Outcomes from AY19-20 Program Review - Informational
 - 2. Program Review Outcome for Math – Action Required
 - 3. Presentation on the Branch Community College Tuition Proposal – Informational
 - 4. MOU with Local 412 – Action Required
- B. Vice President for Finance & Administration
 - 1. Fiscal Watch Reports – Action Required
 - 2. Budget Adjustment Reports (BARs) – Action Required
 - 3. HED FY21 BAR – Action Required
 - 4. Branch Community College Tuition and Fees – Action Required
 - 5. Presentation of Tuition Analysis for the Branch Community College – Action Required
 - 6. Nursing Course Fees – Action Required

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. NNMC CBA
- (3) Threatened or pending litigation subject to the attorney-client privilege in which the College may be a participant; and
 - a. Update on legal matters related to the College and Henrietta Trujillo
- (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.

Office of the President

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents,
Northern New Mexico College

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

Date: July 27, 2020

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 June 27, 2020 as submitted or if applicable, as amended.

NORTHERN New Mexico College



NORTHERN NEW MEXICO COLLEGE BOARD OF REGENTS REGULAR MEETING JUNE 22, 2020

A Regular Meeting of the Board of Regents of northern New Mexico College was held on Wednesday, May 27, 2020, Via Zoom. Regents Present: Michael A. Martin (Via Conference Call), Erica Velarde (Via Zoom), Porter Swentzell (Via Zoom), Damian Martinez (Via Zoom), Tomas Rodriguez (Via Zoom).

Northern New Mexico College Staff Present: President Richard J. Bailey, Jr. (Via Zoom), Ph.D.; Ricky Bejarano, Vice President for Finance & Administration (Via Zoom); Ivan Lopez Hurtado, PhD, Provost & Vice President for Academic Affairs (Via Zoom); Vince Lithgow, Comptroller, John Ussery, El Rito Campus Director (Via Zoom); Sally Martinez, Executive Assistant to the Provost & Vice President for Academic Affairs; Don Appiarius, Assistant Provost; Ryan Cordova, Athletic Director and Men's Basketball Coach; Evette Abeyta, Budget Director Carmella Sanchez, Director, Institutional Research; Andy Romero, Director, Facilities/Safety and Security; John Ussery, Director, El Rito Campus and Amy Peña, Executive Office Director.

Faculty Present: Anna X. Gutierrez Sisneros, PhD

Others Present: Tim Crone

I. CALL TO ORDER

President Bailey stated Tim Crone from the Union is joining the Board of Regents Meeting. Also, Andy Romero has joined the meeting as well as Evette Abeyta. President Bailey stated all five board members are on the meeting, a lot of senior staff, Tim Crone and Dr. X, Faculty Senate President. Also, in attendance is John Ussery, El Rito Campus Director and the rest of the Northern team.

Board President Martin called the meeting to order at 1:35PM.

II. APPROVAL OF AGENDA

Board President entertained a motion to approve the Agenda.

Regent Martinez moved to approve the Agenda. Second – Regent Swentzell. A roll call vote was taken. Board President Martin – yes, Regent Velarde – yes, Regent Swentzell – yes, Regent Martinez – yes, Regent Rodriguez - yes. Motion passed unanimously.

III. COMMENTS FROM THE BOARD

A. Board of Regents Subcommittee Reports

1. Audit/Finance/Facilities Committee – Informational

Regent Velarde stated she wanted to report on the amazing meeting last week regarding Nepotism Policy. It was a really good discussion and great to be able to hear concerns and also just discuss different things we were able to fix format wise on the policy itself. We are going to be meeting for the EEOC and have discussions and she looks forward to more good conversations and keeping us strong and understanding that we all have our own thoughts on different things and where we can come together and compromise.

The Audit/Finance/Facilities Committee Meeting was a great meeting and we will have presentations later on today. Board President Martin asked Regent Martinez if he has anything to add as he serves on these committees. Regent Martinez agreed with Regent Velarde it is refreshing to talk about issues with the college and everybody go in with an open mind and no one individual attacking anyone and it was very user friendly and he appreciates everyone's time and thoughts on the issues brought up in both meetings. Board President Martin asked if Regent Swentzell if he had anything to add or any questions for Regent Velarde or Regent Martinez. Regent Swentzell stated it sounds like a good meeting. Board President Martin asked Regent Rodriguez if he had anything to add. Regent Rodriguez had nothing to add.

2. Academic/Student Affairs Committee – Informational

Regent Swentzell stated committee meet last week and had an extremely brief meeting with the main Agenda item which will be covered by the Provost a little bit later and he doesn't want to steal the thunder. Board President Martin asked Regent Rodriguez if he had anything to add. Regent Rodriguez had nothing to add.

3. Executive Committee – Informational

Nothing to report.

IV. APPROVAL OF MINUTES

Regent Swentzell moved to approve the minutes. Second – Regent Velarde. A roll call vote was taken. Board President Martin – yes, Regent Velarde – yes, Regent Swentzell – yes, Regent Martinez – yes, Regent Rodriguez – yes. Motion passed unanimously.

V. PRESIDENT'S REPORT AND ANNOUNCEMENTS

A. Celebrate Northern – Informational

President Bailey stated he would like to mention three things:

1. Juneteenth: On Friday, the College commemorated Juneteenth with a socially distant observant ceremony at the flagpole at the Española Campus. This was also in the Santa Fe New Mexican. There a presentation from the Black and African American Student Organization along with Willie Williams and Patricia Trujillo. They raised the Juneteenth flag. Thanks to Andy Romero, Shawn Madrid and Michael Rivera for their assistance. Right now, flying at the College is the American Flag, the New Mexico State Flag and Juneteenth Flag and they will be flying for the next 30 days in observance and commemoration of Juneteenth and there will be a proclamation for consideration.
2. Food Pantry: The Food pantry did their third round of distributions on Friday. There were 22 student food bags prepared. That program is working really well. Special thanks to Gwen Orona, Frank Orona and Richard Sedillo who helped to stalk the pantry. Thank you to Mike Rivera, Sarah McCormick, Anna X and Patricia Trujillo all of whom helped out. We will try to do this every couple of weeks.
3. Biology: President Bailey stated if the Board of Regents was in person, he would have asked her to attend. Evelyn Juarez was just chosen as one of 10 students nationwide for Arches as part of Georgetown University. This summer she will be part of a research seminar it will be virtual and next year it will be in person with Georgetown University. This is helping getting her set up for a degree in medicine. President Bailey wants to now publicly recognize her. She now works for the LANL Foundation and they are blessed to have her. A really good example of excellence in the student body. Congratulations to Evelyn.

B. CUP/NMICC Report – Informational

CUP spent all weekend monitoring the State Legislative Special Session. We will not have specifics until the Governor signs the budget bill. Our expectation, not official, all Colleges and Universities can expect a 4% in I&G, 6% for RSPSPS to include a 6% in Dual Credit Funding and another cut over and above that will be close to equivalent to the funding from the federal government, the institutional portion of the CARES Act. As we get clarity we will come with expectations from the budget. Thanks to everyone especially the Business Office for what they have done in terms of the fund balance and getting control of the fiscal house and getting it in order for the past few years. It is not pretty and not optimal but if you take them out of the mix, it would be a much bigger crisis.

C. NNMC Foundation – Informational

Regarding the foundation, Amy is going to set up a meeting for the Board. We did have a quick Board Meeting recently. James Owen from LANL has rejoined the Board. It is a very

strong Foundation Board. We are looking at a meeting in the next several weeks. We are going to look at the long-term foundation strategy for investment. It will help Charles Stephen our manager and new internal manager which is City National Rochdale which manages the fund of the Foundation. At that meeting they will address the remainder of the funding owed to the College from the Foundation.

D. Eagle Corporation Update – Informational

Eagle Corporation had its initial meeting and adopted Bylaws and Articles of Incorporation. There is a meeting scheduled for July 6th to consider a potential partnership with Up\$Start, LLC for work they will do in providing more state and federal funding for our students and potential outreach to students we have lost over the last five years who did not transfer.

E. Juneteenth Proclamation

There is a Juneteenth Proclamation for consideration in the packet which acknowledges June 19th at Juneteenth for Northern New Mexico College. With that President Bailey stood for questions on the Proclamation. Board President Martin asked if there were questions for President Bailey. Regent Velarde stated she did not know whose initiative this was but she did want to say thank you because we were the only higher education institution who did this and she is proud of us and thank you for putting this forward. Regent Swentzell stated he would echo what Regent Velarde said this is an awesome thing for Northern to do and he is all for it. Regent Martinez stated he would echo his colleagues, it is not only awesome but important that we recognize Juneteenth. He would like to ask if the formatting things are resolved. President Bailey stated the formatting has been worked out and there will be a seal on the proclamation Board President Martin and President Bailey will sign. Regent Rodriguez stated he would echo the comments from the Board. Board President Martin thinks it is a great thing for the College and would like to entertain a motion.

Regent Martinez moved that the Board of Regents approve the Proclamation. Second – Regent Velarde. A roll call vote. Board President Martin – yes, Regent Velarde – yes, Regent Martinez – yes, Regent Rodriguez – yes. Motion passed unanimously.

President Bailey thanked the Board of Regents for their support of the Proclamation. President Bailey would like to say a special thank you to Dr. X and Dr. Trujillo, they were the spirit for moving this forward. The other thing this did and all of the awareness Juneteenth brought about, it more importantly brought out in New Mexico important conversations we have had for years but has called for a dialogue of the relationship between all of the cultures that call New Mexico home to include the original inhabitants of this land. The State is undergoing a lot of conversations about the place of Juan de Oñate and DeVargas and others and that historical legacy that can be the point of contention. Recently, there is an initiative by one of our former state historians, Estevan

Rael Galvez, he has asked for a multi-city series of dialogues, Dr. Trujillo held a series of dialogues at the College about this last year that was very important, inciteful and informative. We look forward to working with Dr. Galvez in Espanola which will be one of the cities this is focused, Northern will be one of the anchor institutions virtually to hold a series of these dialogues to help us as a State in the spirit of respecting and appreciating the very diverse landscape which is our biggest strength. We look forward to supporting those important conversations.

Regent Velarde asked if Ms. Peña and Dr. Bailey can send her information to become involved in the Food Pantry process. She would like to get involved the next time. President Bailey stated we will get Regent Velarde involved. The group goes in on Thursday to get the items ready and distribution will be done on Friday morning. They would love to have Regent Velarde involved in this.

VI. FACULTY SENATE PRESIDENT REPORT

President Bailey stated Dr. X, Anna Gutierrez Sisneros is now the new Faculty Senate President. President Bailey asked Dr. Lopez when her term started. Dr. Lopez stated she is already the President for the Faculty Senate but she is out of a contract right now, a reduced contract compared to the Chairs, a ten-month contract that is going to start in August. President Bailey stated typically we will keep them on the Agenda in case they want to join but typically for the summer we keep it on the Agenda but there likely there will not be a Faculty or Student Senate Report for the summer meeting. Ms. Peña stated that Anna might try to join. President Bailey stated the Board of Regents knows her from the tenure package.

Board President Martin thanked Dr. X and thanked her for her commitment for being Faculty Senate President. Dr. X thanked Board President Martin and she has been in Espanola for 37 years. She does not have a report but will have a meeting the first Friday during Convocation week, Friday at 1:00PM. She will be planning this and preparing the Agenda for this. Dr. X. also thanked President Bailey for putting the flags on the flagpole. President Bailey stated the Faculty Senate is in good hands and we look forward to her benevolent reign and we are blessed and honored to having her as the head of the Senate. Thank you for taking on this role. Dr. X state she is going to follow Dr. Winterer's work.

VII. STUDENT SENATE PRESIDENT REPORT

Board President Martin asked if the Student Senate would have a report. President Bailey asked Amy Peña if there was going to be a report. Ms. Peña stated Meghan Trujillo was going to try to login for the meeting.

There was not a Student Senate Report for this meeting.

VIII. STAFF REPORTS

A. Vice President for Finance & Administration

1. Fiscal Watch Reports – Action Required

Mr. Bejarano stated he would like to report on the CARES Act money. There is confusion on the institutional portion. We discussed this at the finance meeting. One of the things all Regents need to understand is with the CARES Act money, all the guidance we are receiving actually precludes us from using that money to make up for revenues or to use it towards any general operational expenses. Currently, the guidance is it has to be associated with COVID-19 spending. The best example is the computer work and equipment we had to purchase that will most likely be eligible for that. When you are talking about a \$500,000 credit against the general appropriation it is a pretty big hole. The College has done a good job of maintaining fund balance and watching spending over the last three years. We are in better shape he would say than larger universities but it will still be painful.

Mr. Bejarano introduced Mr. Lithgow for financial reports. Mr. Lithgow stated regarding Statement of Net Positions (Balance Sheet), under current assets we have cash in the bank of a little over \$5M, noncurrent assets and capital outlay stayed the same. Liabilities, we have significantly reduced our payables because we have not spent any money due to COVID. This time of year, we do reduce spending anyway. Significant importance is we have for term endowments this is the estimated amount reverting for Anna, Age Eight based on appropriations of current level spending. The \$1.66M is the amount received for the Branch Community College for the Mill Levy. Estimated unrestricted is about \$2.8M.

Mr. Lithgow stated the Income statement tells us where we are at, revenues, we have collected about 86%. In line with that we should be about 91% on a budgetary basis. We are a little low because we have budgeted a lot of federal awards and they have not materialized because we do not have people on staff to perform those functions. We are online. Percentage of revenues over expenditures is 86% over 75%. The bulk of that under part is under research and federal awards we are not doing at this point in time. We are currently solvent based on the budgetary basis. Regarding the balance sheet we have spent about \$1.8M dollars on capital projects, estimate will be expended by year end.

Mr. Lithgow stated on Page 22, it is a comparison of the income statement from last year to this year. We did have a larger budget this year than in 2019. Lastly, page 23 is the Statement of Cash Flows, we have collected \$3.3M in tuition and fees another \$6.7M in grants and our greatest outflow is salaries and benefits of another \$6.8M. We have also \$1.1M in scholarships. We have received all our general fund year to date.

Board President Martin entertained a motion to approve the FW.

Regent Martinez moved to approve the Fiscal Watch Report of May 31, 2020. Regent Swentzell – Second. A roll call vote was taken. Board President Martin – yes, Regent Velarde – yes, Regent Swentzell – yes, Regent Martinez – yes, Regent Rodriguez – yes. Motion passed unanimously.

2. Budget Adjustment Reports (BARs)

Mr. Bejarano stated this item is here for a formality because it is Budget Adjustment Reports. He is glad Ms. Abeyta is on because she deserves a lot of credit as does the Comptroller and all the accountants. We have absolutely no budget adjustment requests to report for the second month in a row. We will most likely have adjustments for the year end. Mr. Bejarano stated they will not be as voluminous as in the past. He would like to recognize Evette for this and she deserves a heavy round of applause.

3. 2020 NMHED Capital Outlay Summer Hearing Documents

Mr. Bejarano introduced Mr. Romero for this presentation. Mr. Romero stated he would like to ask the Board of Regents for approval of the summer hearing requests for FY20-FY21. One is the HVAC improvements on the Espanola and El Rito Campus. They are looking to divide the amounts \$1.7M Espanola and \$1.8M for El Rito. What they are trying to do is to go in and remodel all the HVAC units on all buildings on both campus with the money they get, if they get it. The Espanola campus was built in 1970 and the latest building in Espanola was built in 1980. Most of the buildings, there has not been new units placed in them other than fixing them to get them to work. These units have gone beyond their working force. We also did this off the energy audit from Ameresco but because we are having a hard time for the financing we are going through the State for this. For the Espanola campus it will be the same units, replaced like for like. The hydronics in buildings will be taken out and will be done with forced air. They will also change out regular forced air heaters in buildings. On the El Rito campus it is more of a challenge. They don't have a solid view way, they want to get the money and look and visit with John Ussery and look at the best possible way of replacements. Either if it is to continue and modify or change the electrical for heating and air conditioning units for the same time for the same amount of money. It will be challenging but will not be impossible. This is the first project, \$3.5M. However, it flows out to be it will be our flow. Mr. Romero asked if there were questions. Board President Martin asked if there were any questions and stated there are none.

Mr. Romero stated on the second project, this will only address El Rito and we are asking for \$1.5M and we are looking to do the building water supply system and the sewer and fire systems. We would like to go into the North Dorm, Administration and Jaramillo Hall

to replace the old water pipes that are galvanized and corroded. If they are turned on they will be more of a mess so we need to put a new system. The south dorm has a new system and it passed. We have contractors ready to stand by for any problems. We would like to continue to the other three buildings and it would help with water control. With water, we will have a lot of sewage. These were built in 1909 and there are a lot of problems with the pipes. We may need to go in and clean and replace pipes and we also need to look at the ponds on the back. Once we work on this system, we will need to do some major work to the ponds. Those will need to be closed once we start work. On the hydrant side, we would like to get those working again. They will run off the 5M tank we get from the top of El Rito. This will make a big difference on the El Rito Campus. There are a lot of things that will need to be fixed in El Rito. We have had to repair stucco, heating, etc. there is a lot of work and they are ready to go and need to know when they are ready to start. Mr. Romero asked if there were any questions.

President Bailey stated he wanted to make sure the Board understands the way the system runs in terms of the State. Last year, those proposals, it ended up being a \$2.5M for wastewater treatment for Espanola. That got to this year's GO Bond Campaign, the vote the voters will take in November will lead to that. This year, the summer hearings we are talking about would be tied to severance tax bonds. We are hearing informally there is a possibility capital outlay goes as the State looks at budget cuts. There may be a formality on what is done here because they may not be giving any funding to any projects but we want to make sure they know it is a priority for us. The second thing he wants to point out is that we are still, in terms of the El Rito Campus, we are not trying to get the entire campus up and running, we know we do not have the funding for this. We are looking at a priority system for El Rito to provide heat, water and power to the facilities that are critical to reintroducing the career technical education programs. That is the two lab spaces, for a dorm space and the kitchen. These are all things we are working on.

Mr. Ussery stated as the Program Director he has been talking to the union about initial focus on the drainage courses. He has ordered the equipment or went through the bidding for a c-snake which is a camera that can run through the drainage as well as a cutter and a jet for clearing pipes. He agrees with Andy that those systems are not reliable and it is more of a mystery than anything that we can rely on. We have made somewhat of a commitment to go renewable energy and they are doing an energy audit on strategic deployment part by part to start having some COVID compliant socially isolated groups working in a combination of tasks by contractors and also apprentices who are also getting a training on campus. President Bailey stated as a Board of Regents, as an Institution, as an Administration, Faculty, Staff, we have to be creative if we do not get these projects funded. If they come back and say we do not have capital outlay for the next three years, we have to look how we will do them as cheaply and safely as possible and one of these things could be the opportunity that the Plumbers & Pipe-fitters Center of Excellence is doing. If we could incorporate the academic programs and the students

for plumbing, we have a campus that could be real world training for those students and doing work we need for the infrastructure. He applauds the effort and there is more to come on this.

Mr. Bejarano stated we need a motion and approval for moving forward with the package to Higher Education. Board President Martin entertained a motion from the Board.

Regent Velarde moved to approve the summer packet for facilities for Higher Ed Capital Outlay Committee. Regent Swentzell – seconded and thanked everyone for working tirelessly on getting the El Rito Campus up and running there is a lot of parts to this and he appreciates the work. Board President Martin - yes, Regent Velarde - yes, Regent Swentzell - yes, Regent Martinez - yes, Regent Rodriguez - yes. Motion passed unanimously.

Board President Martin asked Mr. Bejarano if this was the end of his report. Mr. Bejarano stated it is.

B. Provost & Vice President for Academic Affairs

1. HLC Assurance Argument Update – Informational

Dr. Lopez stated he has an information item and this is the Assurance Report for the Higher Learning Commission (HLC). For all the Board members, the College hasn't discussed the Accreditation cycle with the Board of Regents. It was discussed with prior Board members a couple of years ago. The cycle is a ten-year cycle started in 2016 after the visit from the HLC. With the HLC there is a mid-term or mid-cycle checkup right now. We have to prepare a document, which is in the Board packet and it is a 120-page document that was submitted to the HLC last week. Basically, what this document is trying to address is the five criteria for accreditation. The five criteria for accreditation are Mission of the Institution, Ethics and Integrity of the Institution, Teaching and Learning, Evaluation and Improvement in Teaching and Learning and Institutional Effectiveness at Resources and Planning. Through this document we are offering the narrative of how we have addressed the five criteria. At this time, Dr. Lopez shared his screen with a document that describes the policy we are trying to address from the HLC. We have five criteria and within that we have 21 core components we need to address. In order to be an accredited institution we need to meet the requirements of these 21 core components. Each one of these have subcomponents. We are not required to meet each one of the subcomponents but we need to meet the overall core components. Basically, this is what in this narrative. Unfortunately, the word document in the package does not allow the Board of Regents to see the evidence provided to the HLC and the reason is because this document lives inside an online system that the HLC has. In that system, when they review the document, they have the ability to click the links to see the evidence for the claims. There are blue links the reviewers are going to be able to see. The way this review works is we make a claim and within the narrative we provide a link

within the document we provide to demonstrate what we are claiming. This review process will start next week and will take four weeks for the reviewers to possibly ask for more evidence and sometime in September we will get the report back. This is very important because we need to maintain accreditation in order to be able to offer Title V funding to our students. Dr. Lopez stated the document the Board of Regents has, he hopes the Board of Regents will be able to read and it will tell the Board of Regents what has happened with the institution for the last four years. This document coincides with the current administration. Dr. Lopez stated this is where we are with the accreditation agency and we will not be required to develop this document again until 2026. Depending on the result of the review of this document. We may need to submit a two-year report if there is something the HLC does not feel we are accomplishing right now. Dr. Lopez stated he is open to questions from the Board of Regents.

President Bailey stated he would like to add two things. This was a huge lift and even though it is 120 pages when you add all the evidentiary support it is closer to 1,000 pages. Dr. Lopez and a team of people went line by line to research this. Every faculty and staff member had a hand in this. It captures everything we have done in the last four years to improve the College. He is supremely confident that the work that we have done, faculty, staff and the Board of Regents, it is the best position we have been in since President Bailey has been here and is reflected in this report and he is proud of what everyone has done. Board President Martin stated he would appreciate Regent Martinez comments since he has been on the Board of Regents the longest. Regent Martinez stated he would echo President Bailey's comments, the team his administration has put together and the trust the administration and faculty have with each other and the Board and administration have built over the past few years is why Dr. Bailey is saying he is sitting in the best position since he has been here. He thinks everybody has worked hard and President Bailey thanked the Board of Regents but he thinks everyone on the Board can attest that it is those guys that are on the ground like Dr. Bailey, Ricky and Ivan and all the people that pitches in at the school, they are really the reason why this school is where it is at. The Board of Regents attends meeting, we make policy but it is the inline people who are the superstars at this school. Board President Martin thanked Regent Swentzell and Regent Rodriguez that sits on this Committee that oversees this and keeps the Board of Regents apprised of what is going on.

Dr. Lopez stated he would like to thank Carmella Sanchez who is the liaison with the HLC. From the beginning she was in charge of putting together the teams and chasing people for this evidence. This was about 20 months of work to get the evidence and build all these documents. Special thanks to Carmella Sanchez who is at the Board Meeting. Board President Martin thanked Ms. Sanchez for all her help

IX. PUBLIC INPUT

Board President Martin asked if there would be any public input. President Bailey asked Ms. Peña and she stated she has not received any. Ms. Peña stated she has not heard of any.

X. EXECUTIVE SESSION

None.

XI. ADJOURNMENT

Board President Martin requested a Motion to Adjourn. President Bailey stated there will be a State of the College Address on Wednesday afternoon Via Zoom. The invite will go out today. Board President Martin asked if Graduation is going on soon. President Bailey stated Saturday at 11:00AM there will be a roll out of a Graduation Celebration Video that will individually look at the graduates, celebrate them, statements from President Bailey, Dr. Lopez, photo of the Board of Regents and a special keynote address which he will keep silent but it is someone who works in the Roundhouse in Santa Fe. All of this will be rolled out at 11:00AM Saturday and starting Saturday night the portion of that video, which celebrates the students with Ricky Bejarano reading the names of the graduates will be on the face of the Center for the Arts. This will be up until for a while.

Regent Martinez asked President Bailey if he is going to stream the State of the College and Celebration of the Graduates on Facebook so it is there forever. President Bailey stated yes, at 11:00AM it goes live and it will be a YouTube video. We will publicize this and it will be available moving forward. President Bailey stated the other thing we are doing in addition to the Graduation Video and Center for the Arts, faculty and staff is putting together special care packages together to each of the 2020 graduates. We will also send out packages to HPE and ABE students as well.

Board President Martin entertained a motion to adjourn.

Regent Swentzell moved to adjourn. Second – Regent Velarde. A roll call vote was taken. Board President Martin - yes, Regent Velarde - yes, Regent Swentzell - yes, Regent Martinez - yes, Regent Rodriguez - yes. Motion passed unanimously.

The Board of Regents adjourned at 2:36PM.

APPROVED:

Michael A. Martin, Board President

Erica Velarde, Vice President



Program Review Report

Program: Bachelor of Science in Biology
College: Department of Biology, Chemistry, and Environmental Science (BCES)
Review Date: April 29, 2020

Summary:

A program review for the Bachelor of Science in Biology was presented to the Program Review Committee by Mr. Joaquin Gallegos, Chair of the Department of BCES, and Dr. Sushmita Nandy, faculty member of the program.

The calculated three-year average of declared student enrollment in the program is 45.7 (headcounts) per semester and the graduation three-year average is 6 students per year. The one-year fall-to-fall retention rate is 77% while the two-year fall-to-fall retention rate is 69%. Although retention is good, the review showed that students take several years to complete the program; explaining the low number of graduates.

The program has a good job projection and a very strong student demand according to the analysis done by Gray Associate Program Demand software. The program had a scorecard with 36 points. However, there is an important competition identified for this program in the region.

The program economics based on Gray Associates software shows a contribution margin (including overhead) of \$202,410 for this program during AY 18-19.

The program is a broad-based program that prepares students to pursue a graduate degree in biology or to go on to professional schools in the health sciences, including careers in research in academic, government, and private research laboratories, science teaching, positions in the biomedical, biotechnology, and pharmaceutical industries, and other related fields.

Unfortunately, the program review was unable to demonstrate any student learning outcome assessment done in previous years. Therefore, the committee had no direct evidence of a continuous improvement process or any other academic indicators of student learning outcomes assessment. The program has put in place an assessment plan that is currently in implementation and will continue in the next years.

Finally, the program identified two basic strategies to recruit new students and to track and survey graduates. It is necessary to enhance the Strategic Plan with specific goals towards program excellence and more robust strategies that aligned with the four lines of effort of the College's Strategic Direction.

Recommendations:

The Council of Chairs is concerned with several factors which are mainly the following: a) a current lack of a systematic program-level student learning outcome assessment process; b) lack of an external advisory committee that provides guidance to the leadership of the program; and c) lack of strategic plan or strategic direction for the program.

Therefore, the Council is requesting that a Progress Report due May 31, 2022 be completed by the Department of BCES that will address the main concerns. The expectation is that the report will address the following recommendations.

1. Starting in Fall 2020, the program needs to have an External Advisory Committee (EAC) with at least one member that represent employers in the region for this program and one participant from a local high school provider.
2. The EAC shall meet at least once per academic year with the faculty of the Biology program and the meetings need to be documented with minutes and sign-in sheet to show attendance.
3. The faculty of the program, in collaboration with the EAC, should review the current student learning outcomes and courses in the curriculum to clearly bring course-level outcomes into alignment with program-level and college-wide outcomes as well as guarantee program relevance to local needs and industry.
4. The leadership of the program must immediately start conversations with the Institutional Space Utilization Committee to potentially find a new teaching lab space.
5. The Council suggests that an analysis of the curriculum efficiency for the program is done before to see if there is a way to expedite graduation.
6. The Program must demonstrate, through the Annual Report, significant yearly progress using multiple data sources aggregated with other information to ensure course and program relevance to local needs and industry. All assessment data related to program-level student learning outcomes must be delivered with the Annual Report.
7. No later than June 30, 2021, an analysis should be done to review the possibility of increasing the number of online or hybrid courses to help the program to attract more students due to the local competition.
8. No later than June 30, 2021, a thoughtful and realistic Strategic Plan needs to be developed so that clear goals are identify for the program.
9. Since the current Academic Program Review Policy was approved after this program was selected for review, the institution failed to evaluate the Associate Degree in Biology. Therefore, all recommendations here are applicable to the Associate Degree too.
10. The BCES department must immediately work with the Department of Nursing and Health Sciences to determine future steps to address the different expectations that are required for the Anatomy and Physiology course by students in Biology program compared to students in the Nursing program.



Program Review Report

Program: Associate of Arts, Criminal Justice and Bachelor of Arts, Integrated Studies
(Emphasis Crime and Justice Studies)

College: Department of Humanities and Social Sciences (HSS)

Review Date: April 29, 2020

Summary:

A program review for the Associate of Arts degree in Criminal Justice and the Bachelor of Arts Integrated Studies in Humanities and Social Sciences (Emphasis on Crime and Justice Studies) was presented to the Program Review Committee by Dr. Tara Lopez, Chair of the Department of Humanities and Social Sciences.

For the Associate degree, the calculated three-year average of declared student enrollment in the program is 18 (headcounts) per semester and the graduation three-year average is 5 students per year. For the Bachelor's degree, the calculated three-year average of declared student enrollment in the program is 35 (headcounts) per semester and the graduation three-year average is 3.5 students per year. This low graduation number reflects the latest low-retention rate which is 33% for two-year fall-to-fall for both programs, while the one-year fall-to-fall of 56% and 68% for the associate and bachelor's, respectively.

The Gray Associate Program Demand software shows a very high student demand for this program and a relatively high job projection. The program had a scorecard with 40 points. Moreover, the Program Analysis Workshop with Gray Associates identified the field of Criminal Justice as medium-priority program for new bachelor program as an standalone program rather than an emphasis option under the Bachelor of Integrative Studies. However, there is an important competition identified for this program in the region.

The program economics based on Gray Associates software shows a contribution margin (including overhead) of \$146,521 for this program during AY 18-19.

The associate degree prepares students for many careers that require reliable and flexible thinking and communication, such as in local and state government, public service, and managerial careers. It will also provide a solid basis for those wishing to pursue advanced degrees in various fields, including psychology, law, and cultural anthropology.

Unfortunately, the program review was unable to demonstrate any student learning outcome assessment done in previous years. Therefore, the committee had no direct evidence of a continuous improvement process or any other academic indicators of student learning outcomes assessment. The program has recently put in place an assessment plan that is currently in implementation and will continue in the next years. Moreover, there is a lack of evidence of frequent class evaluation/observations of faculty teaching for the program.

Finally, the program identified a Strategic Plan that addresses some issues that the faculty of the program has identified as challenges.

Recommendations:

The current strategic plan shows some thoughtful considerations to improve the program and the Council of Chairs recommends that the suggested steps in the plan are followed by the program leadership, although with different deadlines.

The Council of Chairs is concerned with several factors which are mainly the following: a) current lack of a full-time faculty member that is a subject matter expert dedicated to this program; b) lack of mission and vision for this program; c) a current lack of a systematic program-level student learning outcome assessment; and d) lack of an external advisory committee that provides guidance to the leadership of the program.

Therefore, the Council is requesting that a Progress Report due May 31, 2022 be completed by HSS that will address the main concerns. The expectation is that the report will address the following recommendations.

1. Continue with the recruitment process of a full-time faculty member for the program. The faculty liner in this program will eventually need to be a tenure-track position.
2. This faculty will need to provide input and guidance as the subject matter expert to the Department Chair.
3. Starting in Fall 2020, the program needs to have an External Advisory Committee (EAC) with at least one member that represent employers in the region for this program and one participant from a local high school provider.
4. The EAC shall meet at least once per academic year with the faculty of the Criminal Justice program and the meetings need to be documented with minutes and sign-in sheet to show attendance.
5. The faculty in collaboration with the EAC should work together to develop a mission and vision for the program as well as articulated degree or career pathways, reworked student learning outcomes to clearly bring course-level outcomes into alignment with program-level and college-wide outcomes no later than June 2021.
6. The Program must demonstrate, through the Annual Report, significant yearly progress using multiple data sources aggregated with other information to ensure course and program relevance to local needs and industry. All assessment data related to program-level student learning outcomes must be delivered with the Annual Report.
7. No later than June 2020, the Associate and Bachelor Program must achieve course articulation that guarantees that 100% of the courses in the Associate program in CJ transfer to the Bachelor program in Integrated Studies (Crime and Justice Studies Emphasis). From the presentation, it was not clear if this is already happening.
8. Starting in Fall 2020, the Program must implement a class observation system to evaluate the instructors that teach in this program.
9. A program analysis through Gray Associates software should be developed no later than June 30, 2021 to determine if a standalone program is needed to replace the current Emphasis of the Bachelor of Integrative Studies. This analysis should review the possibility of online delivery to help the program to attract more students due to the local competition.



Program Review Report

Program: Associate Liberal Arts
College: Department of Language and Letters
Review Date: April 29, 2020

Summary:

A program review for the Associate of Arts degree in Liberal Arts was presented to the Program Review Committee by Ms. Lori Franklin, Chair of the Department of Language and Letters.

The calculated three-year average of declared student enrollment in the program is 44 (headcounts) per semester and the graduation three-year average is 4.33 students per year. This low graduation number reflects the latest low-retention rate which is 24% for one year fall-to-fall and almost 7% for two years fall-to-fall.

The program has an fairly good job projection and student demand according to the analysis done by Gray Associate Program Demand software. The program had a scorecard with 70 points.

The program economics based on Gray Associates software shows a contribution margin (including overhead) of \$85,804 for this program during AY 18-19.

The program is a broad-based program that prepares students for many bachelor programs and a wide range of employment industries. With the emphasis on communication skills, critical thinking, and creativity, the program supports the current demand from many employers for these essential skills. As a testimony to this claim, the self-study report showed examples of highly accomplish alumni who have accepted to bachelor or graduate programs at very prestige universities.

Unfortunately, the program review failed to demonstrate any student learning outcome assessment done in previous years. Therefore, the committee had no direct evidence of a continuous improvement process or any other academic indicators of student learning outcomes assessment. The program has put in place an assessment plan that is currently in implementation and will continue in the next years.

Finally, the program identified a Strategic Plan that addresses some issues that the faculty of the program has identified as challenges.

Recommendations:

The current strategic plan shows some thoughtful considerations to improve the program and the Council of Chairs recommends that the suggested steps in the plan are followed by the program leadership.

The Council of Chairs is concerned with several factors which are mainly the following: a) a very low retention rate, the lowest among all programs at NNMC; b) communication of student learning outcome assessment; and c) lack of an external advisory committee that provides guidance to the leadership of the program.

Therefore, the Council is requesting that a Progress Report due May 31, 2022 be completed by the Department of Language and Letters that will address the main concerns. The expectation is that the report will address the following recommendations.

1. The Program shall provide to the Chairs' Council a detailed plan of the changes that will be implemented that are reference in page 22 of the self-study report no later than October 31st.
2. Starting in Fall 2020, the program needs to have an External Advisory Committee (EAC) with at least one member that represent employers in the region for this program and one participant from a local high school provider.
3. The EAC shall meet at least once per academic year with the faculty of the Liberal Arts program and the meetings need to be documented with minutes and sign-in sheet to show attendance.
4. The EAC and the faculty should work together to enhance the mission and vision of the program, which is different from the mission/vision of the department of Language and Letters.
5. The Council of Chairs recommend that a few relevant pathways (concentrations or emphasis) are given to students in lieu of the high number of open electives that the program has. These pathways could come from other liberal arts fields such as language and letters, sciences, mathematics, humanities, or social sciences. The Council believes that this approach will make the program more attractive so that students are retained, and the number of graduates increases. The lack of a clarity in terms of articulation with other bachelor programs may be a reason for students to not continue.
6. Any proposed pathways should be carefully analyzed and evaluated in conjunction with the EAC.
7. The Council suggests that an analysis of the curriculum efficiency for the program and the pathways that are offered is done before taking the changes to the Curriculum Committee.
8. In the Annual Report, the Program must identify maintenance or improvement strategies related to program and institutional level outcomes as well as ensure Program relevance to local needs and/or industry. All assessment data related to program-level student learning outcomes must be delivered with the Annual Report.
9. No later than June 30, 2021 an analysis should be done to review the possibility of more online or hybrid mode delivery to help the program to attract more students due to the local competition.

Program Review Report

Program: Bachelor & Associate of Math
College: Department of Math and Physical Sciences
Review Date: April 29, 2020

Summary:

A program review for the Program of Study (POS) in Math, offered as two different degrees: the bachelor of science and the associate of science in Math- was presented to the Program Review Committee by Dr. David Torres, Chair of the Department of Math and Physical Science Department.

The calculated three-year average of declared student enrollment in the bachelor program is 9.3 (headcounts) per year and it has been decreasing to a current headcount of 5 students. The one-year fall-to-fall retention rate is 80%. Although retention is good, the review showed that students take between 4 and 8 years to graduate. The associate degree three-year average of declared headcounts is 1 student per year.

Both degrees in this POS have good job projections and a high student demand according to the analysis done by Gray Associate Program Demand software. The associate degree had a scorecard with 28 points while the bachelor's degree has 31. However, there is an important competition identified for this POS in the region from other institutions. This could explain why the historic enrollment of this program has been very low.

The program economics based on Gray Associates software shows a *negative* contribution margin (including overhead) \$81,677 for this program during the academic years of 2016-2019. This deficit would probably continue to increase for the bachelor program since the current collective bargaining agreement requires the institution to pay all overloads while in prior years some faculty volunteered to teach some upper-division courses without additional pay. The ratio between gross revenue (tuition/fees) and instructional cost is 0.39 for the last three years. Recently, these overloads have been paid at prorated scale because the enrollment has not met a minimum of ten students.

The POS in Math is a broad-based program and prepares students to pursue a career in mathematics or a mathematics-related field and emphasizes applied mathematics courses including ordinary differential equations, linear algebra, numerical analysis, partial differential equations, and probability and statistics. It also offers an optional concentration in Physics.

Unfortunately, the review for both degrees failed to demonstrate any student learning outcome assessment done in previous years. Therefore, the Committee had no direct evidence of continuous improvement processes or any other academic indicators of program-level student learning outcomes assessment. However, the Department of Math has collaborated with college-wide student outcomes assessment for General Education courses and established a program-level assessment plan that is currently in implementation and will be continued in the next years.

The POS does not have a well-established external advisory committee that meets annually, although two faculty members from state universities have provided input to the degrees. Moreover, the Department does not track employer satisfaction for their graduates.

With the exception to diversify math course offerings to include data science, the program review document did not provide a strategic plan for the years to come.

Recommendations:

The Council of Chairs is concerned with the financial sustainability of the bachelor degree offering and the lack of quality assessment. Similarly, the two degrees failed to demonstrate a relevant strategic plan to guarantee innovation, envision the next steps, and improve enrollment. Therefore, the Council is recommending two-year probation for the associate degree program and the immediate suspension of the bachelor degree program. Past experience with other struggling programs indicates significant human resources and financial allocations are needed to redirect how a program is developed, marketed, delivered, and assessed. Given the high allocation of human resources from the Department of Math and Physical Sciences to the General Education endeavor, it is not realistic that the quality assurance processes for the bachelor program can be implemented without new investments. New, and even some continued, investments are very difficult to justify under the current financial constraints of the institution and the lack of student enrollment in the program. The suspension recommendation will need to be approved by the College President and the Board of Regents. The following steps need to be taken by the faculty associated with the Math degrees.

1. If the Board of Regents approves the suspension of the bachelor program, a reduction in force of 1 full-time faculty member will be implemented by Fall 2020.
2. By Fall 2020, no new students will be accepted into the bachelor program and the Department Chair will need to immediately develop a teach-out plan for the current declared students in the program.
3. By Spring 2021, the enrollment for the associate degree in Math should be at least 5 declared FTE students (not headcounts).
4. By Spring 2022, the enrollment for the associate degree in Math should be at least 10 declared FTE students.
5. Starting in Fall 2020, the program needs to have a formal External Advisory Committee (EAC) with at least one member who represents a relevant employer in the region and one participant from a local high school provider.
6. The EAC shall meet at least once per academic year with the faculty of the Math program and the meetings need to be documented with minutes and sign-in sheets to show attendance. The EAC and the faculty should work together to develop the mission and vision of the program.
7. The associate degree must demonstrate, through the Annual Report, significant yearly progress using multiple data sources aggregated with other information to ensure course and program relevance to local needs and industry. All assessment data related to program-level student learning outcomes must be delivered with the Annual Report. Similarly, other relevant data needs to be collected including feedback from employers, alumni, students completing the program, and outside industry-related experts.
8. Faculty in the program must collaborate with other departments to develop articulation agreements between the associate degree in Math and available bachelor programs.
9. Starting in Fall 2020, the associate degree program must implement a class observation system to evaluate the instructors that teach in this program.
10. A program analysis through Gray Associates software should be developed no later than June 30, 2021, to determine any Math concentrations or minors that could be introduced in partnership

with other programs offered at NNMC. This effort must be incorporated into a Strategic Plan that addresses quality, enrollment, and future directions (also to be completed by June 30, 2021).

11. The Math department must engage with other academic departments, like Teacher Education and Engineering, to discuss the offerings of upper-division courses needed for those programs. This work could potentially open the door to the consideration of future offerings of minors or concentrations in Math for other programs.



MEMORANDUM

To: Board of Regents - Northern New Mexico College
From: Ivan Lopez, Provost and VPAA
Date: July 27, 2020
Re: Termination of the Bachelor of Mathematics

Issue

Three programs went under program review last April by the Academic Chairs and Director's Committee. The Chair's Council reviewed the report and recommended termination of the program due to: 1) very low program enrollment since inception; 2) lack of program-level student learning outcomes assessment in the last five years; 3) lack of any strategic plan to improve the program.

Overview

The conclusions of program review (attached to this memorandum) showed that the Bachelor's in Mathematics Program has not shown a sustainable enrollment in the last seven years or more. It also revealed that there has been a consistent lack of quality control measured by Program-level Student Learning Outcome Assessments. Finally, there is no Strategic Plan in place to improve the program. Although Math degrees offer a competitive salary, the college will require further faculty involvement with a very low return on investment due to the lack of student interest.

With the current financial circumstances in Northern New Mexico, it is impossible to make any significant program improvements since there is no funding available. However, the current existent Associate Degree in Math will be kept and the Math Department has been requested to explore the creation of minors or concentrations that could articulate well with other programs such as Teacher Ed, Engineering, and Business.

This recommendation was discussed with the Regents who sit in the Academic and Student Affairs Committee and they concurred with the termination.

Recommendation

I recommend the Board of Regents approve the termination of the Bachelor's Degree in Mathematics.

Office of the Provost

NORTHERN New Mexico College



BRANCH COMMUNITY COLLEGE TUITION/FEE PROPOSAL

Revenue/Cost Assumptions

1. Half of the mill levy collected revenue is used for overhead (student support, IT, facilities cost, etc.), and half is used for instruction cost and distributed evenly for all academic programs. This half revenue is around \$1M.
2. Five Academic Programs under the Branch Community College. Although at the beginning we will have only two programs, we are considering expanding in the years to come to probably five.
3. Instructional Cost Salaries + benefits
 - Chair \$25,000 (salary split in five programs)
 - Faculty (Full-timer) \$80,000 (one full-timer)
 - Administrative Assistant \$10,108
 - Equipment (5-year depreciation) \$60,000
 - Supplies \$20,000
4. Instructional Variable Cost (adjunct): \$2310 per FTE beyond 15.
5. Administrative overhead: 35% of the above direct instructional costs.
6. One FTE is one student taking 15 SCH per semester.

Recommendation

The tuition/fees model that suggested is a single combined rate of tuition/fees of \$110/SCH for all credits offered by the Branch Community College for each credit between 1 and 15 per semester. Any credits beyond 15 per semester will have no cost. This is aligned with the lottery scholarship that requires 15 credits per semester.

The rationale of the price is based on the market price of our local competitors. SFCC is offering equivalent programs for off-district students (like Espanola students) at a cost of \$70/SCH while UNM-LA's price is \$87/SCH.

Our proposal is \$110/SCH which is the result of considering three factors. The first item is the cost of our lowest competitor.

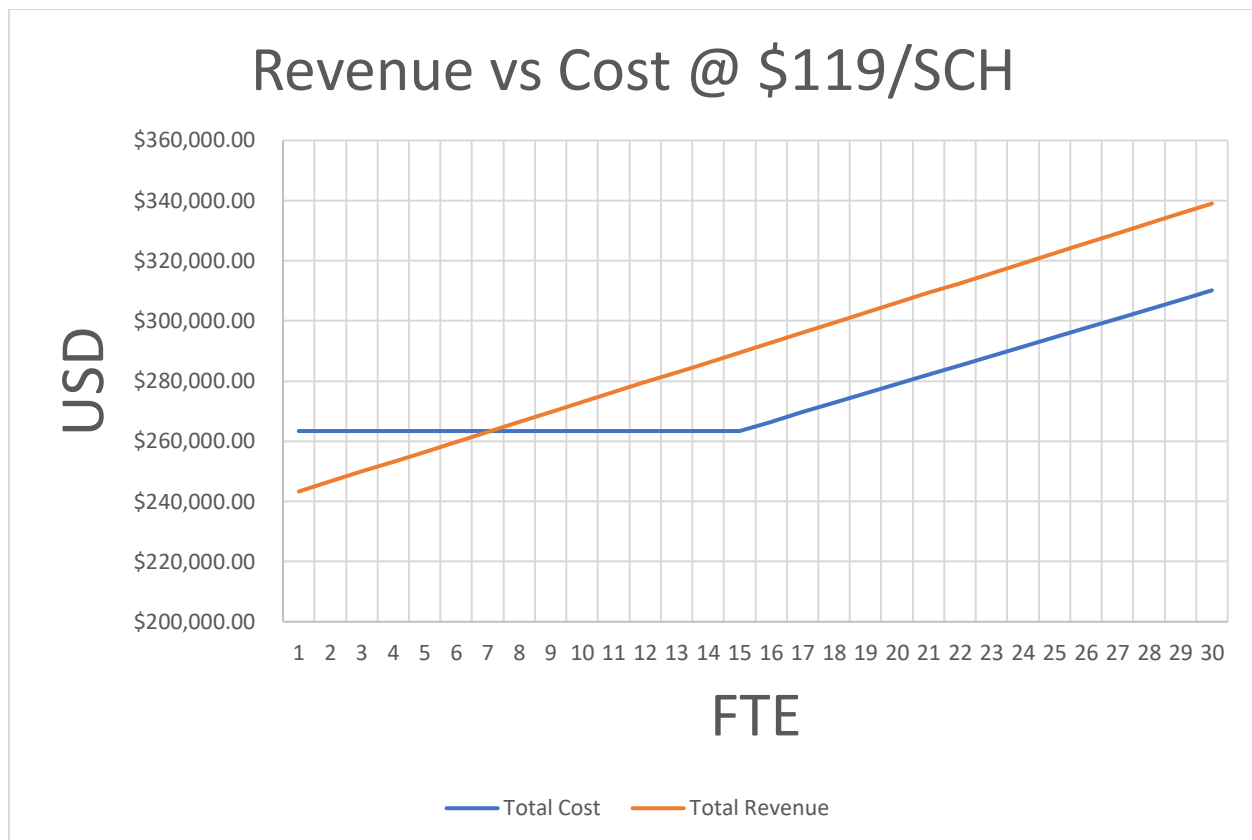
A) the cost of attendance of one credit @ \$70/SCH.

B) the fuel cost of one FTE to attend classes at SFCC two days a week (70-mile roundtrip) for 16 weeks at \$1.8/gallon and 30 miles/gallon spread in 15 credits give a value of approximately \$9/SCH

C) the commuting time value is evaluated at 4 hours per week at the current Espanola minimum wage (\$9/hr) for 16 weeks, spread in 15 credits hours gives a value of approximately \$38 per credit.

If we add the three factors, the total gives a \$117/SCH. As an introductory “price”, we recommend a flat \$110/SCH which will represent an annual cost for the program (at 30 credits) of \$3,300. This price is still way less costly than our current \$5,000 annual for the 4-year institution.

This recommendation will result in the following revenue vs cost analysis which indicates that the program breaks even at 8 FTE. Any additional FTE will result in a positive net profit that could be used to develop other academic programs or to expand any specific program.





**Memorandum of Understanding
between
UA Local 412 Plumbers and Pipefitters and Northern New Mexico College**

As of August 31st, 2020, to support instruction collaboration in New Mexico and to increase Plumbing and Pipefitting career opportunities for the community in New Mexico, UA Local 412 Plumbers and Pipefitters (UA Local 412) and Northern New Mexico College (NNMC), agree to establish a Joint Educational Venture and Articulation Agreement to offer an Associate's Degree and a Certificate Program in Technical Trades (Plumbing) to participants of the Apprenticeship Program.

The responsibilities for NNMC and the UA Local 412 are described below.

NNMC

- Enrolls apprentices to NNMC courses
- Evaluates college credit for prior institutions and transfers it to NNMC when appropriate
- Schedules courses in the Banner system
- Evaluates instructor credentials and approves instructors to teaching plumbing courses
- Pays a stipend to instructors at the training center at \$83.33 per credit hour per course
- NNMC will develop Pipefitters courses within two months of the signature of this MOU and will develop a new concentration in Pipefitters degree within one year of signature. For the fall semester, the Pipefitter courses will be offered as Special Topics.
- Assesses the quality of the courses
- Charges tuition at a rate of \$32.50 per credit at 8 credits per academic year

UA Local 412

- Assists NNMC to establish an Associate's Degree and Certificate Programs in Technical Trades (Plumbing/Pipefitting)
- Articulates apprenticeship curriculum
- Assists NNMC with student registration of current 1st and 2nd year apprenticeship students of Local 412 during the initial year of this MOU and increase by one (1) year group each subsequent year culminating in all five (5) year groups eventually being enrolled to NNMC courses.
- Assists NNMC through the External Advisory Committee for the Trades Programs
- Offers classroom and lab space to the apprentices at the training center at no cost to NNMC to take for-credit courses

- Allows NNMC Staff from Student Services to work with apprentices in multiple services including, but not limited to, advising, financial aid, and similar support offerings
- Identifies and recommends instructors to teach NNMC for-credit courses in the Plumbing and Pipefitting Program.
- Assists NNMC to make sure that instructors submit grades on time and participate in student learning outcome assessments.

TERM

This MOU shall remain effective until June 20, 2023, unless otherwise terminated by the parties. Partners may terminate participation with six months’ advance notice before the semester in which participation ceases. Partners must agree to any changes to the tuition fee for following academic year by June 15th of the current year. Any such changes must be documented as an amendment to the Memorandum of Agreement.

APPROPRIATIONS

The terms of this Agreement are contingent on sufficient appropriations and authorization being made by the Legislature of New Mexico, the New Mexico Department of Higher Education, the College, and the Federal Government for the performance of this Agreement. If, for any reason, sufficient appropriations and authorizations are not made, the Agreement shall terminate upon written notice being given by the College. Such termination shall not result in any claim for damages by the UA Local 412. The College’s decision as to whether sufficient appropriations are available shall be accepted by the UA Local 412 and shall be final.

ENTIRE AGREEMENT

This Agreement represents the entire understanding between the parties and supersedes any prior agreements or understandings with respect to the subject matter of this Agreement.

SIGNED:

_____	Date: _____	_____	Date: _____
Ray Trujillo Training Director UA Local 412		Dr. Richard Bailey President Northern New Mexico College	

*Office of the 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: July 27, 2020

Re: Fiscal Watch Report

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 period ending June 30, 2020.

Northern New Mexico College

Statement of Net Position

(Unaudited and Unadjusted)

June 30, 2020

Assets	
Current Assets:	
Cash and Cash Equivalents	5,080,954
Short-Term Investments	-
AR - Student	428,052
AR - Other than student	234,580
Inventories	71,087
Prepaid Expenses	6,962
Loans Receivable, net	438,438
Total Current Assets	<u>6,260,072</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	35,176,600
Total Non-Current Assets	<u>35,176,600</u>
Total Assets	<u>41,436,672</u>
Deferred Outflows of Resources	
Pension Related (6/30/19 balances)	9,904,397
Total Deferred Outflows of Resources	<u>9,904,397</u>
Liabilities	
Current Liabilities	
Accounts Payable	274,471
Other Accrued Liabilities	527,849
Deferred Income	2,002,058
LT Liabilities - Current Portion	-
Total Current Liabilities	<u>2,804,379</u>
Non-Current Liabilities	
Accrued Interest Payable	-
Accrued Benefit Reserves	-
Other LT Liabilities	134,648
OPED Liability	7,889,220
Net Pension Liability	34,773,819
Total Non-Current Liabilities	<u>42,797,687</u>
Total Liabilities	<u>45,602,066</u>
Deferred Inflows of Resources	
Pension Related (6/30/19 balances)	3,504,432
Total Deferred Inflows of Resources	<u>3,504,432</u>
Net Position	
Invested in Capital Assets, net of Related Debt	35,176,600
Restricted for:	
Nonexpendable:	
Endowments	-
Expendable:	
General Activities	(73,128)
Federal Student Loans	-
Term Endowments	599,971
Capital Projects	-
Debt Service	-
Related Entity Activities	1,930,601
Unrestricted	
Unrestricted without NFP	4,625,870
Net Fiduciary Position	-
Total Unrestricted (includes 6/30/20 NFP)	<u>4,625,870</u>
Total Net Position	<u>42,259,914</u>

Northern New Mexico College
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2020

Operating Funds	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Actuals as of June 30, 2020	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,813,822	\$ 4,053,769	\$ 3,969,567	97.9%
Federal Appropriations	-	-	-	-
State Appropriations	12,692,700	12,642,700	12,642,700	100.0%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	7,513,828	10,311,647	7,544,653	73.2%
Endowment/Land & Perm Inc	163,525	163,525	175,601	107.4%
Sales & Services	703,490	815,669	1,364,945	167.3%
Other	383,743	255,096	193,241	75.8%
Total Revenue	25,271,108	28,242,406	25,890,707	91.7%
BEGINNING BALANCE	2,228,873	2,228,873	1,997,246	89.61%
TOTAL AVAILABLE	27,499,981	30,471,279	27,887,953	91.5%
EXPENDITURES				
Instruction & General	17,105,901	19,460,076	15,282,008	78.5%
Student Social & Cultural	98,735	101,569	63,879	62.9%
Research	140,743	133,814	81,329	60.8%
Public Service	1,579,633	1,587,649	886,407	55.8%
Internal Services	177,576	177,576	332,382	187.2%
Student Aid	5,067,156	5,311,165	5,272,428	99.3%
Auxiliary Enterprises	957,028	957,788	547,513	57.2%
Intercollegiate Athletics	644,442	622,447	584,338	93.9%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	25,771,214	28,352,084	23,050,286	81.3%
NET TRANSFERS OUT / (IN)	230,000	264,000	261,654	99.1%
TOTAL EXPENDITURES & TRANSFERS	26,001,214	28,616,084	23,311,939	81.5%
ENDING FUND BALANCE	\$ 1,498,767	\$ 1,855,195	\$ 4,576,014	

Plant Funds	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Actuals as of June 30, 2020	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts				
Interest Income				
State Appropriation	\$ 1,987,565	\$ 1,987,565	\$ 61,738	3.1%
Debt Service Transfers				
Other				
Total Revenues and Transfers	1,987,565	1,987,565	61,738	3.1%
BEGINNING BALANCE	-	-	-	
TOTAL AVAILABLE	1,987,565	1,987,565	61,738	3.1%
EXPENDITURES				
Capital Projects	1,987,565	1,987,565	1,458,543	73.4%
Building Renewal	230,000	264,000	436,166	165.2%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	2,217,565	2,251,565	1,894,709	84.2%
NET TRANSFERS OUT / (IN)	(230,000)	(264,000)	(264,000)	100.0%
TOTAL EXPENDITURES & TRANSFERS	1,987,565	1,987,565	1,630,709	82.0%
ENDING FUND BALANCE	\$ -	\$ -	(1,568,970)	

Northern New Mexico College
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year's 2020 and 2019

Operating Funds	FY 2020 Actuals as of June 30, 2020	FY 2019 Actuals as of June 30, 2019	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 3,969,567	\$ 4,210,869	-5.7%
Federal Appropriations	-	-	
State Appropriations	12,642,700	10,739,000	17.7%
Local Appropriations	-	-	
Gifts, Grants & Contracts	7,544,653	6,884,728	9.6%
Endowment/Land & Perm Inc	175,601	223,368	-21.4%
Sales & Services	1,364,945	586,490	132.7%
Other	193,241	157,088	23.0%
Total Revenue	25,890,707	22,801,543	13.5%
BEGINNING BALANCE	1,791,221	1,791,221	0.0%
TOTAL AVAILABLE	27,681,929	24,592,764	12.6%
EXPENDITURES			
Instruction & General	15,282,008	15,480,515	-1.3%
Student Social & Cultural	63,879	94,383	-32.3%
Research	81,329	-	
Public Service	886,407	447,944	97.9%
Internal Services	332,382	162,949	104.0%
Student Aid	5,272,428	4,776,448	10.4%
Auxiliary Enterprises	547,513	763,120	-28.3%
Intercollegiate Athletics	584,338	548,702	6.5%
Independent Operations (NMDA)	-	-	
Total Expenditures	23,050,286	22,274,061	3.5%
NET TRANSFERS OUT / (IN)	261,654	208,905	25.3%
TOTAL EXPENDITURES & TRANSFERS	23,311,939	22,482,966	3.7%
ENDING FUND BALANCE	\$ 4,369,989	\$ 2,109,798	107.1%

Plant Funds	FY 2020 Actuals as of June 30, 2020	FY 2019 Actuals as of June 30, 2019	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	61,738	952,538	-93.5%
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
Total Revenues and Transfers	61,738	952,538	-93.5%
BEGINNING BALANCE	-	-	
TOTAL AVAILABLE	61,738	952,538	-93.5%
EXPENDITURES			
Capital Projects	1,458,543	952,538	53.1%
Building Renewal	436,166	173,733	151.1%
Internal Service Renewal/Replacement	-	-	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
Total Expenditures	1,894,709	1,126,271	68.2%
NET TRANSFERS OUT / (IN)	(261,654)	(208,905)	25.3%
TOTAL EXPENDITURES AND TRANSFERS	1,633,055	917,366	78.0%
ENDING FUND BALANCE	\$ (1,571,317)	\$ 35,172	-4567.5%

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)

June 30, 2020

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 3,541,515
Receipts from grants and contracts	7,310,072
Other receipts	-
Payments to or on behalf of employees	(13,301,431)
Payment to suppliers for goods and services	(7,576,558)
Receipts from Sales and Services	1,364,945
Payments for scholarships	(1,122,092)
Other Operating Revenue	193,241
Net cash (used) by operating activities	<u>(9,590,306)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	12,704,438
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>12,704,438</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	175,601
Net Cash provided by Investing Activities	<u>175,601</u>
Increase (Decrease) in Cash and Cash Equivalents	3,289,733
Cash and Cash Equivalents- beginning of year	1,791,221
Cash and Cash Equivalents- end of reporting period	<u>\$ 5,080,954</u>

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION :	Northern New Mexico College		FY 21
Adjustment to Fund:	Unrestricted		Request # 1
	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
REVENUES			
Instruction and General	17,988,267	(1,172,500)	16,815,767
Student Social & Cultural Activities	88,038	0	88,038
Research		0	
Public Service	504,875	(19,900)	484,975
Internal Service Dept.	457,100	0	457,100
Student Financial Aid		0	
Auxiliary Enterprises	691,132	0	691,132
Athletics	729,702	(46,300)	683,402
Independent Operations		0	
Subtotal Current Funds	20,459,114	(1,238,700)	19,220,414
Capital Outlay	2,635,000	0	2,635,000
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Subtotal Plant Funds	2,635,000	0	2,635,000
TOTAL REVENUES	23,094,114	(1,238,700)	21,855,414
BEGINNING BALANCES			
Instruction and General	1,988,531	0	1,988,531
Student Social & Cultural Activities	3,086	0	3,086
Research		0	
Public Service	115,374	0	115,374
Internal Service Dept.		0	
Student Financial Aid		0	
Auxiliary Enterprises	93,996	0	93,996
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	2,200,987	0	2,200,987
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Subtotal Plant Funds	0	0	0
TOTAL BEGINNING BALANCES	2,200,987	0	2,200,987
TOTAL AVAILABLE			
Instruction and General	19,976,798	(1,172,500)	18,804,298
Student Social & Cultural Activities	91,124	0	91,124
Research	0	0	0
Public Service	620,249	(19,900)	600,349
Internal Service Dept.	457,100	0	457,100
Student Financial Aid	0	0	0
Auxiliary Enterprises	785,128	0	785,128
Athletics	729,702	(46,300)	683,402
Independent Operations	0	0	0
Subtotal Current Funds	22,660,101	(1,238,700)	21,421,401
Capital Outlay	2,635,000	0	2,635,000
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	2,635,000	0	2,635,000

GRAND TOTAL AVAILABLE	25,295,101	(1,238,700)	24,056,401
EXPENDITURES			
Instruction and General	17,781,709	(881,545)	16,900,164
Student Social & Cultural Activities	112,072	0	112,072
Research	0	0	0
Public Service	529,680	(19,900)	509,780
Internal Service Dept.	177,576	0	177,576
Student Financial Aid	330,000	(60,000)	270,000
Auxiliary Enterprises	944,930	(230,955)	713,975
Athletics	619,702	(46,300)	573,402
Independent Operations	0	0	0
Subtotal Current Funds	20,495,669	(1,238,700)	19,256,969
Capital Outlay	2,635,000	0	2,635,000
Renewals & Replacements	230,000	0	230,000
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	2,865,000	0	2,865,000
TOTAL EXPENDITURES	23,360,669	(1,238,700)	22,121,969
TRANSFERS IN (OUT)			
Instruction and General	(369,982)	(290,955)	(79,027)
Student Social & Cultural Activities	24,034	0	24,034
Research	0	0	0
Public Service	24,805	0	24,805
Internal Service Dept.	(279,524)	0	(279,524)
Student Financial Aid	330,000	(60,000)	270,000
Auxiliary Enterprises	253,798	(230,955)	22,843
Athletics	(110,000)	0	(110,000)
Independent Operations	0	0	0
Subtotal Current Funds	(126,869)	(581,910)	(126,869)
Capital Outlay	0	0	0
Renewals & Replacements	230,000	0	230,000
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	230,000	0	230,000
NET TRANSFERS	103,132	(581,910)	103,131
ENDING BALANCES			
Instruction and General	1,825,107	0	1,825,107
Student Social & Cultural Activities	3,086	0	3,086
Research	0	0	0
Public Service	115,374	0	115,374
Internal Service Dept.	0	0	0
Student Financial Aid	0	0	0
Auxiliary Enterprises	93,996	0	93,996
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	2,037,563	0	2,037,563
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
TOTAL ENDING BALANCES	2,037,563	0	2,037,563
TOTAL EXPENDITURES, TRANSFERS, BALANCES	25,295,100	(656,790)	24,056,401
INSTRUCTION & GENERAL: REVENUES			
Tuition and Fees	3,498,442	0	3,498,442
Federal Government Appropriations	0	0	0
State Government Appropriations	11,400,500	(1,172,500)	10,228,000

Local Government Appropriations		0	
Federal Grants/Contracts	3,075	0	3,075
State Grants/Contracts		0	
Local Grants/Contracts		0	
Private Gifts/Grants/Contracts		0	
Endowment/Land/Permanent Fund	163,525	0	163,525
Sales & Services of Ed Activities	2,000	0	2,000
Other Sources	2,920,725	0	2,920,725
TOTAL REVENUES	17,988,267	(1,172,500)	16,815,767
BEGINNING BALANCE	1,988,531	0	1,988,531
TOTAL AVAILABLE	19,976,798	(1,172,500)	18,804,298
EXPENDITURES			
Instruction	9,160,355	(412,650)	8,747,705
Academic Support	739,064	(56,126)	682,938
Student Services	1,409,809	(59,952)	1,349,857
Institutional Support	4,439,987	(202,122)	4,237,865
Operation & Maintenance of Plant	2,032,494	(150,695)	1,881,799
TOTAL EXPENDITURES	17,781,709	(881,545)	16,900,164
TRANSFERS IN (OUT) OF I&G			
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid		0	
Auxiliary Enterprises		0	
Intercollegiate Athletics		0	
Independent Operations		0	
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Non-Budgetary Exhibits:			
Endowment Fund		0	
Other (Specify)		0	
Other (Specify)	369,982	(290,955)	79,027
NET TRANSFERS	369,982	(290,955)	79,027
Match			
ENDING BALANCE	1,825,107	0	1,825,107

Prepared by: _____

Date Approved by BOR _____

For NMHED Use Only	Accept	Reject	Date	
NMHED Analyst	_____	_____	___ / ___ / ___	NMHED Control # _____
NMHED Director	_____	_____	___ / ___ / ___	
For DFA Use Only				
DFA Analyst	_____	_____	___ / ___ / ___	DFA Control # _____
DFA Director	_____	_____	___ / ___ / ___	Agency Code _____
	Increase _____	Decrease _____	Transfer _____	

Explanation for Budget Adjustments.

FY21 HB1, SPECIAL SESSION BUDGET CUTS, INCLUDES CARES SWAP**REVENUE BUDGET REDUCTIONS**

Compensation Budget Reductions:	BUDGET REDUCTION
I&G	(369,200)
Veteran's Center	(4,000)
Athletics	<u>(12,100)</u>
	(385,300)
I&G 4% GF Reduction	
I&G	(421,000)
CARES Revenue Swap (decrease to GF)	<u>(351,900)</u>
	(772,900)
RPSP 6% Reduction	
I&G Dual Credit RPSP	(3,400)
Athletics	(34,200)
Nursing Enhancement	(24,000)
Youth STEM	(8,200)
Tech. Voc. Contract (Academic Program Eval.	(3,000)
Veteran's Center	(7,700)
	(80,500)
TOTAL REVENUE BUDGET	<u>(1,238,700)</u>

EXPENSE BUDGET REDUCTIONS

Expenditure Reductions for the following exhibits are being reduced primarily by salaries and benefits and other expenses

Exhibits:

Office of the Vice President for Finance & Administration

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents,
Northern New Mexico College

From: Ricky A. Bejarano, CPA, CGMA *Ricky A. Bejarano* (Electronically Signed 7/23/20)
Vice President - Administration and Finance

Date: July 23, 2020

Re: Tuition for Plumbers & Electricians Programs

Issue – Request Approval for Plumbers & Electricians Programs Tuition Rate

Students in the Plumbers or Electricians Associate Degree Programs will pay a single rate of \$110 per credit hour. This rate is all-inclusive and no additional fees will be assessed. Please note that the rate is limited to the Plumbers and Electricians Associate Degree Programs *only* and cannot be combined with other programs for double major students or students completing two degrees simultaneously.

Recommendation

Staff recommends that the Board of Regents approve the tuition rate of \$110 per credit hour for the Plumbers and Electricians Programs.

Thank you for your consideration.



MEMORANDUM

To: Board of Regents,
Northern New Mexico College

From: Ricky A. Bejarano, CPA, CGMA *Ricky A. Bejarano* (Electronically Signed 7/23/20)
Vice President - Administration and Finance

Date: July 23, 2020

Re: Changes to Fees for Nursing Courses

Issue – Request Approval – Change to Fees for Nursing Courses

The change proposed is a new \$100 course fee for each associate degree nursing student to cover **Kaplan Virtual Clinical Simulation** in light of COVID-19 restrictions to clinical sites. It is anticipated that access to clinical sites will be limited. In some areas, such as Obstetrics, there may be no access whatsoever to clinical sites; that is, not even limited access. The Kaplan product mentioned above is considered clinical simulation to replace face to face clinical experiences.

For entering level I students, the \$75 course fee has been deleted and will now be replaced with the \$100, pending approval.

Recommendation

Staff recommends that the Board of Regents approve the changes to nursing course fees.

Thank you for your consideration.