

**NORTHERN NEW MEXICO COLLEGE**



**NORTHERN NEW MEXICO  
COLLEGE BOARD OF REGENTS  
MEETING**

**JANUARY 17, 2020**

# NORTHERN New Mexico College



## NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Friday, January 17, 2020**, at **8:30AM** at the Northern New Mexico College – Española Campus, Española, New Mexico.

## AMENDED FINAL AGENDA ADDING ITEM III. A. (1), and VIII.A.(2) PUBLISHED AT LEAST 72 HOURS IN ADVANCE OF THE MEETING

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. COMMENTS FROM THE BOARD**
  - A. Board of Regents Subcommittee Reports
    - 1. Board of Regents Meeting Dates – Action Required
    - 2. Audit/Finance/Facilities Committee – Informational
    - 3. Academic and Student Affairs Committee- Informational
    - 4. Board of Regents Self Evaluation Policy and Instrument – Action Required
    - 5. HERC - 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. Branch Community College Update – Informational
  - E. UB Davis Scholars – Informational
  - F. Up\$tart – Action Required
  - G. Audit Recovery Investment – Action Required
- VI. FACULTY SENATE PRESIDENT REPORT**
- VII. STUDENT SENATE PRESIDENT REPORT**
- VIII. STAFF REPORTS**
  - A. Provost & Vice President for Academic Affairs
    - 1. Certificate in Technical Trades (Plumbing) Approval – Action Required
    - 2. Approval of the Research Misconduct Policy – Action Required
  - B. Vice President for Finance & Administration
    - 1. Fiscal Watch Reports – Action Required
    - 2. Budget Adjustment Reports (BARs) – Action Required
- IX. PUBLIC INPUT**
- X. DEEP DIVE**
  - A. College of Education Initiatives – Dr. Sandra Rodriguez

**XI. 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

**XII. ADJOURNMENT**

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

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:** January 17, 2019

**Re:** Board of Regents Meeting Minutes

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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 November 22, 2019 as submitted or if applicable, as amended.



**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
NOVEMBER 22, 2019**

A Regular Meeting of the Board of Regents of Northern New Mexico College was held on Friday, November 22, 2019, in the Board Room of Northern New Mexico College, Española Campus. Regents Present: Michael A. Martin (In Person), Porter Swentzell, Ph.D. (In Person), Erica Rita Velarde (Via Zoom), Regents Tomas Rodriguez (Via Zoom) and Damian L. Martinez, Esq. (Via Zoom).

Northern New Mexico College Staff Present: President Richard J. Bailey, Jr., Ph.D.; Ricky A. Bejarano, CPA, CGMA (Via Zoom), Vice President for Finance & Administration; Ivan Lopez Hurtado, PhD, Provost & Vice President for Academic Affairs; Don Apparius, PhD, Assistant Provost of Student Affairs; Vince Lithgow, Comptroller; Sally Martinez, Executive Assistant to the Provost & Assistant Provost; Sandy Krolick, Creative Director, Communications and Marketing, Sara McCormick, Recruiter/Admissions; David Lindblom, Assistant Professor, FDMA/Creative Director of Canal Seis; Chris Trujillo, IT; Evette Abeyta, Budget Director; Vince Lithgow, Comptroller; and Amy Peña, Executive Assistant to the President/Board Secretary.

Northern New Mexico College Faculty Present: Ajit Hira, PhD

Others Present: Tobe Vigil, LANL; Hugh Prather, PhD, Prather Consulting (Via Zoom); Kyle Land, Rio Grande Sun, Jake Arnold, John Ussery

**I. CALL TO ORDER**

Board President Martin called the meeting to order at 8:40AM.

**II. APPROVAL OF AGENDA**

Board President Martin stated MM stated there is one change on the Deep Dive, it will be changed from Sharing Governance to Los Alamos Career Pipeline.

Regent Swentzell moved to approve the Agenda as amended. Second – Regent Martinez. Motion passed unanimously.

**III. COMMENTS FROM THE BOARD**

**A. Board of Regents Subcommittee Reports**

**1. Audit/Finance/Facilities Committee**

Regent Martinez stated the Audit/Finance/Facilities Committee was held on November 21 and Mr. Bejarano is going to go over everything discussed and it looks in order. Board President Martin asked Regent Velarde if she had any comments. Regent Velarde stated she has nothing of concern.

## 2. Academic and Student Affairs Committee

Regent Swentzell stated the committee met on November 19<sup>th</sup> and the meeting was largely informational discussing potential issues in terms of organization with the Mill Levy issues which will be discussed later. Of course, the issues that arise with the Governor's announcement regarding tuition and given there is not a final word on this what possible issues the College might be facing and how to be proactive finding it out. None of this was concrete, more discussion. Board President Martin asked Regent Rodriguez if he had any comment. Regent Rodriguez stated he had no comment at this time, Regent Swentzell covered everything.

## 3. Subcommittee on Regents Self Evaluation and Presidential Performance Review

Board President Martin introduced Dr. Hugh Prather, Prather Consulting for this portion of the meeting.

### a. Board of Regents Self Evaluation Policy and Instrument

Board President Martin stated at the last Board of Regents meeting the Board of Regents formed a subcommittee for a Regents Self Evaluation and Presidential Performance Review and asked Dr. Prather to assist with this. Board President Martin appointed Regent Swentzell and Regent Velarde to serve on this committee and neglected to appoint a chairman of that committee. Board President Martin asked Regent Velarde to take this role. Regent Velarde asked if Board President Martin would like her to update the Board of Regents on the committee. Board President Martin stated between Regent Velarde and Dr. Prather they could update the Board of Regents. Dr. Hugh Prather (via conference call) gave the Board of Regents a quick overview of the committee meeting. At the October retreat that was conducted, the Regents expressed an interest in exploring the process of evaluating their own performance. Dr. Prather had previously done this under the leadership of President Powers, Dr. Prather had done this before. The idea was to be based on that pilot to create a policy that would guide the process and that then would be given to Board President Martin and his appointment of the subcommittee, the subcommittee and Dr. Prather met and conducted a one-hour review of the draft Dr. Prather provided made modifications with insights from both Regent Swentzell and Regent Velarde. Before the Board of Regents is the two-page document and four-page instrument that are related. The policy provides for the Regents to do an annual self-evaluation. The self-evaluation would apply to all Board members and they would look at some key board policy process areas and this would be done annually. The process as it is proposed would have the Board of Regents then conduct this evaluation under Article G of Policy Process by no later than January 31 each year and use the results to set goals for board improvement based upon the self-evaluation and the instrument is then referenced in the policy that instrument was attached as well and was set up on survey monkey to be done by the Regents online and once this is done the responses to the 11 questions would be compiled and sent to the Regents for review and discussion. This instrument and the discussion related to it is a public meeting process since this is not a personnel matter. This is the Board of Regents looking at the board's performance. Since the Board of Regents is not subject to the personnel coverages, this is an open meeting action that would take place at the January meeting. It is also in Dr. Prather's understanding, that the appropriate process for this is to place this on the table for the month. The Board of Regents could act on it in January and have the discussion around the results for the instrument itself. Board President Martin asked Regent Velarde if she had anything to add. Regent Velarde stated she could barely hear the meeting, it was very muffled. Board President Martin asked if she had any comments about the evaluation process. Regent Velarde stated she did not really have any comments except for it was a really great meeting, it was amazing to have Dr. Prather's leadership

because he has more knowledge and experience in this. Regent Swentzell and Regent Velarde were able to blow through this meeting with Dr. Prather because of his knowledge and what they did also and wanted to talk about it, is also give the ability to have the executive team also evaluate the Board of Regents as well. This was another addition to it. Board President Martin thanked Regent Velarde and asked Regent Swentzell if he had any comments. Regent Swentzell stated the only comment he would have is he thinks this is a pretty straightforward document and it quite short and to the point. He is actually interested in acting on it now because if the Board of Regents is going to act on it at the next meeting and conduct the instrument simultaneously it seems a little bit funky. He didn't see any points of contention and doesn't see why it could not be acted on. He would like to hear from the other Regents. Regent Martinez stated he received the documents before he received the minutes from the last meeting because he was in trial, he thought they were approved and he FedEx'd them to Espanola. He thought this was already dealt with at the last meeting. His answers are inbound. He did not know it was not decided on but with respect to deciding on it is not an action item that could be decided on now and, in his opinion, it would violate the Open Meetings Act for the Board to act on something that has been listed as information only. The Board would have to act on it in January or the Board could act on it in December or later in the month by giving the proper notice but the Board could not act on it today. Board President Martin asked Regent Rodriguez if he had any comments. Regent Rodriguez stated he did not. Board President Martin stated with Regent Martinez suggestion, the Board of Regents will go ahead and put this on the Agenda for the next meeting.

b. Policy on Presidential Performance Review, Instrument (Addendum A) and Leadership Feedback

Dr. Prather stated this is the conclusion of some work done in November of 2017. Dr. Prather stated as they dug into this policy, proposed NNMC Regents Policy on President's Review was also reviewed by the subcommittee. They used the second half of the online meeting last month to go ahead and review this in its entirety. Dr. Prather also explained the background. When President Bailey was appointed one of the early points made in his induction was the importance of a regular and well thought through evaluation process to provide him feedback. Nothing works like giving a leader good opportunity to grow like feedback. This whole process was envisioned in being that type of a process so it could help the President understand how the Regents perceive his performance and simultaneously could, as part of the process, could provide the President insights into how staff and faculty perceive his performance as he does his job executing leadership at Northern New Mexico College. An item was placed on the table for Board review and discussion in November, 2017 this document was placed on the table for the meeting. Regent Powers indicated that after the review, it was much like what Regent Martinez pointed out to the Board's proposed policy on self-evaluation, Regent Powers asked about the possibility of adopting it, it was recommended that it be placed on the table for a month before being acted upon. It is Dr. Prather's understanding after reviewing the minutes of the December Regents Meeting in 2017, in the January meeting, that unfortunately somehow it just fell through the cracks. It was never formally adopted. If it were formally adopted today, it then would drive a process that outlined in the policy that releases several key features. First, it would provide a February opportunity for President Bailey to have his leadership practices assessed by faculty, staff and students. The March meeting there would be an executive session that you would perform the formal evaluation on the instrument that is attached and then formally review the President's performance in executive session. This would be in accord with the Open Meetings Act, it would be a personnel matter so it would be in Executive Session. The third component of this would be an October Executive Session where formative feedback would be provided, feedback that is basically a conversation with the President about how the Regents are perceiving his work. This policy with minor adjustments referenced by the subcommittee is ready for action. This is why Dr. Prather stated this item be placed on the table

as an action item and apart from Regent Martinez observation about the Open Meetings Act this was advertised as an action item and could be adopted. The question about student participation in this process, this instrument is really designed for employees in the system and students would likely have limited perspectives. What the Board of Regents might wish to consider is using student government as feedback in this. This is to be determined by President Bailey and the leadership team with the Board of Regents. What is placed on the table today for consideration is a slightly modified edition of a very well vetted policy that was reviewed thoroughly in 2017. It is ready for adoption along with the companion instrument that the Regents complete. The companion piece provides for 360 feedback from faculty and staff with a determination of how exactly the students component would be inserted. Dr. Prather stated this was his brief report on this particular policy recommendation. Board President Martin asked Regent Velarde if she has any comments. Regent Velarde stated she had no comments it was a project the Board had adopted had by the previous Regents. They did also talk about doing a sort of survey out to the student body based upon overall approval or happiness of the College. That was another thing discussed. Board President Martin asked Dr. Swentzell if he had any feedback. Regent Swentzell stated he would echo what Regent Velarde stated that they did have discussion on how to gather student feedback and gathering student attitudes about the College and about the College as a whole. He would be excited to approve these. Board President Martin asked Regent Martinez for his thoughts. Regent Martinez stated like he said he thought it was approved, he filled it out and sent it. Board President Martin asked Regent Rodriguez for his feedback. Regent Rodriguez stated he agrees that the perspective the students would have is a little different, he thought, like Regent Martinez that this was approved.

**Regent Swentzell moved to approve the Policy on Presidential Performance Review as presented. Second - Regent Velarde – second. Motion passed unanimously.**

#### B. AGB Members

##### 1. National Conference – April 3-5, 2020

Board President Martin stated he received some information from President Bailey about the AGB Membership and asked him to explain further. President Bailey stated the AGB is a national entity that helps Boards particularly in Higher Education with training, guidance and guidelines. They convene with other boards for best practices. This is something that we learned that the College was a member in previous years. Because 80% of the Board is new this year, there is an appetite to consider rejoining and having a member or two participate in the national conference and creating a populate to this training and dialogues with other board members. There is an opportunity for the board to consider. Board President Martin stated the particulars are a one-year membership for the College would cost \$3,400 per year and if the College signs up they will give a complimentary registration to the National Conference which is a \$1,895 value. Based on this, Board President Martin asked if there was interest from the Board to join this organization.

Dr. Swentzell stated he thinks it is a potentially good organization for the Board to be members of but he is always cautious of price and value of price. Attending of the national conferences – the registration fees could be exorbitant. This is his only initial response when seeing the email. Since there are so many new board members, it may be worth it in this case. The concern is with the price-point. Regent Velarde stated her thoughts are the same. She did the cost per day and month and because there are so many new members, it could be good as long as the college takes advantage of it. It could be of good benefit to the Board. Regent Rodriguez stated he may not be here in the next few months. He thinks definitely from hearing about it, it would be worth it. Regent Martinez stated his thoughts are when he got on the Board he looked at his job of cleaning

in-house instead of going out of the College. They started this by bringing Dr. Bailey on board and he has brought much needed stability and anytime you can get out of your neighborhood and take in new ideas and thoughts from new entities. The College should take advantage of good opportunities and it may not be worth the value once the Board looks at it but unless the Board tries to jump in and get cross pollination from other entities. He looked on the website and saw the different schools involved in this program, we are going to get out of it what we put into it. We are not going to know unless we try. He thinks it is an opportunity to get other input from other people who may have seen the things the Board has not seen or have gone through the things the Board is going to go through. He thinks it would be a good idea. Board President Martin stated if the College would enroll in this, all the Regents could do new regent training. President Bailey stated the College recognizes this is a cost and in the big scheme of things and what they invest in, the Board in the last three years and this past year has helped the College move forward as an institution. This could be an investment that pays itself several times over regarding the effect it has on the College. He thinks this could be an investment that pays itself several times over.

Board President Martin stated the plus is the College gets a free attendance to the national conference. If there are members of the Board that would like to take advantage of this opportunity, they also need to think about it today. This would help make the decision. Dr. Prather stated much of the material included in Addendum A that was given to the Board of Regents came from AGB. They have good materials that provide resources to the Board for conduct of the College's business. He was able to draw heavily on this. Dr. Swentzell stated looking at his calendar and because of the events at Easter for this conference it falls the week prior to Easter. He would not be able to attend. Regent Velarde stated she does not mind going. She has interest if no one else does. Regent Martinez stated he truly hates traveling. If people need to go and the College needs someone to go, he doesn't mind going. On the other side, if other people would rather go, his feelings are not going to be hurt.

Regent Rodriguez stated he cannot go. Board President Martin entertained a motion to approve the AGB membership.

**Regent Velarde moved to join one-year membership to AGB. Second – Regent Martinez. Motion passed unanimously.**

Board President Martin stated Regent Velarde will attend and Regent Martinez are willing to go.

**Regent Swentzell moved for Regent Velarde and Regent Martinez to attend the conference. Board President Martin – second. Motion passed unanimously.**

#### **IV. APPROVAL OF MINUTES**

Board President Martin asked if there were any comments, changes to the Minutes. If not, Board President Martin would entertain a motion to approve the minutes.

**Regent Swentzell moved approve the minutes as submitted. Second – Regent Velarde. Motion passed unanimously.**

## V. PRESIDENT'S REPORT AND ANNOUNCEMENTS

President Bailey introduced Dr. Don Appiarius, the College's new Assistant Provost. The College is proud of his work and the things he has started to share with the College. Dr. Appiarius thanked President Bailey and stated it is an honor to be with the College. Dr. Appiarius then gave a brief history of his background with Higher Education Institutions and his goals while working at the College.

President Bailey stated the College has spent the last several years doing so many things in terms of crisis response and the things the College needs to do to stabilize the institution. The College is at an inflection point right now and this means what the College does right now is going to determine the health of the institution over the next five to ten years and President Bailey stated is what Dr. Appiarius is envisioning is going to help the College from a student perspective really quash them into a completely different pathway for success. Institutionally, there are a couple of things the College can do. The College has amazing educators who are doing the work every day and really helping a lot of students. For the College it has to say what do we need to do institutionally, not only to help them but to actually help the work that they do become even more valuable. That is (1) take care of everything that happens to students when they are not in class (food, security, housing, etc.) all those things that were in the Sun that Dr. Lopez brought up that there are life issues that affect student performance, the College needs to start tackling those; and (2) what are the institutional mechanisms that the College hasn't implemented that will provide that extra bit of emotional support and wellness to students as they are going through this very difficult time. There is an entire team of people who are going to help build those mechanisms. President Bailey is incredibly excited about where the College goes from here. Every year institutions sent to the LFC a set of goals and they always shoot for realistic goals. The College is not going to do this anymore. The College has talked about this for a while and it is now going to say the graduation rate is going to be 75%, not 100% because the College knows some of the students will go to other institutions. The College better be doing everything it can and not settle for the realistic goals and settle for the unrealistic goals and doing everything it can to get the students there. Regent Velarde stated that President Bailey and Regent Velarde met with David Abbey with the LFC and he like it that the College was going to put our goals so high instead of just inching its way up. He did say they are not going to put the College's feet to the fire if it did not meet it immediately but it was amazing to set our goals that high.

### A. Celebrate Northern

1. Dr. Steve Cox – He has a science Saturday program in Dixon. This is one of his latest outreach efforts and he got a great write up in the Santa Fe New Mexican. Thank you for the work you are doing.
2. Simon Voss – Elected Four-year institution chair of the New Mexico Collegiate Articulation Agreement. He is making sure that all the courses taught are transferrable across institutions.
3. Dr. Dorian Newton, N3B – partner in terms of pipelines in Los Alamos. 2019 recipient of educational leadership corporate promotion of education award by the black education of the year awards. This is given annually to one individual. He has been an amazing partner and special thanks to Dr. Newton.
4. Mill Levy – The election took place on November 5 with overwhelming mandate from the public. The College moved mountains to get here. This is a small challenge, we are on the side of the angels on this one and will resolve this soon. President Bailey is working with all three counties, the Higher Education

Department and Taos County to resolve this. It would have been nice to resolve it on November 5<sup>th</sup>. The goal is to start these in the fall of 2020. Special thanks to Board President Martin who was in the trenches at every event. Special thank you to Sandy Krolick and Stephanie Montoya. They deserve the lion's share of running the outreach campaign.

5. Dr. Patricia Trujillo -Selected by Smithsonian Institution to serve on advisory committee to prepare for a two-day symposium at the national symposium of the American Indian in 2021. We are very proud of her for this honor.
6. Shay Madrid – Congratulations to Shay. She has won best poster award at the NM Research Symposium hosted by the New Mexico Academy of Science and EPSCOR. This is the second time in three months she has won top honors. Dr. Sushmita Nandy is her mentor and we are very proud of her as well.
7. Upward Bound Students – Two of the College's students have been awarded the Davis scholarship. There are eight institutions around the country that these two students now have the opportunity for a full ride scholarship and they have a full ride \$250,000 opportunity. The students will come to the Board of Regents in January.

#### B. CUP/NMICC Report

CUP is prepping for the legislative session. This is a 30-day session. Regent Swentzell spoke about the New Mexico Opportunity Scholarship which is the Governors challenge to us to create a pathway to pay for tuition and fees for every NM citizen. CUP is excited to work with the legislature to make this happen. There are differences of opinion and this is all the legislature is going to chew on for the 30-day session. In addition, they are looking for new money for higher education and compensation increases.

#### C. NNMC Foundation

The Northern New Mexico College Foundation had a board meeting last night Alfred Herrera is the new Foundation Board President, Tania Sanchez will be the Treasurer. The Board did authorize a \$302,639 payment to the College as part of the audit report that showed funds the Foundation owed the College. It will represent about 75% of the funding. The Board also voted to do a rebid on the corpus management. There is approximately \$3.7 in the corpus account that is run by a financial manager. The Board will be accepting applications to run this and the account has been doing very well. The Board also agreed to hire an accounting firm to do an analysis of all the accounts.

President Bailey stated they also spoke about the Governors Opportunity Scholarship as all foundations are at an inflection point. Now these foundations have the opportunity to help students with all the other things they need. The other things they could do is help with very specific student success projects. They are in an interesting and exciting place right now.

#### D. Branch Community College Update

President Bailey stated he spoke about this earlier. As soon as the election figured out, the next matter of business is the budget meeting. The plan is to open in the fall of 2020. The lab portion of the programs will be in El Rito and there will be free transportation to and from partner districts. The College will look at how they make this happen in the fall and everything has to be in place by then.



Board President Martin asked about the solar array. President Bailey stated the Solar array will be turned on December 16. As soon as it goes on everyone on the grid will see electricity rates will go down and it is the catalyst for both campuses. The College would like to be net zero in the next 10 years. This is an exciting moment. The College may time the ribbon cutting with the Solar Array with the opening of the Observatory.

#### **VI. FACULTY SENATE PRESIDENT REPORT**

None. Dr. Winterer apologized for not attending the Board of Regents Meeting as she is in class. There will, in the future be a Deep Dive on Sharing Governance. There is a real opportunity and good will for a fruitful dialogue that is going to happen. Dr. Winterer and President Bailey will lay out the plan for this.

#### **VII. STUDENT SENATE PRESIDENT REPORT**

None. President Bailey stated Meghan Trujillo was not able to attend. Right now, downstairs, there is a student center that is being built. There will be a student lounge and student meeting place and they are very excited for it. At the next meeting, the Board of Regents will go down there to see the new space.

#### **VIII. STAFF REPORTS**

##### **A. Provost & Vice President for Academic Affairs**

##### **1. Name of Academic Schools (Organizational Chart)**

Provost Lopez stated a year and a half ago, Academic Affairs stated a process to consolidate the different college it has. The College has five Colleges under the Provost and it was ineffective and inefficient for an institution of our size. Having five deans did not make any sense for an institution of 1,100 students so they started this process working with Deans, Chairs and Faculty and a year ago around this time they received several proposals to merge colleges into new colleges. The College decided to consolidate the academic departments into two colleges and the proposal was to name one of these colleges The College of Science, Technology, Engineering, Math and Health Sciences and the other one was proposed to be The College of Human Transformation and this was going to have the Department of Business, Department of Education, Humanities, Language and Letters and Fine Arts. This was the proposed idea but after discussions began even with members of the Board of Regents back then, there was negative feedback in this name of College of Human Transformation. Within the last months, the College opened up a survey for Faculty and Staff to give an opinion of alternative names. During this survey, they also decided that calling these new entities Colleges was not the best idea. The name of the institution is Northern New Mexico College. When grants or reports are written it is always confusing when referring to a College whether it is one of the Colleges or Northern New Mexico College. The reason the five Colleges were named Colleges five years ago is because at that point, Regent Martinez will remember, Northern had the intention to become a University. For the last years it has been confusing. The College decided instead of calling them Colleges, they will be called Schools. This is very traditional in higher education. Today, Dr. Lopez wanted to present to the Board of Regents that came through the survey, there will be two entities for two new schools that will report to the Provost. One is going to be the School of Liberal Art, Business and Education and other will be the School of Science, Technology, Engineering, Math and Health Sciences. These two schools



are going to have the different academic departments under them. Right now, because of lack of funding, these two schools do not have Deans. But eventually, depending on how it goes, the funding, after the legislative session, the College may start hiring the Deans. Dr. Lopez asked if there were any questions. Board President Martin asked if there were any questions. Regent Martinez stated he was not part of the Board of Regents when they sliced up the College into a bunch of different Colleges. He would like this on the record. He likes what the College is doing.

## 2. Introduction of New Assistant Provost

This item was covered by President Bailey in his report.

## B. Vice President for Finance & Administration

### 1. Fiscal Watch Reports

Ricky Bejarano, Vice President for Finance and Administration introduced Vince Lithgow for this portion of the meeting. Mr. Lithgow reviewed the Fiscal Watch Reports as presented. On page 53, Balance Sheet and Statement of Net Position, as of July 31, 2019 the College has 4.9M in cash. This is a pretty decent size balance but what comprises this is the College received a \$1.8M Capital Appropriation and received about \$600,000 for the Anna, Age Eight Institute. Those together bring the balance to about a \$2.4-\$2.5M balance more for operational which is healthy and for operational. It does exceed the HED requirement that we maintain at least a 3% reserve based on budget. Student Accounts because of the new fiscal year, the \$1.9M could be realized. Current assets are \$42.8M. Capital assets are based on the updated audit report. Last year's audit, one of the findings is that the College did not have support documentation for the land valuation, the College was able to get with the Assessor's office and the College able to recalculate some of the numbers with some substantiated documents to help us resolve the finding. Unrestricted is at \$2.4M which is true operational costs. Mr. Lithgow asked if there were any questions. Page 52 - Summary of Operating Plant Funds, this is the income statement for the year. Tuition and Fees are budgeted at \$3.8M and the College has collected \$1.7M. That is going to be collected up front. The College received the State Appropriation so overall the College has collected about 11.1% of revenues which exceeds the 8.3% on the budgetary basis. This is a good position for the College as far as revenue. Regarding expenditures, the College has expended 3.5% of the budget. Again, 8.3% is the target. Regarding plant funds, the College has received appropriations for these. Board President Martin asked if there were any questions for Mr. Lithgow. Mr. Lithgow stated on page 54 this is a comparison from the current fiscal year to the next. Realistically the major difference is the compensation package. Board President Martin asked on page 54, the 434% on the Grants and Contracts jumps out on him. Mr. Lithgow stated he does not have the specifics, the College has had Judith Pepper, Major Gifts Officer, some of the donations have been going directly to the College and some to the Foundation. Page 51, Statement of Cash Flows, this is what the College is saving and paid out. The number at the bottom shows the ending of \$4.9 million which equates to the \$4.9 on the Statement of Net Positions. Board President entertained a Motion to approve the Fiscal Watch Reports.

**Regent Swentzell moved to approve the Fiscal Watch Reports as presented. Second – Regent Martinez. Motion passed unanimously.**

Mr. Bejarano stated one comment on Ms. Pepper, she is an employee of the College and not the Foundation. The times the College does flow money through the Foundation is when other Foundations require the College to flow it through a 501(c)(3) for tax purposes because their donors

are contributing to them based on the fact that they are able to deduct the donations for income tax purposes. It has to flow through and the College has permission from the Foundation to do that but again to echo Mr. Lithgow's statement, she is doing a tremendous job and getting out there and bringing money in, a lot of time directly to the College.

## 2. Budget Adjustment Reports

Mr. Bejarano stated the next item is the Budget Adjustment Requests. At some point the College will not need this item on the Agenda on occasion because they are getting fewer and fewer. The only one of note is the last page, there is a BAR for nursing. It is \$8,750 and this is not a movement, it is a movement out of their fund balance. They are taking a savings from prior year into the new year to update electronics and computers. They are constantly looking to contain costs and their spending is tight. Mr. Bejarano would like to express appreciation for this. Board President Martin entertained a motion to approve the Monthly Budget Adjustment Requests (BARs).

**Regent Swentzell moved to approve the monthly BARs. Second – Regent Velarde. Motion passed unanimously.**

## **IX. PUBLIC INPUT**

John Ussery stated he is pursuing opportunities for utilizing the location in the forest for all sorts of programmatic opportunities in the community. He is working with a wood innovation proposal to evaluate the options not only for the community for Las Clinicas. Gordon West with the Biochar had a nice slideshow showing how thinning the forest can earn thousands of acres to the value of the Biochar. He is preparing a proposal that could be revenue positive as well as carbon negative based upon forest restoration. Prior to the next Board Meeting some of these proposals will be going in January. The biggest of which is four national forests working together on the San Juan Chama Watershed which is in Colorado and has a footprint like the new Community College Footprint. It is a huge opportunity to look at programs that are based around forest management, utilization, economic development, monitoring, all of that. The College has a geoscience pathway grant from the National Science Foundation that will be the core of another proposal to look at the worst areas of the power lines, at highest risks, reduce smell, microgrid, hybrid systems. Mr. Ussery would like to keep the Board of Regents informed. December 4th there will be the Collaborative Forest Landscape Restoration Planning Meeting at the Santa Claran in the afternoon. There are 30 co-applicants on this as well as the forests. There are some great collaborations. Mr. Ussery met with the principals of the Taos Ski Area and he also spoke with Buck Sanchez who is the regional biomass coordinator and he said work on ski areas. He met some of the principals from Taos Ski Area who are quite interested but in their own studies they said there wasn't wood. There is a way they could also be collaborators as well. This is a busy time in Grant writing and Mr. Ussery appreciates from the community and the College could offer a broad range of careers. There are all sorts of levels where jobs could be created and apply science. Mr. Ussery thanked the Board of Regents, wished them Happy Holidays and he would see them next year.

## **X. DEEP DIVE**

### **A. Los Alamos Career Pipeline**

President Bailey stated he does not use the word heroes that often. But when looking at people who go above and beyond to make a difference in the lives of students, one of the ways to improve is in terms of finding pathways for students once they reach their educational goals. Because LANL is one of the, if not the largest economic engine in the State and hiring 1,000 or more jobs is an opportunity. Tobe Vigil is a long-term friend of the College and started to look at how these pathways could be strengthened. Sara McCormick who is really the public face of the College in many ways took it upon herself, she has been the front of the line in this, took it upon herself, in addition to her job duties to help strengthen career pathways. They are here really to talk about the efforts they made but President Bailey wants to underscore the fact that they are doing this from a heart centered place and they have self-sacrificed to the betterment of the students and there is nothing more the College could ask of our people. President Bailey turned it over to Sara McCormick and Tobe Vigil for the deep dive conversation and they shared with the Board of Regents a little bit about the Student Internship Pipeline which began in 2017.

Ms. McCormick stated in 2017 the College started the student internship program. Tobe Vigil stated he is a program manager at the LANL. He is a concerned citizen that wants help Northern and to bring insight to workers and what is available at LANL. He is working on getting a structured process for getting students hired at LANL.

Ms. McCormick stated she thought the College would be interested in numbers. Since 2017 there have been 35-40 students hired through this pipeline through STEM and Business. Out of these 10 permanent hires. STEM students – 20 hired since 2017.

Regent Swentzell thanked them for their hard working and continuing this type of relationship and fostering the relationship with students. You raise up not just the one person but entire families. Regent Velarde thanked Regent Swentzell for his comments. She is also encouraged the new leadership at the labs is now looking at that and interested in the local community.

Ms. McCormick would like to come back to talk to the Board of Regents regarding the Travel Club and the upcoming trip. Board President Martin thanked Ms. McCormick. Regent Velarde thanked Ms. McCormick and stated she is taking her 6<sup>th</sup> trip to Costa Rica in the beginning of January, it is a beautiful country that is so forward thinking and Regent Velarde thanked Ms. McCormick for taking students

## **IX. EXECUTIVE SESSION**

Board President Martin entertained a motion to enter into Executive Session subject to the attorney-client privilege in which the College may be a participant, specifically the Annette Rodriguez case.

**Regent Velarde moved to enter into Executive Session. Second – Regent Swentzell. A Roll Call Vote was taken: Regent Martinez – yes, Regent Rodriguez – yes, Regent Swentzell – Yes, Regent Velarde – yes, Board President Martin – yes. The Board of Regents entered into Executive Session at 10:30AM.**

**Regent Swentzell moved to exit Executive Session. Second – Regent Velarde. Roll Call Vote. Regent Martinez – yes, Regent Rodriguez – yes, Regent Swentzell – yes, Regent Velarde – yes, Board President Martin - yes. The Board of Regents returned from Executive Session at 11:00AM.**

**X. ADJOURNMENT**

Board President Martin entertained a motion to adjourn.

**Regent Swentzell moved to adjourn. Second – Regent Rodriguez. Motion passed unanimously.**

The Board of Regents Meeting adjourned at 11:00AM.

APPROVED:

\_\_\_\_\_  
Michael A. Martin, Board President

\_\_\_\_\_  
Erica Velarde, Vice President

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

**To:** Board of Regents  
Northern New Mexico College

**From:** Richard J Bailey Jr

**Date:** January 17, 2020

**Re:** Up\$tart Contract

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**Issue**

The College seeks to enter into a \$100,000 contract with Up\$tart LLC using College Fund Balance funding for the development of critical financial aid software.

**Overview**

The College has been working on the Up\$tart project for approximately 18 months. This far, Up\$tart has provided consultation services free of charge. Up\$tart will bundle federal and state aid benefits for low-income college students using a unique software interface housed in collegiate financial aid offices. A brochure is included in the Board packet that gives more details of the project. Up\$tart LLC will coordinate the development of the software, which will be tested on Northern's Pell-eligible students for two semesters in an experiment. Once the concept is proven, Up\$tart LLC will market the product and educational services to colleges and universities around the country. Northern and its Foundation will be a 1/3 profit-sharing partner in the LLC.

**Recommendation**

The College recommends that the Board of Regents approve a \$100,000 contract with Up\$tart LLC using College Fund Balance funding to initiate development of the program and testing on current students.



*Simplifying financial aid  
for low-income students  
with innovative software*

NORTHERN  
New Mexico  
College



Up\$tart



# EXECUTIVE SUMMARY

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Up\$tart increases the admission and retention of low-income students at institutions of higher education by integrating applications for social benefits.

Initially, Up\$tart will synchronize applications for the Free Application for Federal Student Aid, the Earned Income Tax Credit, and Supplemental Nutrition Assistance Program; subsequently, the Child Tax Credit, Supplemental Security Income, and Veterans Benefits will be added. The development of application integration software will increase student incomes and stabilize family finances while generating revenue for colleges and universities. Piloted at Northern New

Mexico College in Española and El Rito, New Mexico, Up\$tart will expand to the 67 public institutions of higher education reporting more than ten thousand Pell Grant recipients. By collecting data on student performance, Up\$tart will provide empirical evidence on the experience of low-income students, including time-to-graduation, graduation rate, post-graduate employment, and transition to graduate study.

# PROBLEM

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The net price of college consumes 84 percent of the income of the bottom quartile of households

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Low-income students and colleges face a common dilemma: securing additional funds to support their educational endeavors. While private universities count on endowments to defray rising costs, public institutions have resorted to tuition increases. Although escalating tuition at public universities has slowed, it continues to exceed inflation. Since 2000, the costs of community college increased 28 percent and public universities 54 percent.<sup>1</sup> In the past year, tuition, fees, plus room and board at four-year public institutions nationwide increased 3.1 percent, to \$20,770.<sup>2</sup>

Federal grants to low-income students are critical for budgeting higher education, yet between the 2011-12 and 2016-17 academic years the number of eligible Pell Grant applicants fell from 61.1 percent to 56.3 percent, from 13.4 million to 10.6 million. In 2016, Pell Grants covered only 60 percent of tuition and fees.<sup>3</sup> The drop in Pell Grant supports has been punishing for struggling families, the net price of college consuming 84 percent of the income of the bottom quartile of households.<sup>4</sup> Meanwhile, administrators have had to contend with declining state and local support, down 11 percent from 2005-06 to 2015-16.<sup>5</sup>

For young adults, dwindling average household finances and diminished upward mobility depress aspirations: 15 percent of Americans who have completed some college say that the American dream is “out of reach,” as do 24 percent with a high school diploma or less.<sup>6</sup> For 2015-16, the maximum Pell Grant covered only 26 percent of the cost of college,<sup>7</sup> so young adults have borrowed to pay for tuition, but become saddled with increasing educational loan debt, which grew 15 percent from 2013 to 2016, from \$29,800 to \$34,200.<sup>8</sup> Yet, financial aid for low-income students is unpredictable and fragmented. At 10 pages,

FAFSA is notoriously complicated, four times longer than the simplest 1040 form. The Internal Revenue Service has constructed a Data Retrieval Tool (DRT), which permits “populating” FAFSA with tax return data from a student’s 1040, but DRT has not always been available. Regardless, working students must apply for the EITC separately from FAFSA and SNAP. Nor were external sources of income support reliable. About one-fourth of eligible households do not receive the EITC.<sup>9</sup> The take-up rate for SNAP varies from 41 percent to 83 percent, depending on subgroup.<sup>10</sup>

Because Pell Grants, the EITC, and SNAP are the provenance of “silo” federal agencies, eligibility is established through different applications and rules, leaving low-income students struggling to complete applications, which not only dissuades many from receiving all the social benefits for which they are eligible, but the application paper-chase also detracts from their studies. Synchronizing applications and providing assistance can increase take-up, thus benefiting low-income students and the institutions they attend. A reasonable projection is that integrating FAFSA, EITC, and SNAP would increase student income from \$4,132 to \$8,144 annually.<sup>11</sup>



Pell Grants, then, have double utility, permitting low-income students to pursue the American dream of a college education and accelerating upward mobility, while infusing sorely needed funds into collegiate institutions. However, the suboptimal take-up rate for Pell Grants and financial supports for low-income

students leaves significant sums of money unclaimed. Public colleges and universities, regardless of enrollment size or location, will be interested in increasing Pell applications among their student bodies, through the adoption of Up\$tart.

## OUTCOMES

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Up\$tart's outcomes are two-fold.

First, integrating applications for social benefits for low-income students adds to their income and stabilizes family finances, contributing to an increase of student retention by 5 percent. Beyond benefiting colleges and universities, benefit application integration increases federal revenues to students' communities and states.

Second, Up\$tart software provides training opportunities for NNMC students who will introduce benefit application integration to Hispanic-serving educational institutions in the Southwest. Versed in Up\$tart software, NNMC graduates will be sought after employees at college and university financial aid offices.

<sup>1</sup> Sara Goldrick-Rab, *Paying the Price: College Costs, Financial Aid, and the Betrayal of the American Dream* (Chicago: University of Chicago Press, 2016), p. 2

<sup>2</sup> [https://trends.collegeboard.org/sites/default/files/2017-trends-in-college-pricing\\_0.pdf](https://trends.collegeboard.org/sites/default/files/2017-trends-in-college-pricing_0.pdf)

<sup>3</sup> <https://www.cbpp.org/research/federal-budget/pell-grants-a-key-tool-for-expanding-college-access-and-economic-opportunity>

<sup>4</sup> Goldrick-Rab, *Paying the Price*, pp. 4-5

<sup>5</sup> [https://trends.collegeboard.org/sites/default/files/2017-trends-in-college-pricing\\_0.pdf](https://trends.collegeboard.org/sites/default/files/2017-trends-in-college-pricing_0.pdf)

<sup>6</sup> <http://www.pewresearch.org/fact-tank/2017/10/31/most-think-the-american-dream-is-within-reach-for-them/>

<sup>7</sup> [http://pellinstitute.org/downloads/publications-Indicators\\_of\\_Higher\\_Education\\_Equity\\_in\\_the\\_US\\_2017\\_Historical\\_Trend\\_Report.pdf](http://pellinstitute.org/downloads/publications-Indicators_of_Higher_Education_Equity_in_the_US_2017_Historical_Trend_Report.pdf)

<sup>8</sup> <https://www.federalreserve.gov/publications/files/scf17.pdf>

<sup>9</sup> <https://www.povertyactionlab.org/evaluation/improving-take-tax-benefits-united-states>

<sup>10</sup>

<sup>11</sup>



# VISION

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Up\$tart increases social benefits to low-income college students in order to augment their income, stabilize family finances, thus increasing student retention and revenues for colleges and universities.

# PRODUCT

Up\$tart does this through developing software that integrates applications for social benefits: the Free Application for Federal Student Aid (FAFSA, for Pell Grants), the Earned Income Tax Credit (EITC, for working students), and the Supplemental Nutrition Assistance Program (SNAP, for poor families). Once these benefits are synchronized, Up\$tart plans on adding the Child Tax Credit, Supplemental Security Income, and Veterans Benefits.

Up\$tart is a new, easily installed, quickly-mastered, add-on product to traditional, desktop software used in Financial Aid offices across the nation. Up\$tart is modular in design, so as to be easily expanded, but the platform is unique and invaluable for schools. It brings together the data needed for students to apply for benefits from three disparate but essential programs for low-income college students.

## FOUNDERS

- Richard Bailey, Jr., Ph.D.  
President, Northern New Mexico College, Española and El Rito, NM
- David Stoesz, Ph.D.  
Policy innovation consultant, Santa Fe, NM
- Tom Chepucavage, M.B.A.  
Software engineer, Albuquerque, NM
- Tracy Clark, B.S.  
Data and GIS analyst, Santa Fe, NM

## MARKET

The US Department of Education identifies 67 public institutions each with at least ten thousand students receiving Pell Grants for 2016-17. This group includes Arizona State University, the University of Maryland, the University of New Mexico, Pennsylvania State University, ten universities of the California State University system and four University of California institutions, nine Florida universities, eight Texas public universities, and fifteen two-year community colleges. Hundreds of smaller colleges and universities have sufficient Pell Grant recipients to benefit from Up\$tart.

## EXPANSION

Starting with a pilot at Northern New Mexico College, Up\$tart will contract with higher education institutions in New Mexico, including 4-year institutions, such as the institutions of the University of New Mexico and New Mexico State University, as well as Central New Mexico Community College, a two-year institution.

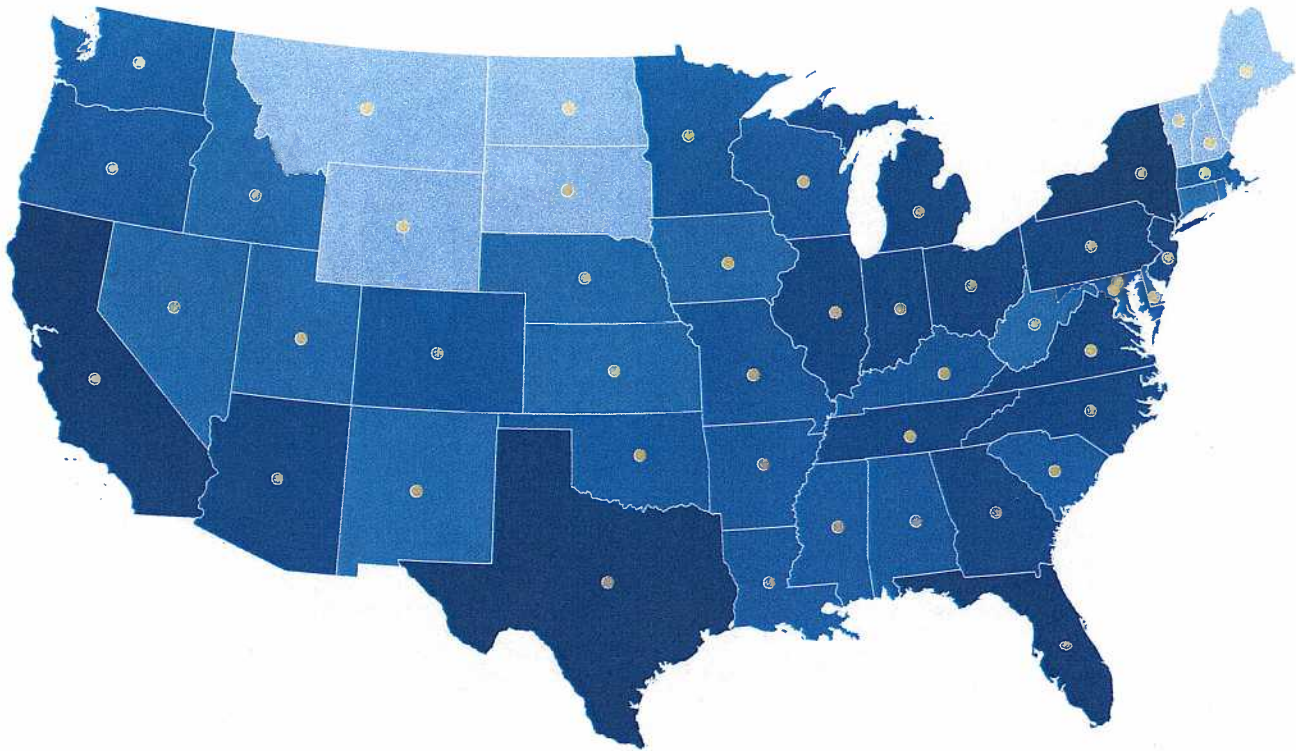
In year 4, Up\$tart will engage out-of-state institutions in adjacent states, Arizona State University and the University of Texas-El Paso. Concurrently, Up\$tart will incorporate additional social benefits to software:

Supplemental Security Income, the Child Tax Credit, and Veterans Benefits. As shown in the accompanying chart, Up\$tart expects to recover preliminary costs (\$300,000) in year 3, doubling that amount in year 4.





## EARNED INCOME TAX CREDIT AVERAGE AMOUNT AND NUMBER OF CLAIMS 2017



### EITC Average Amount

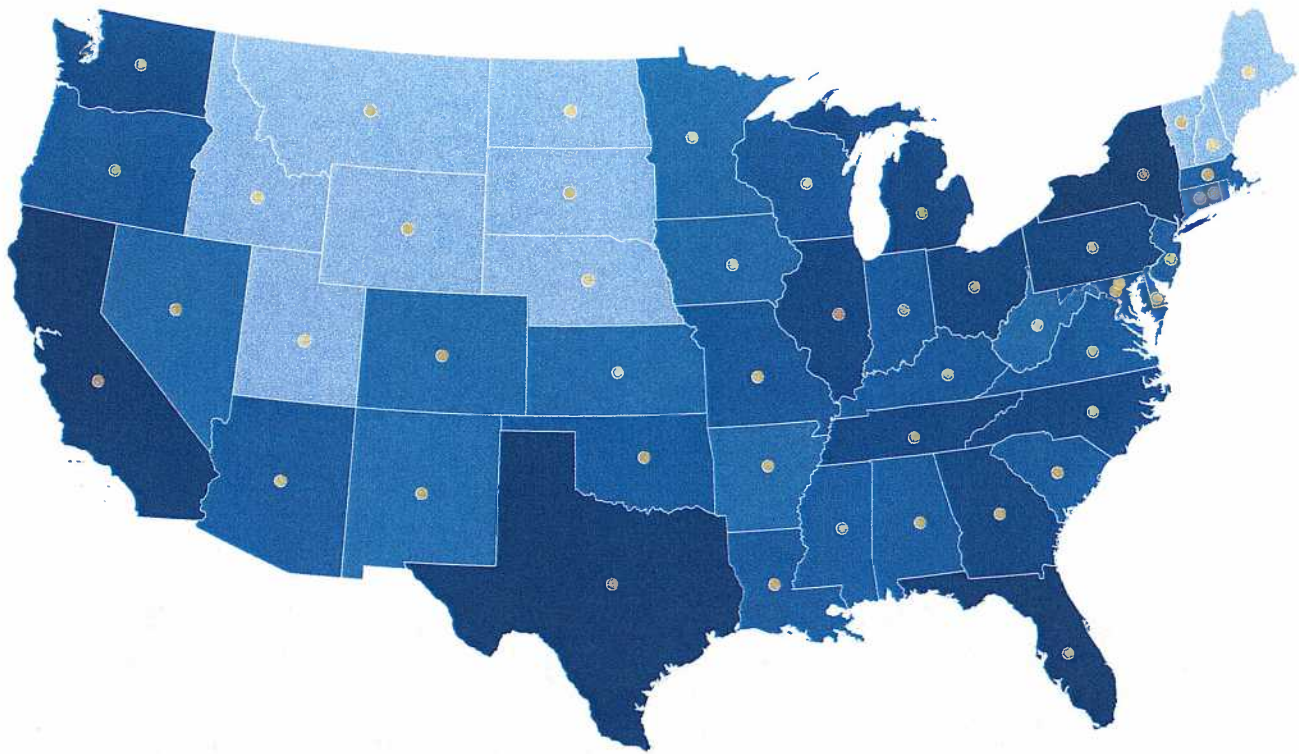
- \$1,957 - 2,200
- \$2,201 - 2,400
- \$2,401 - 2,600
- \$2,601 - 2,892

### EITC Claims

- 36,000 - 100,000
- 100,001 - 250,000
- 250,001 - 500,000
- 500,001 - 1,000,000
- 1,000,001 - 2,900,000

<https://www.eitc.irs.gov/eitc-central/statistics-for-tax-returns-with-eitc/statistics-for-tax-returns-with-eitc>

## SUPPLEMENTAL NUTRITION AND ASSISTANCE PROGRAM YEARLY SNAP BENEFITS/PERSON AND NUMBER OF PARTICIPANTS 2015



**Yearly SNAP Benefits/Person**

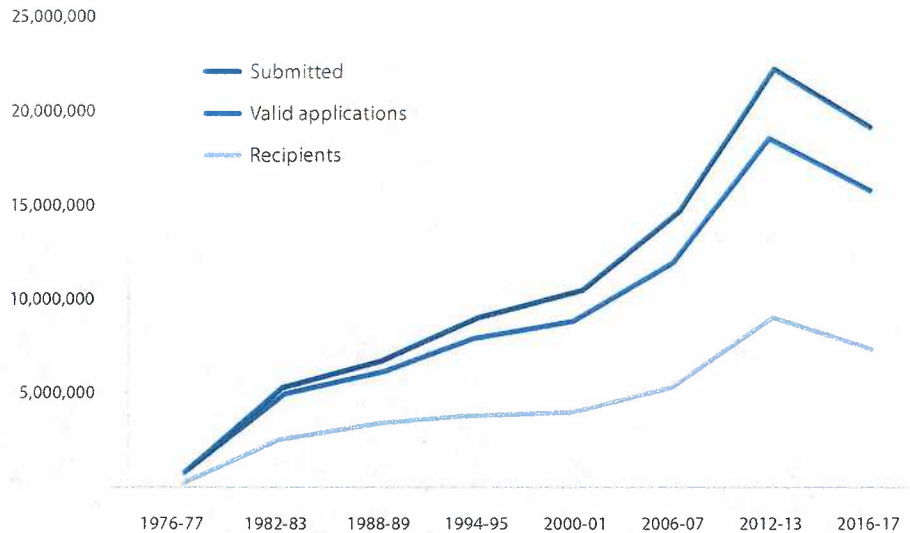
- \$1,246 - 1,400
- \$1,401 - 1,500
- \$1,501 - 1,600
- \$1,601 - 1,704

**No. of SNAP Participants**

- 32,606 - 250,000
- 250,001 - 500,000
- 500,001 - 1,000,000
- 1,000,001 - 2,500,000
- 2,500,001 - 4,417,772

<https://fns-prod.azureedge.net/sites/default/files/snap/FY15-State-Activity-Report.pdf>

### PELL GRANT TAKE-UP BY DETERMINATION, ACADEMIC YEAR, AND NUMBER OF APPLICATIONS



<https://www2.ed.gov/finaid/prof/resources/data/pell-data.html>

## UNIVERSITY AND COMMUNITY BENEFITS

Increased student retention of 15 percent

The cost of Up\$tart to colleges and universities is exceeded during the first year of acquisition. Assuming increased student retention of 15 percent at an average Pell Grant award of \$4,132 (2017-2018), participating institutions recover the costs of Up\$tart in the first year.

By complementing FAFSA with EITC and SNAP applications, communities and states in which students reside benefit as well. Assuming a \$4,012 income increase by integrating these benefits, Up\$tart generates significant income for localities and states, typically in the tens of millions of dollars.



# COMPETITORS

Consultancies, such as Deloitte and Maximus, have contracted with state government to enhance administration of Medicaid, SNAP, Temporary Assistance for Needy Families, and Child Support Enforcement, but have operated within the federal “silo” infrastructure, rarely venturing across programs. Nonprofits have explored integrating eligibility applications: Single Stop has provided case management

and referrals to social benefits for low-income community college students in the East; Code for America has engaged Michigan with coupling Medicaid and SNAP; Benefit Data Trust has pursued expanding SNAP eligibility for seniors in Pennsylvania. Neither commercial nor nonprofit organizations have included FAFSA, nor crossed federal agencies to incorporate EITC and SNAP, as does Up\$tart.

For more information contact David Stoesz at [david@upstartbenefits.com](mailto:david@upstartbenefits.com) or (703) 309-4098

NORTHERN  
New Mexico  
College



Up\$tart



Office of the President

## NORTHERN New Mexico College

MEMORANDUM

**To:** Board of Regents  
Northern New Mexico College

**From:** Richard J Bailey Jr

**Date:** January 17, 2020

**Re:** Audit Recovery Contract

Issue

The College seeks to enter into a contract with a third-party accounting firm to assist with the goal of transitioning from a disclaimed to a clean audit.

Overview

The College has made great strides in the last few years to clean up its financial processes and procedures, as evidenced by the remarkable improvements it has made in its external audit results. Yet the last external audits contained a disclaimer, meaning that the auditors could not determine a reliable starting point for the fiscal year. In order to determine a solid starting point, several years' worth of backtracking will be required, which is a time-intensive undertaking. While our business office personnel have the knowledge and skills to do this work, daily operations make it impossible. An external firm whose sole purpose is to help us with this project will expedite the college's progress toward a clean audit.

Recommendation

The College recommends that the Board of Regents approve a Request for Proposal for the audit recovery process. The Administration will then present options and recommendations to the Board after reviewing proposals for final approval.



## MEMORANDUM

**To:** Board of Regents - Northern New Mexico College

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

**Date:** January 17, 2020

**Re:** Approval the Certificate of Technical Trades (Plumbing)

### Issue

Northern New Mexico Community College wants to offer a certificate in Technical Trades (Plumbing Concentration) by fall 2020.

### Overview

The attached document discusses the need and characteristics for this certificate in this region. These programs were developed in an effort to address the human resource needs of this growing industry and continue to offer our students access to the emerging trends in plumbing, pipefitting, an construction.

The courses that integrated this certificate are a subset of the courses that form the Associate Degree Technical Trades (Plumbing) that was approved by you back in August 2019. The certificate will be offer in two tracks: apprenticeship (for members of Local 412A Plumbers and Pipefitter Union) and non-apprenticeship for regular college students. The implementation costs of this program will be covered by the Mill-Levy revenue. Moreover, students who graduate with this certificate will help NNMC to get credit for these accomplishments in the NM funding formula.

These certificates have been vetted and recommended by the Faculty Senate, the Provost, and the President.

### Recommendation

I recommend that the Board of Regents approve the new certificate.

## 7.3.1

## Northern New Mexico College New Degree Program Approval Form

Form NNMC1001- rev1005 (New Degree Program Approval)

<b>Type in the designated areas. Please do not alter any element of the form.</b>			
<b>1*</b>	Initiator:	Ivan Lopez Hurtado	Date: 10/14/2019
<b>2*</b>	Subject area:	Technical Trades	
<b>3*</b>	Academic division:	Trades (Non-existing as of today, but will be created)	
<b>4*</b>	Proposed title for New Curriculum Program: <b>Certificate in Technical Trades (Plumbing)</b>		
<b>5*</b>	To begin: 2020	Semester: Fall	Academic Year: 2020-2021
<b>6*</b>	Degree or certificate to be offered:  Certificate in Technical Trades (Plumbing)		
<b>7*</b>	Program catalog description:  The Certificate in Technical Trades (Plumbing) Program will provide opportunities to develop marketable skills installing, repairing, and maintaining common residential and commercial plumbing systems. The core principles and concepts of plumbing systems are covered in each course. Students completing this program may continue to an Associate Degree in Plumbing.		
<b>8*</b>	Tentative timeline for program implementation:  <ul style="list-style-type: none"> <li>• Fall 2019: Program proposal preparation.</li> <li>• Fall 2019: Approval process: Faculty Senate (and committees)</li> <li>• Spring 2020: Board of Regents and notification to HED and approval with HLC</li> <li>• Spring 2020: Courses are offered at the Local 412 Plumbers and Pipefitters Training Center.</li> <li>• Fall 2020: Program will only start in El Rito Campus if the local tax funding becomes available.</li> </ul>		
<b>NEED</b>			
<b>9</b>	<p>What are the College's strengths that would support offering the program (e.g., trained staff, facilities, adequate budget, sustainability, etc.)?</p> <p>NNMC has a dual mission that allows it to increase the number of certificates under the same academic structure. Current academic policies are already in place and in good standing with the Higher Learning Commission. The community's confidence in NNMC has improved tremendously and enrollment has grown 10% in the last two years while the six-year graduation rate improved from 15% to 25%. NNMC currently has the number one High School Equivalency Program in the nation according to the Department of Education. Finally, the recent approval of SB 431 will allow for NNMC to seek new funding through the local taxpayers.</p> <p>NNMC has established a partnership with the United Association Local 412 Plumbers and Pipefitters (Local 412) so that the apprentices become college students and for NNMC to use their facilities to teach a subset of courses on-site.</p> <p>NNMC has adequate classroom and lab space at the El Rito Campus for the program and a partnership with the Local 412 will allow NNMC to use their training centers.</p> <p>Recently the ECMC Foundation awarded \$750K in new funding over three years and became available on July 1, 2019. This funding is used to hire a program director, marketing materials, cost analysis, and program evaluation. This potential funding will be enhanced from another \$50K funding from the United Association Local 412 grant, that will allow NNMC to start the program at their training centers. This funding will be used to hire a full-time faculty member.</p>		

<p><b>10</b></p>	<p>What are the College's weaknesses that must be overcome so as to offer the program?</p> <p>The root cause to all current NNMC weaknesses is the lack of funding. The program will require full-time and part-time instructors; equipment acquisition; marketing plan, and a competitive tuition/fees model to be successful. However, the way to address this issue is dependent on the infusion of funding through a mill-levy that will go to local voters.</p>
<p><b>11</b></p>	<p>What are opportunities external to the College that support the new program (e.g., employer data, demographics, numbers of prospective students, market trends for the field, etc.)?</p> <p>The program is needed for the current employment demand. According to the New Mexico Workforce Connection data, the projected number of annual new jobs for the next 8 years is 27 jobs/year without considering Los Alamos National Lab (LANL) jobs. LANL job demands for plumbers is between 33 to 50 annual new jobs in the next 5 years. Currently, the number of graduates between Santa Fe Community College (SFCC) and Central New Mexico Community College (CNM) is 39 per year. Therefore, there is an area of opportunity for the program to fill the employment gap the region will experience. The partnership with Local 412 will allow for the program to become part of the apprenticeship program that the union offers. Therefore, the program will be offered in two formats: the regular form and the apprenticeship version. The curriculum (course content) will be exactly the same in both versions but the delivery of each technical course will be concentrated for the apprenticeship program (the courses will be taught concurrently). It is important to notice that Local 412 was implementing their apprenticeship program in a partnership with CNM until last year and they made a decision to work with NNMC. This will allow for some NNMC faculty members to teach courses on site at the five technical centers run by the Local 412 throughout the state of New Mexico.</p>
<p><b>12</b></p>	<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>SFCC is the only institution within a 35-mile radius that is currently offering the program. It is obvious that the demand signal for this program exists because their program is not enough to provide a sustainable pipeline for the jobs available in the region. Therefore, there is a local need for our program to be implemented. The main threat for the program is the possibility that local voters will not approve the mill levy tax. Without this funding, it is not possible to offer this program at the El Rito Campus unless other programs are terminated, and the funding is transferred to this new program.</p>
<p><b>13*</b></p>	<p>Statement of fit with College mission, strategic goals, and strategic initiatives:</p> <p>NNMC's 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>NNMC's current 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 NNMC's 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 LANL or local contractors in the construction industry. This in turn will contribute to the economic development of the community.</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.

### CURRICULUM

<b>14</b>	<p>Program mission:</p> <p>The mission of the program is to provide Certificate in Technical Trades (Plumbing). The program offers a curriculum combining plumbing for residential, commercial, and industrial structures. Through a combination of classroom theory and hands-on laboratory training, students are given the opportunity to acquire the skills required for entry level employment in the plumbing industry. Students completing this program may continue to an Associate Degree in Plumbing.</p>																																																																																																		
<b>15</b>	<p>Program objectives:</p> <ol style="list-style-type: none"> <li>1. The Certificate in Technical Trades in the field of Plumbing will provide students with the appropriate knowledge and skills in using basic plumbing tools; methods of fabrication; fitting identification and usage; drainage; waste and venting; water piping methods and design; sewage disposal and treatment; water sources and distribution; and household and industrial maintenance.</li> <li>2. The graduates of the program will keep abreast of new developments in the field.</li> </ol>																																																																																																		
<b>16</b>	<p>Student learning outcomes:</p> <ol style="list-style-type: none"> <li>1. Students will demonstrate personal wellness as a plumber through outlining financial goals and identifying person/work priorities.</li> <li>2. Students will demonstrate logical reasoning in plumbing through identifying best material selection, identifying adequate joining processes, and discussing plumbing fittings by their industry name, classifying materials by industry standard terms, and explaining processes using industry appropriate terms.</li> <li>3. Students will demonstrate plumbing technology through using current plumbing tools, interpreting plumbing drawings, and demonstrating code compliance.</li> <li>4. Students will interact with people in a professional manner in the construction industry by identifying diversity and demonstrating mutual respect for others.</li> <li>5. Students will apply employability skills in plumbing by demonstrating a willingness to work and conducting themselves in an industry leading manner.</li> </ol>																																																																																																		
<b>17</b>	<p>Program matrix (outcomes by courses in the major):</p> <p>The program has Student Learning Outcomes (SLOs). The curriculum map shows where the different program-specific SLOs will be assessed. Students in this program are also assessed in co-curricular activities through the established mechanisms for Co-Curricular Assessment.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Technical Mandatory Courses</th> <th style="text-align: center;">1</th> <th style="text-align: center;">2</th> <th style="text-align: center;">3</th> <th style="text-align: center;">4</th> <th style="text-align: center;">5</th> <th style="text-align: center;">6</th> </tr> </thead> <tbody> <tr> <td>OSHA 10 for the Construction Industry</td> <td style="text-align: center;">A</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">A</td> </tr> <tr> <td>Use and Care of Tools</td> <td></td> <td></td> <td style="text-align: center;">A</td> <td style="text-align: center;">A</td> <td></td> <td></td> </tr> <tr> <td>Soldering and Brazing</td> <td></td> <td></td> <td style="text-align: center;">A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rigging and Signaling</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">A</td> <td></td> </tr> <tr> <td>Plan Reading/Drawing</td> <td></td> <td></td> <td style="text-align: center;">A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pipes, Valves, Fitting</td> <td></td> <td></td> <td style="text-align: center;">A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Plastic Piping Installer</td> <td></td> <td style="text-align: center;">A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Plumbing Fixtures and Appliances</td> <td></td> <td></td> <td></td> <td style="text-align: center;">A</td> <td></td> <td style="text-align: center;">A</td> </tr> <tr> <td>Water Supply</td> <td></td> <td></td> <td style="text-align: center;">A</td> <td></td> <td style="text-align: center;">A</td> <td></td> </tr> <tr> <td>Drainage</td> <td></td> <td style="text-align: center;">A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gas Installations</td> <td style="text-align: center;">A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Basic Electricity</td> <td style="text-align: center;">A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hydronics</td> <td></td> <td></td> <td></td> <td style="text-align: center;">A</td> <td></td> <td style="text-align: center;">A</td> </tr> </tbody> </table>	Technical Mandatory Courses	1	2	3	4	5	6	OSHA 10 for the Construction Industry	A					A	Use and Care of Tools			A	A			Soldering and Brazing			A				Rigging and Signaling					A		Plan Reading/Drawing			A				Pipes, Valves, Fitting			A				Plastic Piping Installer		A					Plumbing Fixtures and Appliances				A		A	Water Supply			A		A		Drainage		A					Gas Installations	A						Basic Electricity	A						Hydronics				A		A
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	Mechanical Code			A	A	
	Plumbing Code			A		
	Pneumatic & Electrical Controls				A	A A
<b>18</b>	Coordination with other College programs: This program will coordinate with General Education and Sciences to make available those courses in an online format when possible.					
<b>19</b>	Articulation to other institutions: This program is not articulated to programs from other higher education institutions, but students who are part of the apprenticeship offered through the United Association Local Union No. 412 will be able to join the program and get either a certificate or associate degree while they complete their five-year apprenticeship program.					
<b>20</b>	What plans, if any, are there for alternative delivery of courses (e.g., distance learning)? Not applicable. Face-to-face only.					
<b>ASSESSMENT</b>						
<b>21</b>	Plan for program assessment: See Appendix I "Assessment Plan"					
<b>SUPPORT AND SUSTAINABILITY</b>						
<b>22</b>	Faculty and facility needs (including classrooms):  The program will require one full-time faculty member with background in plumbing and at least two adjunct faculty members with similar background. The program will require a shared director for the technical trades.  At least three spaces (at least 20 x 14 ft each) for different laboratories (Soldering, Pipes/Valves, and Hydronics) will be needed at El Rito campus.  Office space for the full-time faculty member and one shared office space for the adjunct faculty will also be needed. The office space will require computer with internet access.  Classroom space can be shared from the available classrooms in the El Rito campus.  A shared computer lab will be needed for this program that can be shared with the other trades programs offered by NNMC, i.e., Electrical Technology and/or Renewable Energy.					
<b>23</b>	Annual budget: See Appendix II "Cost & Revenue Analysis"					
<b>24</b>	Plans for sustainability (including a five-year enrollment projection): See Appendix II "Cost & Revenue Analysis"					

<b>CONCURRENCES</b>					
<b>External Advisory Committee Chair</b>	/	/ Yes	/	/ No	Date
Justification					
<b>Educational Policy Committee Chair</b>	/	/ Yes	/	/ No	Date

Justification			
<b>Curriculum Committee Chair</b>	/	/ Yes	/ No
			Date
Justification			
<b>Faculty Senate President</b>	/	/ Yes	/ No
			Date
Justification			
<b>Librarian</b>	/	/ Yes	/ No
			Date
Justification			
<b>Registrar</b>	/	/ Yes	/ No
			Date
Justification			
<b>Financial Aid</b>	/	/ Yes	/ No
			Date
Justification			
<b>Distance Ed Directors</b>	/	/ Yes	/ No
			Date
Justification			
<b>Facilities Chair</b>	/	/ Yes	/ No
			Date
Justification			
<b>Institutional Research</b>	/	/ Yes	/ No
			Date
Justification			
<b>Human Resources</b>	/	/ Yes	/ No
			Date
Justification			
<b>VP for Finance and Administration</b>	/	/ Yes	/ No
			Date
Justification			
<b>Provost</b>	/	/ Yes	/ No
			Date
Justification			

#### APPROVALS

<b>Office of the President</b>	/	/ Approval to Implement	/	/ Denial	Date
<b>1<sup>st</sup> Review</b>	/	/ Approval Pending Additional Planning			
Justification for approval or denial					
<b>Office of the President</b>	/	/ Approval to Implement	/	/ Denial	Date
<b>2<sup>nd</sup> Review</b>	/	/ Approval Pending Additional Planning			
Justification for approval or denial					

<b>Board of Regents</b> Denial	/	/ Approval	/	/	Date
Justification for approval or denial					
<b>Feedback to Institution</b>					



## Revenue and Cost Analysis

### Certificate of Technical Trades – Plumbing

At Northern New Mexico College (NNMC), there are three main funding sources: tuition generation, state funding formula and grants. The revenue projection needs to guarantee these revenue sources are enough to cover the operational cost of the program. In this particular, a mill levy funding may be available to operate the program.

#### Enrollment Analysis

The analysis of a five-year projected enrollment in the program is in Table 1.

<b>Table 1 Projected Student Enrollment</b>					
<b>Year</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
New Students, Part-time	6	6	6	6	6
Returning Students, Part-time	0	4	7	7	7
New Students Full-time	8	8	8	8	8
Returning Students, Full-time	0	6	6	6	6
<b>Total Headcount</b>	<b>14</b>	<b>24</b>	<b>27</b>	<b>27</b>	<b>27</b>
Graduates with a Certificate Full-time	0	6	6	6	6
Graduates with a Certificate Part-time	0	0	3	3	3
<b>Total Graduates</b>	<b>0</b>	<b>6</b>	<b>9</b>	<b>9</b>	<b>9</b>

Enrollment in Table 1 is break down in terms of new students per year (full-time and part-time); returning students (the number is calculated from new students in the previous year minus the students who dropped or graduated, full-time and part-time). We are assuming a student retention rate of approximately 75% from Year 1 to Year 2 for full-time students and 66% for Year 1 to Year 2 for part-time students. We also assume a retention rate of 75% for part-time students from Year 2 to Year 3.

We assume also that in year one the cohort starts with 6 part-time students and 8 full-time new students.

#### Revenue Analysis

The analysis assumes that full-time students will take 24 credit hours per academic year and part-time students will take 12 student credit-hours (SCH) per academic year.

For a full-time student, let's assume a tuition/fees rate of \$80 per credit. This model is equivalent to \$1,920 per full-time student and \$960 per part-time student per year.

Revenues from the state funding formula are not considered because they are negligible.

These revenues are summarized in Table 2 and are just simple calculations from Table 1 and the revenue sources explained above. For the sake of simplicity, the revenues do not include any potential increase to tuition/fees during the five years.

<b>Year</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Tuition – Part Time Students	\$5,760	\$9,600	\$12,480	\$12,480	\$12,480
Tuition – Full Time Students	\$15,360	\$26,880	\$26,880	\$26,880	\$26,880
<b>Total - Revenue</b>	<b>\$21,120</b>	<b>\$36,480</b>	<b>\$39,360</b>	<b>\$39,360</b>	<b>\$39,360</b>

Similarly, we assumed no change in the annual cost to run the program (Table 3).

### **Expenditure Analysis**

Table 3 shows the expected planned expenditures.

<b>Year</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Department Head (0.5 FTE)	\$40,640	\$40,640	\$40,640	\$40,640	\$40,640
Administrative Assistant Support (0.5 FTE)	\$21,280	\$21,280	\$21,280	\$21,280	\$21,280
Full-time Faculty (1 FTE)	\$66,500	\$66,500	\$66,500	\$66,500	\$66,500
Adjunct Faculty (0.2 FTE)	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Lab Tech Assistant (0.5 FTE)	\$26,600	\$26,600	\$26,600	\$26,600	\$26,600
Academic Advisor (0.5 FTE)	\$26,600	\$26,600	\$26,600	\$26,600	\$26,600
Recruiter (0.5 FTE)	\$26,600	\$26,600	\$26,600	\$26,600	\$26,600
Equipment and supplies	\$105,000	\$5,000	\$5,000	\$5,000	\$5,000
Equipment maintenance	\$0	\$0	\$20,000	\$0	\$0
Computer Lab	\$20,000	\$0	\$0	\$20,000	\$0
Library resources	\$81,500	\$81,500	\$66,500	\$66,500	\$66,500
Marketing materials	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total - Expenditures</b>	<b>\$430,720</b>	<b>\$310,720</b>	<b>\$315,720</b>	<b>\$315,720</b>	<b>\$295,720</b>

We assume one full-time faculty member associated with this program and one adjunct faculty member/semester. We also assume that the Technical Trades department, which will also include the Electrical Technology program, will share the same Department Chair/Program Director and the same Administrative Assistant. A new recruiter and a new

academic advisor will be required to assist with the new expected enrollment. Those two positions will be shared with the other trades program. Equipment for the lab will be acquired in Year 1 and some renewable and maintenance will occur in Year 3. Consistent and effective marketing is relevant to make the community aware that NNMC is bringing back this program. Finally, the college will need to invest in more library staff and updated library materials for this purpose.

### Assumed Shared Cost

The previous cost analysis assumes that the Plumbing program that will also be based at El Rito campus contributes to some shared expenditures. For budgetarily purposes, we identify those shared costs that are assumed will be encumbered concurrently.

The difference between cost and revenue is in Table 5.

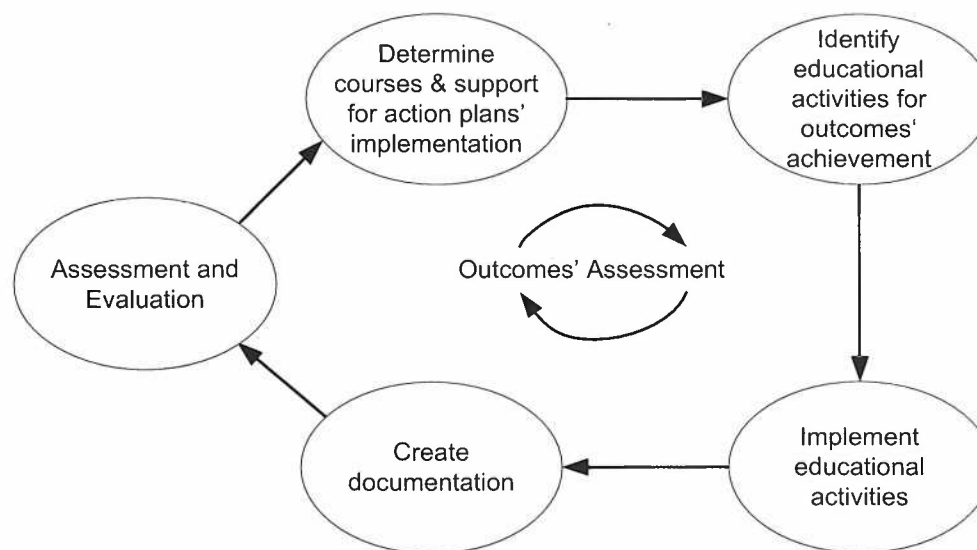
<b>Year</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Total – Annual Revenue</b>	\$21,120	\$36,480	\$39,360	\$39,360	\$39,360
<b>Total - Annual Expenditures</b>	\$430,720	\$310,720	\$315,720	\$315,720	\$295,720
<b>Annual Program Deficit</b>	(\$409,600)	(\$274,240)	(\$276,360)	(\$276,360)	(\$256,360)

From the revenue projected above, it is clear that the program will be run with a deficit that will be covered by mill levy funding. The mill levy funding will provide funding at an annual level of \$1.2M.

**Technical Trades - Plumbing Program**  
**Plan for**  
**Assessment and Evaluation of Student Outcomes**

**Assessment Processes**

The high-level process for defining, assessing, and evaluating student outcomes is shown in Figure 1. The assessment and evaluation processes are described below in some detail.



**Figure 1.** The process for defining, evaluating, and assessing program outcomes.

**Assessment Reports**

Assessment reports must include the following information:

- Grades: the number of students who obtain an A, B, C, D, F, or an incomplete/drop.
- Assessment tools/activities/instruments/data collection processes used to measure the level of attainment of student outcomes, presented in a table.
- A section with at least the following information:
  - Methodology: when/how much time students were given for this activity; tools (software/hardware/applications) students used to complete the activity; type of activity (theoretical, hands-on, simulation).
  - Target: the expected level of performance of a student in a given activity. Since the activity is mapped to a student outcome, the target represents the expected level of attainment of the corresponding student outcome.
  - Description: an explanation of the activity and how different items of the activity contribute to the achievement of student outcomes being assessed and evaluated; description of each question/task used for evaluation purposes.
  - Results: comprehensive analysis of the results for all questions/tasks used for assessment and evaluation purposes; results may be broken down for each question or reported collectively.
  - Conclusion and action plans: the instructor provides concluding remarks based on the analysis of the results of the activities. The instructor may highlight those activities that were successfully implemented and that might be worth repeating or strengthened. Action plans are recommendations (justified on evaluations of results) to be implemented in future offerings of the course and are intended to correct identified issues/deficiencies/problems. Recommendations are then presented during the assessment and evaluation meetings and confirmed/changed/denied by faculty members.

Each course of the Technical Trades -Plumbing program has an assessment coordinator responsible.

Instructors and the assessment coordinator identify educational activities such as laboratory development and rubrics to measure and judge performance, exams, quizzes, educational materials, and hands-on activities. If educational activities are changed or added to a course, then these activities may require a modification of specific knowledge, techniques, and skills that are subsequently mapped to student outcomes.

### **Guidelines for the Assessment Cycle Fall 2020 - Spring 2022**

#### **Student Learning Outcomes**

- Each of the 6 student learning outcomes has a course identified where it will be measured during the two-year cycle.
- Every outcome has a full-time faculty member identified and responsible for the measurement and the report.
- Table I provides the above information.
- Monthly departmental meeting will provide time for discussion and updates on assessment and measurement instruments.

#### **Data Sampling**

- Data will be collected only from students enrolled in the class for credit.



- Since current classes are typically less than 20 students, there is no sampling for assessment. This will be revisited if the size of the classes increases.
- Dropouts are not considered to evaluate the achievement of the outcome if the measurement is taken after the drop.

### **Definitions of Performance**

- Assessment instruments will be peer-reviewed before using them.
- Data will be presented in histograms/table.

#### *Level of Attainment of outcomes per student:*

- Target Met: a student achieves a 70% of the instrument scale.
- Target Not Met: a student does not achieve a 70% of the instrument scale.

#### *Level of Attainment of outcomes per class:*

- Target met: 75% of all students achieve target.
- Target in progress: less than 75% of all students achieve target.

#### *Level of Attainment of outcomes for the Program:*

- For 100-level and 200-level classes, the department assigns 1 point if the level of attainment is marked as "Target in progress".
- For 100-level and 200-level classes, the department assigns 2 point if the level of attainment is marked as "Target met".

The level of attainment of a student outcome considering all courses where the student outcome is measured, is defined as:

$$\textit{Level of attainment of outcome} = \frac{\textit{Points achieved}}{\textit{Maximum points in outcome}}$$

### **Action Plan Development:**

- A meeting at the end/beginning of the current/next semester will be held and the actions plans will be developed after analyzing all the data collected.

### **Discuss Program Educational Objectives**

- Program Objectives for this new proposed program were developed by the faculty and the external advisory committee.

- Program Objectives will be reviewed and updated every 3 years. They will be reviewed by all constituencies including: external advisory committee, employers, alumni, faculty and current senior students.
- The data will be collected from employers and alumni to help faculty and the advisory group to review the Program Educational Objectives.

#### **Course Materials used for Assessment.**

- One white binder per course (only for courses where outcomes were assessed).
- Tab one (yellow) for the syllabus.
- Tab two (yellow) for the assessment report.
- For every outcome assessed in the course, a tab (red) will be used to separate them.
- At the beginning of every outcome, a brief description of the instrument(s) used to measure the outcome.
- The tab will contain the ALL student work (unless sampling was used for assessment: see sampling instructions) and the instrument used.

#### **Courses Material (for all classes)**

- Syllabus
- Samples of exams, homework, quizzes, projects, etc. Three samples of each instrument.

*This will be kept electronically in a cloud-based system and printed as needed.*

### Curriculum Map for Technical Trades - Plumbing

#### (Student Learning Outcomes)

A preliminary draft of the curriculum map is shown next. This evolving document will be updated after the proposal is reviewed by the Curriculum Committee.

Technical Mandatory Courses	1	2	3	4	5
OSHA 10 for the Construction Industry	A				A
Use and Care of Tools			A	A	
Soldering and Brazing			A		
Rigging and Signaling				A	
Plan Reading/Drawing			A		
Pipes, Valves, Fitting			A		
Plastic Piping Installer		A			
Plumbing Fixtures and Appliances				A	A
Water Supply			A		
Drainage		A			
Gas Installations	A				
Basic Electricity	A				
Hydronics				A	A
Mechanical Code			A		

Plumbing Code			A		
Pneumatic & Electrical Controls				A	A

Student Learning Outcomes:

1. Students will demonstrate personal wellness as a plumber through outlining financial goals and identifying person/work priorities.
2. Students will demonstrate logical reasoning in plumbing through identifying best material selection, identifying adequate joining processes, and discussing plumbing fittings by their industry name, classifying materials by industry standard terms, and explaining processes using industry appropriate terms.
3. Students will demonstrate plumbing technology through using current plumbing tools, interpreting plumbing drawings, and demonstrating code compliance.
4. Students will interact with people in a professional manner in the construction industry by identifying diversity and demonstrating mutual respect for others.
5. Students will apply employability skills in plumbing by demonstrating a willingness to work and conducting themselves in an industry leading manner.

**Student Learning Outcomes Assessment Plan  
Fall 20 - Fall 21**

**Fall 2020**

OSHA 10 for the Construction Industry: Outcomes 1, 5  
 Use and Care of Tools: Outcomes 3, 4  
 Soldering and Brazing: Outcome 3

**Spring 2021**

Rigging and Signaling: Outcome 4  
 Plan Reading/Drawing: Outcome 3  
 Pipes, Valves, Fitting: Outcome 3  
 Plastic Piping Installer: Outcome 2  
 Plumbing Fixtures and Appliances: Outcomes 4, 5  
 Water Supply: Outcomes 3



**Fall 2021**

Drainage: Outcome 2

Gas Installations: Outcome 1

Basic Electricity: Outcome 1

Hydronics: Outcomes 4, 5

Mechanical Code: Outcomes 3

Plumbing Code: Outcome 3

Pneumatic & Electrical Controls: Outcomes 4, 5


Future semesters will be planned later.

Office of the Provost

# NORTHERN New Mexico College



## MEMORANDUM

**To:** Board of Regents - Northern New Mexico College  
**From:** Ivan Lopez, Provost and VPAA   
**Date:** January 17, 2020  
**Re:** Research Misconduct Policy Approval

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### Issue

Northern needs a Research Misconduct Policy to address issues that may arise as we expand our research capabilities. It is a compliance matter for several grants.

### Overview

The attached document describes the proposed policy. It is based on publicly available policy from St. John's Fisher College and was slightly modified by the Academic Standards Committee of the Faculty Senate, the Provost, and the Cuddy & McCarthy legal team. A memorandum with the attorney's comments is attached.

The policy does not include a number yet because currently, the institution is reviewing the policy numbering system.

### Recommendation

I recommend the Board of Regents approve this policy.

## MEMORANDUM

**MEMORANDUM**

**To:** Karen Kilgore  
**From:** Ivan Lopez, Provost and VPAA  
**Date:** January 8, 2020  
**Re:** Research Misconduct Policy - Legal Review

I am writing to confirm that I have reviewed the draft Policy and Procedures for Reporting and Dealing with Research Misconduct which closely follows a research misconduct policy and procedure adopted and utilized by St. John's Fisher College. I believe this policy to be appropriate and also it appears to comply with the referenced federal regulations. Further, after my initial review of the policy, you and I discussed it and you answered my questions. I made redline edits and sent that version of the policy to you separately. Please let me know if you need any further analysis or commentary on this policy. As always, it is a pleasure to work with you on this matter.

*M. Karen Kilgore, Esq.  
Cuddy & McCarthy, LLP  
1701 Old Pecos Trail  
Santa Fe, New Mexico 87505  
505-988-4476  
1-888-977-3814 (facsimile)  
[kkilgore@cuddymccarthy.com](mailto:kkilgore@cuddymccarthy.com)*

## Northern New Mexico College Policy and Procedures for Reporting and Dealing with Research Misconduct<sup>1</sup>

### 1. Preamble and Summary

Northern New Mexico College (NNMC) faculty, staff, and students are expected to observe the highest standards of professional conduct, including in research endeavors. NNMC takes allegations of research misconduct seriously and will investigate promptly while ensuring the maximum protection to both the complainant and the respondent subject to the allegation. The policy and procedures outlined below will be applied in all instances of possible research misconduct. Each case varies and will be reviewed individually; variation to the procedures below may be appropriate when deemed necessary by the College or required by federal officials. This policy aligns with CFR Vol 42, Part 93 and CFR Vol 45, Part 689.

### 2. Definitions

**Research misconduct:** Research misconduct represents the fabrication, falsification, or plagiarism in proposing or performing research. It does not include honest error or differences of opinion. Violations of Institutional Review Board (IRB) processes or the Institutional Animal Care and Use Committee (IACUC) policies and regulations will be handled by the IRB and IACUC committees respectively. Information about IRB and IACUC processes or policies can be found on the NNMC's web site.

**Fabrication:** making up data or results and recording or reporting them

**Falsification:** manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. The manipulation must have substantial scientific effects (such as change in direction, size, or significance of reported results).

**Plagiarism:** appropriation of another person's ideas, processes, results or words without giving appropriate credit.

**Complainant:** is an individual(s) who submits an allegation of research misconduct.

**Respondent:** is the individual(s) against whom an allegation of research misconduct is directed or who is the subject of a research misconduct proceeding.

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<sup>1</sup> NNMC has adapted this Policy and Procedures for Reporting and Dealing with Research Misconduct from St. John's Fisher College.



**Inquiry:** consists of preliminary information-gathering and preliminary fact-finding to determine whether an allegation or apparent instance of research misconduct has substance and if an investigation is warranted.

**Investigation:** is a formal development, examination, and evaluation of a factual record to determine whether research misconduct has taken place, to assess its extent and consequences, and to evaluate appropriate action.

**Deciding Official (DO):** The Provost appoints a Deciding Official (which may be the provost him/herself), to make final determinations on allegations of research misconduct and any institutional administrative actions. The DO should have no direct prior involvement in the institutional investigation at issue and no conflict of interest with the respondent.

**Research Integrity Officer (RIO):** is an individual, typically a dean, appointed by the Provost, who will have primary responsibility for overseeing a research misconduct inquiry and/or investigation. The RIO is responsible for the following: 1) assessing allegations of research misconduct to determine if they fall within the definition of research misconduct; 2) determining if an investigation is warranted on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified; 3) overseeing investigations; and 4) meeting the other responsibilities described in this policy.

**Principal Investigator (PI):** is the primary individual leading a funded research project. It is the responsibility of the PI to maintain ethical research practices.

**Office of the Inspector General (OIG):** The OIG provides independent oversight of programs and operations for each federal agency. The office is responsible for promoting efficiency and effectiveness in agency programs and for preventing and detecting fraud, waste, and abuse.

### 3. Procedure for Handling Allegations of Research Misconduct

#### A. Submission of Allegations

Any individual who in good faith suspects a case of research misconduct is required to promptly report the case to the Provost or the individual's department chair, or any other campus official who supervises the individual. When the case is reported to an official different from the Provost, that official shall immediately report the information to the Provost and to the Office of Grants and Sponsored Programs.

Allegations involving a dean should be submitted to the Provost. Allegations involving the Provost should be submitted to the President. Allegations involving the President should be submitted to the President of the Board of Regents. Any allegations of possible research misconduct and related procedures shall be treated as confidential to the extent possible.

## **B. Assessment of Allegations**

Within 15 business days of receiving an allegation of research misconduct from a complainant, the Provost and the Research Integrity Officer (RIO), typically a dean, appointed by the Provost shall meet with the parties involved (complainant and respondent) and determine whether a formal inquiry is required. A formal inquiry is necessary if the allegation falls within the scope of research misconduct, as defined by this policy; and if the information regarding the allegation is credible based on the weight of the evidence.

If external funds are involved, the Provost determines whether the law, regulation, or terms or conditions of the grant award require notification of the funder or other actions to ensure compliance.

## **C. Initiation and Purpose of Inquiry**

If an inquiry is warranted based on the preliminary assessment, the RIO shall:

- i. Appoint three faculty members to serve on an Inquiry Panel who have the necessary expertise to provide a reasonable opinion on the matter;
- ii. Obtain and secure the relevant research records;
- iii. Notify the complainant, the respondent (the individual against whom the allegation is directed), and the general counsel and director of the Office of Grants and Sponsored Programs (for cases involving externally funded research); and
- iv. Provide the respondent with a copy of the allegations and this policy.

Any inquiry must take place in a timely, objective, and thorough manner. The purpose of an inquiry is to conduct an initial review of the evidence to determine whether a formal investigation is warranted. The inquiry does not require a full review of the evidence related to the allegations.

The notification of the impending inquiry to the complainant and respondent must be made in writing and should describe the nature of the misconduct allegations and identify the membership of the Inquiry Panel.

**Confidentiality.** The Provost shall establish reasonable conditions to ensure that confidentiality of information compiled for the inquiry is maintained. This

includes information about the complainant, the respondent, and other affected individuals. The Provost shall keep original research records in a secure place. Upon request, and to the extent feasible, the persons from whom records are collected may be given access to their own original records under the direct and continuous supervision of the RIO.

***Conflicts of interest.*** Reasonable precautions will be taken to avoid bias and real or apparent conflicts of interest on the part of those conducting the inquiry. Members of the Inquiry Panel (or any members of his or her family) and the RIO should not have any of the following involvements with the respondent nor the complainant: financial involvement, co-authorship on a publication; collaborator or co-investigator; party to a scientific controversy; supervisory or mentor relationship; or other special relationship such as a close personal friendship, kinship, or a physician/patient relationship. In some cases, an expert external to the College may be consulted during the inquiry. Upon receiving the membership list for the Inquiry Panel, both the complainant and the respondent shall have five business days to challenge the composition of the membership. In response, the RIO will decide whether the challenged member(s) should be replaced.

***Completion of the inquiry.*** The inquiry must be completed within 60 business days of the appointment of the panel unless circumstances warrant an extension. All exceptions must be approved by the Provost and documented. Upon completion of the inquiry, the RIO will submit a written report to the Deciding Official, DO, which includes the following:

- i. The name and position of the respondent;
- ii. A description of the allegations of research misconduct;
- iii. A description of any external support for the research giving rise to the allegations, including, for example, grant and contract numbers and references to grant applications;
- iv. References for any publications involving the research in question;
- v. Any comments on the report by the respondent, the complainant, or a witness; and
- vi. A recommendation to the DO as to whether an investigation is warranted, and a statement of the basis for this recommendation.

All records (documentary evidence, interview notes, inquiry report, etc.) of the research misconduct inquiry will be retained for seven years.

#### **D. Notification to Federal Government**

NNMC must immediately notify the Office of the Inspector General (OIG) when federal sponsors have supported the research in question, if:

- i. There is an immediate health hazard involved;
- ii. There is an immediate need to protect federal funds or equipment;
- iii. There is an immediate need to protect the interests of the complainant or respondent as well as his/her co-investigators and associates, if any;
- iv. It is probable that the alleged incident is going to be reported publicly;
- v. The allegation involves an issue that could be publicly sensitive, e.g., a clinical trial; or
- vi. There is a reasonable indication of a possible federal criminal violation. In this instance, the College should inform the federal government within 24 hours of obtaining that information.

#### **E. The DO's Decision on the Inquiry Panel's Recommendation**

Within 10 days, the Deciding Official (DO) shall notify the respondent, the complainant, and appropriate College officials in writing of his or her decision whether to proceed to a formal investigation. The notice to the respondent must include a copy of the inquiry report. For cases of federally funded research, the Provost shall also provide notice to federal authorities concerning the inquiry and the decision whether an investigation is warranted.

**If an investigation is not warranted, the respondent may meet with the Provost to ensure that NNMC informs the necessary parties that an investigation was not required**

#### **F. Appointment of the Investigation Committee and Charge**

Within 15 business days after the DO determines that an investigation is warranted, the RIO will appoint an investigation committee to explore the allegations in detail, to examine the evidence in depth, and to determine specifically whether research misconduct has been committed. The committee shall consist of at least three faculty or staff who do not have real or apparent conflicts of interest in the case, are unbiased, and have the necessary expertise to evaluate the evidence and issues related to the allegation, interview the principals and key witnesses, and conduct the investigation. Committee members may be scientists, administrators, subject matter experts, lawyers, or other qualified persons. External experts may also be invited to participate on the committee or serve as consultants if appropriate. One of the members shall serve as chair.

The RIO will inform the respondent of the composition of the Investigation Committee membership. The respondent will have five days to challenge the membership based on conflict of interest or bias. The RIO will determine whether a challenged member should be replaced.

#### **G. Procedure for Conducting the Investigation**

The investigation committee and the RIO must do the following:



- Use diligent efforts to ensure that the investigation is thorough and sufficiently documented and includes examination of all research records and evidence relevant to reaching a decision on the merits of each allegation;
- Take reasonable steps to ensure an impartial and unbiased investigation to the maximum extent possible;
- Interview each respondent, complainant, and any other available person who has been reasonably identified as having information regarding any relevant aspects of the investigation, including witnesses identified by the respondent, and record or transcribe each interview, provide the recording or transcript to the interviewee for correction, and include the recording or transcript in the record of the investigation to completion; and
- Pursue diligently all significant issues and leads discovered that are determined relevant to the investigation and continue the investigation to completion. If during the investigation additional instances of research misconduct are uncovered, they should be immediately reported to the DO.

#### H. Completion of Cases

The investigation must be completed within 120 days, with a final report prepared and submitted to the DO. In cases involving federal funding, an extension of the investigation beyond 120 days must be approved by the relevant federal agency. The RIO will assist the investigation committee in finalizing the draft investigation report, including ensuring that the respondent has the opportunity to comment on the report. The respondent will be allowed 30 days from the date he/she received the draft report to submit comments to the RIO. The respondent's comments will be included and considered in the final report. The final report is submitted by the RIO to the DO within 10 days of receiving the respondent's comments; if an extension is necessary, the committee must seek approval from the DO.

The investigation report should include the following elements:

- Description of the nature of the allegation of research misconduct, including identification of the respondent;
- Description of the specific allegations of research misconduct considered in the investigation;
- List of institutional policies and procedures under which the investigation was conducted;
- An explanation of why the allegations meet the criteria indicating that the jurisdiction of the policies and procedures is appropriate.
- Identification and summary of research records and evidence reviewed and identification of any evidence taken into custody but not reviewed;
- A statement of findings for each allegation of research misconduct identified during the investigation. Each statement of findings must:



- 1) Identify the nature of the research misconduct and whether it was committed intentionally, knowingly, or recklessly;
- 2) Summarize the facts and the analysis that support the conclusion and consider the merits of any reasonable explanation by the respondent, including any effort by the respondent to establish by a preponderance of the evidence that he or she did not engage in research misconduct because of honest error or a difference of opinion;
- 3) Identify whether any publications need correction or retraction; and
- 4) Identify the person(s) responsible for the misconduct.

#### **I. The DO's Decision on the Investigation's Recommendation**

Based on the investigation report and in consultation with the RIO, the DO will make a determination on appropriate actions to be taken. The institutional administrative actions may include the following:

- Withdrawal or correction of all pending or published abstracts and papers emanating from the research where research misconduct was found; and
- Removal of the responsible person from the particular project, letter of reprimand, special monitoring of future work, probation, suspension, salary reduction, or disciplinary action (including termination) according to the Collective Bargaining Agreement, Staff Handbook, Faculty Handbook, Student Handbook, whichever is appropriate for the responsible person.

The DO will notify the respondent in writing within 10 business days after receiving the investigation report the outcome of the investigation and any actions that will be taken.

***Requesting an appeal.*** The respondent may appeal in writing to the President within 10 business days of receiving the letter from the DO. If there is no appeal or the appeal was denied or if the appeal has been exhausted, the proceedings are considered concluded and the administrative actions will move forward. If the President, upon appeal, reverses or modifies the DO's decision or investigation report, the President will provide a written decision within 20 business days.

***Notifying the external Office of the Inspector General (OIG).*** If the research under question was externally funded, the College will promptly present the investigation report and the DO's determination to the appropriate funder. For research supported by federal funds, the report finding should be forwarded to the Office of the Inspector General (OIG).

The OIG will assess the accuracy and completeness of the report and whether the investigating entity followed reasonable procedures (45 CFR 689.9).

***Termination or Resignation Prior to Completion the Investigation.*** The termination of the respondent's institutional employment, by resignation or otherwise, before or after an allegation of possible research misconduct has been reported, will not preclude or terminate the research misconduct proceeding or otherwise limit any of the institution's responsibilities. If the respondent refuses to participate in the process after resignation, the RIO and any investigation committee will use their best efforts to reach a conclusion concerning the allegations, noting in the report the respondent's failure to cooperate and its effect on the evidence.

***Protection of the Complainant, Witnesses, and Committee Members.*** Regardless of the outcome of the investigation, the RIO and the DO must undertake all reasonable and practical efforts to prevent potential and/or actual retaliation against and protect the position of any complainant who made allegations of research misconduct in good faith and of any witnesses and committee members who cooperate in good faith with the research misconduct proceeding. The DO will determine, after consulting with the RIO, and with the complainant, witnesses, or committee members, respectively, what steps, if any, are needed to restore their respective positions or to counter potential or actual retaliation against them. The RIO is responsible for implementing any steps the DO approves.

**Summary of steps after an allegation of research misconduct is submitted to the Provost:**

<b>Procedures</b>	<b>Number of Days to Complete Action</b>
Provost appoints a Research Integrity Officer (an appropriate dean) to lead the inquiry and investigation	Undetermined
The Provost and the Research Integrity Officer (RIO) shall meet with the parties involved	15 business days
Appointment of an Inquiry Panel to assess allegations (panel includes three faculty members to serve on the panel)	60 business days
Initiate Inquiry and notify the Office of the Inspector General (for federally funded research)	
Inquiry Panel presents recommendation to the DO	
DO determines whether an investigation is warranted after receiving the inquiry report	10 business days

Appointment of the Investigation Committee (committee includes 3 faculty/staff members and an external expert if appropriate) after determination that an investigation is warranted.	15 business days
Investigation is conducted with a report presented to the DO  <i>Note: Within the period of 120 days, the RIO will forward the draft report to the respondent for comment. The respondent will have 30 days to submit comments to the RIO. The comments will be included and considered in the final report submitted to the DO.</i>	120 days
The DO makes a determination upon receiving the investigation report	10 days
Upon receiving the final investigation report and list of sanctions, the respondent may submit a written appeal to the President	10 days
Upon conclusion of the Investigation, the final written report is forwarded to the external Office of Inspector General (for federally funded research)	Immediately

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:** January 10, 2020

**Re:** Fiscal Watch Report

*Ricky Bejarano*  
1/13/2020

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 Reports for the periods ending August 31, 2019, September 30, 2019 and October 31, 2019.

## Northern New Mexico College

## Statement of Net Position

(Unaudited and Unadjusted)

August 31, 2019

## Assets

## Current Assets:

Cash and Cash Equivalents	5,840,859
Short-Term Investments	-
AR - Student	2,045,897
AR - Other than student	220,454
Inventories	71,087
Prepaid Expenses	6,962
Loans Receivable, net	699,010

Total Current Assets	<u>8,884,269</u>
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## Non-Current Assets

Restricted Cash and Cash Equivalents	-
Restricted Short Term Investments	-
Investments Held by Others	-
Other Long-Term Investments	-
Prepaid Expenses	-
Capital Assets, net	35,176,600

Total Non-Current Assets	<u>35,176,600</u>
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<b>Total Assets</b>	<b><u>44,060,869</u></b>
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## Deferred Outflows of Resources

Pension Related (6/30/19 balances)	9,904,397
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<b>Total Deferred Outflows of Resources</b>	<b><u>9,904,397</u></b>
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## Liabilities

## Current Liabilities

Accounts Payable	18,426
Other Accrued Liabilities	523,489
Deferred Income	186,277
LT Liabilities - Current Portion	-

Total Current Liabilities	<u>728,191</u>
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## Non-Current Liabilities

Accrued Interest Payable	-
Accrued Benefit Reserves	-
Other LT Liabilities	113,776
OPED Liability	7,889,220
Net Pension Liability	34,773,819

Total Non-Current Liabilities	<u>42,776,815</u>
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<b>Total Liabilities</b>	<b><u>43,505,006</u></b>
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## Deferred Inflows of Resources

Pension Related (6/30/19 balances)	3,504,432
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<b>Total Deferred Inflows of Resources</b>	<b><u>3,504,432</u></b>
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## Net Position

Invested in Capital Assets, net of Related Debt	35,176,600
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## Restricted for:

## Nonexpendable:

Endowments	-
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## Expendable:

General Activities	118,544
Federal Student Loans	-
Term Endowments	-
Capital Projects	-
Debt Service	-
Related Entity Activities	-

## Unrestricted

Unrestricted without NFP	3,319,223
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Net Fiduciary Position	-
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Total Unrestricted (includes 6/30/18 NFP)	<u>3,319,223</u>
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<b>Total Net Position</b>	<b><u>38,614,367</u></b>
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**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 August 31, 2019	Percentage Earned/Spent
<b>REVENUES</b>				
Tuition & Misc Fees	\$ 3,813,822	\$ 3,813,822	\$ 2,011,178	52.7%
Federal Appropriations	-	-	-	-
State Appropriations	12,642,700	12,642,700	1,857,000	14.7%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	7,513,828	7,513,828	280,294	3.7%
Endowment/Land & Perm Inc	163,525	163,525	24,363	14.9%
Sales & Services	703,490	703,490	170,583	24.2%
Other	383,743	383,743	40,242	10.5%
<b>Total Revenue</b>	<b>25,221,108</b>	<b>25,221,108</b>	<b>4,383,660</b>	<b>17.4%</b>
<b>BEGINNING BALANCE</b>	<b>2,228,873</b>	<b>2,228,873</b>	<b>1,997,246</b>	<b>89.61%</b>
<b>TOTAL AVAILABLE</b>	<b>27,449,981</b>	<b>27,449,981</b>	<b>6,380,906</b>	<b>23.2%</b>
<b>EXPENDITURES</b>				
Instruction & General	17,105,901	17,105,901	1,880,155	11.0%
Student Social & Cultural	98,735	98,735	9,238	9.4%
Research	-	-	-	-
Public Service	1,579,633	1,579,633	99,293	6.3%
Internal Services	177,576	177,576	62,988	35.5%
Student Aid	5,067,156	5,067,156	3,870	0.1%
Auxiliary Enterprises	957,028	957,028	47,943	5.0%
Intercollegiate Athletics	64,442	64,442	44,860	69.6%
Independent Operations (NMDA)	-	-	-	-
<b>Total Expenditures</b>	<b>25,050,471</b>	<b>25,050,471</b>	<b>2,148,347</b>	<b>8.6%</b>
<b>NET TRANSFERS OUT / (IN)</b>	<b>230,000</b>	<b>230,000</b>	<b>13,980</b>	<b>6.1%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>25,280,471</b>	<b>25,280,471</b>	<b>2,162,328</b>	<b>8.6%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 2,169,510</b>	<b>\$ 2,169,510</b>	<b>4,218,578</b>	

Plant Funds	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Actuals as of August 31, 2019	Percentage Earned/Spent
<b>REVENUES AND TRANSFERS</b>				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts				
Interest Income				
State Appropriation	\$ 1,987,565	\$ 1,987,565	\$ 1,987,565	100.0%
Debt Service Transfers				
Other				
<b>Total Revenues and Transfers</b>	<b>1,987,565</b>	<b>1,987,565</b>	<b>1,987,565</b>	<b>100.0%</b>
<b>BEGINNING BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL AVAILABLE</b>	<b>1,987,565</b>	<b>1,987,565</b>	<b>1,987,565</b>	<b>100.0%</b>
<b>EXPENDITURES</b>				
Capital Projects	1,987,565	1,987,565	-	0.0%
Building Renewal	230,000	230,000	3,988	1.7%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
<b>Total Expenditures</b>	<b>2,217,565</b>	<b>2,217,565</b>	<b>3,988</b>	<b>0.2%</b>
<b>NET TRANSFERS OUT / (IN)</b>	<b>(230,000)</b>	<b>(230,000)</b>	<b>(13,980)</b>	<b>6.1%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>1,987,565</b>	<b>1,987,565</b>	<b>(9,993)</b>	<b>-0.5%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,997,558</b>	

**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 August 31, 2019	FY 2019 Actuals as of August 31, 2018	Percentage Increase (Decrease)
<b>REVENUES</b>			
Tuition & Misc Fees	\$ 2,011,178	\$ 2,254,975	-10.8%
Federal Appropriations	-	-	
State Appropriations	1,857,000	1,766,600	5.1%
Local Appropriations	-	-	
Gifts, Grants & Contracts	280,294	448,083	-37.4%
Endowment/Land & Perm Inc	24,363	65,964	-63.1%
Sales & Services	170,583	2,137	7882.3%
Other	40,242	90,922	-55.7%
<b>Total Revenue</b>	<b>4,383,660</b>	<b>4,628,681</b>	<b>-5.3%</b>
<b>BEGINNING BALANCE</b>	<b>1,791,221</b>	<b>1,791,221</b>	<b>0.0%</b>
<b>TOTAL AVAILABLE</b>	<b>6,174,881</b>	<b>6,419,902</b>	<b>-3.8%</b>
<b>EXPENDITURES</b>			
Instruction & General	1,880,155	2,197,315	-14.4%
Student Social & Cultural	9,238	9,615	-3.9%
Research	-	-	
Public Service	99,293	50,588	96.3%
Internal Services	62,988	149,974	-58.0%
Student Aid	3,870	14,372	-73.1%
Auxiliary Enterprises	47,943	121,504	-60.5%
Intercollegiate Athletics	44,860	83,669	-46.4%
Independent Operations (NMDA)	-	-	
<b>Total Expenditures</b>	<b>2,148,347</b>	<b>2,627,037</b>	<b>-18.2%</b>
<b>NET TRANSFERS OUT / (IN)</b>	<b>13,980</b>	<b>61,088</b>	<b>-77.1%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>2,162,328</b>	<b>2,688,125</b>	<b>-19.6%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,012,553</b>	<b>\$ 3,731,777</b>	<b>7.5%</b>

Plant Funds	FY 2020 Actuals as of August 31, 2019	FY 2019 Actuals as of August 31, 2018	Percentage Increase (Decrease)
<b>REVENUES AND TRANSFERS</b>			
Required Student Fees	\$ -	\$ -	0.0%
Bond Proceeds	-	-	0.0%
Gifts, Grants and Contracts	-	-	0.0%
Interest Income	-	-	0.0%
State Appropriation	1,987,565	-	
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
<b>Total Revenues and Transfers</b>	<b>1,987,565</b>	<b>-</b>	
<b>BEGINNING BALANCE</b>	<b>-</b>	<b>-</b>	
<b>TOTAL AVAILABLE</b>	<b>1,987,565</b>	<b>-</b>	
<b>EXPENDITURES</b>			
Capital Projects	-	-	
Building Renewal	3,988	3,208	24.3%
Internal Service Renewal/Replacement	-	5,487	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
<b>Total Expenditures</b>	<b>3,988</b>	<b>8,695</b>	<b>-54.1%</b>
<b>NET TRANSFERS OUT / (IN)</b>	<b>(13,980)</b>	<b>-</b>	
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>(9,993)</b>	<b>8,695</b>	<b>-214.9%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,997,558</b>	<b>\$ (8,695)</b>	<b>-23073.6%</b>

*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)

August 31, 2019

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ (34,719)
Receipts from grants and contracts	59,841
Other receipts	-
Payments to or on behalf of employees	(1,494,370)
Payment to suppliers for goods and services	1,443,004
Receipts from Sales and Services	170,583
Payments for scholarships	(3,870)
Other Operating Revenue	40,242
Net cash (used) by operating activities	<u>180,710</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	3,844,565
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>3,844,565</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	24,363
Net Cash provided by Investing Activities	<u>24,363</u>
Increase (Decrease) in Cash and Cash Equivalents	4,049,638
Cash and Cash Equivalents- beginning of year	1,791,221
Cash and Cash Equivalents- end of reporting period	<u>\$ 5,840,859</u>

## Northern New Mexico College

## Statement of Net Position

(Unaudited and Unadjusted)

September 30, 2019

Assets	
Current Assets:	
Cash and Cash Equivalents	8,822,185
Short-Term Investments	-
AR - Student	562,885
AR - Other than student	200,052
Inventories	71,087
Prepaid Expenses	6,962
Loans Receivable, net	723,748
Total Current Assets	<u>10,386,919</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>
<b>Total Assets</b>	<b><u>45,563,519</u></b>
Deferred Outflows of Resources	
Pension Related (6/30/19 balances)	9,904,397
<b>Total Deferred Outflows of Resources</b>	<b><u>9,904,397</u></b>
Liabilities	
Current Liabilities	
Accounts Payable	44,814
Other Accrued Liabilities	523,489
Deferred Income	2,174,019
LT Liabilities - Current Portion	-
Total Current Liabilities	<u>2,742,321</u>
Non-Current Liabilities	
Accrued Interest Payable	-
Accrued Benefit Reserves	-
Other LT Liabilities	113,776
OPED Liability	7,889,220
Net Pension Liability	34,773,819
Total Non-Current Liabilities	<u>42,776,815</u>
<b>Total Liabilities</b>	<b><u>45,519,136</u></b>
Deferred Inflows of Resources	
Pension Related (6/30/19 balances)	3,504,432
<b>Total Deferred Inflows of Resources</b>	<b><u>3,504,432</u></b>
Net Position	
Invested in Capital Assets, net of Related Debt	35,176,600
Restricted for:	
Nonexpendable:	
Endowments	-
Expendable:	
General Activities	33,484
Federal Student Loans	-
Term Endowments	-
Capital Projects	-
Debt Service	-
Related Entity Activities	-
Unrestricted	
Unrestricted without NFP	2,793,964
Net Fiduciary Position	-
Total Unrestricted (includes 6/30/18 NFP)	<u>2,793,964</u>
<b>Total Net Position</b>	<b><u>38,004,048</u></b>

**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 September 30, 2019	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,813,822	\$ 3,813,822	\$ 1,964,254	51.5%
Federal Appropriations				
State Appropriations	12,642,700	12,642,700	3,762,200	29.8%
Local Appropriations				
Gifts, Grants & Contracts	7,513,828	7,513,828	2,199,913	29.3%
Endowment/Land & Perm Inc	163,525	163,525	36,478	22.3%
Sales & Services	703,490	703,490	210,741	30.0%
Other	383,743	383,743	41,139	10.7%
Total Revenue	25,221,108	25,221,108	8,214,725	32.6%
BEGINNING BALANCE				
	2,228,873	2,228,873	1,997,246	89.61%
TOTAL AVAILABLE	27,449,981	27,449,981	10,211,971	37.2%
EXPENDITURES				
Instruction & General	17,105,901	17,105,901	3,458,916	20.2%
Student Social & Cultural	98,735	98,735	8,058	8.2%
Research	140,743	140,743	13,534	9.6%
Public Service	1,579,633	1,579,633	182,846	11.6%
Internal Services	177,576	177,576	52,280	29.4%
Student Aid	5,067,156	5,067,156	2,149,376	42.4%
Auxiliary Enterprises	957,028	957,028	140,497	14.7%
Intercollegiate Athletics	64,442	64,442	137,722	213.7%
Independent Operations (NMDA)				
Total Expenditures	25,191,214	25,191,214	6,143,229	24.4%
NET TRANSFERS OUT / (IN)	230,000	230,000	21,061	9.2%
TOTAL EXPENDITURES & TRANSFERS	25,421,214	25,421,214	6,164,290	24.2%
ENDING FUND BALANCE	\$ 2,028,767	\$ 2,028,767	\$ 4,047,681	

Plant Funds	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Actuals as of September 30, 2019	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	\$ 1,987,565	100.0%
Debt Service Transfers				
Other				
Total Revenues and Transfers	1,987,565	1,987,565	1,987,565	100.0%
BEGINNING BALANCE				
	-	-	-	
TOTAL AVAILABLE	1,987,565	1,987,565	1,987,565	100.0%
EXPENDITURES				
Capital Projects	1,987,565	1,987,565	-	0.0%
Building Renewal	230,000	230,000	3,988	1.7%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	2,217,565	2,217,565	3,988	0.2%
NET TRANSFERS OUT / (IN)	(230,000)	(230,000)	(21,061)	9.2%
TOTAL EXPENDITURES & TRANSFERS	1,987,565	1,987,565	(17,073)	-0.9%
ENDING FUND BALANCE	\$ -	\$ -	\$ 2,004,638	



**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 September 30, 2019	FY 2019 Actuals as of September 30, 2018	Percentage Increase (Decrease)
<b>REVENUES</b>			
Tuition & Misc Fees	\$ 1,964,254	\$ 2,075,244	-5.3%
Federal Appropriations	-	-	
State Appropriations	3,762,200	2,720,400	38.3%
Local Appropriations	-	-	
Gifts, Grants & Contracts	2,199,913	2,473,880	-11.1%
Endowment/Land & Perm Inc	36,478	77,702	-53.1%
Sales & Services	210,741	205,601	2.5%
Other	41,139	90,447	-54.5%
<b>Total Revenue</b>	<b>8,214,725</b>	<b>7,643,274</b>	<b>7.5%</b>
<b>BEGINNING BALANCE</b>	<b>1,791,221</b>	<b>1,791,221</b>	<b>0.0%</b>
<b>TOTAL AVAILABLE</b>	<b>10,005,946</b>	<b>9,434,495</b>	<b>6.1%</b>
<b>EXPENDITURES</b>			
Instruction & General	3,458,916	3,527,774	-2.0%
Student Social & Cultural	8,058	17,334	-53.5%
Research	13,534	-	
Public Service	182,846	108,606	68.4%
Internal Services	52,280	42,435	23.2%
Student Aid	2,149,376	2,087,704	3.0%
Auxiliary Enterprises	140,497	201,209	-30.2%
Intercollegiate Athletics	137,722	118,001	16.7%
Independent Operations (NMDA)	-	-	
<b>Total Expenditures</b>	<b>6,143,229</b>	<b>6,103,063</b>	<b>0.7%</b>
<b>NET TRANSFERS OUT / (IN)</b>	<b>21,061</b>	<b>88,477</b>	<b>-76.2%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>6,164,290</b>	<b>6,191,540</b>	<b>-0.4%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 3,841,656</b>	<b>\$ 3,242,955</b>	<b>18.5%</b>

Plant Funds	FY 2020 Actuals as of September 30, 2019	FY 2019 Actuals as of September 30, 2018	Percentage Increase (Decrease)
<b>REVENUES AND TRANSFERS</b>			
Required Student Fees	\$ -	\$ -	0.0%
Bond Proceeds	-	-	0.0%
Gifts, Grants and Contracts	-	-	0.0%
Interest Income	-	-	0.0%
State Appropriation	1,987,565	-	
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
<b>Total Revenues and Transfers</b>	<b>1,987,565</b>	<b>-</b>	
<b>BEGINNING BALANCE</b>	<b>-</b>	<b>-</b>	
<b>TOTAL AVAILABLE</b>	<b>1,987,565</b>	<b>-</b>	
<b>EXPENDITURES</b>			
Capital Projects	-	-	
Building Renewal	3,988	40,257	-90.1%
Internal Service Renewal/Replacement	-	-	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
<b>Total Expenditures</b>	<b>3,988</b>	<b>40,257</b>	<b>-90.1%</b>
<b>NET TRANSFERS OUT / (IN)</b>	<b>(21,061)</b>	<b>-</b>	
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>(17,073)</b>	<b>40,257</b>	<b>-142.4%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 2,004,638</b>	<b>\$ (40,257)</b>	<b>-5079.6%</b>

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

# Northern New Mexico College

## Statement of Cash Flows

(Unaudited and Unadjusted)

September 30, 2019

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 1,401,368
Receipts from grants and contracts	1,999,861
Other receipts	-
Payments to or on behalf of employees	(1,021,727)
Payment to suppliers for goods and services	(845,073)
Receipts from Sales and Services	210,741
Payments for scholarships	(541,588)
Other Operating Revenue	41,139
Net cash (used) by operating activities	<u>1,244,721</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	5,749,765
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>5,749,765</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	36,478
Net Cash provided by Investing Activities	<u>36,478</u>
Increase (Decrease) in Cash and Cash Equivalents	7,030,964
Cash and Cash Equivalents- beginning of year	1,791,221
Cash and Cash Equivalents- end of reporting period	<u>\$ 8,822,185</u>

## Northern New Mexico College

## Statement of Net Position

(Unaudited and Unadjusted)

October 31, 2019

## Assets

## Current Assets:

Cash and Cash Equivalents	8,961,254
Short-Term Investments	-
AR - Student	472,237
AR - Other than student	214,669
Inventories	71,087
Prepaid Expenses	6,962
Loans Receivable, net	723,748

Total Current Assets	<u>10,449,957</u>
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## Non-Current Assets

Restricted Cash and Cash Equivalents	-
Restricted Short Term Investments	-
Investments Held by Others	-
Other Long-Term Investments	-
Prepaid Expenses	-
Capital Assets, net	35,176,600

Total Non-Current Assets	<u>35,176,600</u>
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<b>Total Assets</b>	<b><u>45,626,557</u></b>
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## Deferred Outflows of Resources

Pension Related (6/30/19 balances)	9,904,397
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<b>Total Deferred Outflows of Resources</b>	<b><u>9,904,397</u></b>
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## Liabilities

## Current Liabilities

Accounts Payable	21,453
Other Accrued Liabilities	527,849
Deferred Income	2,165,941
LT Liabilities - Current Portion	-

Total Current Liabilities	<u>2,715,243</u>
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## Non-Current Liabilities

Accrued Interest Payable	-
Accrued Benefit Reserves	-
Other LT Liabilities	113,776
OPED Liability	7,889,220
Net Pension Liability	34,773,819

Total Non-Current Liabilities	<u>42,776,815</u>
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<b>Total Liabilities</b>	<b><u>45,492,058</u></b>
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## Deferred Inflows of Resources

Pension Related (6/30/19 balances)	3,504,432
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<b>Total Deferred Inflows of Resources</b>	<b><u>3,504,432</u></b>
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## Net Position

Invested in Capital Assets, net of Related Debt	35,176,600
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## Restricted for:

## Nonexpendable:

Endowments	-
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## Expendable:

General Activities	51,868
Federal Student Loans	-
Term Endowments	-
Capital Projects	-
Debt Service	-
Related Entity Activities	-

## Unrestricted

Unrestricted without NFP	5,003,809
Net Fiduciary Position	-
Total Unrestricted (includes 6/30/18 NFP)	<u>5,003,809</u>

<b>Total Net Position</b>	<b><u>40,232,278</u></b>
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**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 October 31, 2019	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,813,822	\$ 3,813,822	\$ 1,969,313	51.6%
Federal Appropriations	-	-	-	-
State Appropriations	12,642,700	12,642,700	4,690,700	37.1%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	7,513,828	7,513,828	2,409,966	32.1%
Endowment/Land & Perm Inc	163,525	163,525	77,450	47.4%
Sales & Services	703,490	703,490	241,389	34.3%
Other	383,743	383,743	78,426	20.4%
Total Revenue	25,221,108	25,221,108	9,467,244	37.5%
BEGINNING BALANCE	2,228,873	2,228,873	1,997,246	89.61%
TOTAL AVAILABLE	27,449,981	27,449,981	11,464,490	41.8%
EXPENDITURES				
Instruction & General	17,105,901	17,105,901	4,688,501	27.4%
Student Social & Cultural	98,735	98,735	14,309	14.5%
Research	140,743	140,743	16,419	11.7%
Public Service	1,579,633	1,579,633	252,134	16.0%
Internal Services	177,576	177,576	14,889	8.4%
Student Aid	5,067,156	5,067,156	2,278,760	45.0%
Auxiliary Enterprises	957,028	957,028	203,349	21.2%
Intercollegiate Athletics	64,442	64,442	222,054	344.6%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	25,191,214	25,191,214	7,690,414	30.5%
NET TRANSFERS OUT / (IN)	230,000	230,000	26,368	11.5%
TOTAL EXPENDITURES & TRANSFERS	25,421,214	25,421,214	7,716,782	30.4%
ENDING FUND BALANCE	\$ 2,028,767	\$ 2,028,767	\$ 3,747,708	

Plant Funds	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Actuals as of October 31, 2019	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	\$ 1,987,565	100.0%
Debt Service Transfers				
Other				
Total Revenues and Transfers	1,987,565	1,987,565	1,987,565	100.0%
BEGINNING BALANCE	-	-	-	
TOTAL AVAILABLE	1,987,565	1,987,565	1,987,565	100.0%
EXPENDITURES				
Capital Projects	1,987,565	1,987,565	34,290	1.7%
Building Renewal	230,000	230,000	89,616	39.0%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	2,217,565	2,217,565	123,906	5.6%
NET TRANSFERS OUT / (IN)	(230,000)	(230,000)	(26,368)	11.5%
TOTAL EXPENDITURES & TRANSFERS	1,987,565	1,987,565	97,537	4.9%
ENDING FUND BALANCE	\$ -	\$ -	\$ 1,890,028	

**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 October 31, 2019	FY 2019 Actuals as of October 31, 2018	Percentage Increase (Decrease)
<b>REVENUES</b>			
Tuition & Misc Fees	\$ 1,969,313	\$ 2,083,921	-5.5%
Federal Appropriations	-	-	
State Appropriations	4,690,700	3,603,500	30.2%
Local Appropriations	-	-	
Gifts, Grants & Contracts	2,409,966	2,868,678	-16.0%
Endowment/Land & Perm Inc	77,450	131,595	-41.1%
Sales & Services	241,389	240,232	0.5%
Other	78,426	112,722	-30.4%
<b>Total Revenue</b>	<b>9,467,244</b>	<b>9,040,648</b>	<b>4.7%</b>
<b>BEGINNING BALANCE</b>	<b>1,791,221</b>	<b>1,791,221</b>	<b>0.0%</b>
<b>TOTAL AVAILABLE</b>	<b>11,258,465</b>	<b>10,831,869</b>	<b>3.9%</b>
<b>EXPENDITURES</b>			
Instruction & General	4,688,501	4,665,896	0.5%
Student Social & Cultural	14,309	23,375	-38.8%
Research	16,419	-	
Public Service	252,134	134,088	88.0%
Internal Services	14,889	56,580	-73.7%
Student Aid	2,278,760	2,298,932	-0.9%
Auxiliary Enterprises	203,349	300,173	-32.3%
Intercollegiate Athletics	222,054	157,054	41.4%
Independent Operations (NMDA)	-	-	
<b>Total Expenditures</b>	<b>7,690,414</b>	<b>7,636,098</b>	<b>0.7%</b>
<b>NET TRANSFERS OUT / (IN)</b>	<b>26,368</b>	<b>42,527</b>	<b>-38.0%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>7,716,782</b>	<b>7,678,625</b>	<b>0.5%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 3,541,683</b>	<b>\$ 3,153,244</b>	<b>12.3%</b>

Plant Funds	FY 2020 Actuals as of October 31, 2019	FY 2019 Actuals as of October 31, 2018	Percentage Increase (Decrease)
<b>REVENUES AND TRANSFERS</b>			
Required Student Fees	\$ -	\$ -	0.0%
Bond Proceeds	-	-	0.0%
Gifts, Grants and Contracts	-	-	0.0%
Interest Income	-	-	0.0%
State Appropriation	1,987,565	-	
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
<b>Total Revenues and Transfers</b>	<b>1,987,565</b>	<b>-</b>	
<b>BEGINNING BALANCE</b>	<b>-</b>	<b>-</b>	
<b>TOTAL AVAILABLE</b>	<b>1,987,565</b>	<b>-</b>	
<b>EXPENDITURES</b>			
Capital Projects	34,290	-	
Building Renewal	89,616	2,904	2985.9%
Internal Service Renewal/Replacement	-	45,731	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
<b>Total Expenditures</b>	<b>123,906</b>	<b>48,635</b>	<b>154.8%</b>
<b>NET TRANSFERS OUT / (IN)</b>	<b>(26,368)</b>	<b>-</b>	
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>97,537</b>	<b>48,635</b>	<b>100.5%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,890,028</b>	<b>\$ (48,635)</b>	<b>-3986.1%</b>

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)

October 31, 2019

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 1,497,076
Receipts from grants and contracts	2,195,296
Other receipts	-
Payments to or on behalf of employees	(963,307)
Payment to suppliers for goods and services	(2,041,845)
Receipts from Sales and Services	241,389
Payments for scholarships	(592,718)
Other Operating Revenue	78,426
Net cash (used) by operating activities	<u>414,317</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	6,678,265
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>6,678,265</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	77,450
Net Cash provided by Investing Activities	<u>77,450</u>
Increase (Decrease) in Cash and Cash Equivalents	7,170,033
Cash and Cash Equivalents- beginning of year	1,791,221
Cash and Cash Equivalents- end of reporting period	<u>\$ 8,961,254</u>

*Office of the President*

# NORTHERN New Mexico College

## MEMORANDUM



**To:** Board of Regents,  
Northern New Mexico College

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

**Date:** January 17, 2020

**Re:** Monthly Budget Adjustment Requests

*Ricky Bejarano*  
1/17/2020

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 FY20 for the months of November 15, 2019 through January 09, 2020.

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 (3 restricted, 1 unrestricted)
- Budget Decreases (0 restricted, 0 unrestricted)
- Budget Transfers (0 restricted, 1 unrestricted)
- Total BARs Y-T-D = 46 (5 BARs require BOR approval)

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

All internal FY20 BARs roll up to the Institutions final restricted and unrestricted BARs which will be submitted to the Higher Education Department on May 1<sup>st</sup>. Staff recommends that the Board of Regents approve the attached BARs as prepared internally through January 09, 2020 for FY20.

**Northern New Mexico College  
FY20 (2019-2020)**

Thursday, January 09, 2020

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
19200000				12105	3122	Athletics Administration	211.30	\$0
19200001	Unrestricted	Maintenance	8/19/2019	11742	3414	Anna Age Eighte	0.00	\$0
19200002	Restricted	Increase	10/21/2019	41101	2725	High School Equivalent Program	0.00	\$13,759
19200003	Restricted	Increase	10/21/2019	11303	2212	Indirect Cost Funds	0.00	\$90,411
19200004	Unrestricted	Increase	10/21/2019	11011	2431	Nursing Enhancement	0.00	\$12,500
19200005	Unrestricted	Maintenance	8/19/2019	12105	3123	Athletics Administration	0.00	\$0
19200006	Restricted	Increase	10/21/2019	41170	2212	Alliance for Minority Participatio	0.00	\$6,070
19200007	Restricted	Increase	10/21/2019	11303	1007	Indirect Cost Funds	0.00	\$4,722
19200008	Unrestricted	Increase	10/21/2019	11011	2431	Nursing Enhancement	0.00	\$35,140
19200009	Unrestricted	Maintenance	8/19/2019	11000	4011	Instruction & General	0.00	\$0
19200010	Restricted	Maintenance	8/19/2019	41102	3052	College Assistance Migrant Progr	0.00	\$0
19200011	Restricted	Increase	10/21/2019	11303	1005	Indirect Cost Funds	0.00	\$266,073
19200012	Unrestricted	Increase	10/21/2019	11012	2826	Department Discretionary	0.00	\$10,279
19200013	Unrestricted	Maintenance	8/19/2019	11000	2511	Instruction & General	0.00	\$0
19200014	Restricted	Increase	10/21/2019	41466	1005	RDC-Workforce/Education Traini	0.00	\$40,000
19200015	Restricted	Increase	10/21/2019	11303	2811	Indirect Cost Funds	0.00	\$34,677
19200016	Unrestricted	Increase	10/21/2019	11011	2432	Nursing Enhancement	0.00	\$500
19200017	Unrestricted	Maintenance	9/9/2019	11000	3032	Instruction & General	0.00	\$0
19200018	Restricted	Increase	10/21/2019	41463	3052	Davis New Mexico Scholars	0.00	\$24,500
19200019	Restricted	Increase	10/21/2019	41228	2511	NM Public Education Department	0.00	\$206,012
19200020	Restricted	Maintenance	9/26/2019	40121	1007	NM INBRE	0.00	\$0
19200021	Unrestricted	Maintenance	9/26/2019	11303	2355	Indirect Cost Funds	0.00	\$0
19200022	Unrestricted	Maintenance	9/19/2019	12105	3121	Athletics Administration	0.00	\$0
19200023	Restricted	Increase	10/21/2019	40121	2212	NM INBRE	0.00	\$188,261
19200024	Restricted	Increase	10/21/2019	40122	2355	NSF: GP-EXTRA	0.00	\$100,396
19200025	Restricted	Increase	10/21/2019	41467	2355	STEM Core Expansion	0.00	\$61,993

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
19200026	Combined	Maintenance	10/3/2019	40121	1007	NM INBRE	0.00	\$0
19200027	Unrestricted	Maintenance	9/26/2019	11303	2571	Indirect Cost Funds	0.00	\$0
19200028	Unrestricted	Maintenance	11/13/2019	11011	2431	Nursing Enhancement	0.00	\$0
19200029	Unrestricted	Increase	11/25/2019	11201	3041	Financial Aid Admin Cost Allowa	0.00	\$28,000
19200030	Combined	Maintenance	11/13/2019	41465	2620	ECMC Foundation - POCoe	0.00	\$0
19200031	Restricted	Increase	11/25/2019	11303	1020	Indirect Cost Funds	0.00	\$161,811
19200032	Restricted	Decrease	11/25/2019	11303	2355	Indirect Cost Funds	0.00	(\$60,857)
19200033	Unrestricted	Maintenance	11/13/2019	11000	4011	Instruction & General	0.00	\$0
19200034	Unrestricted	Increase	11/25/2019	11302	1005	President's Discretionary	0.00	\$2,955
19200035	Unrestricted	Increase	11/25/2019	11011	2431	Nursing Enhancement	0.00	\$8,750
19200036	Restricted	Increase		41469	2268	Newport News Nuclear BWXT-Lo	0.00	\$673,446
19200037	Unrestricted	Maintenance	1/6/2020	92539	2826	GO Bond 2016 Library Allocation	0.00	\$0
19200039	Restricted	Increase		41103	3052	Upward Bound 2017	0.00	\$97,762
19200040	Restricted	Increase		40111	2263	NSF BEST	0.00	\$100,361
19200041	Unrestricted	Maintenance	1/6/2020	11000	3022	Instruction & General	0.00	\$0
19200042	Combined	Maintenance	1/6/2020	11012	2212	Department Discretionary	0.00	\$0
19200043	Unrestricted	Maintenance	1/6/2020	11741	3031	Veterans Center	0.00	\$0
19200044	Unrestricted	Increase		11012	1040	Department Discretionary	0.00	\$1,500
19200045	Unrestricted	Transfer		12105	3128	Athletics Administration	0.00	\$0
19200046	Unrestricted	Maintenance	1/10/2020	11000	3051	Instruction & General	0.00	\$0
<b>BAR Net Total</b>							<b>211.30</b>	<b>\$29,587,529</b>

**Northern New Mexico College**

**FY20 (2019-2020)**

**Fund Type: Restricted**

**BAR Type: Increase**

**BAR Num 19200036**

**Friday, November 15, 2019**

**Fun Indirect Cost Funds**

**Org Provost**

<b>Category</b>	<b>Account</b>	<b>Description</b>	<b>FTE</b>	<b>Amount</b>
Revenue	11303-1007-80278-131	Transfer In Indirect	0.00	\$3,478
Revenue	11303-1007-80278-131	Transfer In Indirect	0.00	\$1,947
Revenue	11303-1020-80278-132	Transfer In Indirect	0.00	\$55,640
Revenue	11303-1020-80278-132	Transfer In Indirect	0.00	\$31,157
Revenue	11303-2268-80278-101	Transfer In Indirect	0.00	\$5,842
Revenue	11303-2653-80278-101	Transfer In Indirect	0.00	\$10,433
Revenue	41468-2653-55005-606	Private Gifts and Grants	0.00	\$301,383
Revenue	41469-2268-55005-606	Private Gifts and Grants	0.00	\$263,567
<b>Total Revenue</b>			<b>0.00</b>	<b>\$673,446</b>
Expense	11303-1007-71951-131	Indirect Cost	0.00	\$3,478
Expense	11303-1007-71951-131	Indirect Cost	0.00	\$1,947
Expense	11303-1020-71951-132	Indirect Cost	0.00	\$55,640
Expense	11303-1020-71951-132	Indirect Cost	0.00	\$31,157
Expense	11303-2268-71951-101	Indirect Cost	0.00	\$5,842



**Fun Triad National Security - DPT****Org Continuing Education**

Expense	41468-2653-80178-101	Transfer Out Indirect	0.00	\$69,550
Expense	41469-2268-61103-101	Faculty Salaries Adjunct	0.00	\$40,000
Expense	41469-2268-61105-101	Faculty Stipends	0.00	\$6,000
Expense	41469-2268-61451-101	Student Salaries	0.00	\$11,220
Expense	41469-2268-62111-101	Medicare	0.00	\$600
Expense	41469-2268-62112-101	FICA	0.00	\$2,550
Expense	41469-2268-62121-101	Retirement - ERA	0.00	\$825
Expense	41469-2268-62141-101	Retiree Health Care - ERA	0.00	\$5,775
Expense	41469-2268-62190-101	Unemployment Compensation	0.00	\$3,850
Expense	41469-2268-71126-101	Science Supplies	0.00	\$15,000
Expense	41469-2268-71511-101	Contingency Restricted	0.00	\$50,083
Expense	41469-2268-71825-101	Tuition/Fees & Book/Supplies	0.00	\$44,718
Expense	41469-2268-73102-101	Equipment up to 4999.99	0.00	\$15,000
Expense	41469-2268-73104-101	Electronics-Computer up to 4999.99	0.00	\$29,000
Expense	41469-2268-80178-101	Transfer Out Indirect	0.00	\$38,946
<b>Total Expense</b>			<b>0.00</b>	<b>\$673,446</b>

Fun Newport News Nuclear BWXT-Los Alamos

Org Environmental Science

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BAR Net Total Increase

0.00

\$673,446

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Vice President for Finance and Administration

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NNMC Board of Regents Representative

## Northern New Mexico College

BAR Num 19200039

FY20 (2019-2020)

Monday, November 25, 2019

Fund Type: Restricted

BAR Type: Increase

## Fun Indirect Cost Funds

Org Provost

Category	Account	Description	FTE	Amount
Revenue	11303-1007-80278-131	Transfer In Indirect	0.00	\$410
Revenue	11303-1020-80278-132	Transfer In Indirect	0.00	\$6,973
Revenue	11303-3052-80278-122	Transfer In Indirect	0.00	\$820
Revenue	41103-3052-54103-608	Federal Grants and Contracts Rev	0.00	\$89,559
<b>Total Revenue</b>			<b>0.00</b>	<b>\$97,762</b>
Expense	11303-1007-71951-131	Indirect Cost	0.00	\$410
Expense	11303-1020-71951-132	Indirect Cost	0.00	\$6,973
Expense	11303-3052-71951-122	Indirect Cost	0.00	\$820
Expense	41103-3052-61103-122	Faculty Salaries Adjunct	0.00	\$7,867
Expense	41103-3052-61301-122	Professional Salaries-FT	0.00	(\$28,295)
Expense	41103-3052-61401-122	Support Staff Salaries-FT	0.00	\$44,204
Expense	41103-3052-61404-122	Overtime Pay	0.00	\$1
Expense	41103-3052-61451-122	Student Salaries	0.00	\$13,401
Expense	41103-3052-61505-122	Other Salaries - Temp	0.00	\$2,680

## Fun Upward Bound 2017

## Org Student Support Services

Expense	41103-3052-62111-122	Medicare	0.00	\$231
Expense	41103-3052-62112-122	FICA	0.00	(\$1,201)
Expense	41103-3052-62121-122	Retirement - ERA	0.00	(\$8,832)
Expense	41103-3052-62141-122	Retiree Health Care - ERA	0.00	\$402
Expense	41103-3052-62151-122	Health Insurance	0.00	(\$8,728)
Expense	41103-3052-62152-122	Dental Insurance	0.00	(\$285)
Expense	41103-3052-62153-122	Vision Insurance	0.00	\$42
Expense	41103-3052-62161-122	Basic Life	0.00	\$16
Expense	41103-3052-62180-122	Workers Compensation	0.00	\$38
Expense	41103-3052-62181-122	Workers Compensation Insurance Bill	0.00	\$0
Expense	41103-3052-62190-122	Unemployment Compensation	0.00	(\$1,159)
Expense	41103-3052-71106-122	Cell Phone-Pager Expense	0.00	\$80
Expense	41103-3052-71110-122	Dues and Membership	0.00	\$140
Expense	41103-3052-71112-122	Freight/Fed-Ex/UPS	0.00	\$23
Expense	41103-3052-71123-122	Professional Development	0.00	(\$1,033)
Expense	41103-3052-71125-122	Resource Materials	0.00	\$3,022
Expense	41103-3052-71131-122	Supplies and Expense	0.00	(\$1,186)
Expense	41103-3052-71136-122	Test and Testing Service	0.00	(\$550)

**Fun Upward Bound 2017**  
**Org Student Support Services**

Expense	41103-3052-71145-122	Purchased Services	0.00	\$943
Expense	41103-3052-71148-122	Printing	0.00	\$1,000
Expense	41103-3052-71552-122	IS Motor Pool Services	0.00	\$1,559
Expense	41103-3052-71555-122	IS Postage Services	0.00	\$1
Expense	41103-3052-71803-122	Grant Lunches-Meals	0.00	\$15,472
Expense	41103-3052-71805-122	Grant-Project Activities	0.00	\$37,021
Expense	41103-3052-71823-122	Stipend	0.00	\$5,335
Expense	41103-3052-72123-122	In-State Travel	0.00	\$1,000
Expense	41103-3052-72124-122	Out-of-State Travel	0.00	\$66
Expense	41103-3052-73104-122	Electronics-Computer up to 4999.99	0.00	(\$1,920)
Expense	41103-3052-80178-122	Transfer Out Indirect	0.00	\$8,203
<b>Total Expense</b>			<b>0.00</b>	<b>\$97,762</b>



Fun Upward Bound 2017  
Org Student Support Services

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BAR Net Total Increase	0.00	\$97,762
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Vice President for Finance and Administration

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NNMC Board of Regents Representative

**Northern New Mexico College**  
**FY20 (2019-2020)**

**BAR Num 19200040**  
Tuesday, December 03, 2019

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

**Fun Indirect Cost Funds**  
**Org Provost**

<b>Category</b>	<b>Account</b>	<b>Description</b>	<b>FTE</b>	<b>Amount</b>
Revenue	11303-1007-80278-131	Transfer In Indirect	0.00	\$315
Revenue	11303-1007-80278-131	Transfer In Indirect	0.00	\$566
Revenue	11303-1020-80278-132	Transfer In Indirect	0.00	\$1,784
Revenue	11303-1020-80278-132	Transfer In Indirect	0.00	\$9,053
Revenue	11303-2263-80278-101	Transfer In Indirect	0.00	\$1,697
Revenue	40111-2263-54103-191	Federal Grants and Contracts Rev	0.00	(\$24,000)
Revenue	40111-2263-54103-608	Federal Grants and Contracts Rev	0.00	\$86,852
Revenue	40121-1007-54103-161	Federal Grants and Contracts Rev	0.00	\$24,094
<b>Total Revenue</b>			<b>0.00</b>	<b>\$100,361</b>
Expense	11303-1007-71951-131	Indirect Cost	0.00	\$566
Expense	11303-1007-71951-131	Indirect Cost	0.00	\$315
Expense	11303-1020-71951-132	Indirect Cost	0.00	\$9,053
Expense	11303-1020-71951-132	Indirect Cost	0.00	\$1,784
Expense	11303-2263-71951-101	Indirect Cost	0.00	\$1,697

## Fun NSF BEST

## Org Biology &amp; Chemistry

Expense	40111-2263-61101-101	Faculty Salaries Full-time	0.00	\$2,816
Expense	40111-2263-61104-101	Faculty - Stipends/Honorariums	0.00	\$1
Expense	40111-2263-61104-101	Faculty - Stipends/Honorariums	0.00	(\$10,800)
Expense	40111-2263-61106-101	Faculty Sal-Ovrld Non-Teaching	0.00	\$9,652
Expense	40111-2263-61451-101	Student Salaries	0.00	\$19,593
Expense	40111-2263-62111-101	Medicare	0.00	\$777
Expense	40111-2263-62112-101	FICA	0.00	\$3,054
Expense	40111-2263-62121-101	Retirement - ERA	0.00	\$1,665
Expense	40111-2263-62141-101	Retiree Health Care - ERA	0.00	\$239
Expense	40111-2263-62151-101	Health Insurance	0.00	\$308
Expense	40111-2263-62152-101	Dental Insurance	0.00	\$4
Expense	40111-2263-62153-101	Vision Insurance	0.00	\$34
Expense	40111-2263-62161-101	Basic Life	0.00	\$85
Expense	40111-2263-62180-101	Workers Compensation	0.00	\$28
Expense	40111-2263-62181-101	Workers Compensation Insurance Bill	0.00	\$634
Expense	40111-2263-62190-101	Unemployment Compensation	0.00	\$1,180
Expense	40111-2263-62229-101	Taxable Per Diem	0.00	\$1
Expense	40111-2263-71126-101	Science Supplies	0.00	\$7,522

**Fun NSF BEST**  
**Org Biology & Chemistry**

Expense	40111-2263-71145-101	Purchased Services	0.00	\$10,800
Expense	40111-2263-71149-191	Scholarship Expense	0.00	(\$24,000)
Expense	40111-2263-71253-101	Honorariums	0.00	\$15,500
Expense	40111-2263-71254-101	Stipends	0.00	\$8,505
Expense	40111-2263-72120-101	Other Travel	0.00	\$761
Expense	40111-2263-72121-101	Student Organization Travel	0.00	\$3,068
Expense	40111-2263-72123-101	In-State Travel	0.00	\$0
Expense	40111-2263-72124-101	Out-of-State Travel	0.00	\$108
Expense	40111-2263-80178-101	Transfer Out Indirect	0.00	\$11,316
Expense	40121-1007-73102-161	Equipment up to 4999.99	0.00	\$6,995
Expense	40121-1007-73104-161	Electronics-Computer up to 4999.99	0.00	\$15,000
Expense	40121-1007-80178-161	Transfer Out Indirect	0.00	\$2,099
<b>Total Expense</b>			<b>0.00</b>	<b>\$100,361</b>

Fun NM INBRE

Org Provost

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BAR Net Total Increase

0.00

\$100,361

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Vice President for Finance and Administration

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NNMC Board of Regents Representative



**Northern New Mexico College**

**FY20 (2019-2020)**

**Fund Type: Unrestricted**

**BAR Type: Increase**

**Fun Nursing Enhancement**

**Org Nursing - Associates Degree**

<b>Category</b>	<b>Account</b>	<b>Description</b>	<b>FTE</b>	<b>Amount</b>
Revenue	11011-2431-58002-101	Prior Year Revenue	0.00	\$1,000
Revenue	11012-1040-58001-131	Other Revenue	0.00	\$500
<b>Total Revenue</b>			<b>0.00</b>	<b>\$1,500</b>
Expense	11011-2431-72124-101	Out-of-State Travel	0.00	\$1,000
Expense	11012-1040-71131-131	Supplies and Expense	0.00	\$500
<b>Total Expense</b>			<b>0.00</b>	<b>\$1,500</b>
<b>BAR Net Total Increase</b>			<b>0.00</b>	<b>\$1,500</b>

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**Vice President for Finance and Administration**

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**NNMC Board of Regents Representative**

**Northern New Mexico College**  
**FY20 (2019-2020)**

**BAR Num 19200045**  
**Thursday, January 09, 2020**

**Fund Type: Unrestricted**

**BAR Type: Transfer**

**Fun Instruction & General**

**Org Athletics - General**

<b>Category</b>	<b>Account</b>	<b>Description</b>	<b>FTE</b>	<b>Amount</b>
Revenue	11000-3121-80273-611	Transfer In	0.00	\$26,235
Revenue	12105-3121-80273-191	Transfer In	0.00	(\$5,000)
<b>Total Revenue</b>			<b>0.00</b>	<b>\$21,235</b>
Expense	11000-1022-71511-131	Contingency Restricted	0.00	\$26,235
Expense	12105-3121-71355-211	Game Official Expense	0.00	(\$3,500)
Expense	12105-3121-80173-211	Transfer Out	0.00	\$26,235
Expense	12105-3121-80173-211	Transfer Out	0.00	(\$5,000)
Expense	12105-3124-71131-211	Supplies and Expense	0.00	(\$1,000)
Expense	12105-3124-71149-191	Scholarship Expense	0.00	(\$5,000)
Expense	12105-3124-71354-211	Uniforms	0.00	(\$1,000)
Expense	12105-3124-72111-211	Team Travel	0.00	(\$4,000)
Expense	12105-3125-72111-211	Team Travel	0.00	(\$4,000)
Expense	12105-3127-71131-211	Supplies and Expense	0.00	(\$1,000)
Expense	12105-3127-72111-211	Team Travel	0.00	(\$4,000)

**Fun Athletics Administration**

**Org Golf - Womens**

Expense	12105-3128-71131-211	Supplies and Expense	0.00	(\$235)
Expense	12105-3128-71354-211	Uniforms	0.00	(\$2,500)
<b>Total Expense</b>			<b>0.00</b>	<b>\$21,235</b>

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**BAR Net Total Transfer** 0.00 \$0

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**Vice President for Finance and Administration**

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**NNMC Board of Regents Representative**