

NORTHERN NEW MEXICO COLLEGE



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

FEBRUARY 23, 2023

NORTHERN New Mexico College



NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Thursday, February 23, 2023**, at **1:00PM**, Via Zoom and in person at Northern New Mexico College, Espanola Campus, Board Room, Espanola, New Mexico.

FINAL AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. OLIVIA MARTINEZ FAMILY SCHOLARSHIP**
- IV. PUBLIC INPUT**
- V. COMMENTS FROM THE BOARD**
 - A. Board of Regents Subcommittee Reports
 - 1. Housing Committee – Informational
 - 2. Audit, Finance, Facilities Committee – Informational
 - 3. Academic and Student Affairs Committee – Informational
 - 4. President’s Evaluation Committee - Informational
- VI. APPROVAL OF MINUTES**
- VII. PRESIDENT’S REPORT AND ANNOUNCEMENTS**
 - A. Celebrate Northern – Informational
 - B. CUP/NMICC Report – Informational
 - C. NNMC Foundation – Informational
 - D. Introduction of Staff and Faculty – Informational
 - E. Executive Team Introductions - Informational
- VIII. FACULTY SENATE PRESIDENT REPORT**
- IX. STUDENT SENATE PRESIDENT REPORT**
- X. STAFF REPORTS**
 - A. Provost & Vice President for Academic Affairs
 - 1. Approval of New Academic Programs Second Reading – Action Required
 - 2. Approval of Honorary Degree Candidate – Action Required
 - 3. Academic Calendar AY 23/24 – Action Required
 - 4. Student Clubs Handbook - Action Required
 - B. Vice President for Finance & Administration
 - 1. Fiscal Watch Reports – Action Required
 - 2. Budget Adjustment Requests (BARs) – Action Required

XI. DEEP DIVE

A. Title V – Kristy Alton

XII. EXECUTIVE SESSION

- (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee;
 - a. 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

XIII. POSSIBLE ACTION ON EXECUTIVE SESSION

XIV. 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: Hector Balders, JD, CFE
President

Date: February 23, 2023

Re: Board of Regents Meeting Minutes

Issue

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

Recommendation

Staff recommends that the Board of Regents approve the attached Board of Regents Minutes for February 23, 2023 as submitted or if applicable, as amended.

NORTHERN New Mexico College



NNMC BOARD OF REGENTS SPECIAL MEETING FEBRUARY 1, 2023

The Board of Regents of Northern New Mexico College held a Special Board Meeting on Wednesday, February 1, 2023. Board Members in attendance were Board President Michael A. Martin, Regent Porter Swentzell, Regent Erica Velarde, Regent Ruben Archuleta, Regent Evelyn Juarez.

Staff Present: Hector Balderas, JD, CFE President, Ivan Lopez Hurtado, Ph.D., Provost and Vice President for Academic Affairs, C. Vince Lithgow, III, Vice President for Finance & Administration, Bruno Guedes, Coordinator of Student Life, Janice Baca, Registrar, Jessica Archuleta, Associate Registrar, Deborah Trujillo, IT, John Martinez, Recruiter Specialist, Arin McKenna, Staff Writer, Communications and Marketing, Chris Trujillo, IT, Patrice Trujillo, Health & Safety Manager, Jessica Ortiz, Accountant III, Kristy Alton, Title V CASSA Project Director, Elaine Struthers, Coordinator of Community Engagement and Partnerships, Julianna Barbee, SBDC Director, Courtney Bruch, Director of Assessment and Accreditation, Higinia Padilla, Administrative Coordinator, Title III and Title V, Joshua Lopez, CAMP, Cindy Martinez, Human Resources. Admin., Sandy Krolick, Creative Director, Communications & Marketing, Sally Martinez, Executive Assistant to the Provost & Vice President for Academic Affairs, Sara McCormick, Career Services, Juan Gallegos, IT, Judith Pepper, Major Gifts Officer and Amy Pena, Executive Office Director.

Faculty Present: Ashish Nandy, PhD, Sneha Chakradhar, Robert Bashara, PhD, Johanna Case-Hofmeister, Joaquin Gallegos, Ellen Trabka

Others Present: Barbara Medina, PhD, Ryan Cordova, Dorothy Ochoa, Jake Arnold, Kathy Keith, LAN Community Programs Office, Samantha Chavez, Warren Finch, Dolores Gurule, Student Senate President, Tim Crone, Geno Zamora, Ortiz & Zamora

I. CALL TO ORDER

Board President Martin 1:33pm

II. APPROVAL OF AGENDA

Board President Martin entertained a motion to approve the agenda.

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

III. PRESENTATION TO BARBARA M. MEDINA, Ph.D.

Board President Martin stated there is a presentation from the Board to thank Dr. Medina for all her efforts last year and turned it over to Regent Swentzell. Regent Swentzell stated in recognition of the service that Dr. Medina (inaudible) to the college and the Northern New Mexico community, Regent Swentzell presented a gift to President Medina.

IV. PRESENTATION BY SMSI, LLC

Board President Martin stated there is a presentation by Grace Martinez, wife of Security and Safety Staff, Orlando Martinez. She approached President Martin and President Balderas at the last Board Meeting at the basketball game and stated she would like to make a donation to the Men's Basketball team. Ms. Martinez stated she works for SMSI and they have been doing business with the labs for over 20 years and part of their program is to give donations and they would like to give the Men's Athletic team \$1,000.00.

V. PUBLIC INPUT

None.

VI. COMMENTS FROM THE BOARD

A. Board of Regents Subcommittee Reports

1. Housing Committee

Regent Archuleta had a meeting with Leo, they looked at the property and they are expecting to meet again soon. (inaudible)

2. Audit, Finance, Facilities Committee

Regent Velarde stated they had a great meeting and went over many months of report and will hear more from Mr. Lithgow and team. Regent Archuleta stated it was a great meeting as always.

3. Academic and Student Affairs Committee – Informational

Regent Swentzell stated unfortunately a situation arose at the school and he was not able to attend. Regent Juarez was in attendance and Regent Swentzell deferred to Regent Juarez. Regent Juarez stated it was a productive meeting on January 25, 2023 and they discussed proposals for academic programs which will be discussed by Dr. Lopez later on in the agenda.

B. 2023 Open Meetings Act Resolution

Mr. Zamora presented the Resolution to the Board of Regents. Mr. Zamora stated is required by law to be adopted by the Board on an annual basis and it lays out the process for the Board's compliance with the Open Meetings Act. The only he highlights is in paragraph one, it is recommended the Board adopt a regular meeting schedule for the year. Once adopted, per the resolution it stated it will be posted within 10 days of adoption on the website. This being a new administration, they did not put the regular schedule in page one but we will put it and it should be on the website for the regular meeting schedule on the website so the public knows, has advanced notice of the regular meeting scheduled. This resolution has been updated for modern practices including post-COVID practices which continue to involve Zoom attendance by board members. Mr. Zamora recommends approval of the resolution.

Board President Martin entertained a motion to approve.

Regent Swentzell moved to approve the 2023 Open Meetings Act Resolution. Second – Regent Juarez. A roll call vote was taken. Board President Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Swentzell – yes, Regent Juarez - yes. Motion passed unanimously.

C. College President’s Job Description

Board President Martin stated when the contract was put together Dr. Wueste stated that the Board defer to a later time for the job description.

Mr. Zamora stated as President Martin stated under the contract with President Balderas, the job description is a description that is co-developed with the Regents and President to serve as the baseline for the role of the President during the President’s term. The document in the packet is a combination of the job description that was developed and posted by the search committee, adapted from this is what we want to see in a candidate to these are the expectations of the President and this is the job description with updates and feedback through circulation to Regents Martin and Swentzell. There is also an opportunity for feedback from the President to develop this job description. What we have is the job description in its current form. It is listed on the agenda for adoption if it is acceptable by the President and the Board of Regents. There is time for additional revision as necessary. You have the current form and if acceptable it can be adopted today.

Board President Martin asked if this has to be done by the end of April. Mr. Zamora stated per the terms of the contract with President Balderas, it has a range of time it has to be completed it in and that is the final day of April to complete the job description which then forms the basis of the evaluation tool. Once you have a job description then you can develop an evaluation tool to then measure the President's performance. Board President asked the Board of Regents if they had questions.

Regent Velarde asked if this is being negotiated between President Balderas and the team or between attorneys. Board President Martin stated they have the document to discuss in open session and Board President Martin has no concerns with it and if Regent Velarde does not, we will see what the rest of the Board of Regents has and then we will see what President Balderas has to say. Regent Swentzell stated he appreciates the effort to put in to shift from a search aspect to a description. If the Regents are ok with it, he is amenable to moving forward. Regent Archuleta stated he is good with it if the President is good with it. Regent Juarez stated it is a well put together document.

President Balderas stated some anecdotes, this really reflects a document that first attracted him to apply for this position because it highlights the areas of priority and focus of this region and the critical issues facing our educators and students every day on a daily basis. It is a little bit awkward for President Balderas because in where we are going is building a tool to evaluate how well he attacks those priorities for the Board of Regents. President Balderas is very proud of this institution because he has compared this job description, these priorities, to past administrations and you are setting a high bar for whoever is running it toward that direction of priorities with a real aggressive of urgency. Where he thinks the real rubber will meet the road is he will run ferociously in these directions and he glad it is more a constitution for all the faculty and staff to see where it is that we all need to be working toward together. The question he has that we will get more into is the

contract and this job description, how is it that you want to measure how well he ran into those directions. President Balderas stated he thinks this is a great document, very proud in terms of stewardship. It really being very clear with how you want the President to lead and that is the Board is being clear on how you want the President to lead and that is the most valuable purpose of this document because President Balderas cannot do it without the Board of Regents direction and he thinks this job description communicates to the academic community, the constituent community and to all of us that the Board of Regents selected somebody with key priorities in mind and not leaving it just to the President. We are already working like a team in terms of this job description. He is looking forward to working towards an evaluation tool because this is really how the Board of Regents is going to judge whether he has been effective on this. This is not an HR matter this is a blueprint of where the Board of Regents wants President Balderas to priorities and areas like fundraising performance. President Balderas will commit more feedback in his report that he is already doing a lot of these things and he is already assessing these priorities on the ground in the last three weeks.

Board Martin stated if there are no concerns, we will approve the job description and then move forward with the evaluation procedure. Board President Martin entertained a motion to approve the job description.

Regent Swentzell moved to approve NNMC President job description as presented. Regent Archuleta – second. A roll call vote was taken. Board President Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Swentzell – yes, Regent Juarez - yes. Motion passed unanimously.

D. Discussion of Goals and Timelines for Audit Compliance, Strategic Planning, and Board Communication

Board President Martin stated he reached out to Mr. Zamora, our former President, President Bailey and President Medina had a weekly update that he did for the Board of Regents and it kept the Board of Regents more connected to what was going on instead of just a once-a-month meeting. President Medina followed that up with a what you think you need to know that is coming up at the College week by week and asked President Balderas if that was agreeable to him. President Balderas asked who this should go to. Board President Martin stated President Bailey sent that out to everyone and asked that President Balderas work with Ms. Peña regarding the list and see what he thinks. It is mainly to just keep the Board of Regents apprised but it got even bigger.

Board President Martin stated they would also like to discuss the big task of the Strategic Plan which was discussed when they first interviewed President Balderas with the search committee. They would like to have that in the headlights as to where President Balderas thinking is on this and how we can get our audit up to being on time.

President Balderas stated he could address that now or in one of his reports later in the agenda. Board President Martin stated one of his reports is fine.

Regent Velarde asked if we could do a full day meeting and strategy analysis insight maybe in late March to start that. Regent Velarde stated when she started on the Board of Regents, they had a little meeting in El Rito where we had training, we had Dr. Prather there to talk about even personalities between each other, how they all work together. Something maybe not so in depth in

that manner but where we can start the discussions of the strategic plan and maybe create just a frame for it so we can have an idea of where we are going. Since we are in February when we think about where the session ends, maybe late March or early April. Board President Martin stated this sounds great and President Balderas stated yes, he was going to jump into this later but some of the challenges, he needs direction on finance and policy from the Board of Regents. One of the things they were thinking about was putting together an agenda that deals that how is it we want to interact and be effective around the strategic planning tool but also to make sure President Balderas brought the Board of Regents, after his assessments, some improvements or changes around finance and policy that will go to operational excellence and improving student outcome. President Balderas is ready to jump into a retreat format. They were going to give the Board of Regents two or three stylistic options but also be very respectful of the Board of Regents time and their effectiveness of an oversight body. We want to make sure we came in with an A game. If the Board of Regents wants to jump into the planning, he does not mind the Board of Regents feedback as quick as the Board of Regents want to start providing it. President Balderas will give the Board of Regents a few options. If they want to start in the next month or two. President Balderas stated he cannot be clearer, we all need a Strategic Plan, this campus needs to have one. However, the Board of Regents wants to get to the quickest way to produce one, he is open to feedback and style of the Board of Regents. Board President Martin stated we will put this on the radar, when the legislative session is over, we will get together and work that out.

E. AGB Membership – Action Required

Board President Martin stated we have been approached again by AGB. We were members in 2020. Regent Velarde and Regent Martinez at that time were going to go to the conference and then COVID hit and it was cancelled. We have approached by AGB about having a membership. They are the group that conducted the search for President Balderas. Regent Velarde has mentioned she would like to go to the conference and Board Regent Archuleta would also like to attend the conference. Regent Velarde would like to learn more of what they would have to offer us. The first couple of years when they were members, we really didn't take advantage of it the way we should or could of would like to get the most bang for our buck and Zoom conferences. Board President Martin stated he is sure they will reach out to us once we become members for all they have available to us. Board President Martin did attend one Zoom meeting with President Bailey that AGB put on during the pandemic and it was really good.

Board President Martin entertained a motion to approve the AGB membership

Regent Archuleta moved to the AGB membership. Second – Regent Velarde. A roll call vote was taken. Board President Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Swentzell – yes, Regent Juarez - yes. Motion passed unanimously.

VII. APPROVAL OF MINUTES

Board President Martin entertained a motion to approve the minutes of November 17, 2023.

Regent Swentzell – moved to approve the minutes of November 17, 2023. Second – Regent Juarez. A roll call vote was taken. Board President Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Swentzell – yes, Regent Juarez - yes. Motion passed unanimously.

Board President Martin moved to approve the minutes of December 8, 2023.

Regent Swentzell moved to approve the minutes of December 8, 2023. Thank you to Amy Peña for all of these. **Second – Regent Velarde. A roll call vote was taken. Board President Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Swentzell – yes, Regent Juarez - yes. Motion passed unanimously.**

VIII. PRESIDENT’S REPORT AND ANNOUNCEMENTS

A. Celebrate Northern

President Balderas presented the following items to the Board of Regents:

Dr. Rhiannon West and two of our students, Jazmyn Gutierrez (Biology) and Vincent Benavidez (Environmental Science), spent their Winter Break working on research at the University of the Bahamas. They examined the behavior of fish indigenous to the area and took samples to investigate the immune system genetics, fish gut microbiome, and fish species diversity. In the following months, our students will work on these samples in Dr. West's laboratory here at Northern and with our collaborators at Los Alamos National Laboratory.

Northern’s Arts & Human Sciences Chair, Dr. Robert Beshara, had a screening of his film “*Alchemy in Hyde Park*” at the Jean Cocteau Cinema. Dr. Beshara wrote, produced and directed the film. President Balderas stated Dr. Beshara is in attendance and would like to recognize him. Dr. Beshara thanked President Balderas for the recognition.

Mateo Frazier, Associate Professor/Arts & Humanities and Cannabis & Hemp Enterprises (CHE) was featured in the inaugural broadcast of the Leaf Brief Podcast with Santa Fe Reporter staff writer Andy Lyman for his work with rural water systems and cannabis.

<https://www.sfreporter.com/news/leaf-brief-podcast/2023/01/16/leaf-brief-podcast-episode-1/>

NNMC’S literary journal, *Trickster 2022, New Mexico Food and Gardens*, published in December. Faculty advisor Dr. Heather Winterer, Connie Martinez (Contributing Editor-in-Chief), Sandy Krolick (Art Director/Designer), Lori Franklin, Rachel Begay, Jade Pachero (Editor) and Rebecca Chavez created a beautiful publication with over 59 poems, prose, and photographs. Dr. Winterer and her team are planning on a live presentation of this edition and the prior two years' editions (which did not have a live presentation because of Covid). Copies can be purchased for \$8 (or \$6 for contributors) by contacting either [Dr. Heather Winterer](#) (Office AD 135) or [Ms. Rachel Begay](#). President Balderas stated this is a great development considering COVID and lockdown and a lot of these wonderful activities and asked Sandy Krolick for a few seconds and context. Ms. Krolick stated this is one of the most wonderful projects of the year and they do it with students, student editors (inaudible) and certainly not student editors. They are getting started on the issue for 2023 (inaudible).

Congratulations to Dr. Rachel Meiklejohn, Assistant Professor in the Language and Letters Department, for completing her doctoral degree last month.

NNMC student Hope Lopez and alumni Jonathan Madrid attended the 2022 Society for Advancement of Chicanos/Hispanics & Native Americans National Diversity in STEM Conference in Puerto Rico. Hope also attended SACNAS' Chapter Officer Leader October Retreat and Jonathon presented undergraduate research he had done with Dr. Rhiannon West. NNMC Associate Professor in Chemistry Dr. Brenda Linnell was one of the Mentoring Judges in the conference's Chemistry division.

NNMC alumni Brenda Atencio, whose stage name is G Precious, won a Native American Music Award Song of the Year for "Unforgettable."

Congratulations to all our students whose hard work earned them a place on our Fall 2022 semester Dean's List.

Board President Martin stated he would like to thank the people that worked at the Humane Society for Martin Luther King Day. President Balderas stated this is another wonderful

and he also went with the students and some of our leadership. He is blown away how our students presented but they want to save rescue dogs lives and they were immediately thrust into that. It was a great reflection in our community that we got such young likeminded public servants and kind students.

B. CUP/NMICC Report – Informational

President Balderas stated this is a dynamic group. They are so special because we are not only a Jr. College but a 4-year college and President Balderas gets to work with and engage all the two-year presidents and four years Presidents. Our institutions are very connected to the policy and staff at the Council of University Presidents. We are continuing the great work that Dr. Medina and Dr. Bailey heavily relied upon CUP. President Balderas is the 6th man on the bench listening and learning. There are several issues that the Board of Regents should be aware of. We are in a battle, unfortunately, between two good ideas. First, there is a heavy investment in the Hope Scholarship (used to be the Lottery Scholarship). The legislature wants to invest \$30M-\$40M. The governor would like to put in over \$100M in the scholarship. The University Presidents are taking a very, not resistant, position to the infusion of new scholarships, CUP has complex position that giving free money could potentially cost the universities some capital. President Balderas is trying to navigate literally between Northern's position that we are one of the few institutions that is not raising tuition at the level that other universities are. There is a philosophical battle between the Governor, CUP and the Legislature. It will impact the Board of Regents decision making soon but at this point there is nothing yet to be decided. He is leveraging some of these policy concern. The second thing he is keeping his eye on is President Balderas believes that we have been capital starved in infrastructure, roof, ceilings and bathrooms. There is a lot of capital at the legislature but we are being pitted against other universities. CUP is very good but he thinks there are some things he thinks we need to break away and go fight for our own capital infrastructure and he will be looking for leadership and guidance, not today, but as we go forward, what are the policy positions that this Board of Regents supports as it relates to finance and access to education and funding. At this point (inaudible). They have embraced President Balderas well and CUP is a wonderful partner in higher education. Nothing has blown up yet at the legislature so he will keep the Board of Regents posted.

C. NNMC Foundation

President Balderas stated one of the blessings and amazing experiences he has gone through in the last thirty days since this Board made the decision to really invest in him and take a chance on him are the amazing leaders and individuals within Northern's leadership community. One of them that he has come to work with is Judith Pepper, who is our fundraiser, she was here and took off on President Balderas. He has a report that she has done amazing fundraising work with what President Balderas determine to not having all the tradition tools in the toolbox that a traditional fundraiser has. It is a Catch 22 that Northern is absolutely so lucky to have Judith Pepper raising money but she doesn't have all the tools that other institutions have. The Foundation is not active and one of President Balderas goals is to activate the Foundation so that donors can feel comfortable that the Foundation is managing and distributing their donor intent. Could you image us asking for money as an institution but we are doing it with a (inaudible) rather than a portfolio. It is mindboggling but President Balderas wanted to recognize Ms. Pepper. We have in total donations for 2022 and 2023 \$415,000 that she was able to raise during COVID, an amazing amount of cash donation of \$229,000, \$186,000 from ECMC. The fact that we were shut down, she doesn't have a Foundation, she doesn't have a full staff and the Board of Regents was trying to identify new leadership, he thinks that is very commendable in the 2022-2023 scholarship campaign, for fall of 2022, Northern was able to give out 87 \$1,000 scholarships. That goes to opening doors for young students. NNMC also allocated \$50,000 for fifty awards and then also we provided \$37,000 for 37 awards. Also, we received a \$1,000 donation November 26, 2022 and are working a \$50,000 donation from Mr. Clark for the Trades Program. That was received on December 15, 2022. President Balderas stated he is not sure what our perception of the numbers are to the numbers of our audit to the Board of Regents. Point number one, the fundraising is very hard and the fact that these numbers were obtained, she should be commended. Ms. Pepper joined the meeting. President Balderas stated to Ms. Pepper that he was looking for her because he wanted her to be part of this report. He updated the Board of Regents as far as the volume and numbers that were raised but he was more importantly commending Ms. Pepper on the environment that she doesn't have a lot of tools and that we need to work together to get her some of these tools and secondly, she was raising this money in a COVID environment. President Balderas gave Ms. Pepper the floor for a few minutes.

Ms. Pepper thanked President Balderas and the Board of Regents and stated it is her pleasure to use the talents and experiences she has gained over many years for this College. The potential, there is so much more potential. We have done really well, the administration, the community and corporate partners like LANL and SMSI, Longenecker, Century Bank, Zia Credit Union, there are so many to recognize and the community people recognize the value and what it does for the students. There is so much more to do with President Balderas leadership. It is her pleasure to be a part of this and it is very grand.

Board President Martin stated at one point we had a gala and is there potential for that again. Ms. Pepper stated when the Foundation is operational that could be developed. She thinks there are other kinds of fundraising events, not on such a large scale, smaller events with current donors, particularly to meet President Balderas and some students. On a smaller scale so it is more personal, a thank you opportunity versus an asking opportunity.

Board President Martin asked if there were any questions for Ms. Pepper.

D. Introduction of Staff and Faculty

President Balderas presented the following new staff and faculty to the Board of Regents:

**George Ackerman,
Lecturer, Criminal Justice**

Dr. George Ackerman is a professor of criminal justice, business and the law. He received his Ph.D. from the School of Public Service Leadership, Capella University, a J.D. from the Shepard Broad Law Center, Nova Southeastern University, and Police certification from Miami-Dade College School of Justice. His current research focuses on the underserved population of family members of homicide victims. Outside of the classroom I enjoy running charity 5K's, basketball, family time and volunteering for <https://www.togetherforsharon.com/> which I founded in memory of my mother, Sharon Riff Ackerman for Parkinson's Awareness & hope for a cure.

**Haylie Baca,
Test Examiner**

I am from Santa Clara Pueblo, NM. I am a recent graduate of Fort Lewis College with a bachelor's degree in Educational Studies with an endorsement in Teaching English to Speakers of Other Languages. I recently complete an internship with NNMC working closely with Admissions, Advisement, and partly with Financial Aid. Upon completion of my internship, I have been given the opportunity to continue working at NNMC alongside the advisement team as the new Testing Coordinator. I am excited to start this journey working with students and staff. I also look forward to working with closely with the High School Equivalency Program, Adult Education and Dual Credit. In my free time, I enjoy reading and taking pictures of my many random adventures. I can't wait to get to know more of faculty and staff as I embark on this new adventure as Test Coordinator.

**Lorraine Bowman
Visiting Professor, Mathematics**

I am excited to start as visiting professor for math and astronomy. I grew up in France and in Germany and got my first degrees in Earth Sciences and geophysics. After working as a geophysicist in France for a little while, I decided to go back to school and got an astrophysics masters at the Paris Observatory. The next year I moved to Socorro, NM and got an all-but-dissertation PhD in astrophysics at NMT. Of all the various jobs and research projects I had, I realized that I enjoyed university life and teaching the best, so that's what I have been doing since! In my last position at NMHU I coordinated the math tutoring program and was adjunct faculty. My favorite teaching topics are astronomy, physics, math and geology.

**Wesley Colgan III
Assistant Professor of Biology**

Wes Colgan III has over 25 years of higher education experience in a wide variety of life science and natural resources subjects. With a bachelor's degree in Biology from Sonoma State University and Ph.D. in Forest Ecology from Oregon State University, Wes has been an adjunct instructor and research professor at Northern since Aug 2018. Wes is very pleased to join the BCES department in a full-time capacity. He has received many awards and commendations for his work in academia and in industry. A highlight was being recognized as "Educator of the Year" in 2014 by the Faculty for Undergraduate Neuroscience for his work training fellow educators. Originally from Northern California, Wes now calls Glorieta NM Home with his wife Erin, rescue dogs Abby and Ally, eleven chickens and rather large vegetable garden.

Kiersten Figurski
Lecturer, Psychology

I began working with Northern as a Visiting Professor for Psychology in January 2018. In 2020 I was hired as an Assistant Professor of Psychology at Northern. I chose to continue at Northern but leave my full-time position in order to accommodate my growing private psychotherapy practice. I could not imagine leaving the students and community at Northern and therefore remained as an adjunct. I have now accepted the position of full-time lecturer. I deeply enjoy working with the faculty, administration, and students of Northern. The combination of academia and private practice feels perfectly complementary, and each experience enhances my work with either students or clients.

Monica Guinn
Purchasing Agent

Alonso Martinez-Lopez
Administrative Assistant, Art & Human Sciences

My name is Alonso Lopez, and I am the Administrative Assistant for the Arts & Human Sciences department. I was born and raised in Espanola, NM and am a first generation American. I attended the NNMC HEP program and received my GED in 2013. Before working at NNMC I worked 13 years in retail and customer service. When I am not working, I enjoy playing video games, practicing bass guitar, taking care of my snakes and spending time with my fiancé.

Quaye Oblie
Interim Administrative Assistant, Nursing

Hi, I'm Quaye. I'm the current lab assistant for the nursing department. I moved here from Virginia about 4 months ago and my experience here has been nice.

Caitlin Scott
Receptionist

I am excited to start my journey with NNMC as the new college receptionist. I look forward to learning more about the inner workings of NNMC and assisting Admissions. My last position was Store Manager at GameStop in Espanola, New Mexico, where I helped the company grow E-Commerce sales in rural communities by over 40 percent. I enjoyed working with technology and assisting fellow video game enthusiasts. I am from Dixon, New Mexico. I received my bachelor's in Business Administration in Management as well as my certificate in E-Commerce and Website Building from the University of New Mexico. In my free time, I enjoy reading, writing, playing video games, and learning new languages.

Tammy Uzzetta
Simulation Coordinator

Tammy Uzzetta has been a nurse since 1983. Prior to beginning her career in nursing, she served in the Air Force as a computer operator and was the Data Processing Manager for a telecommunications company. As a nurse she has worked in critical care, long-term care, administration, quality improvement, case management and both pre-licensure and professional development nursing education. She was a founding member of a new cardiac-surgical unit and, while her critical care experience is diverse, her heart is for hearts. Her teaching interests include critical care nursing, nursing simulation, literature, informatics and creative writing. Her research interests include healthcare dialogues as intertextual communication, the use of poetry as a cultural lens and the intersectionality of musicality and lexicon limitation in the translated poetic voice.

Promotions/Transfers

Alicia Naranjo, who has been serving as Recruitment Specialist for Admissions, has just joined the EOC program as an Educational Advisor.

President Balderas stated he would like to address a couple of questions earlier stated involving strategic planning. It has been nearly 31 days for President Balderas and he will give the Board a 100-day assessment, observations, critical findings of meetings and reviews that he is conducting just as a CEO. He is anxious and excited to present some challenges he has encountered and opportunities that will compliment both his job performance tool but also will fire up the Board of Regents up around developing a strategic plan. He is maximizing his learning of Northern and will bring a constructive report at 100 days. He is 30 days into the 100 days but there are like Judith there are opportunities to work and grow for the benefit of faculty and students. One area is fundraising. As you can tell we do not have a Foundation to give tools necessary for the campus. The second, our technology and our backbone here and the lack of integration between technology and computing and data management, he doesn't have an ability to limit access to protect students and faculty and staff with a modern key fob process. This campus is so wide open and we don't even have security integrated, we don't protect our data from donors to student data. Technology is going to be a focus for leadership from the Board of Regents to empower President Balderas to improve technology and bring some tools that students and faculty should have had years ago. The other area of strategic concern that he has already identified is our infrastructure, our buildings, we have too many roofs that leak, too many windows that are subpar, the President's house is not ready. President Balderas is not blaming anybody but there is great opportunity to improve the campus and infrastructure, he is ready to ask the legislature to pay their fair share. The third one is operational excellence; it is a fancy way to say how do we pay our bills and how do we get our students quickly paid up and into the classroom in a rapid time. We need to improve we give customer service faculty, student and staff service and improve student service all over campus. Students can Netflix all over the world and can order food anywhere. In bringing forth the challenges we are going to be able to attack problems and be able to compete with large campuses very soon if we can get the operational efficiencies, the technology in the classrooms that our faculty deserve up to speed. Technology will also better regulate even how we deploy energy and pay our bills. Those three areas, technology, capital infrastructure and improving optimization, how we service our faculty and student, President Balderas thinks we can compete. He is looking forward to bringing to the Board of Regents the 100-day report and he was going to suggest even speeding up the 100-day report so the Board of Regents have the report and we could go up into the mountains and devise a strategic plan that will have us all driving in the same vehicle very soon. President Balderas has already asked Dr. Lopez to start pulling strategic reports from small colleges, the best colleges in the country. He wants to bring a set of challenges but he wants all of the Board of Regents to feel comfortable in setting the bar very high and he thinks they already have, the job description, the Board of Regents have put a lot on his plate but that is what our students and faculty need.

Regent Velarde – no questions. Regent Swentzell – no questions, thank you. Regent Archuleta asked if we are up to par with our audit. Mr. Balderas stated we are not and asked Vince Lithgow can give more detail. President Balderas is very concerned with the fiscal watch status and has requested a report from the Secretary of Higher Education to give him a briefing immediately to give him a roadmap to shake the history of being on fiscal watch. Secondly, his plan as an executive is going to be to try to get us caught up on the audit. We currently don't have, a late audit

and not in compliance. Board President Balderas asked Mr. Lithgow to address the Board of Regents on what is causing the late audit. To President Balderas stated this is unacceptable and is something we need to fix. Regent Archuleta stated the reason he asked is because he was at an online conference for the School Board and he sits on a National Board and they were talking about the importance of an audit, being audited on time, it is important and it is only fairness to your constituents that we get audits in on time. Board President Martin stated he has been in entrance and exit interviews for the last four years. We were doing really good and CHES came along. He can't overemphasize how much work CHES has been for this institution. We only have so many staff and we have to get CHES done and the audit suffered because of that and asked Mr. Lithgow if this was correct. Mr. Lithgow stated yes, this is correct, we had a target date of November 1 and we were kind of on track and unfortunately with the demands on both ends we were not able to meet that audit deadline. We did bring on some additional staff and resources were limited and personally and professionally Mr. Lithgow does not want to be late on the audit. He knows we made a big transition the last four or five years but we still have a way to go. The plan last year at this time, if we hadn't had CHES, he imagines we would have been on time. Board President Martin asked if the workload for CHES, will it go down. Mr. Lithgow stated the workload will go down but it is going to take two to three months after system implementation. Everyone is still learning the system; just simple processes have since changed. It is a more modern touch and we are learning the system as well. Once that goes down, staff are chomping at the bit to get down to the trenches to do what they are hired to do. Board President Martin asked if we need additional staff for CHES. Mr. Lithgow stated we need additional IT staff, student side is going to need, the Provost is going to need additional staff based on how the ERP was implemented. Basically, it took their full day with ERP and having to do work, evenings, weekends, lunches, 60-80 hours a week for the last year and a half. Board President Martin asked if there were people working over the vacation break. Mr. Lithgow stated we had people working when we were closed. Board President Martin asked just to deal with CHES. Mr. Lithgow stated just to deal with CHES. Board President Martin asked if it is implemented now. Mr. Lithgow stated yes.

Regent Velarde stated in order for us to be taken seriously with all the powers that be that we need money from and capital, that is the first step. Until we get ourselves in that position, they are not going to take us seriously and they are not going to be as giving as they should be. It is really important, even if you hire the support to hire more people, this is something that should be a priority. Regent Velarde wishes, when they drowning in CHES maybe they could have said something and more people could have been hired more people in that moment. Regent Velarde knows it is hard to even hire for the little things much less for the specialized things. In order to go to LFC, HED, DFA and all of them, they are going to throw that back at us, always.

President Balderas stated this is a great point. He is already jumping on planning for next year's audit. He will be riding heard himself, in terms of engaging the State Auditor's Office, evaluating the audit firm. President Balderas wants to defend our teams if our audit firm was also contributing to the delay. President Balderas will be starting now in January and February asking those questions. We know the audit season is coming up in the fall but he thinks there are lessons that we can learn from this past fall that we cannot be repeating. President Balderas is going to do everything we can to get the audit in on time.

Regent Juarez – no questions, thank you President Balderas for the wonderful report and congratulations to the students that were recognized and welcome the new hires. Shout out to Dr. Colgan, her class was one of her favorite undergrad classes. Thank you, President Balderas, for acknowledging Judith Pepper and for bringing up other areas that are in need of our attentions and that should be prioritized. Thank you.

IX. FACULTY SENATE PRESIDENT REPORT

Faculty Senate had a meeting on December 2nd and thank President Medina who provided them with legislative ask updates which were informative for the faculty. Thank you to Dr. Lopez for providing information on the transition from Banner to Workday.

Nomination was held through honors committee for honorary degree. That individual was moved forward and on to Dr. Lopez office.

Faculty Senate has accepted curriculum for a certificate in phlebotomy and an associate in integrated studies.

Faculty Senate talked about the spirit of place; professional development Regent Swentzell was going to provide. It was cancelled and there was quite a bit of interest and he is going to work with Nathana Bird to reschedule either in the semester or during convocation.

X. STUDENT SENATE PRESIDENT REPORT

President Gurule stated on behalf of the Senate she would like to thank Board President Martin, Regent Swentzell and Regent Juarez, faculty, staff and administration at Northern as well as employees of DNCU who signed up to be part of the Giving Tree for 2022. Board President Martin sponsored ten children, thank you Board President Martin, and he was still willing to take on more when we were falling short in the end. Thank you again Board President Martin. Student Senate prepared a short video of thank you's to everyone and it was sent to all the donors. It was a representation of the impact the gifts made to the students.

Students participated in the light parade in December. Coach Aragon was gracious enough to take Iggy out on the town and Reporter Deandra did a great job engaging with the crowd. There were also three students who helped in building of the float (Aaron, Cassandra and Diamond) and walking with Student Senate to give out candy. Student Senate is so grateful to everyone who helped with the parade.

Student Senate is going through their constitution piece by piece giving feedback and notes with recommended updates so they can represent for ratification before the end of their term. Treasurer Ram Khalsa has also been recruiting students to start engaging with the Student Senate Meetings and events to have more students to serve on Student Senate when they graduate.

Student Senate was thrilled to receive an invitation from President Balderas to a Finance Committee meeting in the legislative session as well as a tour of the capital and some meet and greets. Thank you, President Balderas.

Student President Gurule extended to everyone the Black History Month events on February 16th from 11AM-2:00PM

XI. STAFF REPORTS

A. Provost & Vice President for Academic Affairs

1. First Reading of the Proposal of New Academic Programs – Informational

Dr. Lopez stated this is the first reading for three new program proposals that different academic departments have spent a lot of time in preparing these proposals. Dr. Lopez presented these programs (attached) to the Board of Regents. Dr. Beshara reviewed the three programs for the Board of Regents (attached).

Board President Martin asked the Board of Regents if they had any questions.

Regent Swentzell gave kudos to this idea of course you have a lot of programs, spreading out of students and faculty. This draws more in line with the liberal studies associates degree. This sets them up to take a lot of different options. Regent Velarde thanked Dr. Bashara, her daughter is attending Northern and when she started her path, she wasn't sure what she wanted to do, this helps limit the amounts of credit you take that don't ever end up transferring to your Bachelor's Degree. She appreciates this. Dr. Bashara stated they came together as a department to build a degree as opposed to building so much and being de-focused. Regent Archuleta – no questions. Regent Juarez – no questions. Dr. Lopez thanked Dr. Beshara.

Dr. Lopez stated he wanted to emphasize this last item on the HLC, because of the fiscal constraints since 2020 we haven't been able to increase the number of full-time faculty time positions. What we decided is let's pay our current faculty better. A way to work with this formula with the HLC the program to faculty ratio is decreasing programs. This is very intelligent what the department is doing because we are still providing the skillsets in a consolidated way. This will help with the next accreditation visit.

The second program is a certificate in Engineering Drawing and computer aided design. This is a program that was developed by the Department of Engineering and Technology and the idea is we have a Bachelor Program in Electromechanical Engineering Technology and an Associate Degree in (inaudible). What we are discovering in these times is that a lot of potential students, they do not want or need to get a job necessarily with a Bachelor or a Master. Some of them want to get a short-term certificate. This is one of the responses of the department of Engineering students for something that could be completed in a couple of years. This program just like the prior one Dr. Beshara presented is not going require additional investing. The faculty members are here, the courses exist either as mandatory courses of the Engineering programs or as courses that are electives. That is really good because we do not have to put more money and then expect to see if we have the students. The courses already exist, the faculty is already here. It is just a way to sell the certificate. This is the second program, if this is approved by the Regents, it can be offered starting in the fall because certificates do not require the approval from NMHED and because this is already under the umbrella of our Engineering programs, we do not require approval from the HLC. This could be immediately offered in the fall. Dr. Lopez invited Dr. Ashish Nandy who is the brain behind this program and if the Board of Regents can ask any questions, they have for him.

Dr. Nandy stated he would like to say one thing, one course does not exist but Dr. Nandy is developing that course. Other than that, all the other courses exist right now and he offers some of them. One is a required course for the Bachelor program and the other is elective. Dr. Nandy stated he would like to say the impetus behind this proposal is not because we just want to do it. There is a big demand out there, especially at the labs and we have been approached by these entities, the labs, N3B, Department of Transportation and looking for professionals, engineering graduates with specific skills in these areas. The College is working with different groups to come up with a solid purpose and which is already there. They are already trying to improve on that. (inaudible)

Board President Martin asked if there were questions for Dr. Nandy. Regent Velarde had no questions. Regent Swentzell asked besides personnel and staffing and the build out there, what about the technological support, the equipment that is here, is it up to par. Mr. Nandy stated it is in the proposal but in short, we currently have a course that uses the same software, we have the licenses, it is up and running and we have access. It is an industry standard. It is easily available and we have the computers available that we need. We do not need any additional resources. What they will need eventually in four or five years is better computer and software. They will need that because of the existing program anyway. It will direct more revenue without really any additional costs. Regent Archuleta - no questions. Regent Juarez - no question. Dr. Lopez stated these types of programs are in high demand and high salaries.

Dr. Lopez stated last but not least on page 83, this is a program in the works for two years, this is a collaboration between the LAN Foundation, Española Valley High School, the Hospital and other partners and the Department of Nursing and Health Sciences. A certificate in phlebotomy. This certificate, like that in engineering, if approved by the Regents at the next meeting does not need to go to HLC and HED. Hopefully they can finish this certificate while they are in high school. It is a way to attract more students to the health sciences field. Dr. Lopez introduced Ellen Trabka, Chair, Department of Nursing and Health Sciences for comment.

Ms. Trabka stated with this program we are trying to provide increased opportunities for entry level employment for healthcare. This provides for entry level opportunities in the health field. This may also be a stepping stone if nursing is their focus. They need to start with an entry level certificate. We have a lot of support from the LANL Foundation, our partners. We have gotten several grants and have been able to hire a manager to manage the different entities in this partnership and the dual credit issues that come along. They have already hired an instructor for the prerequisite courses for this program. They are trying to build that momentum at the high school level and get students into the classes at the College. They have space in the nursing building, bought supplies and materials and are ready to implement this program. If approved, they are ready to start classes in the fall. They have created two tracks, one track is slower, dual credit and the college level courses, one semester certificate program, one semester of prerequisite and one semester of programs. Ms. Trabka asked if there were any questions.

Board President Martin asked if there were any questions from the Board of Regents. Regent Velarde – no questions. She asked for other information before next meeting from Provost Lopez. Regent Swentzell asked about the budgeting for it, covering 36% of full time and 25% of adjuncts. It provides a partial year, year one for personnel, the total numbers in year two. Do those numbers allow us to be competitive? Can we retain quality instructors and keep them here? You can make a program but you if you can't get the people to stick with it, it makes tough, especially in a field where compensation is pretty good. Ms. Trabka stated it is always a challenge to get faculty to teach, that is an honest assessment. (inaudible). The grant funding, we have right now is 8% Carl

Perkins at the high school and 20% at the College and we have funding for an additional FTE in year 24. Right now, we are good for several years and later on we would have to institutionalize it with enrollment numbers.

Regent Juarez stated this is wonderful because it is such a high demand career. They could work literally anywhere. In the case students see it as a stepping stone, do any of these phlebotomy courses transfer into a nursing or biology degree in case they want to pursue medical school. Ms. Trabka stated they don't, one of the prerequisites is medical terminology which is not part of the curriculum and the other courses are phlebotomy theory and clinical experiences. They are imbedded in the allied health degree. They could earn the allied health degree with some other requirements but they do not transfer into biology. Board President Martin asked which high schools we are working with. Ms. Trabka stated we are working with Española Valley High Schools if it is successful. They would like to expand if it is successful to Pojoaque or Los Alamos. They are looking into a potential for medical assistant certificate as well. That has a lot of career interest.

Dr. Lopez stated part of his recommendation has to do with Regent Swentzell's observation. Dr. Lopez stated the next time when he recommends this for action, his recommendation will be to do a program review for enrollment at year three. This will start with grant funding but ultimately the only way to sustain this is through enrollment or new alliances or grants that we can bring. President Balderas is going to be very aggressive in this area and Dr. Lopez has a lot of hope for enrollment and sustaining. The recommendation is going to be let's approve this with the caveat that we review the program for enrollment. If we cannot sustain it, it means it is not attracting the students that we believe. At that point we need to be able to terminate the program to help the others. We are not a business but we need to have a balance between the programs that bringing money and the programs that are not. Right now, Dr. Lopez feels very confident that this, with grant money is good, it is going to help us attract more students. He has a lot of faith in Ms. Trabka and her faculty and staff.

1. Arts & Human Sciences:

B. Vice President for Finance & Administration

1. Fiscal Watch Reports – Action Required

Mr. Lithgow reviewed the Fiscal Watch Reports of July, August, September and October of 2022 (attached).

Regent Swentzell asked on student aid for October which is at 65% in comparison to normal at this point is it a little high. Spring semester, this is October. Mr. Lithgow stated this is because of the opportunity scholarship. Mr. Lithgow will give a better answer for next month. Board President Martin stated the student used to pay their tuition at the beginning of the semester and asked how it works now. Mr. Lithgow stated it is basically the same now and excess will be given to students for books, etc.

Board President Martin entertained a motion to approve the Fiscal Watch Reports for July 31, 2022.

Regent Swentzell moved to approve the Fiscal Watch Reports for July 31, 2022. Second – Regent Velarde. A roll call vote was taken. Board President Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Swentzell – yes, Regent Juarez - yes. Motion passed unanimously.

Board President Martin entertained a motion to approve the Fiscal Watch Reports for August 31, 2022.

Regent Velarde to approve the Fiscal Watch Reports for August 31, 2022. Second Regent Juarez. A roll call vote was taken. Board President Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Swentzell – yes, Regent Juarez - yes. Motion passed unanimously.

Board President Martin entertained a motion to approve the Fiscal Watch Reports for October 31, 2022.

Regent Swentzell moved to approve the Fiscal Watch Reports for October 31, 2022. Second – Regent Velarde. A roll call vote was taken. Board President Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Swentzell – yes, Regent Juarez - yes. Motion passed unanimously.

The September Fiscal Watch Report will be brought to the Board of Regents for approval in February of 2023.

Regent Archuleta was not in attendance for the Fiscal Watch Reports.

XII. DEEP DIVE

A. Mentor Protégé Agreement

Rebecca Estrada and Yvonne Gonzales, LANL Small Business Program Manager presented the Mentor Protégé Agreement to the Board of Regents (attached).

XIII. EXECUTIVE SESSION

None.

Board President Martin stated he would like to take a minute to thank everyone for patience with him over the past four years. Board President Martin gave Regent Juarez a moment to thank everyone. Regent Juarez stated we don't know if this is her last meeting and thank you everyone for their support. She feels blessed and so fortunate to have the opportunity to represent Northern as a student and now a medical student. She has learned so much while in this position and from the fellow Regents and she loves Northern and hopes to always be connected. She will still keep tabs on everyone and thank you for all you taught her. Board President Martin thanked Regent Juarez.

XIV. POSSIBLE ACTION ON EXECUTIVE SESSION

None

XV. ADJOURNMENT

Board President Martin entertained a motion to adjourn.

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

The Board of Regents adjourned at 3:50PM.

Michael A. Martin
Board President

Erica Velarde
Board Vice President

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

**FEBRUARY 2023
CELEBRATE NORTHERN**

NNMC at Gordon Research Conference on Speciation in Barga, Italy:

Dr. Rhiannon West and one of her students, Hope Lopez, attended a Gordon Research Conference on Speciation in Barga, Italy, where Hope presented a poster of the work she has been doing in Dr. West's lab with collaborators from LANL. Hope was one of only a few undergraduates at this prestigious conference. We want to thank NM-IBRE for providing the funds for them to attend and present at the conference.

Enrollment and graduation numbers: Dr. Ivan Lopez shared some good news about our enrollment and graduation numbers. Our enrollment this semester is up 10%, with 93 additional students. The number of credit hours our students are taking also grew by 10%. We expect those numbers to grow with enrollment in second 8-week classes.

Our graduation rate also continues to improve. Our 2022 graduation rate was at 40%. Although there is more work to do, that is a significant improvement since our 2014 graduation rate of 15%.

State Legislature visit: I want to celebrate the past, present and future Student Senators who joined me at the Roundhouse February 3. I introduced them to House Speaker Javier Martínez, Representative Joseph Sanchez, Senator Leo Jaramillo, Higher Ed Secretary Stephanie Rodriguez, State Treasurer Laura Montoya and several other decision makers. This was the inaugural event for a new Student Leadership initiative I'm launching. My plan is to expose our students to community leaders like these so they become confident in their own leadership abilities and can see themselves in those roles in the future.

Lady Eagles: I want to congratulate our Lady Eagles on earning a spot in the Continental Athletic Conference Tournament with only five players on the team. According to Coach Giddens, qualifying for the tournament Conference Tournament with only five players is making history. The women will face Haskell Indian Nations University in Lawrence, Kan. At 6:30 p.m. Friday, February 24. We are #NorthernProud of our team! Fly Like An Eagle on Friday!

Black History Month:

I want to recognize our Student Senate and Student Life Office for sponsoring Black History Month events last week. One event that stands out is the passing forward of the Drum Major Award, which recognizes a community member, business or organization for outstanding service to the Española community. Last year's recipient, Charlie Riddick, Pastor at the First Indian Baptist Church of Espanola, chose Northern alumni Jerome Williams as this year's recipient. Jerome now works at El Centro Family Health. We're proud of Jerome's service to our community and of our Student Senate and Student Life Office for carrying on this important recognition those who dedicate their lives to service.

Re-opening of the Center for the Arts Gallery:

We celebrated the re-opening of our Center for the Arts Gallery after the COVID-19 shutdown with an opening event for "LOOK OUT," a show featuring our Arts & Human Sciences faculty. The gallery exhibit included Johanna Case-Hofmeister's thought-provoking photography and Shane Tolbert's creative acrylics, with a sound installation based on the Fibonacci sequence by Dr. Robert

Beshara.

The highlight of the evening was a performance of Indian classical dance by Sneha Chakradhar. It was obvious why Sneha was one of the dancers chosen to perform for former President Barrack Obama during a trip to India. She enriched the performance by sharing the history of this dance form and the story that each dance told. Board President Michael Martin was among those in attendance at the event.

The Art Show will be open from 10am to 4pm daily until March 30. Don't forget to join us for the closing of the exhibit, from 6 – 8 p.m. March 30, which will feature film screenings of works by Mateo Frazier and David Lindblom

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

FEBRUARY 2023
INTRODUCTION OF NEW EMPLOYEES

I'll give a brief introduction to our new employees. Watch your email for more in depth introductions.

Cathy Berryhill is rejoining us as **Visiting Professor of Teacher Education**. She previously served as Dean of our former College of Education and as adjunct faculty. She has taught PreK to high school and remedial to graduate level classes as a college instructor. She has worked with faculty in Hispanic Serving Institutions across the nation.

Joseph Bisagna is a new **Lab Technician** for our **Departments of Engineering and Technology**

His technical trades experience includes drafting, construction, industrial plant maintenance and supervision. During several years at USPS his work included industrial planning and implementation of mechanized and automated plant processing. He has been a successful business owner in Santa Fe for the past 20 years.

Vanessa Kahin has been hired as an **Academic Advisor**. Vanessa has been involved in two TRiO programs, providing academic support services at Santa Fe Community College and serving as an instructor and tutor in TRiO at Eastern New Mexico University and for the Roswell Job Corps Center's reading and high school equivalency program.

Dr. Alberto Mares rejoins us as **Visiting Professor of Teacher Education** (a position he previously held) & **Interim Director of Early Childhood Education**. Alberto has been a preschool teacher, a special education teacher, a coach and consultant to school programs across New Mexico. He has also taught college courses at UNM and CNM.

Edwina Romero joins us as **Director of Dual Credit** Edwina has been at McCurdy Charter School for the last 3 years. She brings over 15 years of experience in various aspects of education, a strong commitment to higher education and a passion for helping students realize their potential and achieve their goals.

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

**DR. DENISE MONTOYA
CHIEF OF STAFF/VICE PRESIDENT OF FINANCE & ADMINISTRATION**

Dr. Denise Montoya serves as the Associate Vice President for Finance, Administration, and Government Relations and adjunct faculty for New Mexico Highlands University (NMHU). She served as the 2018-2019 HU President Leadership Development Fellowship program and former Human Resources/Payroll Director at NMHU. She is the President of P.S. People Strategy providing strategic planning, design and implementation of learning cultures, and human resources consulting services to a wide range of organizations. She is an accomplished faculty member and national speaker instructing courses at NMHU, UNM Continuing Education, CNM, and ITT Technical Institute.

Dr. Montoya serves on the Los Alamos National Laboratory Foundation Board of Directors. She served as the Membership Advisory Council Representative for the Southwest Central Region for the Society for Human Resources Management (SHRM); the Director for SHRM New Mexico Council; and the President for the Human Resources Management Association (HRMA) of New Mexico. She served as a judge for Quality New Mexico.

Dr. Montoya was recognized by Albuquerque Business First as a Women of Influence Honoree in 2015 and was awarded the HR Volunteer of the Year by the HRMA of New Mexico presented by SHRM NM in 2011.

Dr. Montoya achieved her Ph.D. in Organization, Information, and Learning Sciences at the University of New Mexico. She is a published co-author for topics including a Model of Shared Leadership as well as Building Trust in Virtual Teams. She holds two globally recognized certifications, the SHRM-Senior Certified Professional (SHRM-SCP), and the Senior Professional of Human Resources (SPHR) and previously has held a Professional of Human Resources (PHR).

Office of the President

NORTHERN New Mexico College



**THERESA STOREY
CHIEF FINANCIAL OFFICER/COMPLIANCE OFFICER**

Theresa Storey joins Northern New Mexico College as the Chief Financial and Compliance Officer. She is a collaborative team player with a leadership, analytical, and detail-oriented skill set. Theresa is experienced in governmental accounting, state and federal audit, budgeting, and financial operations. Most importantly, Theresa is committed to excellence and service.

Theresa is from Santa Fe, and earned her bachelor's degree in Mathematics from the University of New Mexico. She has over 18 years of fiscal experience. She has served in various capacities at the New Mexico Public Employees Retirement Association and most recently served as the Chief Financial Officer for the Office of the Attorney General.

Office of the Provost

NORTHERN New Mexico College

**MEMORANDUM**

To: Board of Regents - Northern New Mexico College
From: Ivan Lopez, Provost, and VP for Academic Affairs
Date: March 24, 2022
Re: Approval of a) Associate of Arts in Integrative Studies; b) Certificate of Phlebotomy; c) Certificate of Engineering Drawing and Computer Aided Design.

Issue

At the last Regents Meeting, three new program proposals were presented for the first reading. At this time, an action of the BOR is needed.

Overview

The Department of Arts and Human Sciences is proposing an Associate of Arts in Integrative Studies if approved by the BOR and external agencies (NMHED and HLC), which will consolidate existing associate degrees and streamline the continuation of the BA in Integrative Studies. It will also help the program-to-faculty ratio for NNMC while providing a solid and broad set of skills to the students in this program.

The Nursing and Health Science Department is proposing a Certificate in Phlebotomy. This certificate is the outcome of a two-year partnership with the LANL Foundation, the Espanola Valles High School, and the Presbyterian Hospital, among others. It will offer a pathway for dual credit students and others to the health science field. It will help with the market demand for this skill. The program will rely initially on grant funding, but another long-term funding stream needs to be identified or should become sustainable from tuition and revenues generated. This certificate articulates with the Allied Health degree.

The Department of Engineering and Technology is proposing a Certificate in Engineering Drawing and Computer-Aided Design. This certificate articulates with our BEng in Electromechanical Engineering Technology.

Recommendation

- 1) Approve the Associate of Arts in Integrative Studies (AAIS).
- 2) Terminate the Associate of Arts (AA) programs in General Psychology, Criminal Justice, Substance Abuse Counselor, and Film & Digital Media Arts, **subject to the final approval of the AAIS by HED and HLC.**
- 3) Approve the Certificate of Phlebotomy with the condition that the program must become self-sustainable for the instructional costs in three phases: 50% by the end of year three

after implementation (19 paying FTE), 75% by the end of the fourth year after implementation (30 paying FTE) and 100% by the end of the fifth year after implementation (38 paying FTE). Alternatively, a new funding source different from I&G or Carl Perkins is identified. After implementation, an enrollment program review will be required in years 3, 4, and 5.

4) Approve the Certificate of Engineering Drawing and Computer-Aided Design.

NORTHERN New Mexico College



DATE: January 19, 2022
TO: Office of the Provost, Dr. Ivan Lopez
FROM: Department of Arts & Human Sciences (AHS)
SUBJECT: Consolidation of Associate of Arts Programs

Dear Dr. Ivan Lopez,

The Department of Arts & Human Sciences (AHS) voted in fall 2022 to consolidate all of our current Associate of Arts (AA) programs in General Psychology, Criminal Justice, Substance Abuse Counselor, and Film & Digital Media Arts into a new AA program in Integrated Studies (AAIS).

The AAIS will provide students with an interdisciplinary education in both the arts and the human sciences. Students in this program will take courses in art, photography, film, as well as psychology, criminal justice, and humanities. AAIS will also empower students with critical thinking skills in more than one subject area and, as such, will prepare them for the Bachelor of Arts in Integrated Studies (BAIS) program.

By offering the AAIS program alongside our BAIS program, we will become more efficient as a department in terms of our course offerings, teaching, and advising. But it will allow us be more focused on two main programs (as opposed to five excluding our Certificate program in sUAS Tech), which, in terms of accreditation, is a plus since it improves our faculty to program ratio.

Sincerely,

Dr. Robert K. Beshara
Chair of Arts and Human Sciences
Northern New Mexico College

Northern New Mexico College New Degree Program Approval Form

Type in the designated areas. Please do not alter any element of the form.			
1	Initiator:	Robert Beshara	Date: 10/03/22
2	Subject area:	Integrated Studies	
3	Academic division:	Arts & Human Sciences (AHS)	
4	Proposed title for New Curriculum Program: Integrated Studies		
5	To begin:	Semester: Fall	Academic Year: 2023
6	Degree or certificate to be offered: Associate of Arts		
7	Provide the Program Catalog Description The Associate of Arts in Integrated Studies (AAIS) provides students with an interdisciplinary education in both the arts and the human sciences. Students in this program take courses in art, photography, film, as well as psychology, criminal justice, and humanities. This program empowers students with critical thinking skills in more than one subject area and prepares them for the Bachelor of Arts in Integrated Studies (BAIS).		
8	Please provide a tentative timeline for program implementation (including a Gantt Chart) If everything is approved by Spring 2023, we can start offering the program in Fall 2023.		
NEED			
9	Describe and provide evidence that the program is needed by the local and regional community (including job availability data) and provide evidence that there is student demand for the program. Respond to 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.)? An AA in Integrated Studies will prepare students for our BAIS program, and it will provide with the kind of general, interdisciplinary knowledge in media, art, and the human sciences, which will give them an advantage over highly specialized majors. Provide the Score Cards from Gray Associates for the related CIP codes for this program in Appendix D.		
10	Provide evidence and explain how the degree/credential proposed (bachelor vs associate vs certificate) is the correct fit for the program proposed. Provide the complete degree sheet of the program in Appendix A (Part I). Additionally, provide the Curriculum Efficiency Analysis in Appendix A (Part II). Currently, we are offering multiple AA programs when our focus as a department should be on Integrated Studies.		
11	What are the College's strengths that would support offering the program (e.g., trained staff, facilities, adequate budget, sustainability, etc.)? The Department of Arts & Human Sciences includes faculty members who are specialized in psychology, sociology, film, photography, and painting. By offering this program alongside our BAIS program, we would be more efficient as a department in terms of our course offerings, teaching, and advising. But we would also be more focused on two programs, which, in terms of accreditation, is a plus since it improves our faculty to program ratio.		
12	What are the College's weaknesses that must be overcome to offer the program? AHS currently offers four Associate of Arts programs, which can be a challenge in terms of scheduling and resources since we are serving many students with a handful of full-time faculty members; thus, affecting the faculty to student ratio. Therefore, we propose the AAIS program to replace our four AA degree programs to streamline our course offerings.		
14	What are the threats external to the College that would need to be dealt with (e.g., demographic shifts, new regulations, new infrastructure, etc.)? N/A		
15	Describe how the program fits with College's mission, strategic goals, and strategic initiatives. AAIS aligns with the Mission and Vision of Northern New Mexico College: "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." "Northern New Mexico College is a Hispanic and Native American-serving comprehensive institution that will be recognized nationally for cultural sustainability, quality student learning and developing economically strong communities		

among diverse populations.”

CURRICULUM

16	Program mission. The mission of the Associate of Arts in Integrated Studies program is to provide students with a rigorous interdisciplinary education in the arts and human sciences.
17	Program objectives. The objectives of the Associate of Arts in Integrated Studies program include: teaching students to think critically in between disciplines in the arts and the human sciences, so that they are prepared both for the Bachelor of Arts in Integrated Studies program and for an increasingly complex world.
18	List the Program-level Student Learning Outcomes: Critical Thinking Disciplinary Knowledge Research Methodology Communication
19	Curriculum matrix (outcomes by courses in the major). Provide this as Appendix B (Part I)
20	Describe the coordination with other College programs. The AAIS will be coordinated with the BAIS within the AHS Department.
21	Explain the articulation agreements that the program will have with programs offered by other institutions. N/A
22	What plans is the plan for the delivery of courses modalities (e.g., distance education, face to face, hybrid, others)? Please provide an analysis of the competition that the program will have based on the selected delivery modality. A combination of OL, BOL, TR, and BTR in 16/8 week formats.
23	Describe the standards and practices that will be implemented for Prior Learning Assessment (PLA) within this program. To honor the depth of experience students have outside the classroom, AHS is committed to incorporating such experience into college credit. AHS will utilize the Prior Learning Assessment if a student wants to have their/her/his work experience count as PLA credits. The guidelines are as follows: <ul style="list-style-type: none"> ● The student will contact the Chair and Director of AHS. ● The Chair and Director of AHS will then outline student learning outcomes of the courses that the work experience best fits with regarding the equivalency of college credits. ● The student will then present to the Chair and Director of AHS and full-time Faculty that are experts in the student’s discipline a portfolio of work or resume of experience that highlights relevant work experience and how it aligns with the student learning outcomes of selected courses. The student will also present a professional resume. ● The Chair, the Director, and full-time Faculty that are specialists in the student’s discipline will discuss the conversion of work experience to college credit. ● The Chair of AHS will submit the courses covered by relevant work experience to the NNMC Registrar. ● Students cannot transfer in more than 25% of the total credit hours for the degree program
24	Describe the membership of the External Advisory Committee and the role that they have played in the development of Curriculum and Program-Level Student Learning Outcomes. Members of the AHS External Advisory Committee: Lysette Romero (Crime & Justice Studies), Dave Stevens (Media & Art), Christopher Aanstoos (Psychology), and Laura Shaeffer (Humanities).
25	Please indicate if this program falls within the umbrella of another program currently offered (for example, if the new program is an associate degree that consists of a subset of courses already offered by one or more bachelor programs, or whether the program is the result of a combination of courses already offered by the institution through other

programs). Please indicate if a new CIP code is needed or already exists under the CIP codes approved for NNMC.

The AAIS program will feed into our BAIS program. CIP 24.0000.

ASSESSMENT

- 26** Plan for program assessment and evaluation of program-level student learning outcomes. Provide this section in Appendix B (Part II)

SUPPORT AND SUSTAINABILITY

- 27** Describe the faculty will serve in this program and their credentials. Please describe if new faculty is needed. If no new faculty members are needed, please describe how the current faculty will serve this program and what will be the impact in the current areas that those faculty members are serving.
- Robert Beshara, Assistant Professor of Psychology & Humanities / Chair of AHS
 - Johanna Case-Hofmeister, Assistant Professor of Arts & Humanities / Director of Integrated Studies
 - Mateo Frazier, Associate Professor of FDMA
 - David Lindblom, Associate Professor of FDMA
 - Sneha Chakradhar, Assistant Professor of Criminal Justice
 - Shane Tolbert, Lecturer
 - We still need an Assistant Professor of Psychology because it is our most popular emphasis within the BAIS program.
- 28** Describe precisely facility needs including, but not limited to identifying the office space for full-time faculty, adjunct faculty, administrative assistants. Identify the classrooms, labs, and instrumentation that this program will be required.
AHS uses some offices in the AD building in addition to being in charge of the CFA building.
- 29** Describe the annual budget for this program for the first five years, the projected enrollment per year, and the projected revenue. Include spreadsheets and explain clearly the assumptions. Please provide this section in Appendix C.
- 30** Describe the plans for sustainability (including a five-year enrollment projection with revenue and cost projections). We plan to streamline our course offerings and align them with the BAIS program, but we also wish to offer more online and 8-week options for students.
- 31** Describe the strategic enrollment plan for the program and how it is aligned with the college strategic enrollment plan.
- AHS Department commits to a sharper focus on media-rich marketing activities targeting potential students at low or no cost to the College or Department including a revamped webpage, which streamlines information for students
In terms of curricular development, the Department intends to increase its online offerings and supporting faculty's professional development through QM certification
We plan to continue improving our advising process through Degree Works
- 32** Explain what external agencies (other than the Higher Education Department, the Higher Learning Commission, the U.S. Department of Education) need to approve (or must be notified) before the implementation of the program. N/A

Appendix A
Part I

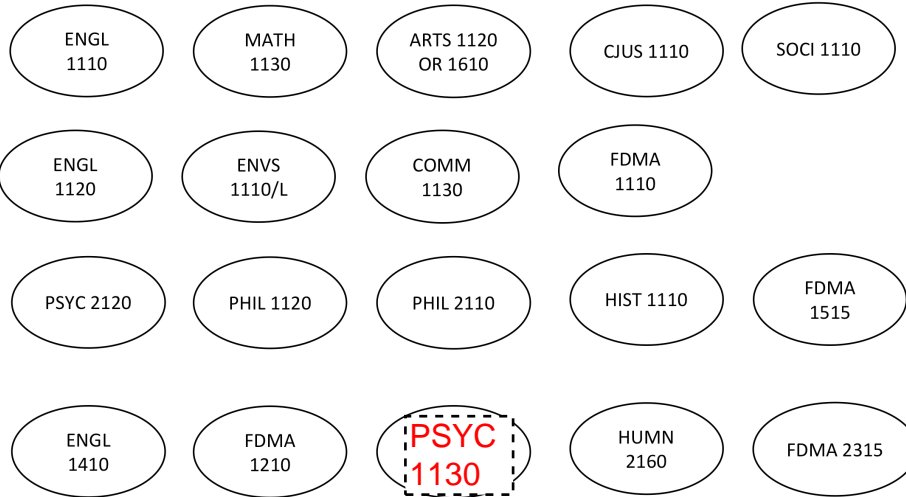
**Associate of Arts
Integrated Studies**

- **General Education (31 CR)**
 - Area I. Communications (6 cr)
 - Area II. Mathematics (3 cr)
 - Area III. Laboratory Sciences (4 cr)
 - Area IV. Social/Behavioral Sciences (3 cr)
 - Area V. Humanities (3 cr)
 - Area VI. Fine Arts (3cr)
 - Additional Nine (9 cr)
- **Integrated Studies (29 CR)**
 - **Media & Art (14 cr)**
 - ARTS 1120 Introduction to Art (3) OR ARTS 1610 Drawing I (3)
 - FDMA 1515 Introduction to Digital Image Editing (4)
 - FDMA 2315 Documentary Film Production I (4)
 - FDMA 1110 Film History (3) OR ARTS 1410 Introduction to Photography (3)
 - **Human Sciences (15 cr)**
 - CJUS 1110 Introduction to Criminal Justice System (3)
 - PHIL 2110 Introduction to Ethics (3)
 - PSYC 1130 Introduction to Substance Abuse Studies (3)
 - HUMN 2160 Foundations of Integrated Studies (3)
 - SOCI 1110 Introduction to Sociology (3)

Appendix A Part II Curricular Efficiency Analysis

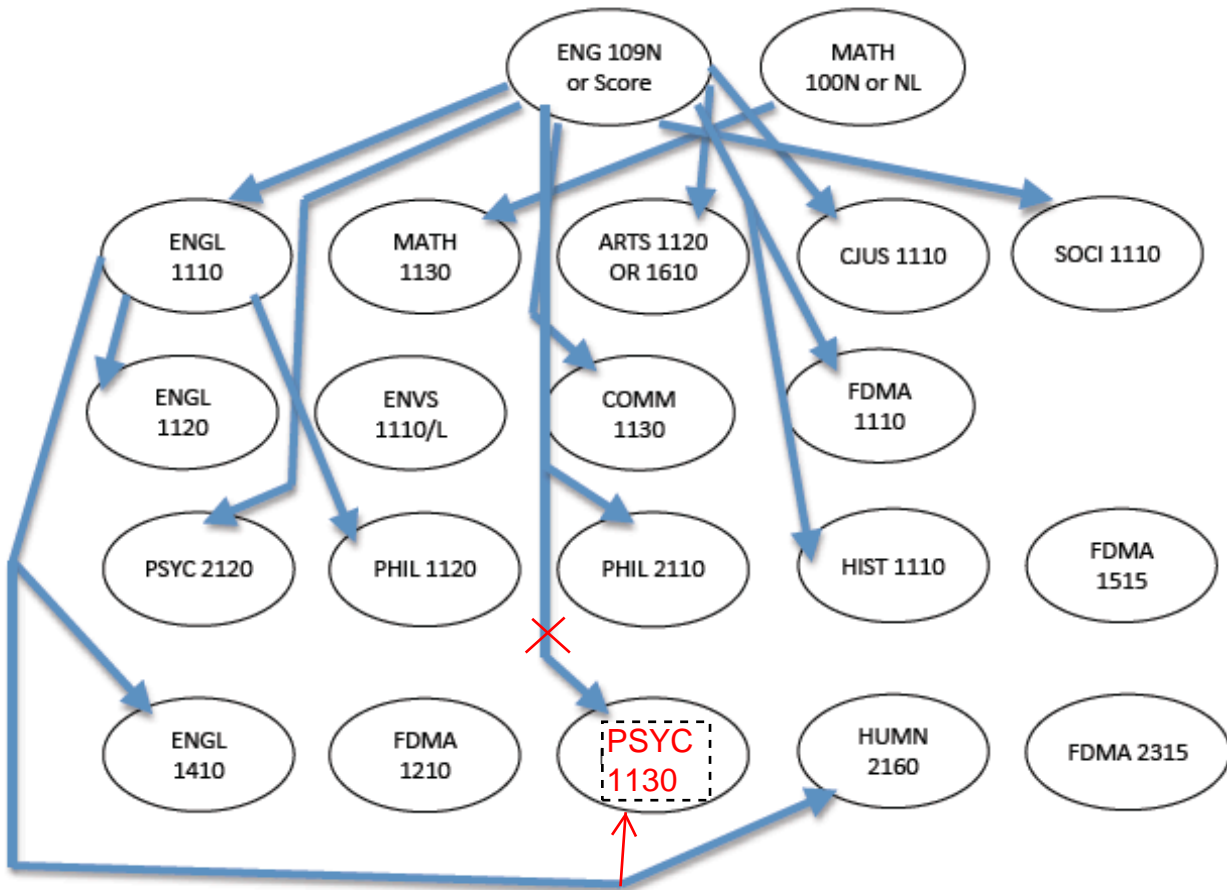
Curriculum Efficiency Measurement

First Step: Map your Suggested Sequence of Courses to a GRAPH



Second Step: Identify the Pre-requisites & Co-requisites with arrows.

ENG 109N OR Score & MATH 100N OR NL are remedial courses



Step 3 (non-remedial / remedial):

- a) Number of credits of the program (minimum number of credits to get the degree): 60
- b) Number of Edges in the graph: 4 / 15
- c) Number of Courses: 19
- d) Curriculum rigidity: Number of Edges in the graph / Number of Courses = $4/19 = 0.210$ OR $15 / 19 = 0.789$
- e) Identify the maximum number of Edges coming to any single course: 1
- f) Identify the maximum number of Tails leaving any single course: 4 / 8
- g) Identify the bottleneck courses.
- ENGL 1110 (4)*
ENG 109N OR Score (8)
- h) Identify the longest path (this is the longest chain of pre-requisites through curriculum): 1 / 2
- i) How many longest paths do you see? 4

The longest path occurs in the sequence *ENG 109N OR Score => ENGL 1110 => ENGL 1120, ENGL 1410, PHIL 1120, HUMN 2160*

Appendix B
Part I
Curriculum Matrix

- Fall 20xx
 - Area I. Communications (3)
 - Area II. Mathematics (3)
 - Media & Art course (3) ~
 - Human Sciences courses (6) ~ Communication / Critical Thinking SLO
- Spring 20xx
 - Area I. Communications (3)
 - Area III. Laboratory Sciences (4)
 - Public Speaking (3)
 - Media & Art course (4) ~ Critical Thinking SLO
- Fall 20xx
 - Area IV. Social/Behavioral Sciences (3)
 - Area V. Humanities (3)
 - Civics (3)
 - Media & Art course (4) ~ Disciplinary Knowledge SLO
 - Human Sciences course (3) ~ Research Methodology SLO
- Spring 20xx
 - Area VI. Fine Arts (3)
 - Literature (3)
 - Media & Art course (3) ~ Communication SLO
 - Human Sciences courses (6) ~ Disciplinary Knowledge / Research Methodology SLO

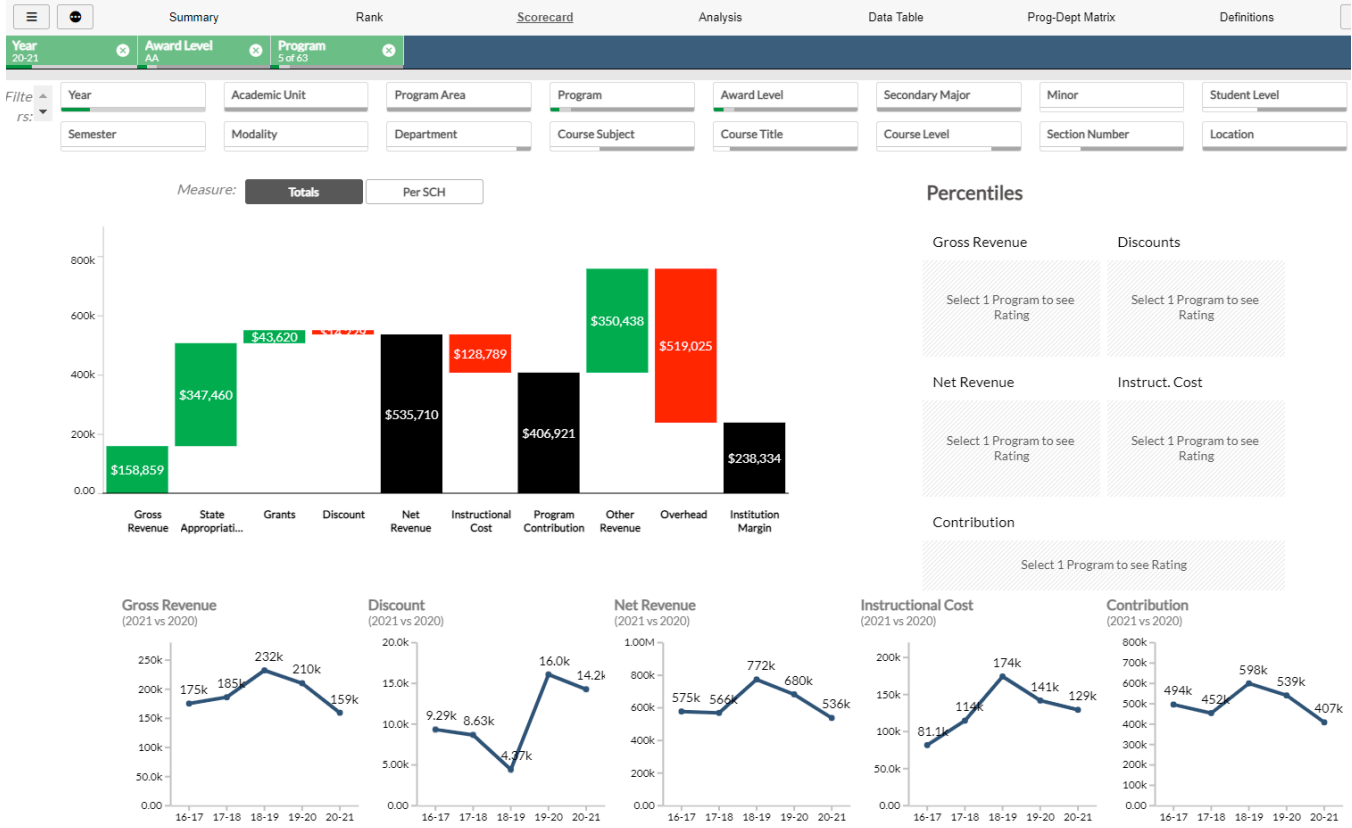
Part II

Plan for program assessment and evaluation of program-level student learning outcomes.

- Critical Thinking
 - Demonstrate the ability to critically analyze complex information.
- Disciplinary Knowledge
 - Develop an understanding of interdisciplinary perspectives.
- Research Methodology
 - Apply knowledge to research and methods relevant to the student's field of study.
- Communication
 - Demonstrate writing skills needed to succeed in graduate school and/or the workplace.

Appendix C

Describe the annual budget for this program for the first five years, the projected enrollment per year, and the projected revenue. Include spreadsheets and explain clearly the assumptions.



Appendix D

Provide the Score Cards from Gray Associates for the related CIP codes for this program

CIP: 30.0000 Multi/Interdiscipl'y Studies, Gen1 Market: NNMC 50 Award Level: Associates Select Program

CIP: 30.0000 Multi/Interdiscipl'y Studies, Gen1 **Market: NNMC 50** **Total Score: 7** **Percentile: 31**

Student Demand Score: 3 Percentile: 50					Employment* Score: -4 Percentile: 12					Degree Fit: Score: 0 Percentile: 50						
Category	Pctl	Criterion	Value	Score	Category	Pctl	Criterion	Value	Score	Category	Pctl	Criterion	Value	Score		
Size	63	Google Search Volume (3 Months)**	18	0	Size: Direct Prep		Job Postings Total (12 Months)**	NA	NS	National Completions by Level Score: 0		Cost Index**	NA	NS		
	0	International Page Views (12 Months)	0	NS			BLS Current Employment*	NA	NS		Award Level		Completions (National)	Completions (Market)	Enrollment (Market)	
	0	New Student Enrollment Volume (12 Mo.)	0	0			BLS Annual Job Openings*	NA	NS			Certificate		2%	NA	0%
	0	On-ground Completions at In-Market Institutions	0	NS		66	Job Postings Total (12 Months)**	1	NS			Associates		7%	NA	0%
	0	Online Completions by In-Market Students	0	NS		62	BLS Current Employment*	5	NS			Bachelors		88%	NA	33%
0	Sum of On-ground and Online Completions	0	0		BLS 1-Year Historical Growth*	NA	NS	Postbaccalaureate Certificate		1%	NA	0%				
Growth	78	Google Search 'YOY' Change (Units)*	3	0	Growth (Direct Prep)		BLS 3-Year Historic Growth (CAGR)**	NA	NS	Masters		3%	NA	67%		
	56	New Student Enrollment Vol. 'YOY' Change (Units)	0	1	Saturation (Direct Prep)		BLS 10-Year Future Growth (CAGR)**	NA	NS	Post-masters Certificate		0%	NA	0%		
	58	Completion Volume 'YOY' Change (Units)	0	2		Job Postings per Graduate*	NA	NS	Doctoral		0%	NA	0%			
	72	Google Search 'YOY' Change (%)	19%	0	Wages (Direct Prep)		BLS Job Openings per Graduate*	NA	NS	Unknown		0%	NA	0%		
		New Student Enrollment Vol. 'YOY' Change (%)	NA	NS		BLS 10th-Percentile Wages*	NA	NS								
	Completion Volume 'YOY' Change (%)	NA	NS		BLS Mean Wages*	NA	NS									
						19	Wages (Age < 30)	\$38,198	-1							
						14	Wages (Age 30-60)	\$66,124	-1							
						39	% with Any Graduate Degree	31%	NS							
						45	% with Masters	29%	NS							
						41	% with Doctoral Degree	6%	NS							
						65	% Unemp. (Age <30)**	3%	0							
						96	% Unemp. (Age 30-60)**	3%	-2							
						0	% in Direct Prep Jobs	0	NS							

Competitive Intensity Score: 8 Percentile: 50				
Category	Pctl	Criterion	Value	Score
Volume of In-Market Competition	0	Campuses with Graduates**	0	8
	50	Campuses with Grads 'YOY' Change (Units)**	0	0
In-Market Program Sizes	0	Institutions with Online In-Market Students**	0	NS
		Average Program Completions	NA	NS
		Median Program Completions	NA	NS
In-Market Saturation	43	Google Search * Cost per Click**	\$1	0
	37	Google Competition Index**	0.30	0
	84	National Online Institutions (Units)**	9	NS
National Online Competition	83	Natl'l Online % of Institutions	15%	0
	87	Natl'l Online % of Completions	26%	0

** Color Scale in Reverse

Total Percentile	0	20+	40+	70+	90+	95+	98+	100
Total Score	-36	1	10	15	22	27	32	50

** Color Scale in Reverse


Percentile (Reverse)	<02	02+	05+	10+	30+	60+
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CIP Description:
A program that derives from two or more distinct programs and that is integrated around a unifying theme or topic that cannot be subsumed under a single discipline or occupational field.

National Workforce Ed. Attainment
Score: 0

Award Level	BLS Educational Attainment
No College	NA
Some College	NA
Associates	NA
Bachelors	NA
Masters	NA
Doctoral	NA

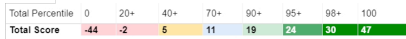
* -Google search employment data and Jobs Per Grad Ratio do not filter by award level.
 ** -Color scale in reverse.
 NA - No data available/not currently tracked.
 NS - Not Scored in Relative Values = 0
 * - Associates & certificate programs only.
 PCTL - Percentile

CIP: 30.0000 Multi/Interdiscipl'y Studies, Gen'l		Market: NNMC 100		Award Level: Associates		Select Program																																																																											
CIP: 30.0000 Multi/Interdiscipl'y Studies, Gen'l				Market: NNMC 100		Total Score: 12																																																																											
Student Demand Score: 14 Percentile: 97				Employment* Score: -4 Percentile: 14		Degree Fit: Score: 0 Percentile: 50																																																																											
Category	Pctl	Criterion	Value	Score	Category	Pctl	Criterion	Value	Score																																																																								
Size	62	Google Search Volume (3 Months)**	87	0	Size: Direct Prep		Job Postings Total (12 Months)**	NA	NS																																																																								
	0	International Page Views (12 Months)	0	NS			BLS Current Employment*	NA	NS																																																																								
	97	New Student Enrollment Volume (12 Mo.)	25	6			BLS Annual Job Openings*	NA	NS																																																																								
	98	On-ground Completions at In-Market Institutions	25	NS			Job Postings Total (12 Months)**	5	NS																																																																								
	0	Online Completions by In-Market Students	0	NS			BLS Current Employment*	27	NS																																																																								
Growth	98	Sum of On-ground and Online Completions	25	6	Growth (Direct Prep)		BLS 1-Year Historical Growth**	NA	NS																																																																								
	74	Google Search YoY Change (Units)*	14	0			BLS 3-Year Historic Growth (CAGR)*	NA	NS																																																																								
	99	New Student Enrollment Vol YoY Change (Units)	9	2			BLS 10-Year Future Growth (CAGR)*	NA	NS																																																																								
	1	Completion Volume YoY Change (Units)	-5	-2		Saturation (Direct Prep)		Job Postings per Graduate*	NA	NS																																																																							
	70	Google Search YoY Change (%)**	19%	0				BLS Job Openings per Graduate*	NA	NS																																																																							
89	New Student Enrollment Vol YoY Change (%)	52%	0		BLS 10th-Percentile Wages**		NA	NS																																																																									
38	Completion Volume YoY Change (%)	-17%	0		Wages (Direct Prep)		NA	NS																																																																									
							BLS Mean Wages*	NA	NS																																																																								
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						% Unemp. (Age 30-60)**	3%	-2																																																																									
						% in Direct Prep Jobs	0	NS																																																																									
Competitive Intensity Score: 2 Percentile: 6					CIP Description: A program that derives from two or more distinct programs and that is integrated around a unifying theme or topic that cannot be subsumed under a single discipline or occupational field.																																																																												
Category	Pctl	Criterion	Value	Score																																																																													
Volume of In-Market Competition	97	Campuses with Graduates**	1	-1																																																																													
	90	Campuses with Grads YoY Change (Units)**	0	0																																																																													
In-Market Program Sizes	0	Institutions with Online In-Market Students**	0	NS																																																																													
	89	Average Program Completions	25	1																																																																													
National Online Competition	93	Median Program Completions	25	2																																																																													
	15	YoY Median Prog. Compl. Change (Units)	-5	0																																																																													
National Online Competition	42	YoY Median Prog. Compl. Change (%)	-17%	0																																																																													
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<table border="1"> <tr> <td>Total Percentile</td> <td>0</td> <td>20+</td> <td>40+</td> <td>70+</td> <td>90+</td> <td>95+</td> <td>98+</td> <td>100</td> </tr> <tr> <td>Total Score</td> <td>-43</td> <td>-1</td> <td>7</td> <td>13</td> <td>20</td> <td>26</td> <td>31</td> <td>44</td> </tr> </table>					Total Percentile	0	20+	40+	70+	90+	95+	98+	100	Total Score	-43	-1	7	13	20	26	31	44	<table border="1"> <tr> <td>** Color Scale in Reverse</td> <td>-40</td> <td>02+</td> <td>05+</td> <td>10+</td> <td>30+</td> <td>60+</td> </tr> </table>					** Color Scale in Reverse	-40	02+	05+	10+	30+	60+																																															
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CIP: 30.0000 Multi/Interdisciplinary Studies, Gen1 | Market: New Mexico | Award Level: Associates | Select Program

Student Demand Score: 12 Percentile: 96				
Category	Pctl	Criterion	Value	Score
Size	62	Google Search Volume (3 Months)**	155	0
	0	International Page Views (12 Months)	0	NS
	96	New Student Enrollment Volume (12 Mo.)	36	6
	97	On-ground Completions at In-Market Institutions	25	NS
Growth	0	Online Completions by In-Market Students	0	NS
	97	Sum of On-ground and Online Completions	25	6
	74	Google Search YoY Change (Units)**	25	0
	4	New Student Enrollment Vol YoY Change (Units)	-6	0
	3	Completion Volume YoY Change (Units)	-5	0
	72	Google Search YoY Change (%)**	19%	0
52	New Student Enrollment Vol YoY Change (%)	-14%	0	
43	Completion Volume YoY Change (%)	-17%	0	

Competitive Intensity Score: 3 Percentile: 9				
Category	Pctl	Criterion	Value	Score
Volume of In-Market Competition	95	Campuses with Graduates**	1	-1
	97	Campuses with Grads YoY Change (Units)**	0	0
In-Market Program Sizes	0	Institutions with Online In-Market Students**	0	NS
	33	Average Program Completions	25	2
	94	Median Program Completions	25	2
	12	YoY Median Prog. Compl. Change (Units)	-5	0
National Online Competition	46	YoY Median Prog. Compl. Change (%)	-17%	0
	43	Google Search * Cost per Click**	\$1	0
National Online Competition	97	Google Competition Index**	0.30	0
	84	National Online Institutions (Units)**	8	NS
	83	Natl Online % of Institutions	15%	0
87	Natl Online % of Completions	26%	0	



Employment* Score: -4 Percentile: 16				
Category	Pctl	Criterion	Value	Score
Size: Direct Prep		Job Postings Total (12 Months)**	NA	NS
		BLS Current Employment*	NA	NS
		BLS Annual Job Openings*	NA	NS
Size: ACS Bach. Outcomes	59	Job Postings Total (12 Months)**	7	NS
	61	BLS Current Employment*	44	NS
Growth (Direct Prep)		BLS 1-Year Historical Growth**	NA	NS
		BLS 3-Year Historic Growth (CAGR)**	NA	NS
Saturation (Direct Prep)		Job Postings per Graduate*	NA	NS
		BLS Job Openings per Graduate*	NA	NS
Wages (Direct Prep)		BLS 100-Percentile Wages*	NA	NS
		BLS Mean Wages*	NA	NS
National American Community Survey Bachelor's Degree Outcomes	19	Wages (Age < 30)	\$38,198	-1
	14	Wages (Age 30-60)	\$66,124	-1
National American Community Survey Bachelor's Degree Outcomes	39	% with Any Graduate Degree	31%	NS
	48	% with Masters	25%	NS
National American Community Survey Bachelor's Degree Outcomes	41	% with Doct/Prof Degree	6%	NS
	65	% Unemp. (Age <30)**	3%	0
National American Community Survey Bachelor's Degree Outcomes	96	% Unemp. (Age 30-60)**	3%	-2
	0	% in Direct Prep Jobs	0	NS

CIP Description:
A program that derives from two or more distinct programs and that is integrated around a unifying theme or topic that cannot be subsumed under a single discipline or occupational field.



Degree Fit: Score: 0 Percentile: 50				
Category	Pctl	Criterion	Value	Score
NHESI Natl 2 Year		Cost Index**	NA	NS
		Student Faculty Index	NA	NS

National Completions by Level
Score: 0

National Workforce Ed. Attainment
Score: 0

* - Google search, employment data and Jobs Per Grad Ratio do not filter by award level.
** - Color scale in reverse.
NA - No data available/not currently tracked.
NS - Not Scored in Rubric (value = 0).
2-Yr - Associates & certificate programs only.
PCTL - Percentile



Northern New Mexico College New Degree Program Approval Form

10371

Type in the designated areas. Please do not alter any element of the form.

1	Initiator:	Ellen Trabka, Chair, Nursing & Health Science	Date: 9/27/22
2	Subject area:	Allied Health	
3	Academic division:	Nursing & Health Sciences	
4	Proposed title for New Curriculum Program: Phlebotomy Technician Certificate Program		
5	To begin: AY 2023-2024	Semester: Fall 2023	Academic Year: 2023-2024
6	Degree or certificate to be offered: Certificate Phlebotomy Technician		
7	Provide the Program Catalog Description: The Phlebotomy Technician Certificate Program provides students with the specialized knowledge and skills required of an entry level phlebotomist. Students who complete the program are eligible to pursue national certification.		
8	Please provide a tentative timeline for program implementation (including a Gantt Chart) Fall 2024		

NEED

- 9 Describe and provide evidence that the program is needed by the local and regional community (including job availability data) and provide evidence that there is student demand for the program. Respond to 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.)? Provide the Score Cards from Gray Associates for the related CIP codes for this program in Appendix D.**

During the spring of 2020, Española Valley High School, Española School District, Northern New Mexico College, Presbyterian Española Hospital, and the Los Alamos National Laboratory Foundation expressed the desire to explore the possibility of meeting the local healthcare workforce needs by providing easier and affordable access to health care education and expanded dual credit opportunities in the healthcare field. To achieve this goal, the Espanola Valley Healthcare and Nursing Careers Pathways Program partnership was formed by the entities, and a formal needs assessment was conducted during the fall of 2020 to explore potential healthcare career pathways. Based on the information attained from the needs assessment, three options for the establishment of a health careers pathway program among the partner organizations were selected. A certificate program in phlebotomy was designated as the first healthcare career pathway to be developed. (Lopez, 2021)

The U.S. Bureau of Labor Statistics (Employment Summary 2019-29) reports that "the healthcare occupational groups in which employment is projected to grow markedly faster than average, include healthcare support occupations..." Healthcare support occupations such as medical assistants, personal care attendants, home health aides, nurse aides, and **phlebotomists** are projected by the Bureau of Labor Statistics (2019) to have a "bright outlook" status, meaning they are projected to display a "Rapid Growth" (an employment increase of 10% or more), and /or "Numerous Job Openings" (100,000 or more job openings during the time period of 2019-2026). In the next decade, the rate of job growth in health care support occupations is projected to be three times as great as the rate of job growth in the remainder of the economy (U.S. Bureau of Labor Statistics, Employment Summary 2019-2029). (Lopez, 2021)

As part of identifying local healthcare workforce needs, interviews were conducted with several local stakeholders and other individuals with relevant experience. Interviews focused on healthcare workforce needs in the community and familiarity with career pathways programs. Mr. Ricardo Briones, Laboratory Technical Supervisor at TriCore Reference Laboratories, reported continual vacancies in phlebotomy positions (Lopez, 2021).

According to the New Mexico Department of Higher Education Policy and Procedures Manual for Dual Credit (2018), "Dual Credit Programs are a starting point to pathways that lead to credentials and/or degrees that provide entry-level job skills, thereby offering New Mexico high school students an accelerated path to success in College or a career. "

As part of the need assessment, an interview was conducted with Ms. Stephanie Garduño and Ms. Evelyn

summary of the discussion:

1. There is a need for a health care careers pathways program at EVHS. According to Ms. Garduño, when students are queried about career paths in the yearly "Interest Inventory," at least 50% of students express an interest in pursuing a career in healthcare. Currently, the only dual credit courses available at NNMC are Introduction to Health Care Professions, CPR, and Medical Terminology. The lack of any additional health care career courses frustrates students, which often causes them to lose interest in pursuing additional college courses. Both Ms. Martinez and Ms. Garduño believe that a group of additional health care dual credit courses is a way to keep students interested and focused. (Lopez, 2021) In the fall semester of 2022, a cohort of twenty-nine dual credit students at Espanola Valley High School (EVHS) was recruited for the phlebotomy career pathways program and enrolled in the Introduction to Healthcare Careers course.
2. According to Grey's Associate scorecard, the student demand for Phlebotomy Technician training programs in N.M., within a 50-mile radius of NNMC and within a 100-mile radius of NNMC, are all in the 98-99th percentile. The employment market within N.M. is in the 76th percentile (104 annual job openings), 81st percentile within a 100-mile radius of NNMC (70 annual job openings), and 88th percentile within a 50-mile radius of NNMC (12 annual job openings).

Estimated salaries for Phlebotomists (U.S. Bureau of Labor Statistics, 2021, <https://www.bls.gov/oes/current/oes319097.htm>)

National estimates for Phlebotomists:

Employment estimate and mean wage estimates for Phlebotomists:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
132,750	1.4 %	\$ 18.49	\$ 38,450	0.3 %

Percentile wage estimates for Phlebotomists:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 13.94	\$ 14.63	\$ 17.97	\$ 21.68	\$ 23.31
Annual Wage (2)	\$ 28,990	\$ 30,430	\$ 37,380	\$ 45,090	\$ 48,490

The estimated salary for a Certified Phlebotomy Technician (CPT) is \$14.68 per hour in New Mexico (range of \$13.90 to \$21.90 per hour). The average annual Phlebotomist salary in New Mexico is \$30,540 as of 2021, and the range is typically between \$28,690 and \$45,550. Salary ranges can vary widely depending on location, education level, certifications, additional skills, and the number of years spent in the profession (O*Net Online, 2022, <https://www.onetonline.org/link/localwages/31-9097.00?st=NM>).

Reference

Lopez, T. (2021). Espanola Valley Healthcare and Nursing Careers Pathways Program Final Report.

- 10 Provide evidence and explain how the degree/credential proposed (bachelor vs associate vs certificate) is the correct fit for the program proposed. Provide the complete degree sheet of the program in Appendix A (Part I). Additionally, provide the Curriculum Efficiency Analysis in Appendix A (Part II).**

CPTs in New Mexico are not required to possess a certification, degree, registration, or license to practice as a phlebotomy technician. However, the National Phlebotomy Association states that all Phlebotomists require a certification. The American Society of Phlebotomy Technicians oversees the federal phlebotomy registry. Applicants for the Certification Exam must be at least 18 years of age (Lopez, 2021). The Phlebotomy Technician Certificate program will be embedded in the AAS in Allied Health and provide a stackable credential.

- 11 What are the College's strengths that would support offering the program (e.g., trained staff, facilities, adequate budget, sustainability, etc.)?**

NNMC has the following assets that could potentially be available for all health care career pathways students, including phlebotomy:

- 1) Nursing skills lab with mannequins, hospital beds, and medical equipment for student practice.
- 2) Technology-equipped classrooms with adequate desks, tables, chairs.
- 3) Library access for all students.

- 4) The former massage therapy classroom (VE 103) could be renovated as a skills lab for phlebotomy students, and the adjacent VE 105 classroom could be a dedicated allied health classroom. These two classrooms are currently not in use.
- 5) NNMC and EVHS received Carl Perkins grant funding in AY 2023 for an F.T. allied health instructor (80% funded through NNMC, 20% through EVHS), and a qualified allied health instructor was hired in the fall of 2022 to teach dual credit courses and at EVHS (29 students enrolled in the first cohort!). C.P. funding is guaranteed for 2 years.
- 6) The College received the Good Jobs Grant which contains funding for a 2nd allied health instructor starting in AY 2024.
- 7) Strong support from the Espanola Valley Healthcare and Nursing Careers Pathways Program partners.
- 8) A dedicated Project Manager employed at EVHS to support implementation of this program for dual credit students and to write grants to fund the program.

12 What are the College's weaknesses that must be overcome to offer the program?

- 1) Higher tuition costs compared to similar programs offered at a community college.
- 2) Difficulty in recruiting qualified faculty is a consistent challenge in the healthcare professions. Industry salaries are higher than academic salaries.
- 3) Competition from similar programs at the following higher education institutions:
 - Central New Mexico College
 - University of New Mexico Alamogordo
 - Santa Fe Community College
 - New Mexico State-Dona Ana
 - San Juan Community College
 - New Mexico Junior College
 - Pima Medical Institute

14 What are the threats external to the College that would need to be dealt with (e.g., demographic shifts, new regulations, new infrastructure, etc.)?

Funds will need to be secured to renovate the classroom and lab for a dedicated space for this program.

15 Describe how the program fits with College's mission, strategic goals, and strategic initiatives:

The mission, vision, and core values of the PBT Certificate Program reflect the core values of NNMC, whose commitment is to ensure student success by providing access to affordable, community-based learning opportunities that meet the education, cultural, and economic needs of the region. The PBT Certificate Program derives its mission and vision from these same concepts. Table 1 demonstrates the alignment of NNMC and the PBT Certificate Program's mission and vision.

Table 1: Alignment of NNMC and the PBT Certificate Program Mission and Vision.

Northern New Mexico College (NNMC)	NNMC Phlebotomy Technician Certificate Program
MISSION	
The mission of Northern New Mexico College is to ensure student success by providing access to affordable, community-based learning opportunities that meet the educational, cultural, and economic needs of the region.	The mission of the NNMC Phlebotomy Technician Certification Program is to provide an affordable, quality, community-based education that prepares students with the knowledge and skills necessary for a successful career in the field of phlebotomy.
VISION	
Northern New Mexico College is a Hispanic and Native American serving comprehensive institution that will be recognized nationally for cultural sustainability, quality student learning, and for developing economically strong	The NNMC Phlebotomy Technician Certificate Program will be recognized for contributing to an economically stronger community through a nationally recognized phlebotomy education program that excels in the preparation of a culturally diverse

communities among diverse populations.

group of phlebotomists who practice in a variety of communities and populations.

CURRICULUM

Program mission

The mission of the NNMC Phlebotomy Technician Certification Program is to provide an affordable, quality, community-based education that prepares students with the knowledge and skills necessary for a successful career in the field of phlebotomy.

- 16 Program vision:** The NNMC Phlebotomy Technician Certificate Program will be recognized for contributing to an economically stronger community through a nationally recognized phlebotomy education program that excels in the preparation of a culturally diverse group of phlebotomists who practice in a variety of communities and populations.

Program objectives

The purpose of the Northern New Mexico College PBT Program is to improve the opportunities for the personal and career success of culturally diverse populations by providing a quality educational program that graduates workforce-ready phlebotomy technicians.

- 17** Graduates of the PBT Certificate Program embody the values of healthcare professionals, are eligible to sit for national certification and are prepared to assume phlebotomy responsibilities under the supervision of a clinical laboratory manager. Graduates are encouraged to view completion of this program as the first step in a healthcare career pathway.

List the Program-level Student Learning Outcomes

Phlebotomy Technician Certificate Program End-of-Program Student Learning Outcomes (EPSLOs):
Upon completion of the program, the PBT student will:

- 18**
1. Describe the role of the phlebotomist in the contemporary healthcare environment.
 2. Correctly use medical terms and abbreviations in their appropriate context.
 3. Demonstrate a basic understanding of safety and infection control as it relates to the role of the phlebotomist.
 4. Demonstrate an understanding of basic anatomy and physiology
 5. Demonstrate appropriate specimen collection techniques, specimen transport, handling, and processing procedures for blood and nonblood body fluid specimens
 6. Explain quality control and quality assurance in the laboratory setting
 7. Demonstrate effective communication skills
 8. Discuss legal/ethical issues as related to the healthcare environment and patient confidentiality.

Curriculum matrix (outcomes by courses in the major). Provide this as **Appendix B (Part I)**

- 19** See Appendix B Part I

Describe the coordination with other College programs

- 20** The Phlebotomy Technician Certificate Program will be embedded in the AAS in Allied Health Program. See attached Appendix E Revised Allied Health Degree Plan 2023-2024

Explain the articulation agreements that the program will have with programs offered by other institutions:

- 21** None are created at this time. This will be explored once the program is implemented.

What plans is the plan for the delivery of courses modalities (e.g., distance education, face to face, hybrid, others)? Please provide an analysis of the competition that the program will have based on the selected delivery modality.

- 22** The plan is to offer the lecture courses online and the skills courses face-to-face due to the high number of contact hours required (24 hours 1st 8-weeks) if the program is offered in one semester. This will make the program competitive with a similar program at SFCC. Support courses may be offered in a face-to-face, hybrid, or online format. Dual credit courses offered at the high school may have slight modifications, with more face-to-face components, with a transition to a hybrid or online environment. Instead of offering the program in one semester, the plan is to spread out the curriculum over three semesters for dual credit students at the high school.

- 23 Describe the standards and practices that will be implemented for Prior Learning Assessment (PLA)**

within this program. If students have a current Certificate of Medical Assistant (CMA) from the American Association of Medical Assistants (AAMA), they can receive credit for PHLB 1101, 1101L, 1102, and 1102L.

Describe the membership of the External Advisory Committee and the role that they have played in the development of Curriculum and Program-Level Student Learning Outcomes.

Initial efforts to develop this curriculum were supported by the partnership between Española Valley High School, Española School District, Northern New Mexico College, Presbyterian Española Hospital, and the Los Alamos National Laboratory Foundation. A consultant was hired to develop the curriculum. A phlebotomy-specific advisory committee was formed to review and approve the curriculum. Members include:

Employers:

1. Presbyterian Hospital - Brenda Romero, Chief Hospital Executive and/or Theresa Valerio, Chief Nurse Executive
2. Christus St. Vincent – Angelo Valencia, HR Director
3. El Centro Family Health - Delmiria Sanchez
4. Indian Health Services - Michelle Rossell, HR Director, Vanessa Vicenti, Laboratory Consultant, or Dr. Cindy Matsushita, Provider
5. TriCore Reference Labs –Jillian Gonzales, Manager of Workforce Programs and/or Joan Hanff
6. Las Clinicas del Norte - Andrea Sandoval, MBA, CEO

Education:

7. NM PED Breezy Gutierrez Education Administrator
8. EPS - Jannette Lujan, EPS Nursing Director
9. NNMC – Ellen Trabka, Chair, Nursing and Health Sciences Associate Professor of Nursing
10. NNMC – Yuri Findlay, Allied Health Faculty
11. NNMC, Theresa Lopez, Curriculum Consultant

Other:

12. LANL Foundation - Tobie Baker Wright, Pathways Director
13. LANL Foundation - Alvin Warren, VP of Institutional Advancement and Scholarship

Please indicate if this program falls within the umbrella of another program currently offered (for example, if the new program is an associate degree that consists of a subset of courses already offered by one or more bachelor programs, or whether the program is the result of a combination of courses already offered by the institution through other programs). Please indicate if a new CIP code is needed or already exists under the CIP codes approved for NNMC. The certificate program includes five new phlebotomy courses that are embedded within the AAS in Allied Health program. **A new CIP code is needed.** 51.1009 Phlebotomy Tech/Phlebotomist

ASSESSMENT

Plan for program assessment and evaluation of program-level student learning outcomes. Provide this section in Appendix B (Part II)

See Appendix B Part II

SUPPORT AND SUSTAINABILITY

Describe the faculty will serve in this program and their credentials. Please describe if new faculty is needed. If no new faculty members are needed, please describe how the current faculty will serve this program and what will be the impact in the current areas that those faculty members are serving

Mr. Yuri Findlay has been hired as a F.T. temporary instructor to teach the Phlebotomy Technician Certificate Program. He is currently teaching a cohort of students at the EVHS who are interested in pursuing the Phlebotomy Technician Certificate Program. Funding for his position was obtained through the Carl Perkins Grant. Mr. Findlay has a MA in Organizational Information & Learning Sciences, and certificates in phlebotomy, medical assisting, EKG technician, and nurse aid. He was the Academic Director for the Medical Assisting and Phlebotomy Programs at SFCC from 8/2016 – 8/2021. He worked as Clinical Lab Assistant from 9/2013 – 8/2014 at TriCore Reference Labs.

Describe precisely facility needs including, but not limited to identifying the office space for full-time faculty, adjunct faculty, administrative assistants. Identify the classrooms, labs, and instrumentation that this program will be required

1) Renovated classroom and skills lab; 2) Purchase of equipment and supplies for the skills lab. 3) Clinical contracts with healthcare agencies for completion of Phlebotomy Clinical Internship.

Describe the annual budget for this program for the first five years, the projected enrollment per year, and the projected revenue. Include spreadsheets and explain clearly the assumptions. Please

provide this section in Appendix C.**Phlebotomy Five-Year Annual Budget FY23 to FY27**

Fiscal Year 2023 is a development year for the Phlebotomy program and is being supported through the Española Healthcare Careers Pathways Partnership (EHCPP). EHCPP is a partnership with Northern New Mexico College (NNMC), Española Public Schools (EPS), LANL Foundation, Presbyterian Hospital, and others. A full-time (F.T.) temporary faculty member Yuri Findlay was hired leveraging Strengthening Career and Technical Education for the 21st Century (Perkins) Act funding from both NNMC and EPS. Mr. Findlay is teaching Phlebotomy pre-requisites (Medical Terminology) and Introduction to Healthcare Careers to the adult populations and Española Valley High School dual credit students. He is also establishing a HOSA Future Healthcare Leaders student organization. Fringe benefits are calculated at 36% of the salary amount. Grant funding from Con Alma and Perkins will be used to equip an Allied Health/Phlebotomy skills lab on the NNMC campus.

Fiscal Year 2024 is the first year the full Phlebotomy curriculum/courses will be offered to both the high school and adult populations. Salaries include the F.T. faculty member with a 3% cost of living adjustment (COLA) and adjunct salaries calculated on a master's level at \$2,006 per credit hour. Fringe benefits are calculated at 36% of F.T. salary and 25% of adjuncts' salaries. Supplies include consumable costs such as needles, masks, and gloves.

Fiscal year 2025 also includes a 3% COLA for the F.T. faculty member and increased costs for adjunct faculty to teach additional phlebotomy cohorts. Fringe benefits are calculated at 36% of F.T. salary and 25% of adjuncts' salaries. Supplies include consumable costs such as needles, masks, and gloves.

Fiscal Year 2026 also includes a 3% COLA for the F.T. faculty member and increased costs for adjunct faculty to teach additional phlebotomy cohorts. Fringe benefits are calculated at 36% of F.T. salary and 25% of adjuncts' salaries. Supplies include consumable costs such as needles, masks, and gloves.

Fiscal Year 2027 also includes a 3% COLA for the F.T. faculty member and increased costs for adjunct faculty to teach additional phlebotomy cohorts. Fringe benefits are calculated at 36% of F.T. salary and 25% of adjuncts' salaries. Supplies include consumable costs such as needles, masks, and gloves.

Five-Year Budget Summary	
Year 1	
a. Personnel	\$60,800
b. Fringe Benefits	\$21,014
e. Supplies	\$45,051
Year 1 Total	\$126,865
Year 2	
a. Personnel	\$118,788
b. Fringe Benefits	\$35,959
e. Supplies	\$5,072
Year 2 Total	\$159,820
Year 3	
a. Personnel	\$144,737
b. Fringe Benefits	\$42,635
e. Supplies	\$5,072
Year 3 Total	\$192,444
Year 4	
a. Personnel	\$146,672
b. Fringe Benefits	\$43,312

e. Supplies	\$5,072
Year 4 Total	\$195,056
Year 5	
a. Personnel	\$148,665
b. Fringe Benefits	\$44,009
e. Supplies	\$5,072
Year 5 Total	\$197,747
Grand Total	\$871,933

See Appendix C for detailed information about the five-year budget.

Assumptions: See #30

Describe the plans for sustainability (including a five-year enrollment projection with revenue and cost projections) See Appendix C

Five-Year Enrollment Projection with Revenue and Cost Projections

	Enrollment	Credit Hrs.	FTE	Tuition Revenue	State Funding	Perkins Funding & Grant Sources	Total Revenue	Total Program Costs	Difference
F.Y. 23	79	18	95	\$37,980	\$3,270	\$130,000	\$171,250	\$126,865	\$44,385
FY 24	89	40	238	\$88,620	\$7,749	\$130,000	\$226,369	\$159,820	\$66,549
FY 25	93	52	321	\$88,620	\$11,719	\$130,000	\$230,339	\$192,444	\$37,895
FY 26	94	52	325	\$88,620	\$11,864	\$130,000	\$230,484	\$192,444	\$37,895
FY 27	94	52	327	\$88,620	\$11,914	\$130,000	\$230,534	\$192,444	\$37,895

30

Enrollment: Enrollment includes both dual credit and adult populations.

Tuition revenue: Tuition revenue is based on \$211 per credit hour for adult students

State Funding: State funding is based on a conservative assumption of \$150 per Full-Time Student Equivalent (FTSE). This does not include any state funding incentives for healthcare degree graduates, RPSP or any other state incentives or funding. The \$150 per FTSE was derived from page six of the linked 2021 LCF Funding Brief.

Perkins Grant Funding: Funding is based on \$65,000 per year from NNMC Perkins and \$65,000 per year from EPS Perkins funding. This program has the potential to raise funding from multiple other funding sources such as EDA Good Jobs Challenge (Regional WIN), LANL Foundation Con Alma Foundation, and Anchorum St. Vincent Foundation.

Sustainability Plan

As mentioned above, this program has the potential for multiple funding sources, including state, federal and foundation sources, to support this program.

The demand for phlebotomists in New Mexico is projected to grow by 24% in the next ten years, and this demand will support program growth. This program will apply to be eligible for financial aid, attaching the large pool of low-income area residents. In addition, this certificate can be a stackable credential within the Allied Health AAS program, retaining students who will pursue a two-year degree.

Describe the strategic enrollment plan for the program and how it is aligned with the college strategic enrollment plan

NNMC Strategic Goal Direction	Dept. of Nursing & Health Science Strategic Goal	Dept. of Nursing & Health Science Strategic Objectives (must be SMART : specific, measurable, achievable, relevant, time bound)	Alignment with NNMC Strategic Goal or Objective	Dept. of Nursing & Health Science Action Strategies
<p>1. Enrollment: Increase annual enrollment in both student headcount and student credit hour totals.</p>	<p>Increase Dual Credit opportunities for students interested in a healthcare career pathway.</p>	<p>Develop one additional dual credit course that is part of the allied health degree. Target goal: fall 2023</p>	<p>Goal 1: Increase recruitment efforts locally. Objective 1.1: Grow dual credit enrollment 35% by 2022 Objective 1.2: Increase the yield rate of students enrolling in our local high schools to an average of 30% Goal 3: Develop marketing & Communication plans that support recruitment, retention & completion.</p>	<ol style="list-style-type: none"> 1. Research curriculum options for identified courses and evaluate for alignment with allied health curriculum 2. Submit course (s) to Undergraduate Curriculum Committee for approval. 3. Develop advertisement fliers to recruit high school students and distribute via social media and NNMC recruitment staff. 4. Create and maintain effective scheduling for dual credit classes. 5. Develop connections between high school counselors and college faculty. <p>Develop strategies to target dual credit students interested in healthcare career pathways.</p>
<p>1. Enrollment: Increase annual enrollment in both student headcount and student credit hour totals.</p>	<p>Increase Dual Credit opportunities for students interested in a healthcare career pathway.</p>	<ol style="list-style-type: none"> 1. Develop additional healthcare certificate programs that are open to dual credit students: <ol style="list-style-type: none"> a. Certificate of Phlebotomy. Target goal: Fall 2023 b. Medical Assistant Certificate Program. Target goal: Fall 2024 2. Explore 1–2 	<p>Goal 1: Increase recruitment efforts locally. Objective 1.1: Grow dual credit enrollment 35% by 2022 Objective 1.2: Increase yield rate of students enrolling from our local high schools to an average of 30%</p>	<ol style="list-style-type: none"> 1. Collaborate with the project director for the Española Valley Healthcare and Nursing Careers Pathways Program. 2. Develop a Phlebotomy Certificate program. Add courses to AAS in Allied Health degree. 3. Develop Certificate of

		<p>additional dual credit courses or certificate programs that could be "tracks" or "concentrations" in the allied health degree. AY 2025</p> <ul style="list-style-type: none"> c. Certificate of Nurse Aide. d. Personal Care Assistant (course or certificate) e. EMT-B f. Pre-Medical Assistant course g. Medical coding h. Student success course for health care careers <p>Information technology</p>		<p>Medical Assistant Program.</p> <p>4. Identify potential funding sources to sustain the above programs.</p> <p>Create a designated lab space specifically for the Espanola Valley Healthcare and Nursing Careers Pathway Program. Remodel the massage therapy and health science classrooms, 1st floor of nursing building.</p>
<p>1. Enrollment: Increase annual enrollment in both student headcount and student credit hour totals.</p>	Strengthen advisement processes.	Review and revise advisement process in the Department of Nursing & Health Sciences. Target goal. Fall 2022.	<p>Goal 1: Increase recruitment efforts locally.</p> <p>Objective 1.1: Grow dual credit enrollment 35% by 2022</p> <p>Objective 1.2: Increase yield rate of students enrolling from our local high schools to an average of 30%</p> <p>Objective 1.3: Increase number of non-traditional, degree seeking students (25 years and older), both new and returning students, by 30%</p>	<ol style="list-style-type: none"> 1. Answer all potential student inquiries within 72 hours of initial inquiry. 2. Document student inquiries utilizing the department recruitment tracking forms. 3. Follow-up email contacts with phone contact. 4. Offer advisement refresher training to faculty. 5. Meet with advisement staff to clarify advisement questions. 6. Meet with recruitment staff to clarify recruitment needs. 7. Meet with Dual Credit Coordinator to clarify dual credit opportunities.
<p>1. Enrollment: Increase annual enrollment in both student headcount and student credit hour totals.</p>	Increase enrollment in the Allied Health Degree .	<ol style="list-style-type: none"> 1. Increase total SCH completed by declared majors by 100% in 3 years (160 SCHs). 2. Increase the number of declared majors by 100% on 3 years (16 declared majors) 	<p>Goal 1: Increase recruitment efforts locally.</p> <p>Objective 1.2: Increase yield rate of students enrolling from our local high schools to an average of 30%</p> <p>Objective 1.3: Increase number of non-traditional, degree seeking</p>	<ol style="list-style-type: none"> 1. Create a program advisory sub-committee within the Department of Nursing & Health Sciences. Fall 2022 2. Encourage students who are unsuccessful in gaining admission to the

			<p>students (25 years and older), both new and returning students, by 30%</p>	<p>ADN program to consider the Allied Health Degree. Ongoing</p> <ol style="list-style-type: none"> 3. Encourage student who exit the ADN program to enroll in the Allied Health degree. Ongoing. 4. Strengthen advisement training among nursing faculty for the Allied Health degree. Fall 2022. 5. Incorporate the Certificate of Phlebotomy into the Allied Health Degree. Fall 2023 6. Provide orientation sessions for declared nursing students to be aware of the Allied Health Program. Spring 2023. 7. Reach out to declared nursing students to make them aware of the Allied Health option. AY 2023 8. Explore root causes of program graduation rate. Meet with Institutional Research to review data for 2-3 cohorts. Fall 202. 9. Develop a plan to improve graduation rates, Spring 2023 10. Explore the possibility of implementing additional short stackable credentials within the Allied Health Degree. AY 2023
<p>1. Enrollment: Increase annual enrollment in both student headcount and student credit hour totals.</p>	<p>Increase healthcare career pathway options.</p>	<ol style="list-style-type: none"> 1. Develop and implement Certificate of Phlebotomy. Target goal: Fall 2023 	<p>Goal 1: Increase recruitment efforts locally. Objective 1.1: Grow dual credit enrollment 35% by</p>	<p>Objective #1: a. Collaborate with the project director for the Española Valley Healthcare and</p>

		<p>2. Develop and implement Medical Assistant Certificate Program. Target goal: Fall 2024</p>	<p>2022 Objective 1.2: Increase yield rate of students enrolling from our local high schools to an average of 30% Objective 1.3: Increase number of non-traditional, degree seeking students (25 years and older), both new and returning students, by 30%</p>	<p>Nursing Careers Pathways Program. b. Submit Phlebotomy curriculum to undergraduate curriculum committee. Fall 2022. c. Submit NNMC New Program Approval form: Fall 2022. d. Implement curriculum spring or fall 2023. Objective #2: a. Collaborate with the project director for the Española Valley Healthcare and Nursing Careers Pathways Program. b. Submit Medical Assistant curriculum to undergraduate curriculum committee Fall 2023. c. Submit NNMC New Program Approval form fall 2023 d. Implement curriculum fall 2024.</p>
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32 Explain what external agencies (other than the Higher Education Department, the Higher Learning Commission, the U.S. Department of Education) need to approve (or must be notified) before the implementation of the program. None noted.

First Phase of Approvals			
Office of the Provost	/ / Approval to Implement / / Denial		Date
1st Review	/ / Approval Pending Additional Planning		
Justification			
External Advisory Committee Chair	/ / Yes / / No		Date
Justification			
Educational Policy Committee Chair	/ / Yes / / No		Date
Justification			

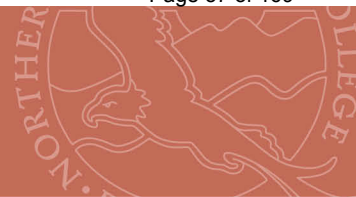
Curriculum Committee Chair	/	/ Yes	/	/ No	Date
Justification					
Faculty Senate President	/	/ Yes	/	/ No	Date
Justification					

Second Phase of Approvals					
Office of the Provost 2nd Review	/	/ Approval to Implement	/	/ Denial	Date
					/ Approval Pending Additional Planning
Justification					
Librarian	/	/ Yes	/	/ No	Date
Justification					
Assessment Office	/	/ Yes	/	/ No	Date
Justification					
Registrar	/	/ Yes	/	/ No	Date
Justification					
Financial Aid	/	/ Yes	/	/ No	Date
Justification					
Distance Ed Directors	/	/ Yes	/	/ No	Date
Justification					
Facilities Director	/	/ Yes	/	/ No	Date
Justification					
Institutional Research	/	/ Yes	/	/ No	Date
Justification					
Human Resources	/	/ Yes	/	/ No	Date
Justification					
VP for Finance and Administration	/	/ Yes	/	/ No	Date
Justification					
Office of the Provost	/	/ Yes	/	/ No	Date
Justification					

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FINAL APPROVALS	
Office of the President / / Approval to Implement / / Denial / / Approval Pending Additional Planning	Date
Justification for approval or denial	
Board of Regents / / Approval / / Denial / / Approval Pending Additional Planning	Date
Justification for approval or denial	
Mandatory Meeting: Office of the Provost, HLC ALO, Registrar, Institutional Effectiveness, Financial Aid, and Initiator of the Program Proposal	Date
Feedback to Institution	

NORTHERN NEW MEXICO COLLEGE



DEGREE SHEET / 2022-2023 CATALOG		
Student name:		
Eagle ID:		
Eagle Email:		
Phone:		
<p>Certificate Phlebotomy Technician</p> <p>The Phlebotomy Technician Certificate Program provides students with the specialized knowledge and skills required of an entry level phlebotomist. Students who complete the program are eligible to pursue national certification.</p>		
PRE REQUISITE REQUIREMENTS (3 Credits)		
HLED 1510 Medical Terminology (3)		
PROGRAM REQUIREMENTS (14 credits)		
PHLB 1101 Introduction to Phlebotomy (3) <i>Pre-requisite: HLED 1510. Co-requisite: PHLEB 1101L</i>		
PHLB 1101L Phlebotomy Skills Practicum (1) <i>Pre-requisite: HLED 1510. Co-requisite PHLEB 1101</i>		
PHLB 1102 Special Practices in Phlebotomy (3) <i>Pre-requisite: HLED 1510. Co-requisite: PHLB 1102L</i>		
PHLB 1102L Special Practices in Phlebotomy Skills Practicum (1) <i>Pre-requisite: HLED 1510. Co-requisite: PHLB 1102</i>		
PHLB 1104L Phlebotomy Clinical Internship (2.5) <i>Pre-requisites: PHLB 1101, 1101L, 1102, 1102L</i>		
Electives (3): Choose one of the following electives:		
HSCI 1103 Introduction to Health Care Professions (3)		
NUTR 2110 Nutrition (3)		
PSYC 1110 General Psychology (3)		
PSYC 2120 Developmental Psychology (3)		
HLED 1115 American Heart Association CPR (0.5)		
TOTAL CREDITS: 17		
ADVISOR APPROVAL	DATE	

SUGGESTED SEQUENCE OF COURSES

Track 1 (Two Semesters)

Pre requisite courses:

HLED 1510 Medical Terminology (3)

First eight weeks

PHLEB 1101 Introduction to Phlebotomy (3)

PHLEB 1101L Phlebotomy Skills Practicum (1)

PHLEB 1102 Special Practices in Phlebotomy (3)

PHLEB 1102L Special Practices in Phlebotomy Skills Practicum (1)

HLED 1115 American Heart Association CPR (0.5)

Second eight weeks

PHLB 1104L Phlebotomy Clinical Internship (2.5)

Elective (3)

Track 2 (Four Semesters)

Pre requisite courses:

HLED 1510 Medical Terminology (3)

First Semester

PHLEB 1101 Introduction to Phlebotomy (3)

PHLEB 1101L Phlebotomy Skills Practicum (1)

Second Semester

PHLEB 1102 Special Practices in Phlebotomy (3)

PHLEB 1102L Special Practices in Phlebotomy Skills Practicum (1)

HLED 1115 American Heart Association CPR (0.5)

Third Semester

PHLB 1104L Phlebotomy Clinical Internship (2.5)

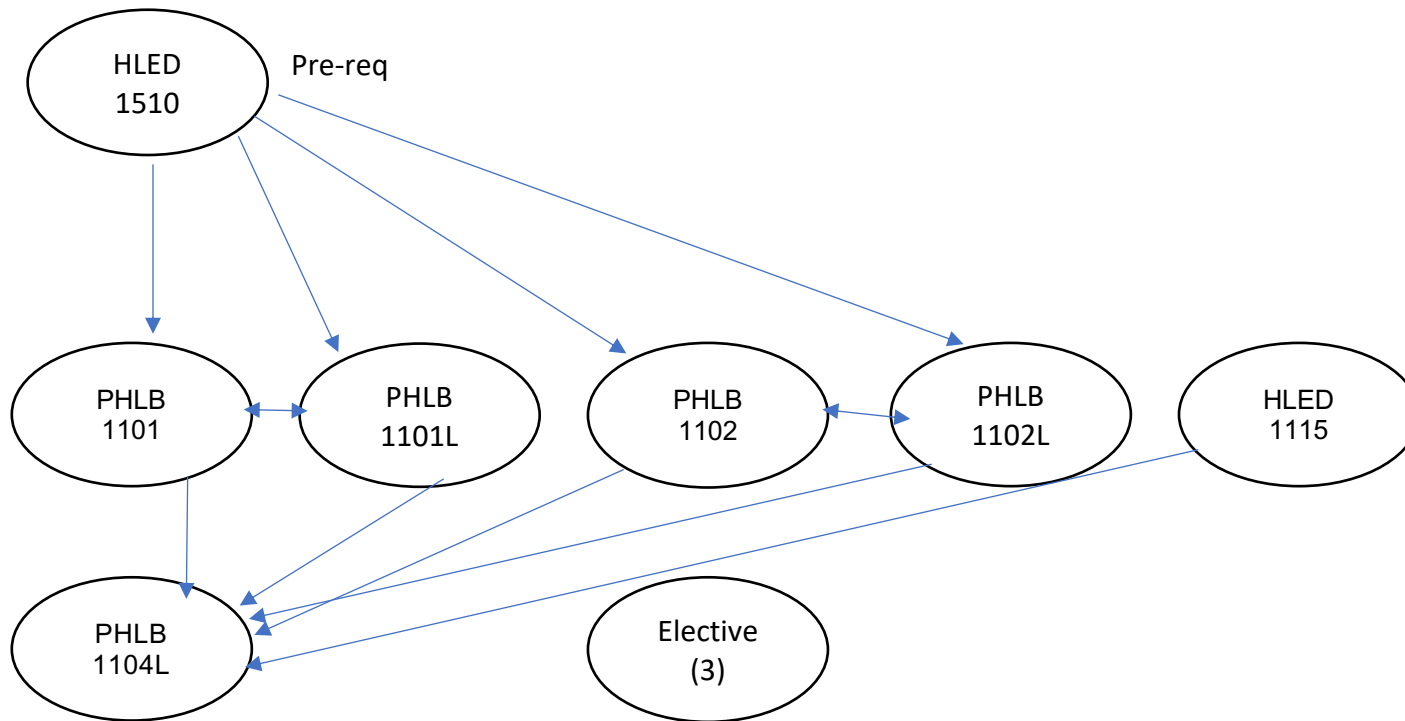
Elective (3)

EDUCATIONAL PLANNING FORM (Semester)

FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units
FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units
FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units
FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units

Curriculum Efficiency Measurement Phlebotomy Technician Certificate Program

First Step: Map your Suggested Sequence of Courses to a GRAPH:



Second Step: Identify the Pre-requisites & Co-requisites with arrows.

The *tail* starts at the pre-requisite course  the *edge* ends at the course with the pre-requisite.

See above.

Step 3:

a) Number of credits of the program (minimum number of credits to get the degree): 17

b) Number of Edges in the graph: _____9_____

c) Number of Courses: _____8_____

d) Curriculum rigidity: Number of Edges in the graph / Number of Courses = $9 / 8 = 1.125$

Note: this means that the curriculum has 0.333 (or one third) pre-requisites per course, or that for every 3 courses, there is 1 pre-requisite. The closer the number to ZERO the better.

e) Identify the maximum number of Edges coming to any single course: _____5_____

f) Identify the maximum number of Tails leaving any single course: _____4_____

g) Identify the bottleneck courses.

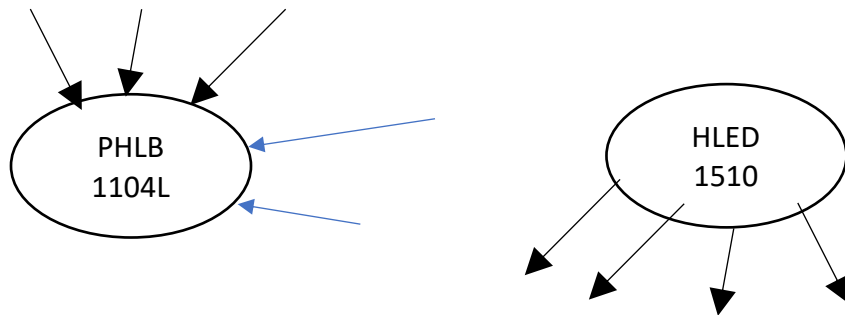
A course is a bottleneck course if any of the following happens:

*Number of Tails + Number of Edges is greater than 3 **OR***

*Number of Tails is more than 2 **OR***

Number of Edges is more than 2

Example of bottleneck courses



h) Identify the longest path (this is the longest chain of pre-requisites through curriculum): 2

i) How many longest paths do you see? 2

The longest path occurs in the sequence 1. HLED 1510 > PHLB 1101/L > PHLB 1104L 2. HLED 1510 > PHLB 1102/L > PHLB 1104L

The program is designed to be completed in 2 semesters. One semester of pre-reqs (HLED 1510-which can also be completed in 8 weeks) and then 1 semester of program courses, divided into two 8-week POTs.

Note: It is desirable to have as few longest paths as possible. It is desirable that the longest path is a shortest as possible.

Appendix

If you want to include remedial courses, then you can update the Graph and update the calculations.

**Certificate Phlebotomy Technician
Curriculum Matrix**

Phlebotomy Technician Program Outcomes	PHLB 1101 Introduction to Phlebotomy	PHLB 1101L Phlebotomy Skills Practicum	PHLB 1102 Special Practices in Phlebotomy	PHLB 1102L Special Practices in Phlebotomy Skills Practicum	PHLB 1104L Phlebotomy Clinical Internship
1. Describe the role of the phlebotomist in the contemporary healthcare environment.	X		X		
2. Correctly use medical terms and abbreviations in their appropriate context.	X		X		
3. Demonstrate a basic understanding of safety and infection control as it relates to the role of the phlebotomist.		X		X	
4. Demonstrate an understanding of basic anatomy and physiology.	X				
5. Demonstrate appropriate specimen collection techniques, specimen transport, handling, and processing procedures for blood and nonblood body fluid specimens.		X		X	X
6. Explain quality control and quality assurance in the laboratory setting.		X		X	
7. Demonstrate effective communication skills.		X		X	X
8. Discuss legal/ethical issues as related to the healthcare environment and patient confidentiality.	X				

FY23 Phlebotomy Budget and Funding Sources

Federal Category	Funding Source
a. Personnel	FY23 Perkins NNMC
a. Personnel	FY23 Perkins EVHS
b. Fringe Benefits	FY23 Perkins NNMC
b. Fringe Benefits	FY23 Perkins EVHS
e. Supplies	FY23 Next Gen
e. Supplies	FY23 Next Gen
e. Supplies	Con Alma

FY24 Phlebotomy Budget and Funding Sources

Federal Category	Funding Source
a. Personnel	FY24 Perkins NNMC
a. Personnel	FY24 Perkins EVHS
a. Personnel	NNMC funds
b. Fringe Benefits	FY24 Perkins NNMC
b. Fringe Benefits	FY24 Perkins EVHS
b. Fringe Benefits	NNMC funds
e. Supplies	NNMC funds

FY25 Phlebotomy Budget and Funding Sources

Federal Category	Funding Source
a. Personnel	FY25 Perkins NNMC
a. Personnel	FY25 Perkins EVHS
a. Personnel	NNMC funds
b. Fringe Benefits	FY25 Perkins NNMC
b. Fringe Benefits	FY25 Perkins EVHS
b. Fringe Benefits	NNMC funds
e. Supplies	NNMC Class Fees

FY26 Phlebotomy Budget and Funding Sources

Federal Category	Funding Source
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a. Personnel	FY26 Perkins NNMC
a. Personnel	FY26 Perkins EVHS
a. Personnel	NNMC funds
b. Fringe Benefits	FY26 Perkins NNMC
b. Fringe Benefits	FY26 Perkins EVHS
b. Fringe Benefits	NNMC funds
e. Supplies	NNMC Class Fees

FY27 Phlebotomy Budget and Funding Sources

Federal Category	Funding Source
a. Personnel	FY27 Perkins NNMC
a. Personnel	FY27 Perkins EVHS
a. Personnel	NNMC funds
b. Fringe Benefits	FY27 Perkins NNMC
b. Fringe Benefits	FY27 Perkins EVHS
b. Fringe Benefits	NNMC funds
e. Supplies	NNMC Class Fees

Long Description	# of Items	Total Cost
9-month faculty to teach Phlebotomy courses .80 FTE	0.80	\$48,640.00
9-month faculty to teach EVHS Allied Health/Phlebotomy dual credit courses 2.0 FTE	0.20	\$12,160.00
Allied Health Faculty Fringe Benefits @ 35%	0.35	\$17,024.00
Allied Health Faculty Fringe Benefits @ 35%	0.35	\$3,990.00
		\$5,072.38
Equipment to set-up Phlebotomy/Medical Assisting lab space		\$24,978.88
Non-consumable instructional supplies for Phlebotomy/Medical Assisting lab space		\$15,000.00
	FY23 Total Costs	\$126,865.26

Long Description	# of Items	Total Cost
9-month faculty to teach Phlebotomy courses .80 FTE (includes 3% COLA)	0.80	\$50,099.20
9-month faculty to teach EVHS Allied Health/Phlebotomy dual credit courses 2.0 FTE (includes 3% COLA)	0.20	\$12,524.80
Adjunct Faculty Pay based on Master's level @ \$2,006 per credit hour	28.00	\$56,164.08
Allied Health Faculty Fringe Benefits @ 35%	0.35	\$17,534.72
Allied Health Faculty Fringe Benefits @ 35%	0.35	\$4,383.68
Adjunct Fringe Benefits @ 25%	0.25	\$14,041.02
Phlebotomy Consumable Supplies		\$5,072.38
	FY24 Total Costs	\$159,819.88

Long Description	# of Items	Total Cost
9-month faculty to teach Phlebotomy courses .80 FTE (includes 3% COLA)	0.80	\$51,602.18
9-month faculty to teach EVHS Allied Health/Phlebotomy dual credit courses 2.0 FTE (includes 3% COLA)	0.20	\$12,900.54
Adjunct Faculty Pay based on Master's level @ \$2,006 per credit hour	40.00	\$80,234.40
Allied Health Faculty Fringe Benefits @ 35%	0.35	\$18,060.76
Allied Health Faculty Fringe Benefits @ 35%	0.35	\$4,515.19
Adjunct Fringe Benefits @ 25%	0.25	\$20,058.60
Phlebotomy Consumable Supplies		\$5,072.38
	FY25 Total Costs	\$192,444.05

Long Description	# of Items	Total Cost
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9-month faculty to teach Phlebotomy courses .80 FTE (includes 3% COLA)	0.80	\$53,150.24
9-month faculty to teach EVHS Allied Health/Phlebotomy dual credit courses 2.0 FTE (includes 3% COLA)	0.20	\$13,287.56
Adjunct Faculty Pay based on Master's level @ \$2,006 per credit hour	40.00	\$80,234.40
Allied Health Faculty Fringe Benefits @ 35%	0.35	\$18,602.58
Allied Health Faculty Fringe Benefits @ 35%	0.35	\$4,650.65
Adjunct Fringe Benefits @ 25%	0.25	\$20,058.60
Phlebotomy Consumable Supplies		\$5,072.38
	FY26 Total Costs	\$195,056.41

Long Description	# of Items	Total Cost
9-month faculty to teach Phlebotomy courses .80 FTE (includes 3% COLA)	0.80	\$54,744.75
9-month faculty to teach EVHS Allied Health/Phlebotomy dual credit courses 2.0 FTE (includes 3% COLA)	0.20	\$13,686.19
Adjunct Faculty Pay based on Master's level @ \$2,006 per credit hour	40.00	\$80,234.40
Allied Health Faculty Fringe Benefits @ 35%	0.35	\$19,160.66
Allied Health Faculty Fringe Benefits @ 35%	0.35	\$4,790.17
Adjunct Fringe Benefits @ 25%	0.25	\$20,058.60
Phlebotomy Consumable Supplies		\$5,072.38
	FY27 Total Costs	\$197,747.14

			Enrollment	Credit Hrs.	FTE	Tuition Revenue	State Funding
FY23						\$ 211	\$ 150
	Fall 2022	EVHS	29	3	6	N/A	\$ 870
		NNMC Adult	15	6	6	\$ 18,990	\$ 900
	Spring 2023	EHVS	20	3	4	N/A	\$ 600
		NNMC Adult	15	6	6	\$ 18,990	\$ 900
		Total	79	18	95	\$ 37,980	\$ 3,270
FY24							
	Fall 2023	EVHS	35	6	14	N/A	\$ 2,100
		NNMC Adult	15	14	14	\$ 44,310	\$ 2,100
	Spring 2024	EHVS	24	6	10	N/A	\$ 1,449
		NNMC Adult	15	14	14	\$ 44,310	\$ 2,100
		Total	89	40	238	\$ 88,620	\$ 7,749
FY25							
	Fall 2024	EVHS	37	12	30	N/A	\$ 4,449
		NNMC Adult	15	14	14	\$ 44,310	\$ 2,100
	Spring 2025	EHVS	26	12	20	N/A	\$ 3,070
		NNMC Adult	15	14	14	\$ 44,310	\$ 2,100
		Total	93	52	321	\$ 88,620	\$ 11,719
FY26							
	Fall 2025	EVHS	38	12	30	N/A	\$ 4,535
		NNMC Adult	15	14	14	\$ 44,310	\$ 2,100
	Spring 2026	EHVS	26	12	21	N/A	\$ 3,129
		NNMC Adult	15	14	14	\$ 44,310	\$ 2,100
		Total	94	52	325	\$ 88,620	\$ 11,864
FY27							
	Fall 2026	EVHS	38	12	30	N/A	\$ 4,565
		NNMC Adult	15	14	14	\$ 44,310	\$ 2,100
	Spring 2027	EHVS	26	12	21	N/A	\$ 3,150
		NNMC Adult	15	14	14	\$ 44,310	\$ 2,100
		Total	94	52	327	\$ 88,620	\$ 11,914

Perkins Funding & Grant Sources	Total Revenue	Total Program Costs	Difference	Notes	12
				\$211 per credit hour tuition & \$150 per FTE for	
				22 students enrolled by 9.21.22	
				69% Retention Rate from fall	
\$ 130,000	\$ 171,250	\$ 126,865	\$ 44,385		
				Includes 2nd Cohort of 25 students with a spring	
				69% Retention Rate from fall	
\$ 130,000	\$ 226,369	\$ 159,820	\$ 66,549		
				Include new cohort of 25 students and previous	
				69% Retention Rate from fall	
\$ 130,000	\$ 230,339	\$ 192,444	\$ 37,895		
				Includes new cohort of 25 students and previous:	
				69% Retention Rate from fall	
\$ 130,000	\$ 230,484	\$ 192,444	\$ 37,895		
				Includes new cohort of 25 students and previous:	
				69% Retention Rate from fall	
\$ 130,000	\$ 230,534	\$ 192,444	\$ 37,895		

FT Allied
Health
Faculty
Load

State Funding. - See page 6 of LFC Funding Brief <https://www.nmlegis.gov/handouts/ALFC%20062221%20>

3 to fall 50% retention rate

two cohorts with a spring to fall 50% retention rate

s two cohorts with a spring to fall 50% retention rate

s two cohorts with a spring to fall 50% retention rate

Item%201%20Hearing%20Brief%20-%20Higher%20Education%20Funding%20Formula.pdf

Row Labels	Sum of Total Cost
Year 1	
a. Personnel	\$60,800
b. Fringe Benefits	\$21,014
e. Supplies	\$45,051
Year 1 Total	\$126,865
Year 2	
a. Personnel	\$118,788
b. Fringe Benefits	\$35,959
e. Supplies	\$5,072
Year 2 Total	\$159,820
Year 3	
a. Personnel	\$144,737
b. Fringe Benefits	\$42,635
e. Supplies	\$5,072
Year 3 Total	\$192,444
Year 4	
a. Personnel	\$146,672
b. Fringe Benefits	\$43,312
e. Supplies	\$5,072
Year 4 Total	\$195,056
Year 5	
a. Personnel	\$148,665
b. Fringe Benefits	\$44,009
e. Supplies	\$5,072
Year 5 Total	\$197,747
Grand Total	\$871,933

Row Labels	Sum of Total Cost
Year 1	
Con Alma	\$15,000
FY23 Next Gen	\$30,051
FY23 Perkins EVHS	\$16,150
FY23 Perkins NNMC	\$65,664
Year 1 Total	\$126,865
Year 2	
FY24 Perkins EVHS	\$16,908
FY24 Perkins NNMC	\$67,634
NNMC funds	\$75,277
Year 2 Total	\$159,820
Year 3	
FY25 Perkins EVHS	\$17,416
FY25 Perkins NNMC	\$69,663
NNMC Class Fees	\$5,072
NNMC funds	\$100,293
Year 3 Total	\$192,444

Year 4

FY26 Perkins EVHS	\$17,938
FY26 Perkins NNMC	\$71,753
NNMC Class Fees	\$5,072
NNMC funds	\$100,293
Year 4 Total	\$195,056

Year 5

FY27 Perkins EVHS	\$18,476
FY27 Perkins NNMC	\$73,905
NNMC Class Fees	\$5,072
NNMC funds	\$100,293
Year 5 Total	\$197,747
Grand Total	\$871,933

CIP: 51.1009 Phlebotomy Tech/Phlebotomist

Market: New Mexico

Total Score: 28

Percentile: 96

Student Demand
Score: 22 Percentile: 99

Catego...	Pctl	Criterion	Value	Score
Size	98	Google Search Volume (3 Months)*	3,160	6
	0	International Page Views (12 Months)	0	NS
	97	New Student Enrollment Volume (12 Mo.)	4	6
	99	On-ground Completions at In-Market Institutions	252	NS
	0	Online Completions by In-Market Students	0	NS
	99	Sum of On-ground and Online Completions	252	8
Growth	0	Google Search YoY Change (Units)*	-450	-2
	98	New Student Enrollment Vol. YoY Change (Units)	2	2
	99	Completion Volume YoY Change (Units)	58	2
	27	Google Search YoY Change (%)*	-13%	0
	90	New Student Enrollment Vol. YoY Change (%)	1	0
	77	Completion Volume YoY Change (%)	30%	0

Competitive Intensity
Score: 2 Percentile: 7

Category	Pctl	Criterion	Value	Score
Volume of In-Market Competition	99	Campuses with Graduates**	5	-4
	97	Campuses with Grads YoY Change (Units)**	0	0
	0	Institutions with Online In-Market Students**	0	NS
In-Market Program Sizes	95	Average Program Completions	50	2
	93	Median Program Completions	24	2
	10	YoY Median Prog. Compl. Change (Units)	-9	0
In-Market Saturation	49	YoY Median Prog. Compl. Change (%)	-28%	0
	76	Google Search * Cost per Click**	\$6	0
National Online Competition	67	Google Competition Index**	0.45	0
	92	National Online Institutions (Units)**	4	NS
	59	Nat'l Online % of Institutions	1%	0
	0	Nat'l Online % of Completions	0	2

Employment*
Score: 4 Percentile: 76

Category	Pctl	Criterion	Value	Score
Size: Direct Prep	92	Job Postings Total (12 Months)*	269	6
	88	BLS Current Employment*	887	5
	89	BLS Annual Job Openings*	104	1
Size: ACS Bach. Outcomes		Job Postings Total (12 Months)*	NA	NS
		BLS Current Employment*	NA	NS
Growth (Direct Prep)	92	BLS 1-Year Historical Growth*	43.1%	2
	78	BLS 3-Year Historic Growth (CAGR)*	9.9%	0
	91	BLS 10-Year Future Growth (CAGR)*	1.4%	NS
Saturation (Direct Prep)	40	Job Postings per Graduate*	1.1	-2
	35	BLS Job Openings per Graduate*	0.4	-3
Wages (Direct Prep)	17	BLS 10th-Percentile Wages*	\$26,282	-5
	8	BLS Mean Wages*	\$35,022	NS
American Community Survey Bachelor's Degree Outcomes		Wages (Age < 30)	NA	NS
		Wages (Age 30-60)	NA	NS
		% with Any Graduate Degree	NA	NS
		% with Masters	NA	NS
		% with Doct/Prof Degree	NA	NS
		% Unemp. (Age < 30)**	NA	NS
		% Unemp. (Age 30-60)**	NA	NS
		% in Direct Prep Jobs	NA	NS

CIP Description:

A program that prepares individuals, under the supervision of physicians and other health care professionals, to draw blood samples from patients using a variety of intrusive procedures. Includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture techniques, venipuncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations.

Degree Fit:
Score: 0 Percentile: 50

Category	Pctl	Criterion	Value	Score
NHEBI	94	Cost Index**	1.74	NS
Nat'l 2 Year	83	Student: Faculty Index	1	NS

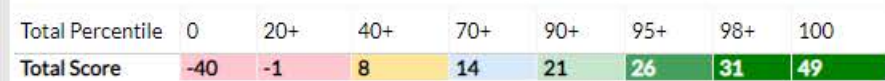
National Completions by Level
Score: 0

Award Level	Completions (National)	Completions (Market)	Enrollment (Market)
Certificate	100%	100%	100%
Associates	0%	0%	0%
Bachelors	0%	0%	0%
Postbaccalaureate Certificate	0%	0%	0%
Masters	0%	0%	0%
Post-masters Certificate	0%	0%	0%
Doctoral	0%	0%	0%
Unknown	0%	0%	0%

National Workforce Ed. Attainment
Score: 0

Award Level	BLS Educational Attainment
No College	27%
Some College	42%
Associates	18%
Bachelors	11%
Masters	2%
Doctoral	0%

* - Google search, employment data and Jobs Per Grad Ratio do not filter by award level.
 ** - Color scale in reverse.
 NA - No data available/not currently tracked.
 NS - Not Scored in Rubrics (values = 0).
 2-Yr - Associates & certificate programs only.
 PCTL - Percentile



** Color Scale in Reverse



**Appendix B Part II
Phlebotomy Technician Certificate
Program Assessment Plan**

Plan for program assessment and evaluation of program-level student learning outcomes

Outcomes Assessment/ Evaluation Plan:

End-of-Program Student Learning Outcome	Assessment Measurement Tool	Estimated Level of Achievement (ELA)	Results	Action
1. Describe the role of the phlebotomist in the contemporary healthcare environment.	PHLB 1101 Final Exam	80% of students will obtain a minimum cumulative exam score of 70% or greater on the final exams.		
2. Define and correctly use medical terms and abbreviations in their appropriate context.	PHLEB 1101 Quiz 4 Medical Terminology	80% of students will achieve a minimum score of 70% or greater on Quiz 4		
3. Demonstrate a basic understanding of safety and infection control as it relates to the role of the phlebotomist.	PHLB 1101L and PHLB 1102L Skills Lab Practicum Check-Off list	100% of students will meet all the infection control and safety competencies on each skills check off list		
4. Demonstrate an understanding of basic anatomy and physiology	Case Study "Body System Structures and Disorders" and "Body Systems, Disorders, Diagnostic Test, and Directional terms" (p.144)	80% of students will achieve a minimum score of 70% on the case study assignment		
End-of-Program Student Learning Outcome	Assessment Measurement Tool	Estimated Level of Achievement (ELA)	Results	Action
5. Demonstrate appropriate specimen collection techniques. specimen transport, handling, and processing procedures for blood and nonblood body fluid specimens	Phlebotomy 1101L and PHLEB 1102L Skills Lab Practicum Check-Off lists	80 % of students will meet all the venipuncture, capillary and non-blood specimen collection, handling, transport and processing competencies on		

		each skills check off list		
6. Explain quality control and quality assurance in the laboratory setting	Phlebotomy 1101L and PHLEB 1102L Phlebotomy Skills Lab Practicum Check-Off list	80% of students will meet all the quality control and quality assurance competencies on each skills check off list		
7. Demonstrate effective communication skills	Phlebotomy 1101L and PHLEB 1102L Phlebotomy Skills Lab Practicum Check-Off list	80% of students will meet the all the standards of behavior and communication competencies on each skills check off list		
8. Discuss legal/ethical issues as related to the healthcare environment and patient confidentiality	Case Study "Scope of Duty" and "Quality Assurance in the E.D." (p.58)	80% of students will achieve a minimum score of 70% or greater on the case study assignment		

Student Demand

Score: 10 Percentile: 98

Category	Pctl	Criterion	Value	Score
Size	98	Google Search Volume (3 Months)*	363	6
	0	International Page Views (12 Months)	0	NS
	50	New Student Enrollment Volume (12 Mo.)	4	0
	99	On-ground Completions at In-Market Institutions	23	NS
	0	Online Completions by In-Market Students	0	NS
Growth	99	Sum of On-ground and Online Completions	23	8
	0	Google Search YoY Change (Units)*	-52	-2
	50	New Student Enrollment Vol. YoY Change (Units)	4	0
	0	Completion Volume YoY Change (Units)	-9	-2
	27	Google Search YoY Change (%)*	-13%	0
	43	New Student Enrollment Vol. YoY Change (%)	NA	NS
	43	Completion Volume YoY Change (%)	-28%	0

Competitive Intensity

Score: 3 Percentile: 4

Category	Pctl	Criterion	Value	Score
Volume of In-Market Competition	99	Campuses with Graduates**	1	-4
	50	Campuses with Grads YoY Change (Units)**	0	0
	0	Institutions with Online In-Market Students**	0	NS
In-Market Program Sizes	94	Average Program Completions	23	2
	95	Median Program Completions	23	2
	7	YoY Median Prog. Compl. Change (Units)	-9	1
	54	YoY Median Prog. Compl. Change (%)	-28%	0
In-Market Saturation	76	Google Search * Cost per Click**	\$6	0
	67	Google Competition Index**	0.45	0
National Online Competition	92	National Online Institutions (Units)**	4	NS
	59	Nat'l Online % of Institutions	1%	0
	0	Nat'l Online % of Completions	0	2

Employment*

Score: 9 Percentile: 88

Category	Pctl	Criterion	Value	Score
Size: Direct Prep	86	Job Postings Total (12 Months)*	13	4
	88	BLS Current Employment*	98	5
	91	BLS Annual Job Openings*	12	2
Size: ACS Bach. Outcomes		Job Postings Total (12 Months)*	NA	NS
		BLS Current Employment*	NA	NS
Growth (Direct Prep)	83	BLS 1-Year Historical Growth*	17.0%	1
	97	BLS 3-Year Historic Growth (CAGR)*	95.9%	2
	87	BLS 10-Year Future Growth (CAGR)*	1.5%	NS
Saturation (Direct Prep)	33	Job Postings per Graduate*	0.6	-2
	39	BLS Job Openings per Graduate*	0.5	-3
Wages (Direct Prep)	21	BLS 10th-Percentile Wages*	\$27,908	0
	10	BLS Mean Wages*	\$36,716	NS
American Community Survey Bachelor's Degree Outcomes		Wages (Age < 30)	NA	NS
		Wages (Age 30-60)	NA	NS
		% with Any Graduate Degree	NA	NS
		% with Masters	NA	NS
		% with Doct/Prof Degree	NA	NS
		% Unemp. (Age <30)**	NA	NS
		% Unemp. (Age 30-60)**	NA	NS
		% in Direct Prep Jobs	NA	NS

CIP Description:

A program that prepares individuals, under the supervision of physicians and other health care professionals, to draw blood samples from patients using a variety of intrusive procedures. Includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture techniques, venipuncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations.

Degree Fit:

Score: 0 Percentile: 50

Category	Pctl	Criterion	Value	Score
NHEBI Nat'l 2 Year	94	Cost Index**	1.74	NS
	83	Student: Faculty Index	1	NS

National Completions by Level

Score: 0

Award Level	Completions (National)	Completions (Market)	Enrollment (Market)
Certificate	100%	100%	100%
Associates	0%	0%	0%
Bachelors	0%	0%	0%
Postbaccalaureate Certificate	0%	0%	0%
Masters	0%	0%	0%
Post-masters Certificate	0%	0%	0%
Doctoral	0%	0%	0%
Unknown	0%	0%	0%

National Workforce Ed. Attainment

Score: 0

Award Level	BLS Educational Attainment
No College	27%
Some College	42%
Associates	18%
Bachelors	11%
Masters	2%
Doctoral	0%

* - Google search, employment data and Jobs Per Grad Ratio do not filter by award level.
 ** - Color scale in reverse.
 NA - No data available/not currently tracked.
 NS - Not Scored in Rubrics (values = 0).
 2-Yr - Associates & certificate programs only.
 PCTL - Percentile

** Color Scale in Reverse

Percentile (Reverse) <02 02+ 05+ 10+ 30+ 60+

Total Percentile 0 20+ 40+ 70+ 90+ 95+ 98+ 100

Total Score -36 -1 7 13 20 25 30 46

CIP: 51.1009 Phlebotomy Tech/Phlebotomist

Market: NMMC 100

Total Score: 27

Percentile: 95

Student Demand

Score: 20 Percentile: 99

Category	Pctl	Criterion	Value	Score
Size	98	Google Search Volume (3 Months)*	1,773	6
	0	International Page Views (12 Months)	0	NS
	98	New Student Enrollment Volume (12 Mo.)	4	8
	99	On-ground Completions at In-Market Institutions	128	NS
	0	Online Completions by In-Market Students	0	NS
	99	Sum of On-ground and Online Completions	128	8
Growth	0	Google Search YoY Change (Units)*	-252	-2
	99	New Student Enrollment Vol. YoY Change (Units)	2	2
	0	Completion Volume YoY Change (Units)	-19	-2
	27	Google Search YoY Change (%)*	-13%	0
	93	New Student Enrollment Vol. YoY Change (%)	1	0
	49	Completion Volume YoY Change (%)	-13%	0

Competitive Intensity

Score: 1 Percentile: 5

Category	Pctl	Criterion	Value	Score
Volume of In-Market Competition	99	Campuses with Graduates**	3	-4
	50	Campuses with Grads YoY Change (Units)**	0	0
	0	Institutions with Online In-Market Students**	0	NS
In-Market Program Sizes	92	Average Program Completions	43	2
	86	Median Program Completions	23	1
	14	YoY Median Prog. Compl. Change (Units)	-9	0
	46	YoY Median Prog. Compl. Change (%)	-28%	0
In-Market Saturation	77	Google Search * Cost per Click**	\$6	0
	65	Google Competition Index**	0.45	0
National Online Competition	92	National Online Institutions (Units)**	4	NS
	59	Nat'l Online % of Institutions	1%	0
	0	Nat'l Online % of Completions	0	2

Employment*

Score: 6 Percentile: 81

Category	Pctl	Criterion	Value	Score
Size: Direct Prep	91	Job Postings Total (12 Months)*	140	6
	89	BLS Current Employment*	593	5
	90	BLS Annual Job Openings*	70	2
Size: ACS Bach. Outcomes		Job Postings Total (12 Months)*	NA	NS
		BLS Current Employment*	NA	NS
Growth (Direct Prep)	95	BLS 1-Year Historical Growth*	42.4%	2
	87	BLS 3-Year Historic Growth (CAGR)*	13.2%	1
	91	BLS 10-Year Future Growth (CAGR)*	1.4%	NS
Saturation (Direct Prep)	38	Job Postings per Graduate*	1.1	-2
	37	BLS Job Openings per Graduate*	0.5	-3
Wages (Direct Prep)	19	BLS 10th-Percentile Wages*	\$27,454	-5
	9	BLS Mean Wages*	\$35,703	NS
American Community Survey Bachelor's Degree Outcomes		Wages (Age < 30)	NA	NS
		Wages (Age 30-60)	NA	NS
		% with Any Graduate Degree	NA	NS
		% with Masters	NA	NS
		% with Doct/Prof Degree	NA	NS
		% Unemp. (Age <30)**	NA	NS
		% Unemp. (Age 30-60)**	NA	NS
		% in Direct Prep Jobs	NA	NS

CIP Description:

A program that prepares individuals, under the supervision of physicians and other health care professionals, to draw blood samples from patients using a variety of intrusive procedures. Includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture techniques, venipuncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations.

Degree Fit:

Score: 0 Percentile: 50

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Score: 0

Award Level	Completions (National)	Completions (Market)	Enrollment (Market)
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Bachelors	0%	0%	0%
Postbaccalaureate Certificate	0%	0%	0%
Masters	0%	0%	0%
Post-masters Certificate	0%	0%	0%
Doctoral	0%	0%	0%
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National Workforce Ed. Attainment

Score: 0

Award Level	BLS Educational Attainment
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 2-Yr - Associates & certificate programs only.
 PCTL - Percentile

Total Percentile	0	20+	40+	70+	90+	95+	98+	100
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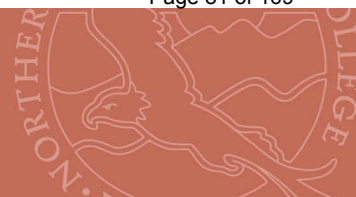
Total Score	-40	0	8	14	21	27	33	45
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** Color Scale in Reverse

Percentile (Reverse)	<02	02+	05+	10+	30+	60+
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NORTHERN NEW MEXICO COLLEGE



10371DEGREE SHEET / 2023-2024 CATALOG		
Student name:		
Eagle ID:		
Eagle Email:		
Phone:		
<p>ASSOCIATE OF APPLIED SCIENCE ALLIED HEALTH</p> <p>This program provides basic courses designed for maximum transfer to satisfy the requirements for pre-professional allied health programs at four-year institutions, as well as entry-level employment in the health care field for those who choose a career in the area of Nurse Aide and Phlebotomy.</p>		
GENERAL EDUCATION REQUIREMENTS (15 Credits)	SEMESTER	GRADE
AREA I: COMMUNICATIONS (6 Credits)		
ENGL 1110 Composition I (3) <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>		
<i>Choose one of the following courses:</i>		
ENGL 1120 Composition II (3) <i>Pre-requisite: ENG 1110</i>		
ENGL 1210 Technical Communications (3) <i>Pre-requisite: ENG 1110</i>		
COMM 1130 Public Speaking (3) <i>Pre-requisite: ENG 109</i>		
AREA II: MATHEMATICS (3 Credits)		
<i>Choose one math course:</i>		
MATH 1130 Survey of Mathematics (3) <i>Pre-requisite: MATH 100 or 100NL</i>		
MATH 1350 Introduction to Statistics (3) <i>Pre-requisite: MATH 1215</i>		
MATH 1220 College Algebra (3) <i>Pre-requisite: MATH 1215</i>		
AREA V: HUMANITIES (3 Credits) <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation. You must select one Area V course.</i>		

AREA VI: FINE ARTS (3 Credits) You must select one area VI course		
PROGRAM REQUIREMENTS (45 Credits)		
BIOL 2210/L Human Anatomy & Physiology I with lab (4) <i>Pre-requisite: None</i>		
BIOL 2225/L Human Anatomy & Physiology II with lab (4) <i>Pre-requisite: BIOL 2210/L</i>		
PSYC 1110 General Psychology (3) <i>Pre-requisite: ENG 109N or adequate score on the Course Placement Evaluation</i>		
PSYC 2120 Developmental Psychology (3) <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>		
SOCI 1110 Introduction to Sociology (3) <i>Pre-requisite: ENG 109N or adequate score on the Course Placement Evaluation</i>		
BCIS 1120 Computer Literacy (3) <i>Pre-requisite: None</i>		
HSCI 1103 Introduction to Health Care Professions (3) <i>Pre-requisite: None</i>		
HLED 1510 Medical Terminology (3)		
NUTR 2110 Nutrition (3) <i>Pre-requisite: BIOL 1110/L or CHEM 1120/L</i>		
NURS 1100/L Nurse Aide with Lab (5.5) <i>Pre-requisite: ENG 108N and PD 108N</i>		
PHLB 1101 Introduction to Phlebotomy (3) <i>Pre-requisite: HLED 1510. Co-requisite: PHLB 1101L</i>		
PHLB 1101L Phlebotomy Skills Practicum (1) <i>Pre-requisite: HLED 1510. Co-requisite: PHLB 1101</i>		
PHLB 1102 Special Practices in Phlebotomy (3) <i>Pre-requisite: HLED 1510. Co-requisite: PHLB 1102L</i>		
PHLB 1102L Special Practices in Phlebotomy Skills Practicum (1) <i>Pre-requisite: HLED 1510. Co-requisite: PHLB 1102</i>		
PHLB 1104L Phlebotomy Clinical Internship (2.5) <i>Pre-requisite: PHLB 1101, 1101L, 1102, 1102L</i>		
SPAN Elective (3) <i>Pre-requisite: None</i>		
Electives: HSCI or Laboratory Science Electives (6)		
40		
TOTAL CREDITS: 60		
ADVISOR APPROVAL	DATE	

SUGGESTED SEQUENCE OF COURSES

Year One

FALL SEMESTER (15 Credits)

ENGL 1110 (3)
MATH Elective (3)
BCIS 1102 (3)
PSYC 1110 (3)
HSCI 1125 (3)

SPRING SEMESTER (16 Credits)

Communication Elective (3)
PSYC 2120 (3)
SOC 1110 (3)
HSCI 1103 (3)
HSCI or Lab Science Elective (4)

Year Two

FALL SEMESTER (16.5 Credits)

BIOL 2210/L (4)
NURS 1100/L (5.5)
Humanities Elective (3)
HSCI or Lab Science Elective (4)

SPRING SEMESTER (13 Credits)

BIOL 2225/L (4)
HSCI 2110 (3)
Fine Arts Elective (3)
SPAN elective (3)

EDUCATIONAL PLANNING FORM (Semester)

Revised 09/13/21

FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units
FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units
FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units
FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units

MEMORANDUM

To: Board of Regents, Northern New Mexico College

From: Ivan Lopez, Provost and VPAA

Date: February 23, 2023

Re: Student Club Handbook Approval

Issue

Currently, NNMC does not have a Student Club Handbook that standardizes rules, practices, and processes that must be followed by the multiple student clubs on Campus.

Overview

The Dean of Students and the Student Life Coordinator developed a handbook that has gone through the established process for new policies. The Student Handbook has been included as an appendix to this memorandum and has been reviewed by the legal team of Cuddy and McCarthy, LLP.

Recommendation

I recommend that the Board of Regents approve Student Club Handbook.

NNMC Club and Organization Handbook

Revised: 02/2023

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Start a Student Club or Organization

How to Start a Club or Organization

- A group desiring recognition will complete an Application for Initial Recognition for Clubs and Organizations from the Office of Student Life. The application requires you to do the following (more instruction on subsequent pages):
 1. Determine the classification of your group: club or student organization.
 2. Construct a constitution and bylaws for your group.
 3. Gather a complete listing of group officers and their contact information.
 4. Arrange for a full-time faculty or administrative staff person to serve as the advisor to your group.
- When completed, the application, along with other requested documentation listed on the application, is submitted to the Office of Student Life for review and recommendations.
- The Office of Student Life will submit the application and the constitution to the Associated Students of Northern New Mexico College (ASNNMC, or Student Senate). A representative from the petitioning group will be asked to attend an ASNNMC meeting to present the application and constitution.
- The ASNNMC will vote to approve or deny the request. If approved, the Student Body President will present the application and constitution, along with any recommendations, to the Coordinator of Student Life.
- The Coordinator of Student Life will grant official club recognition, deny the request, or request additional information before making a final decision.
- If the request is denied by the ASNNMC, the petitioner of the request must meet with the Student Body President to discuss why the application was denied. The petitioner may then come back to the ASNNMC with changes or appeal to the Dean of Students. This individual will meet with the potential club representative and decide if they wish to override ASNNMC's decision. If they do vote to override, then the club approval will be registered with the Coordinator of Student Life.

Benefits of Being a Recognized Club or Organization

- May receive ASNNMC annual funding and/or apply for microgrants in accordance with this policy and with ASNNMC policies and procedures.
- May hold events on campus.
- May promote events and club meetings on campus in accordance with the Posting and Advertising Policy.
- May take part in Student Leadership training, events, resource fairs, and awards.
- May request approval for imprinted merchandise following the college Imprinted Merchandise policy.

STEP 1: DETERMINE THE CLASSIFICATION OF YOUR GROUP

Student Club (example: Student Nursing Association)

- A student club has a membership made up exclusively of students. Clubs that include non- students may be approved on a case-by-case basis if a compelling rationale can be given why non-students should be permitted to join. Non-students can *never* be officers; non-students *cannot* vote on any club matters.
- Students provide leadership for the club under the supervision of a full-time faculty or staff advisor following the policies and procedures outlined in the constitution or bylaws of the club.
- A club does not receive any type of college budgeted funds for programming or member scholarships. Annual ASNNMC funding, fundraisers, and member dues are possible sources of revenue for student clubs. A student club is eligible to apply for Student Senate microgrants in accordance with ASNNMC policies and procedures.
- Students do not receive academic credit for student club participation.

Student Organization (example: NNMCC Student Senate)

- A student organization has a membership made up exclusively of students.
- Each student organization has a full-time faculty or staff advisor.
- Funding for student organizations comes from student activity fee allocations. Student organizations do not receive annual ASNNMC funding but are eligible to apply for Student Senate microgrants in accordance with ASNNMC policies and procedures and may hold fundraisers.
- Students do not receive academic credit for student organization participation.

STEP 2: CREATE A CONSTITUTION & BYLAWS FOR YOUR GROUP

What is a Constitution?

A constitution is a document embodying the fundamental principles according to which a club/organization is governed.

What are bylaws?

These are the laws or rules governing the internal operations of a club/organization. There is seldom any difference between the constitution and bylaws. Most groups combine the two.

Reminders & Suggestions

There are several mistakes that groups often make in writing a constitution and bylaws. Although these are not intentional errors, with a little time and attention you can write a constitution that will prevent future problems within your club/organization. The following are reminders and suggestions to consider as you construct or review your constitution. A sample constitution follows.

1. **Setting a quorum.** A quorum is the minimum number of members who must be present at a meeting in order for a business to be conducted legally. A quorum for most clubs or social organizations usually consists of either the average attendance at meetings or the largest number of members who can be depended upon to come to regular meetings. The quorum should be stated in the bylaws for the protection of the entire group.
2. **Defining duties of officers.** The duties of officers are self-explanatory in many cases: the President presides; the Treasurer keeps the accounts; the Secretary takes notes and handles correspondence. However, other officers can be defined to suit the needs of the group. The position of Vice President is one that offers much flexibility. And yet, few groups take advantage of this. Why not assign the Vice President a major responsibility for an important program or need? The Vice President could oversee membership, programs, or publicity. And your organization could have more than one Vice President, or Secretary, etc. Think about your group's needs and programs and delegate responsibility to other officers. Other officers to consider might be a Historian or Advertiser.
3. **Electing officers.** There is nothing quite as discouraging as holding an election and having no one interested in running for office. It's also a good way to discourage new members from getting involved if they see no one else volunteering to do anything. The best way to handle this situation is with some advance planning. Select a nominating committee (your Executive Board will do) to recruit a slate of officers. This will ensure that you will have at least one willing candidate for each office. Nominations can also be taken from the floor if you want to make it a

“horse race”. However, a hotly contested race can also be deadly for a club/organization. The candidate and/or her/his supporters can harbor ill feelings about the group for quite some time.

4. Transitioning officers. Officers should be elected in the spring semester for the following fall. A spring election will allow time for a very important orientation to take place—officer transition. By electing in the spring, the former officers will still be around to train the new officers. Do not pick the last week of school for elections; allow several weeks before the end of the semester. Elections should take place earlier and the actual officer installation could take place later in the semester. If your club/organization is not on such a schedule, you should actively consider the benefits of changing to a spring election.

5. Removing an officer. Although you might think, “It can never happen to our organization,” it can. Officers were elected last semester and have yet to call a meeting, officers have wrongly allocated the groups’ funds; officers have not attended a semester’s worth of meetings, etc. Whatever the case, a group needs to have a way to remove incompetent officers from office and to elect new ones when necessary. This is not a provision to be taken lightly or ignored.

6. Selecting an Advisor. Don’t forget your club must have an Advisor. Each Northern New Mexico College student organization must have a full-time NNMCC faculty or administrative staff member that works with the group. Include them as much as possible. They are eager to assist you and they want to feel a part of your efforts. Remember that without an Advisor your club will lose college recognition.

Top 10 Responsibilities of an Officer

A club/organization belongs to its members. The officers do not “run” the club/organization. It is your responsibility as an officer:

1. To see that the business of the organization is conducted in an orderly, efficient, and proper manner.
2. To see that an organization operates according to its constitution and by-laws.
3. To see that the group works toward accomplishing its goals and objectives.
4. To help keep the group a friendly, cooperative, congenial one in which each member is given an opportunity to express her/himself and participate in the organization’s program.
5. To keep in the background as much as possible, yet keep the organization moving ahead and functioning effectively.
6. To demonstrate to others, through your attitudes and actions, the organization itself. You are its representative, as well as its leaders.
7. Not to work only to turn out prodigious quantities of work, but rather to develop the ability to inspire the members to work for the good of the organization.

8. To enthusiastically outline needed work and to follow through to see that those doing the work are the ones who have accepted the responsibility.
9. To evaluate your meetings in terms of what has been accomplished and what benefits your members have received.

Job Descriptions for the Officers

The duties listed here are the general duties of the four main officers of any club or organization. Each organization should have a supplemental list of specific duties that are designed to implement the special functions and interests of the club/organization. Also, if additional officers or standing committee chairpersons are appointed, their duties should be outlined and given to them at the beginning of their term of office and ultimately become a part of the constitution or by-laws.

1. The President

- a. Be an effective presiding officer;
 - i. Know the proper procedure for conducting a meeting.
 - ii. Be impartial – avoid expressing your personal opinion.
 - iii. Have knowledge of parliamentary procedures.
 - iv. Prepare an agenda for each meeting.
 - v. Check the minutes of the preceding meeting to make certain that you have not forgotten important business that should be discussed again or finished.
- b. Understand and follow your constitution and by-laws.
- c. Set an example for your club or organization in fairness, courtesy, and obedience to rules.
- d. Represent your group or see that a person is appointed to represent your group at all campus meetings where representation is requested.
- e. Carry out the group's decisions and wishes even though you personally may not agree completely with the decisions reached.
- f. Know the College's policies and regulations and see that they are followed at all meetings and activities of your club/organization.
- g. Keep your advisor informed of all meetings, make certain that s/he is invited to all meetings and be certain that s/he is consulted before making plans for special meetings and events. Show her/him the courtesy of checking to make certain that s/he can attend before plans are started for any activity.
- h. Know the duties of the other officers and help them in carrying them out.
- i. See that a master plan is prepared for the year's activities early in the semester. Each club and organization should have a project goal for the semester.
- j. Appoint committees to assist in getting things done, to help spread the responsibilities among all club/organization members, and to give others an opportunity to participate. The President must keep in touch with committees, as s/he is usually an ex- office member of all

committees.

- i. They are responsible for seeing that the members complete assignments.
 - ii. A chairman of every committee should always be indicated.
 - iii. Remember to call on committees for reports and take action on their reports.
- k. Do not try to do all the work yourself. A good President assigns responsibilities to others. It is her/his role to follow up and check to see that the work is being done. Total participation of all members of a group makes for a strong club/organization.

2. The Vice-President

- a. Take over the President's responsibilities when the President is unable to carry out her/his duties for any reason. Because of this, the Vice-President must be familiar with all the duties of the President.
- b. Be ready to assist the President in any way possible.
- c. Assume and carry out all special duties that may be assigned to you by the constitution, the President, Executive Committee, or Members.
- d. Attend all Executive Committee meetings and meetings of the club/organization.
- e. Know and understand your club/organization's constitution and by-laws.

3. The Secretary

- a. The Secretary is the President's "right-hand person". The President depends upon the Secretary for information of an official nature that can be found in the records of the club/organization.
- b. The Secretary is the custodian of the permanent records of the club/organization, and they must be kept in a complete and accurate manner. Here is a suggested outline that may be of help to secretaries in writing minutes.
 - i. Give the hour, day, month, place of meeting, and name of the presiding officer.
 - ii. State whether the minutes of the last meeting were "approved" or "approved as corrected".
 - iii. Give a statement concerning all reports read and the action taken on them.
 - iv. Record items discussed under old business.
 - v. Record items discussed under new business.
 - vi. Every motion lost or carried should be included under the item of business it was discussed under.

- vii. State the time of adjournment of the meeting.
- viii. Sign the minutes.
- c. Be able to quickly produce the minutes of the preceding meetings and find items of information quickly.
- d. Keep an accurate and up-to-date list of members, their addresses, and telephone numbers, and record their attendance at each meeting.
- e. Keep in the secretary's notebook a copy of the constitution and by-laws and have the documents available for easy reference during meetings.
- f. Keep a copy of all reports presented to the club or organization by committees or officers.
- g. Take motions down accurately and be prepared to read them back almost immediately.
- h. Be responsible for all club/organization correspondence and develop a facility for writing, using proper grammar, correcting phrasing, and neatness in writing or typing. The Secretary with her/his own name and title should sign all correspondence.
- i. Act as Secretary for the club/organization as a whole. Officers and chairpersons of committees are responsible for correspondence as it relates to their duties.

4. The Treasurer

- a. The treasurer is responsible for all funds of the club or organization.
 - i. Collect all the money. A receipt should be given for all money collected.
 - ii. Deposit all funds in the club/organization's Business Office cost center immediately.
 - iii. Sign all payment requests, along with the Advisor for the withdrawal of funds.
- b. Prepare a budget and have it approved by the Executive Committee and membership.
- c. Make certain the club/organization expends money in keeping with the approved budget and within college policy and regulations.
- d. Make a treasurer's report at each business meeting of the club/organization, listing receipts expenditures, and balances on hand.
- e. See that all bills are paid promptly.
- f. Keep a record of all money handled, both incoming and outgoing, and indicate the purposes for which the money was dispersed.
- g. Have records available and in a condition for examination at any time.
- h. Inform members of the College's Business Office Procedures.
- i. For specific questions concerning the financial responsibilities of clubs and organizations, consult the Coordinator of Student Life.

STEP 3: ARRANGE FOR AN ADVISOR

Each recognized Northern New Mexico College student club or organization is required to have an advisor who is a full-time member of the Administrative Staff or Faculty. A student organization that does not have an advisor will be declared inactive until an advisor is confirmed.

Why Have an Advisor

An advisor serves as a resource for you, other officers, and the organization S/he has many “hats to wear” and has an interest in the activities of your group. This person is:

1. A historian of past activities and decisions which are made.
2. A resource for understanding College policies and procedures.
3. A guide for goal setting, organization management, program planning, problem-solving, and group evaluation.

Responsibilities of an Advisor

1. The primary role of the advisor is to challenge the members of the club to assume leadership and participation in worthwhile activities.
2. Be concerned about developing the leadership skills of members, particularly the Executive Board, by discussing and helping to analyze group interactions and decision-making.
3. Although the officers of the club conduct the meetings, the advisor is encouraged to attend all meetings, so that s/he may be fully informed of all plans and activities of the club.
4. No club or organization activity should be planned and scheduled without the prior knowledge of the advisor.
5. The advisor should attend all student events (dances, lectures, etc.) sponsored by the club or organization. If unable to do so s/he should arrange to have another faculty member or staff present.
6. Any report, newsletter, correspondence or publication of a club or organization that bears the name Northern New Mexico College must have the approval of the advisor. The approval presupposes that the advisor has seen the material before it is sent out from the campus.
7. The advisor of a college club is required to uphold the regulations of the College with regard to student behavior during club activities, on and off campus. These regulations are given in the Student Handbook.

8. College clubs or organizations that collect membership dues and/or handle money connected with club activities must work through the policies of the NNMC. **No club/organization can hold any type of outside account.**
9. The advisor should certify the academic eligibility of all officers (and members) according to the constitution.

Resources

SAMPLE

CONSTITUTION OF A CLUB/ORGANIZATION

Article 1. NAME

The name of this organization shall be the Northern New Mexico College "Bowling Club".

Article 2. PURPOSE

To promote participation in activities that reflect the diverse interests of students (ex: "in air hockey") and are aligned with the values of Northern New Mexico College while offering rich extra and co- curricular activities that complement learning in the classroom.

Article 3. MEMBERSHIP

Section 1. Membership is open to any interested members of the Northern New Mexico College community.

Section 2. Each member must pay an annual fee and participate in one major organization project (if relevant).

Article 4. OFFICERS

Section 1. The President, Vice-President, Secretary, Treasurer, and Advisor shall be the officers of the club.

Section 2. The duties of the President shall be to convene and preside over meetings of the club and to supervise and direct all club activities.

Section 3. The duties of the Vice-President shall be...
Section 4. The duties of the Secretary shall be...
Section 5. The duties of the Treasurer shall be...
Section 6. The duties of the Advisor shall be...

Article 5. ELECTION AND APPOINTMENT OF OFFICERS

Section 1. An annual election shall be held before April 1 for all four offices.

Election to these posts is accomplished by a simple majority vote of all members present. (You may specify that a certain amount of the electorate [quorum] be present to validate an election.)

Article 6. APPOINTMENT AND DUTIES OF ADVISOR

Section 1. The club will appoint an advisor in order to maintain recognition by the

College. Section 2. The Advisor shall serve as an ex-officio member of the organization.

Section 3. The Advisor shall serve as an accountable consultant regarding the financial, legal, and institutional concerns of the organization.

Article 7. IMPEACHMENT OF OFFICERS

Section 1. An elected officer found deficient in her/his duties may be removed by a two-thirds vote of the club members.

Section 2. A non-elected officer may be replaced by a unanimous agreement of the club's officers.

Article 8. MEETINGS

Section 1. The club shall meet on the first and third Wednesday of each month.

Section 2. A member may be expelled from the club for missing three consecutive meetings without sufficient excuse.

Article 9. DISBURSEMENT OF FUNDS

Section 1. Both the President and the Treasurer must authorize all disbursements.

Section 2. Any disbursement of funds over \$25.00 must be approved by a majority of four officers and the advisor.

Article 10. AMENDMENTS

Section 1. Amendments to this constitution may be made at any time by a majority vote of the membership.

Section 2. All amendments must be submitted to the ASNMC and will then be forwarded to the Coordinator of Student Life.

Article 11. BYLAWS

Section 1. Bylaws to this constitution may be made at any time by a majority vote of the membership.

Section 2. All bylaws must be submitted to the ASNMC and will then be forwarded to the Coordinator of Student Life.

Annual Recognition for Approved Clubs and Organizations

MAINTAINING RECOGNITION

In order to remain a College Recognized Club or Organization after a group's charter year, each club or organization must fulfill annual registration requirements.

The procedure for annual registration is as follows:

1. The club or organization's roster and "organization details" must be filled out and up to date before the deadline determined by the Office of Student Life.
2. The club or organization's advisor must complete and submit the Annual Advisor Agreement Form.
3. The Office of Student Life will then indicate official registration to the Student Senate treasurer who will transfer funds to the student club account, if applicable.
4. Clubs and organizations applying for official registration must comply with the policies outlined in this handbook. Registration can be withheld if the applying organization violates by constitution any of the policies governing student groups or if the creation of the club or organization duplicates the purpose of another club or organization already registered on campus.

If a student club fails to maintain recognition, the following policies will be enacted.

Inactive Student Clubs

A student club is considered "inactive" when the club does not complete annual registration with the Office of Student Life. Inactive student clubs cannot use funds from their account. Inactive student clubs may become active by completing annual registration the following year. If an inactive student club wishes to become active during an academic year, they may contact the Office of Student Life, which will determine whether registration may take place at that time. Student clubs may be inactive for a maximum of two consecutive academic years (four consecutive semesters) before losing all their privileges and being required to re-enroll.

Dissolved Student Clubs

An inactive student club will be dissolved after two consecutive years (four consecutive semesters) of inactivity. If funds exist in the dissolved student club's account, the remaining balance will be transferred to the ASNMC account. Once a student club is dissolved, any student(s) who wish to activate it in the future must complete the full process for gaining official recognition.

Change Policies and Procedures

Changes in a recognized club or organization's designation, name, constitution or advisor are handled through the Office of Student Life and proceed as follows:

Name Change

1. Submit Name Change Request Form
2. Name change requests are reviewed by the Office of Student Life. As needed, the request may be presented to the Coordinator of Student Life prior to approval.
3. The club or organization president and advisor are notified of the decision.

Constitution Change

1. Submit constitution changes and rationale to the Office of Student Life via email.
2. Constitution is reviewed by the Coordinator of Student Life.
3. The club or organization president and advisor are notified of approval.

Advisor Change

1. The current or new advisor submits the Advisor Change Request Form.
2. If any question or discrepancy emerges, the Coordinator of Student Life will work with the advisor in order to clarify any question.
3. After the above communication has taken place, the Office of Student Life will notify the club president, new advisor, and Department Chair that the advisor change has been officially recognized and the change has been made in the Office of Student Life.

College Policies and Procedures

COLLEGE SPONSORED TRIP POLICY

I. Background

Trips for educational purposes (“field trips”), sports competitions, and other student activities are an important component of the co-curricular learning that is advocated at the Northern New Mexico College.

In order to promote the success and safety of all personnel involved in domestic college-sponsored trips, the Northern New Mexico College has established this policy for college-sponsored trips.

II. Definitions

“College Sponsored Trips” is a broad term used to define any trip that is sponsored by the Northern New Mexico College for the purpose of education, whether it be part of a credit-bearing academic course (Academic Field Trip), or not.

“Field Trip” is an educational off-campus trip that is part of a credit-bearing academic course and is indicated on the course syllabus. Field trips do not include internships, study abroad, service-learning assignments for individual students, on-campus excursions, or trips by co-curricular groups.

“Field Trip Participants” refer to Northern New Mexico College faculty, staff, and students connected with the course. Other Northern New Mexico College faculty, staff, and students may participate in the “Field Trip” for purposes other than those connected with the course of study, but they may only do so with the permission of the Trip Director and with the understanding that they do so at their own risk and that they must follow the designated guidelines.

“Students” refer to part-time or full-time students enrolled at the Northern New Mexico College.

“Trip Director” is the faculty or other college employee, or official representative designated to be in charge of the trip.

“Domestic Travel” means travel within the contiguous United States of America. (Does not include Alaska, Hawaii, or any other unincorporated territory of the United States).

III. Guidelines for All College Sponsored Travel

The following guidelines apply to all college-sponsored travel whether it is domestic except for staff or faculty traveling without students in order to attend professional conferences, meetings, and/or professional training.

1. All trips for educational, athletic, or student activity purposes are college-sponsored events and, as such, all relevant college policies and state and federal laws apply to trip participants.
2. Field Trip Participants who join or leave the College Sponsored Trip at any other location do so with advance notice to the Trip Director and at their own risk which is further indicated in the Assumption of Risk and Informed Consent Form.
3. Trips, whether they are voluntary or mandatory, follow the same guidelines as those that are mandatory for course credit.
4. The Trip Director has the responsibility to enforce compliance with college policies and the Student Standard of Conduct (found in the Student Handbook) by all persons participating in the trip as would be expected in the traditional classroom setting.
5. Field Trip Participants with disabilities may be entitled to reasonable accommodation in order to participate in College Sponsored Trips, and therefore College Sponsored Trips may be arranged in ways that reasonably accommodate them. Full consideration should be given by the Trip Director by investigating the accessibility of the destination as well as transportation resources. Physical requirements should clearly be delineated, and participants should be afforded the opportunity to complete an alternate activity in the event that participation is not feasible.
6. All participants are individually responsible for their personal conduct while on a college-sponsored trip. The college has no obligation to protect them from the legal consequences of violations of law for which they may be responsible.
7. No narcotics, illegal drugs, alcoholic beverages, or controlled substances (other than those prescribed to an individual by a licensed physician), shall be transported or consumed in any vehicle (private, rented, or leased), at any time or used or consumed during the course of the college sponsored trip. Persons with a valid prescription must keep any medicines in a container provided by the physician and/or pharmacist that lists who the medicine is prescribed, and the type and amount of medicine contained.
8. All participants who will be participating in the college-sponsored trip must sign the Assumption of Risk and Informed Consent Form to be kept on file in the office of the responsible department chair or director before the trip commences. Participants who have not reached the age of consent must have their parent/custodial parent or legal guardian sign the Assumption of Risk and Informed Consent Form also.
9. All Travel Checklists and attached documents are required to be retained for a minimum of two years after the completion of the college-sponsored trip. All Travel Checklists and

attached documents are to be treated as confidential data.

IV. Domestic Travel

The Trip Director will complete the Domestic Travel Checklist. The completed checklist (with any other required documents), Assumption of Risk and Informed Consent Form, medical information form, and a copy of the Student Travel Information Form will be kept on file in the office of the Student Life Coordinator and responsible department chair prior to the commencement of the trip.

Participants in athletic sports at the college will only be required to sign one Assumption of Risk and Informed Consent Form for all college-sponsored athletic trips. This form will remain in effect for the entire academic year that they participate in any athletic sports at the Northern New Mexico College and will be maintained by the College Athletic Department (AD). Student-athletes who take part in any other type of college-sponsored travel, (academic or student activity trip), must sign a new form for each trip that they participate in.

Medical Information Form is required of all students traveling on college-sponsored trips. Medical Information Form will be treated as confidential, and a copy of the forms will be maintained by the Trip Director while on said trip.

V. Incident Reporting

An incident may be defined as a motor vehicle accident or any other type of accident that involves a trip participant or NNMC property, an injury or sickness to any member of the trip, or any other situation that occurs that is outside of the normal scope of the College Sponsored Trip.

In the event that an incident occurs while on a College Sponsored Trip, the Trip Director is responsible for contacting the NNMC Security Office (505-747-2158) as soon as the situation permits. The Trip Director will provide all pertinent information to the NNMC Security Office. Information will include but is not limited to: the Trip Director's contact information, a personal account as to what has occurred, any police report numbers, names of NNMC personnel involved, contact information for any outside parties involved in the incident, the extent of injuries (if known). The Trip Director should also request any assistance that may be required.

The College Security Office will then, according to the severity of the incident, follow the guidelines set forth within the College Emergency Management Plan to notify all pertinent personnel within the College.

VI. Sanctions

Violations of the College Trip Policy may be the basis of appropriate sanctions, including those formal charges under applicable provisions of the Student Standard of Conduct (found in Student Handbook), Employee Conduct (found in the Employee Handbook), or Faculty Conduct (found in the Faculty Handbook).

While engaged in a College Sponsored Trip the Trip Director may enforce the provisions of this College Trip Policy by withdrawal or limitation of privileges, or, in the event of repeated violations, by excluding the offending person(s) from further participation and arranging to return the offender(s) to the campus or to convey him/her to the nearest point of public transportation for return to the campus. The cost of such return transportation is a proper charge against college funds, but the Northern New Mexico College reserves the right to obtain reimbursement from the offender(s).

VII. Vehicle Use

Due to insurance and liability concerns, college employees are prohibited from using their personally owned vehicles to transport students to and from any college-sponsored event. For all other vehicle use concerns please refer to the Vehicle Use Policy in the Northern New Mexico College Staff handbook.

VIII. Forms (can be found in Appendix)

1. Northern New Mexico College Assumption of Risk and Informed Consent Form
2. Northern New Mexico College Medical Information Form
3. Northern New Mexico College Student Travel Information Form
4. Northern New Mexico College Domestic Trip Checklist

IX. Oversight of Third-Party Service Providers

The Trip Director will be responsible for informing the third-party trip service provider (such as International Field Studies, or other travel organizations, places of lodging, etc.), agent, administrator, employee, or volunteer of pertinent college policies (i.e. alcoholic beverages).

The service provider may have additional forms, documentation requirements, or additional standards of conduct beyond the college policies. It is the responsibility of the Trip Director to provide such information to students and ensure forms are completed as required.

POSTING AND ADVERTISING POLICY

Posting Policy

The Northern New Mexico College supports the freedom to publicize activities and distribute materials by internal or external entities relating to functions on-and off-campus which benefit the Northern New Mexico College community and are consistent with the value of the College. External entities are required to contact the Office of Student Life for permission to post; no solicitation is permitted without the express consent of the Coordinator of Student Life (or designee).

General Posting Policy

Approval must be obtained prior to making use of the campus facilities for the sale, promotion, posting or distribution of any type of material; sales of products and/or services is not permitted on the college campus without special approval. All material must have a sponsor responsible for the material stated directly on each piece and adhere to all policies that apply.

All printed materials posted or distributed on campus by students and guests must receive prior approval from the Coordinator of Student Life. Printed materials include flyers, posters, banners, announcements, and advertisements. Bring one sample to the Student Center (AD 100) for stamped approval and make copies of that sample. Allow a minimum of 2 business days turnaround time for approval.

Additional Approvals

The Coordinator of Student Life (or designee) must approve all promotional material for any and all activities before being posted. The Career Center must also approve announcements advertising employment opportunities for students.

Academic and Administrative office posters do not need approval through the Coordinator of Student Life but should be marked with the relevant department and date, (i.e., Financial Aid Office, December 10, 2013, Do not remove until December 31, 2013).

The promoting group must obtain permission from the appropriate department to post on bulletin boards in Academic/Administrative areas for non-departmental ads.

Literature Distribution

Literature distribution must be supervised by a student member of the sponsoring registered organization. Non-students may not distribute literature on campus without the specific approval of the Coordinator of Student Life or Dean of Students.

Each sponsoring organization will be held responsible for the conduct of the distribution activity,

including the behavior of any non-student participant.

On Campus: The distribution must be made only in designated areas (see approved posting locations, below). Calling out to people to facilitate the distribution of literature is not permitted. Absolutely no printed materials may be placed on automobiles parked on Northern New Mexico College property.

Off-Campus: Posting or distribution of materials at an off-campus location requires the permission of the proprietor.

Posting Guidelines

A maximum of 1 table-top announcement per dining table, 50 flyers or posters, and up to five banners are permitted per event. Refer to the list of approved flyer posting locations. Masking tape, blue painter's tape, or tacks are suitable for posting. The persons posting are responsible for providing all materials.

Materials may remain posted for a maximum of 30 days or until the day after the announced event, whichever is sooner, and the **sponsoring group is responsible for removal**. Groups may be fined if materials are not removed the day after an event.

Approved Posting Locations

- General Education Building (GE): 5 bulletin boards
- Administration Buildings (AD): 7 bulletin boards
- Teacher Education Building (TE): 1 bulletin board
- Library: 1 bulletin board
- Center for Fine Arts (CFA): 1 bulletin board
- Gymnasium: 1 bulletin board
- High Tech Building (HT): 3 whiteboards
- Nursing Building: 2 bulletin boards

Additional Guidelines for Posting

- All existing signs and doors must remain visible and clear.
- All campus-related advertisements must bear the name of the sponsoring club/organization.

Posting Violations

- Posting materials without proper approval(s).
- Posting materials on brick pillars or light stands.

- Posters with reference to alcohol.
- Use of two-sided, electrical or duct tape.
- Covering another announcement or impairing an individual's line of sight.
- Posting on glass doors or windows, painted or varnished surfaces.
- Distribution on cars parked on campus.

Failure to adhere to this policy may result in losing the privilege to distribute or post printed materials on campus for a period of time to be specified by the Coordinator of Student Life.

IMPRINTED MERCHANDISE POLICY

1. No campus club or organization may sell NNMC imprinted merchandise of any kind as a fundraiser. This includes, but is not limited to, t-shirts, mugs, supplies, etc. with the college logo, seal, or name unless otherwise permitted by the Coordinator of Student Life.
2. No campus club or organization can acquire imprinted merchandise and sell the merchandise back to its members; *merchandise can only be given away*. This simply means that the merchandise must be paid for out of the club's account in the business office; however, there are no restrictions on students paying dues to the club and getting a free shirt as part of their membership.
3. All imprinted merchandise to be distributed must be approved by the Department of Communications and Marketing before the Business Office will issue a purchase order or payment for the goods. The merchandise may only use logos listed on the following Branding Guide and must comply with the accompanying guidelines: [https://nnmc.edu/wp-content/uploads/2021/12/NNMC Logo and Branding Guide- Jan2022.pdf](https://nnmc.edu/wp-content/uploads/2021/12/NNMC_Logo_and_Branding_Guide-Jan2022.pdf)

Contact the Coordinator of Student Life and/or the Department Communications and Marketing with any questions.

Funds

Introduction

Clubs and Organizations maintain different financial privileges based on their status as a student club or a student organization. In order to best assist your club or organization in understanding the financial privileges based on their recognition status, it may be helpful to define the different types of funding options.

Student Clubs are eligible to earn funds through:

- I. Annual ASNNMC Disbursements (Startup Funds)
- II. Fundraisers
- III. Member dues
- IV. ASNNMC Student Senate Grants

**Student Clubs are not eligible to earn funds through any other type of college budgeted funds.

Student Organizations are eligible to earn funds through:

- I. Student Activity Fee Allocation
- II. Fundraisers
- III. ASNNMC Student Senate Grants

**Student Organizations are not eligible to earn funds through annual ASNNMC disbursements.

How does my club or organization earn funds?

1. Bi-Annual ASNNMC Disbursements are only available to student clubs. Clubs are eligible to earn \$50/semester from ASNNMC if they have filed all of the required paperwork with the Office of Student Life.

In the fall semester, clubs must have completed the following forms by the deadline to be eligible for the ASNNMC fall disbursement:

- Annual registration requirements (see “Annual Recognition” section above)
- Advisor Agreement Form

In the spring semester, clubs must complete the following forms, if needed, by the deadline to be eligible for the ASNNMC spring disbursement:

- Annual registration requirements (see “Annual Recognition” section above)

2. Fundraising is available to all student clubs and student organizations. In order to host a fundraiser, the club or organization must submit the Student Activity Application Form that will be used as a fundraising request (in Appendix) after reading the policy and procedures, and guidelines.

3. Student Activity Fee Allocation is only available to the Student Senate. Student Senate receives student activity fees based on a percentage of the semester fees and operate as a line budget. Clubs receive student activity fee money indirectly through ASNNMC by way of disbursements and grants.

4. ASNNMC Student Senate Grants: Any club or organization at Northern New Mexico College is eligible to request funding through the NNM Funds come from student fees, and must be used for student events, programs, or projects that directly benefit the student body, and upholds the College's values.
 - Submit Funds Request to the ASNNMC Treasurer (form available on the ASNNMC website).
 - It is advisable to submit funds request at least four weeks prior to the event or program.
 - Submitting a funds request early is in the best interest of the group; senate funding is *very limited*.
 - Funding is not guaranteed; no funds can be committed until they are approved. Additionally, a club cannot enter into any sort of contract or agreement; all purchases or payments must be executed by the Coordinator of Student Life.
 - Key considerations for funding include: open to the greatest number of students and closed to non-students (maximize benefit); no charge/minimal charge to students; if there is a payback of "seed money," and the overall value to the institution.
 - Fundraising and demonstration of commitment to the club/organization/project, along with activities that promote positive public relations (i.e. community service) are also viewed as very favorable.
 - Funding is approved by a majority vote of the Student Senate Finance Committee, provided there is no excluding veto of the funds requested by the Coordinator of Student Life.
 - The club treasurer will present the proposal to the Finance Committee of Student Senate.
 - Finance Committee votes on the request
 - If not approved, revisions may be requested.
 - If approved the Finance Committee request will be placed on the agenda for the next Student Senate meeting.

please note it will be necessary to send a representative from your club/organization to the Senate meeting to address any questions/concerns

 - If Senate approves the request, the organization will receive a Grant Contract that must be signed and returned to Senate Treasurer before funds can be transferred.
 - Develop and include a complete list of itemized expenditures and the number of participants.

****Failure to submit all required paperwork within two weeks after completion of the event will cause the club to be ineligible to receive any funds for the next two semesters****

Using your Club/Organization account with the Business Office

1. **Business Office Account:** Once approved, recognized organizations will be issued an account number from the Northern New Mexico College Business Office. Student Clubs maintain accounts that roll over with the fiscal year. Student Organizations maintain accounts that end with the fiscal year on June 30. Any remaining funds in the student organization account on June 30 will be applied to the college operating budget.
2. **Northern Student Club Account:** Once approved, recognized clubs will be issued a finance account where clubs will be able to track spending and see the amount of money that remains in their budget. Student Clubs maintain accounts that roll over with the fiscal year.
3. **PURCHASE POLICY/PROCESS:** There is one way to use funds from your club/organization account: have a purchase order number generated. If the vendor does not accept a purchase order, the Business Office will make the purchase via Procurement Card. *The Procurement Card is to exclusive use of the NNMC Business Office.*

PURCHASE ORDER

1. Prepare a Requisition through Workday.
 - a. If you are purchasing imprinted material, please follow the “Imprinted Material Policy” available in this handbook.
 - b. If you are purchasing technology, please contact the IT department and they will guide you through the process.
2. The Coordinator of Student Life must approve the Requisition. It is the responsibility of the Advisor to verify that funds are available within the Cost Center charged.
3. The Requisition will go through the appropriate approval process within the Workday system.
4. After the requisition is successfully complete, a Purchase Order will be generated. A Purchase Order number will be assigned at this time. No item should be ordered without an approved Purchase Order.
5. Purchase Orders will be returned to the requester for ordering. Depending on the type of order, the Business Office will be responsible for ordering items.
6. Upon receipt of the invoice, the requestor will review the invoice and return it to the Accounts Payable Office (accounts.payable@nmmc.edu), with the Purchase Order number.

CASH AND CHECKS RECEIVED POLICY

All checks and/or cash received on behalf of the Northern New Mexico College must be delivered to the Business Office/Cashier within one (1) business day of their receipt. Checks written for services performed by the Northern New Mexico College should be made payable to Northern New Mexico College.

TAX EXEMPTION

This form is available at the Business Office and needs to be requested. It can be given to companies and organizations to waive taxes for nonprofit organizations. Businesses in Espanola (and Northern New Mexico in general) who have done business with the college in the past will have a copy of this form on file. Otherwise, you will need to appraise them of the fact that we are a tax-exempt organization and provide a copy of this form. You should let them know that we are tax exempt when you *first* begin communicating with them, not at the end before you pay your bill.

Student Fundraising Policy & Procedures

Explanation/Purpose of Policy

In order to ensure that the Northern New Mexico College and its constituents are aware of all fundraising activities and events that take place throughout the calendar year, this fundraising policy will provide process and procedure for fundraising proposals. In order to avoid duplication and provide a framework for approvals, the following policy will outline the process for requesting permission to fundraise as a college-recognized Student Group at the Northern New Mexico College. Approved proposals can be added to the Campus Calendar. This policy is not intended to create roadblocks, but rather to promote proper planning and adequate time for a quality program.

Definitions - For the purposes of this policy:

- Fundraising is defined as the collection of money or goods through donations, sales, and/or event programming for the purposes of charitable donation or budget enhancement (for food sales, see the Food and Catering Policy).
- Student fundraising at the Northern New Mexico College can be identified at three different levels:
 - College-Led Initiatives (i.e. projects by Advancement, institution-wide campaigns— i.e. United Way, Sostenga Farm, La Despensa del Barrio)
 - Departmental Led Initiatives (i.e. Career Services, Veteran’s Resource Center, Counseling, AISC, etc.)
 - College-recognized Student Group Led Initiatives

For the purposes of this policy, a college-recognized Student Group shall be defined as a collection of students associated with or sponsored by:

- Recognized clubs
- Recognized organizations

Administration of the Policy

The Office of Student Life will provide oversight of the student fundraising policy, maintain an online student events calendar and communicate with individuals/offices. The approval process will be as follows:

An online Student Activity Application Form will be completed by the requester and automatically submitted to the Student Life Office. Any additional permission material(s) (i.e. catering services, technology, facilities, imprinted merchandise, etc.) will be asked to be forwarded to the Student Life Office.

Fundraising as part of a class

- a) Fundraising requests that are part of a course will be immediately forwarded to the school's chair.
- b) The Chair will communicate his/her decision to the student and send a copy of the approval to the Student Life Office so the fundraising event can be added to the Campus Calendar of Events if approved.
- c) The student(s) should then work with the Coordinator of Student Life to plan and execute the fundraising event while avoiding conflicts with similar initiatives.

Athletic Teams and Student Affairs

- a) The Student Activity Application Form should be submitted at least one week in advance of the date the requestor needs a decision.
- b) Fundraising requests from a club will be forwarded as listed below with any student fundraising approved projects for the same time period listed on the request form and additional permission that has been submitted.
 - a. Athletic Team: Athletic Director
 - b. Student Affairs: Dean of Students
 - c. The individual reviewing the request will communicate with the club their decision and send a copy of any approvals to the Student Life Office to be added to the Campus Calendar of Events.

NNMC-sponsored Trip Expenses

Students who desire to fundraise to meet trip expenses for NNMC-sponsored national or international trips may engage in on and off-campus fundraising. Funds received through these efforts may only be utilized to meet trip expenses such as airfare, ground transportation, housing, meals, and trip-related activities. Funds may not be used to cover course-related tuition fees,

should a course be tied to the trip. **Additionally, any funds may only be utilized to benefit NNMC students.**

- a) The Student Activity Application Form should be submitted to the Student Life Office.
- b) Fundraising requests for trip-related expenses that are not attached to an academic course will be immediately forwarded to the Office of Student Life for approval.
- c) The Office of Student Life will communicate their decision to the student and keep a copy of the approval document. This will permit the fundraising event to be added to the Campus Calendar of Events.
- d) Fundraising requests for trip-related expenses that are attached to an academic course will be immediately forwarded for approval to the Chair of the School offering the course.
- e) The Chair will communicate their decision to the student(s) and send a copy of the approval to the Student Life Office so the fundraising event can be added to the Campus Calendar of Events.

Appealing a Fundraising Decision other than Course Related or Exception to the Fundraising Policy

Decisions on requests for a course-related fundraising activity cannot be appealed.

Petitioning for an Exception to the Fundraiser Policy

- If a college-recognized Student Group desires to sponsor a fundraiser that does not meet the guidelines listed in this policy, the sponsoring college-recognized Student Group may submit a letter of petition explaining the proposed fundraiser, the intended benefactor, and a rationale for the proposed fundraiser (i.e. why an exception should be made to this policy). In addition to the letter of petition, the sponsoring college-recognized Student Group must complete a request form and supply additional information as requested.

The Appeal Committee will be made up of:

- The Dean of Students, a faculty member from outside of the department, and the Student Senate Treasurer
- Additional campus personnel will be added, if needed

Enforcement of Policy

Notice of any impropriety or non-compliance with this fundraising policy will be investigated and discussed with the individual(s) or club/organization involved in the fundraising activity. Based on the findings, restrictions and/or sanctions may be issued.

Student Fundraising Guidelines

- All requests must align with the mission and values of the Northern New Mexico College and comply with all local, state, and Federal laws and ordinances.
- All College-recognized Student Groups (as defined above) are permitted to fundraise on their own behalf. College-recognized Student Groups may fundraise to benefit their own recognized college-recognized Student Group or in collaboration with another college-recognized Student Group or an outside philanthropic agency or relief effort.
- Approval of requests is not guaranteed.
- Fundraising efforts may be conducted by anyone; funds raised, however, may only go to support *student* club/org members.
- A College-recognized Student Group (or any individual members while acting in any capacity for the college-recognized Student Group) may not:
 - a. Conduct for-profit or commercial activities (or facilitate for the for-profit or commercial activities of others),
 - b. Conduct a business (or facilitate the conducting of business of others) or
 - c. Act as a liaison, representative, agent, facilitator, and face of front for another business, person, or entity. This should not be confused with fundraising. Individuals may not receive any type of benefit or payment in connection with any of these activities, either in the form of money, trade, goods, or services.
- In the event that a college-recognized Student Group wishes to fundraise for an outside Philanthropic agency or relief effort, the college-recognized Student Group must request a letter of support from the proposed benefactor. This letter should recognize the established relationship and fundraising collaboration plan. The letter must be submitted with the Student Activity Application Form.
- The sale or distribution of items that violate college trademark rights or existing contracts are prohibited or in some instances, special approval is required. For example:
 - a. In the event that a fundraiser involves food (bake sale, dinner/banquet, food donations, etc.)
 - b. Other requirements to be followed are:
 1. NNMCC Logo and Brand Guide & Imprinted Merchandise Policy
 2. Campus beverage contract
- Online bookstore items such as books, school supplies, clothing, and magazine subscriptions cannot be sold on campus, without permission of the bookstore.
- Gambling for money or other things of value is *not* permitted. Examples of gambling events are casino nights, raffles, bingo, etc. Student Affairs, Student Life, and/or student clubs and organizations *may* sponsor a gambling event where an individual does not exchange money to participate in the event.
- Solicitation of groups, individuals, and businesses outside of NNMCC students, staff, and faculty is typically discouraged; however, requests will be evaluated by the college representative from Development and/or Major Gifts Officer.

- The college reserves the right to impose reasonable restrictions and/or requirements with respect to dates, locations, partners, and types of fundraising activities. These restrictions may be in addition to or in place of those identified in this policy.
- The Northern New Mexico College reserves the right to amend this policy at any time.

Program Planning

STEPS FOR PLANNING STUDENT EVENTS

STEP 1: Consider Your Budget

Do you know how much to estimate for each aspect of your event? If you are unsure, contact the Coordinator of Student Life. Key factors to consider are: anticipated attendance, cost of vendors, cost of food, etc.

STEP 2: Choose Your Date(s) Carefully

Do your dates conflict with another student event? A College-sponsored event? Check the College Event Calendar (Marketing and Communication).

STEP 3: Complete the Student Activity Application Form

Student clubs and organizations need to request authorization from the Office of Student Life to conduct any planned activities.

This form needs to be completed at least 14 days prior to the planned event.

STEP 4: Reserve Your Campus Space

Check space availability to see if the date you have chosen for your event is possible. Reserve rooms and event spaces through the Internal Facilities Request Form (https://nnmc.libguides.com/in_group_facilities). You *must* reserve rooms through this form to be guaranteed use of the space. If you are unsure how to fill out the form, check with the officers of your club/org and/or your advisor. If you still need help, contact the Coordinator of Student Life.

STEP 5: Outfit Your Event Space

Resources such as tables and chairs can be reserved through the Internal Facilities Request Form when you reserve the event space. Consider if you will need AV (through IT) and/or food (see above). Some of these resources can be delivered directly to the location of your event and picked up afterward.

STEP 6: Arrange Your Audio-Visual Needs

Request audio-visual needs (e.g. microphones, speakers, sound system, etc.) through the Internal Facilities Request Form (https://nnmc.libguides.com/in_group_facilities). Please be as specific as possible to make sure that Eagle Tech accommodates all your needs.

If you are using a performance venue such as the Auditorium at the Nick Salazar Center for the Arts, you must have an Eagle Tech person on site.

Remember that even if media equipment exists in a room, it does not mean that it will be available and unlocked for your event.

STEP 7: Order Food & Beverage (Recommend you retain a vendor at least 1 month before the event!)

If your preferred food service is not currently an established provider for Northern, this process will take longer.

STEP 8: Assess Risk

Discern whether or not a Waiver of Liability should be signed by all participants in your event. If you are unsure in any way, contact the Health and Safety Officer for guidance in assessing the situation.

STEP 10: Still Need Assistance?

Contact the Coordinator of Student Life.

Forms and College Information

Finding Requests/Forms

Name of Form	Where do I find it?	Contact for questions:
Application for Initial Recognition	https://forms.gle/6at7QHMU8efVVzBQ8	Student Life Office, studentlife@nnmc.edu
Annual Registration & Advisor Agreement	Registration: https://forms.gle/32L1Nz4E5GpRRT6f7 Advisor Agreement: Appendix (page 41)	Student Life Office, studentlife@nnmc.edu
Name & Advisor Change	Appendix (page 41)	Student Life Office, studentlife@nnmc.edu
Trip Forms: Assumption of Risk, Medical Information, Coordination, and Checklists	Appendix (page 41)	Student Life Office, studentlife@nnmc.edu
Brand & Style Guidelines	https://nnmc.edu/wp-content/uploads/2021/12/NNMC_Logo_and_Branding_Guide-Jan2022.pdf	Sandy Krolick, sandyk@nnmc.edu
Student Activity Form	Appendix (page 41)	Student Life Office, studentlife@nnmc.edu
Student Government Association Funds Request	https://forms.gle/Snc1qqHQ2C93QXQb8	Student Life Office, studentlife@nnmc.edu
Business Office Forms	https://nnmc.edu/home/facultystaff-gateway/business-services/	Contact information is available through the link provided
Room Reservation & Technology Request	https://nnmc.libguides.com/in_group_facilities	Amy Pena, amy.pena@nnmc.edu

Appendix

Advisor Agreement Form

Each recognized Northern New Mexico College student club or organization is required to have an advisor who is a full-time member of the Administrative Staff or Faculty. An advisor serves as a resource for the organization by being responsive to students' questions regarding procedural matters, College policies, and financial matters.

Responsibilities/Expectations of an Advisor:

1. The primary role of the advisor is to support and challenge the members of the club to assume leadership and participation in worthwhile activities. It should encourage and assist the organization to plan active and significant programs.
2. The advisor to a student organization must be familiar with College policies and regulations and the particular organization which he/she advises.
4. The advisor should assist with the formulation and/or revision of the organization's constitution and bylaws.
5. Although the officers of the club conduct the meetings, the advisor is encouraged to attend all meetings, so that s/he may be fully informed of all plans and activities of the club.
6. No club or organization activity should be planned and scheduled without the prior knowledge of the advisor.
7. The advisor should attend all student events (dances, lectures, etc.) sponsored by the club or organization. If unable to do so s/he should arrange to have another faculty member or staff be present.
8. Any report, newsletter, correspondence, or publication of a club or organization that bears the name Northern New Mexico College must have the approval of the advisor. The approval presupposes that the advisor has seen the material before it is sent out from the campus.
9. The advisor of a college club is required to uphold the regulations of the College with regard to student behavior during club activities, on and off campus. These regulations are given in the Student Handbook.
10. The advisor should certify the academic eligibility of all officers (and members) according to the constitution.

Statement of Commitment and Consent:

I, the undersigned, voluntarily accept the role of faculty/staff advisor to the student organization listed below for the academic year. I have read, understand, and agree to accept the responsibilities as outlined in this Advisor Agreement and the NNMC Student Club and Organization Handbook.

Name of the Student Club or Organization: _____

Signature of Advisor: _____ Date: _____

Printed Name of Advisor: _____

On-Campus Office Number: _____

Email: _____

Club or Organization Name Change Request Form

General Information

This club would like to alter its name. By submitting this form the club certifies that they have completed registration for this year through the Office of Student Life. Through this request, the club must contact its advisor to obtain approval. A name change requires the approval of the advisor(s), the club/organization president, one officer, and the Coordinator of Student Life. An updated constitution indicating the requested name should also be attached to this request.

Application

Current Name of Club: _____

Requested Name of Club: _____

Reason for Name Change: _____

President: _____ Signature: _____
(printed name)

Officer: _____ Signature: _____
(printed name)

Advisor: _____ Signature: _____
(printed name)

Coordinator of Student Life: _____ Signature: _____
(printed name)

By signing above, we agree that the club as a whole would like to request a name change. We have attached an updated constitution with the new name change. We understand that this change must be approved by the Office of Student Life.

THE STUDENT OFFICERS AND ADVISOR LISTED ABOVE WILL BE CONTACTED VIA
E-MAIL IF THE NAME CHANGE HAS BEEN APPROVED

Advisor Change Request Form

Student Clubs and Organizations are permitted to request an advisor change. This form must be completed by the current or new advisor of the club. Fill out this form and collect the signatures of the club/organization president, current advisor, and new advisor. Return the completed form to the Office of Student Life. The Coordinator of Student Life will finalize the advisor change and notify all parties involved that the advisor change has been officially recognized.

Club Name: _____

Date: _____

Name of Person Making Request: _____

Email: _____

Phone: _____

Current Advisor Name: _____**New Advisor Name:** _____

Please provide a brief description of why your club or organization is requesting this change:

Club/Organization President Signature: _____ Date: _____

Current Advisor Signature: _____ Date: _____

Incoming Advisor Signature: _____ Date: _____

By signing above, we agree that the club as a whole would like to request an advisor change and we understand that this change must be approved by the Office of Student Life.

ASSUMPTION OF RISK AND INFORMED CONSENT FORM

I, the undersigned Participant, desire to attend a _____ (“Activity”) in _____ (name of class/event) with _____ (name of club/org). This activity will/will not have NNMC employees present _____ (name staff/faculty if present) to be held on _____ (date). The activity will require me to go to _____ (location). In consideration for being permitted to participate in the Activity, I hereby agree to and represent the following:

- 1) I acknowledge that the physical activities to be undertaken on the Activity include: **(describe in sufficient detail so students understand what they will need to be able to do).**
- 2) I acknowledge that there are risks and dangers associated with any activities and that all risk cannot be prevented. The risks and hazards of this Activity, which can result in injury to me, death and property damage include, but may not be limited to: **(describe in as much detail as possible what the potential risks are and at the end of the description add “and other risks that may or may not be foreseeable.”)**
- 3) Knowing the risks and hazards described above, I voluntarily accept them and agree that any claim that I may have now or in the future against NNMC, its officers, employees or agents, whether in contract or tort, arising out of my participation in the Activity, wherever such claim arises, shall be governed by the law of the State of New Mexico, including the New Mexico Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, as amended. I understand that the New Mexico Tort Claims Act imposes limits and restrictions upon civil lawsuits against NNMC and its employees.
- 4) I acknowledge that NNMC **does not** provide medical insurance for Activity participants. I agree to be financially responsible for any medical bills incurred as a result of any medical services that I receive. The Northern New Mexico College does not offer a group accident insurance policy for Activity participants.
- 5) I represent that I am physically able, with or without accommodation, to participate in the Activity and am able to use necessary equipment and/or supplies. If I need accommodations for my disability to participate in the Activity, I understand that I must contact the Accessibility Resource Office at NNMC. Depending on the nature of the Activity, this office **may** be able to provide the needed accommodation(s) for me.
- 6) Should I require emergency medical treatment as a result of accident or illness arising during the Activity, I consent to such treatment. I understand that any staff or faculty on the Activity may not have up to date emergency medical training and that in an emergency, any NNMC employees in attendance will use their best efforts to protect my well-being and safety. I will notify the relevant

employee leading the trip/activity in advance in writing if I have a medical condition about which emergency personnel should be informed. Such a form is included in the Student Clubs and Organizations policy handbook. Please contact the Coordinator for Student Life.

7) I hereby provide the following emergency contact information (Optional):

Name of emergency contact and phone: _____

Health insurance company and policy number: _____

Severe allergies or other medical condition: _____

8) I understand that the NNMC Student Code of Conduct applies to me during the Activity/Field Trip. I understand that NNMC has the right to enforce the Student Code of Conduct. Violations of the Student Code of Conduct are actionable at all times while I am a student. Any violation where I am found responsible may result in sanctions, up to and including dismissal from the Activity and/or expulsion from NNMC.

I have carefully read this form before signing it. No representations, statements or inducements, oral or written, apart from the foregoing written statement, have been made. The laws of the State of New Mexico shall govern this agreement, and New Mexico shall be the forum for any lawsuits filed under or incident to this form or to the Activity.

Signature of Participant

Printed Name

Date

Signature of parent or guardian
(if Participant is under 18 years of age)

Medical Information Form

Name _____

Address _____ Phone # _____

Medical Insurance Carrier _____ Policy Number _____

Address _____ Phone # _____

In the event of illness, accident, or emergency, please notify:

Name _____ Relationship _____

Address _____ Phone # _____

In the event of illness or injury, I do hereby consent to whatever medical treatment or hospital care is necessary from a licensed physician and/or surgeon to protect my safety and welfare. It is understood that the resulting expenses will be the responsibility of the participant.

Participant Name _____

Participant Signature _____ Date _____

If the student is under the age of 18, a parent or guardian must sign below for permission for the student to receive medical treatment, if necessary.

Parent/Legal Guardian Signature _____ Date _____

*Additional information about any special medical conditions the participant may have is optional but would be helpful. Please note this information below. **This information will remain confidential.***

Student Travel Information

General Information

Student Organization: _____

Name of Advisor: _____ Phone: _____

Name of Workshop/Conference/Competition: _____

Location of Workshop/Conference/Competition: _____

Dates of Workshop/Conference/Competition: _____

Date of Departure: _____ Time of Departure: _____

Date of Return: _____ Time of Return: _____

If travel dates do not correspond with workshop/conference/competition, please explain:

Traveler Information

List of students traveling

Student Name	Student ID	Student Phone #	Student Email

Attach additional student information if more than 10 students are traveling

Will one or more advisors be traveling with these students? YES NO

List of advisor(s) who will be traveling (if applicable)

Advisor Name	Advisor ID	Advisor Phone #	Advisor Email

Transportation Information

Mode of Travel (check all that apply): Airplane NNMC Vehicle Charter Bus
Other

Please explain as necessary:

Will all travelers be traveling together? YES NO

If not, please explain:

Meal Information

How will meals be handled for this trip?

Students on their own Students will be reimbursed Other _____

Accommodation Information

Planned Accommodations: Hotel/Motel Private Home Other _____

Will all travelers be staying at the same accommodation? YES NO

If not, please explain:

Name/Address/Phone # for Hotel or Private Home:

Have reservations been made? YES NO CONFIRMATION #: _____

Whose credit card(s) was used to hold the room(s)?

How many rooms were reserved? _____

How many people will be staying in each room? _____

APPROVALS

Student Club/Org Advisor

Date

Coordinator of Student Life

Date

Domestic Travel Checklist

As a Trip Director planning on traveling with chartered student groups, this checklist has been provided to assist you with the various steps involved in the preparation for your travel. All travel arrangements must be initiated in a timely fashion. Please refer to the NNMC Clubs and Orgs Handbook and College Sponsored Trip Policy for additional information regarding the student travel process.

- 1. Verify that funds are available in your student organization's budget. If funds are not currently available, apply for a Student Senate grant by submitting a funds request to the ASNNMC Treasurer (funding is not guaranteed). Fundraising is also an option to cover travel expenses.
- 2. Gather information and supporting documentation about activities, conferences, competitions, etc., if you haven't already done so.
 - Trip information and agenda
 - Trip Registration form
 - Lodging information, including hotel name, contact, and room rates.
- 3. Determine method of transportation and gather/complete related documents as indicated below:
 - Air - arrangements are made by the club/org Advisor
 - NNMC Vehicle - Refer to Vehicle Use Policy in the Northern New Mexico College Staff handbook.
- 4. Complete the Student Travel Information form which summarizes the who, what, when, where, and why of the travel. Consult with the Coordinator of Student Life if you have questions.
- 5. Have each student who will be traveling a completed Release and Waiver of Liability Form and a Medical Information Form.
Make a copy of each completed document to submit to the faculty chair/director. Retain the originals to take on the trip (so you have the medical information for the students).
- 6. Submit completed forms (from steps 4 and 5) to the Coordinator of Student Life along with all the applicable accompanying documents indicated in steps 2 and/or 3 at least four weeks prior to planned travel.
- 7. Follow through with and be available as travel arrangements are being made and purchase requisitions are being completed. Trip Directors make the actual travel arrangements and complete the necessary purchase requisitions.
- 8. Review and approve your Travel Packet with the Coordinator of Student Life before it is

submitted for approval.

- 9. Obtain travel and other necessary documents before traveling (confirmation numbers, itineraries, PO numbers, etc).

- 10. Take a copy of the following travel documents with you on your trip, but also leave a copy with your department:
 - Student Activity Waiver for each student traveling
 - Medical Information forms for all students traveling
 - Hotel and activity information (conference registration/schedule, confirmation numbers, etc.)
 - Rental car information (if applicable). NOTE: NNMC does not reimburse for additional car rental insurance.
 - Driver Eligibility forms (if applicable)



Student Activity Application

1. This form is for student organizations to request authorization to conduct planned activities (not trips) in support of their approved organizational by-laws. This form must be submitted before each planned activity is started, with a separate form submitted for each planned activity.
2. The form is to be submitted **at least 14-days prior to a planned activity** by the president of the organization, who will attach a copy of the organization's meeting minutes which will reflect approval of the activity.
3. The Coordinator of Student Life will notify the club/organization president and advisor if the activity has been approved or denied.

- 1) Name of organization: _____
- 2) Nature of Activity: _____
- 3) Date and time for which the activity is scheduled: _____
- 4) Location at which activity is scheduled (make sure to reserve the location through the Internal Facilities Request Form): _____
- 5) Is this a fundraiser activity? Yes No. If so, what will the funds raised go toward:

- 6) The activity is open to (check all that apply):
 Members Only Students Body Faculty/Staff General Public
- 7) Number of students/ faculty/ staff/ general public expected to attend activity: _____
- 8) Please indicate which venues will be used to promote this event (check all that apply):
 Banners Flyers Table-Top Announcements Social Media

Make sure to read the Posting and Advertising Policy

Approvals

Club/Organization President _____ Date _____

Club/Organization Advisor _____ Date _____

Student Life Coordinator _____ Date _____

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

To: Board of Regents
Northern New Mexico College

From: Dr. Ivan Lopez, Provost and VP for Academic Affairs

Date: February 23, 2023

Re: Honorary Degree

Issue

The Faculty Senate recommends that Mr. Mel Martinez be bestowed with an honorary baccalaureate from Northern New Mexico College (NNMC) at the Spring 2023 graduation ceremony.

Overview

An honorary degree is an academic degree for which a degree-awarding institution waives the usual requirements, such as matriculation, residence, thesis, dissertation, and the passing of examinations. The policy for honorary degrees was approved at the last regular meeting of the Regents.

Julianna Barbee recommended to the Faculty Senate that Northern New Mexico Mr. Mel Martinez receive an honorary baccalaureate degree from NNMC at the May 2023 graduation ceremony.

Mr. Mel Martinez grew up in Cordova, NM. Mr. Martinez did not complete high school because his dad died when he started working in 8th to help his mom and nine siblings. He is an advocate for the Española Valley, a positive walking billboard for all our people and the youth. He has volunteered in the community for 50 years because he believes in giving to help others. He has been an active member of the Knights of Columbus for 46 years and the Grand Knight for the last 20 years. He has helped hundreds of people in our community with fundraisers to help with burned homes, medical bills, and other hardships. He is an advocate for Public Schools and NNMC. He has helped students with their tuition costs, and the Knights of Columbus has a scholarship fund to help students out with college costs.

Attached to this memorandum, you will find the Faculty Senate-approved nomination form.

Recommendation

I recommend that the Board of Regents approve the honorary baccalaureate degree for Mr. Mel Martinez.

Faculty Senate
NORTHERN New Mexico College



January 25, 2023

Office of the Provost
Northern New Mexico College
921 N. Paseo de Oñate
Española, NM 87532

Dear Dr. Lopez,

This letter is in support of the conferring of an honorary degree on Mel Martinez. The honors committee selected Mr. Martinez out of the pool of nominees. Please reference the nomination submitted for further details. The Honors Committee presented the nomination at the December 2, 2022 meeting of the NNMC Faculty Senate and was approved unanimously. Please let me know if you have any questions or concerns about this nomination.

Regards,

Joaquin Gallegos
NNMC Faculty Senate President
921 Paseo de Oñate
Española, NM 87532
505-747-5480



NNMC HONORARY DEGREE NOMINEE FORM

NORTHERN NEW MEXICO COLLEGE

INFORMATION ABOUT THE NOMINATOR *Fields marked with asterisk are required.*

LAST NAME*

FIRST NAME*

M.I.

EMAIL*

MAILING ADDRESS*

CITY & STATE*

ZIP*

____/____/____/____-____/____/____/____/
PHONE*

NOMINATORS RELATIONSHIP TO NOMINEE, INCLUDING POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST*:

NOMINATION PACKAGE SHOULD INCLUDE:

1. This form.
2. A letter from the nominator and supporting documentation detailing why the candidate is worthy of an honorary degree from NNMC.
3. The candidates curriculum vitae or a biographical statement.
4. Three (3) letters of recommendation.

Please send the Nomination Package to **honors@nnmc.edu**

*Approved by the Honors Committee
on September 22, 2020*

*Approved by the Faculty Senate
on October 2, 2020*

NNMC Honorary Degree Nomination

Mel Martinez

November 10, 2022 | submitted by Julianna Martinez-Barbee

50 years of Volunteer Work | 46 years Member of Knights of Columbus | 20 years Grand knight of Española Knights of Columbus | 30 years Santa Cruz Acequia Commissioner/Treasurer Musician/Singer | Holy Cross Catholic School Board Member

I am writing this letter to introduce you to my dad Mel Martinez and all the contributions he makes everyday. He continues to demonstrate an extraordinary commitment to helping others, sharing his gift of music and song, advocating for the less fortunate, handicapped, disable and our youth. My dad exemplifies “servant leadership” and inspires others to give of their time to help others in need. His life-giving values are integrity, charity, compassion, respect and love for all people. He believes that every day is an opportunity for an act of kindness, and even the small things matter and can make an impact in a person’s life. He always says, wherever you are this moment, no matter what you are going through you can choose to be kind and smile. My mom and our family have helped my dad through the years and we continue to come together and teach the grandchildren the gift of giving. My dad brings people together by singing and playing his guitar at events, at hospitals, at businesses, at the Governors office and state legislature.

A life of significance is about serving those who need your help, your gifts, your leadership, your purpose, and your time

He is an advocate for the Española Valley, a positive walking billboard for our home, for all our people and our youth. He has volunteered in our community for 50 years because he believes in giving to help others. He has been an active member of the Knights Of Columbus for 46 years and the Grand knight for the last 20 years. He recently stepped down as grand knight but remains an active member. He has helped hundreds of people in our community with fundraisers to help with burned homes, medical bills, and other hardships. He is an advocate for our Catholic School, Public Schools and NNMC. He has helped students with their tuition costs and the Knights of Columbus has a scholarship fund to help students out with college costs. He gives his time at no-cost and also helps people with his personal money, he rounds up our family my mom, brothers and sisters and grandkids to help. He has taught us to have a untied spirit as we come together with our gifts and talents to help our community.

There is nothing stronger than a heart of a volunteer

Growing up in Cordova, NM my dad learned to live sustainably and work hard. My dad’s father passed away when my dad was very young leaving nine kids alone with his mom. My dad started to work at a very young age and by 8th grade he was buying the groceries, paying bills and buying clothing and shoes for his brothers and sisters. Although he does not have a college degree he has given us the most valuable life lessons and is the smartest man I know. When my brothers and sister were young he sat us down and told us that it didn’t matter what we chose to do for a living, it wasn’t about the titles and money but more about our purpose, our passion and our character. He would be proud if we gave it our best, we were responsible, accountable, dependable and most of all kind and honest. He retired from Arnott Broker where he was a

grocery salesman for northern New Mexico and southern Colorado. My parents built our home block by block, taught us to farm and raise cattle and give to our neighbors and lend a helping hand when needed.

He Leads the Knights of Columbus by seeing others strengths and valuing each person (He was awarded for 507 members-largest in state)

Under his leadership, he continues to be awarded and recognized by the national and state Knights of Columbus organization for his programs, fundraising events, and overall charity work. The Knights of Columbus assists our area churches by volunteering to help with their mission, they give away food baskets for the needy, hold events to help people with cancer, they lend a hand to the elderly with their needs and check ins, K of C gives scholarships to local students wanting to go to college. He mentors the KC Squire Circle which are young boys learning to be a knight. They help with all charity events and have their own events as well. He has a way of finding the right seat for everyone and they work together for the common mission. He inspires people to do more and be a better person.

He opens his heart to the poor, the elderly, the disabled, and our youth

My Dad leads people everyday to step forward and volunteer to help others. He walks with gratitude for the gifts of faith, family and friends. He recognizes people's potential and opens his heart to the less fortunate and people with hardships. He truly believes that each day is an opportunity to make someone's life better. He always says you don't have to leave to make a difference; you can make a difference right here, right now.

He awakens hope in hard situations and helps people to find a way to move forward... He survived a brain injury and had to learn to walk, talk, dress and play his music again

Whatever life throws at you, we have the choice to smile and get back up even if it means crawling to get there and along the way you get the strength to stand on your own two feet again. I witnessed my dad's miraculously recovery and along the way while in the hospital and rehab he was encouraging others at the facility to try harder, think positive, have hope and choose to get up and find their purpose again. He continued to lead the Knights of Columbus from his hospital bed with the help of his brother knights.

He shares his gifts of music and song and celebrates life each moment

My dad has special gifts and once you meet him you will know. His big smile and warm big hug is how he greets everyone young and old. His music is the window to his soul; he can play every instrument that I know. He made his first guitar from a frying pan when he was 7 years old and learned to play by ear. He can also play the accordion, piano, saxophone, trumpet, drums and violin.

He loves to sing and play his guitar his music is a part of who he is. He plays for all types of events such as Legislative and Governor events, weddings, funerals, and parties locally and statewide. He has also greeted international business owner visitors from Algeria, South America, Asia, Bosnia, Italy and Spain by playing his guitar and singing our traditional Hispanic songs.

NNMC Honorary Degree Nomination

Mel Martinez –Biographical Statement

November 10, 2022 submitted by Julianna Martinez -Barbee

50 years of Volunteer Work for Espanola and surrounding area

- 46 years Member of the Española Knights of Columbus
- 20 Years Grand Knight of the Española Knights of Columbus
- 30 years served Santa Cruz Acequia Commissioner/Treasurer
- 35 years Usher/Greeter Santa Cruz de La Canada Church
- Holy Cross Catholic School board member
- Helps San Martin De Porres Soup Kitchen

Other Volunteer Activities

- Livelong |proud resident of Española, NM
- Positively represents our city and surrounding communities
- Advocate for students to stay in school and go to college
- Practices the 6 Pillars of Character
- Welcomes “*International business owners*” to our state by singing our traditional song “Las Mananitas”—Santa Fe International Visitor program & SBDC
- Sings and plays guitar for business openings and ribbon cuttings
- Recognized at State legislature each year--State Legislature invites him to sing on House and Senate Floor during the state legislature
- Sings for Governor on New Mexico Small Business Development Center STAR Business state celebration
- Emceed several events such as: Knights of Columbus state conventions, fund raisers, Santa Cruz De La Canada Fiestas, San Martin De Porres Soup Kitchen, clergy night,
- Sings and plays his guitar for weddings, funerals, masses

Awards/Recognition:

- Numerous Knights of Columbus recognition (state and national awards)
- Knights of Columbus Council of the Year by National Supreme Council, New Haven, Connecticut (numerous times)
- Knights of Columbus Award for most members in state
- Recognized at State Legislature House and Senate Floor |Governor
- Archbishop of Santa Fe Award to Mel and Jerome Martinez Family Award 2019
- Man of the Year award—Española Chamber of Commerce
- Non-Profit of the Year Award Española Knights of Columbus –Española Chamber of Commerce
- Character Counts Award -Holy Cross Catholic School State award
- Governor Bill Richardson declares Dec 6 2003 as Knights of Columbus Day

November 11, 2022

Dear sir/madam:

My name is Carmella Sanchez and I am writing this letter of recommendation in support of Mel Martinez for an honorary degree from Northern New Mexico College.

I have known Mel Martinez for over 20 years. Mr. Martinez is a well-respected member of the community and an advocate for those in need. He has served on the Knights of Columbus for over 30 years as both a knight and the Grand Knight. He has raised money in this capacity for families in need across the valley. He is always one of the first people to begin fundraising for families after a fire, an accident or an unexpected tragedy.

Mr. Martinez also shares his other talents such as his love for tradition and music. He participates in traditional ceremonies such as the seasonal posadas, Los Dias, Entriegas, the Holy Mass, storytelling, and so much more. Mr. Martinez has deep faith. Faith that he shares across denominations and cultures. Mr. Martinez is a proud representation of the valley and its people.

I believe that Mel Martinez should receive this honorary degree for a number of reasons.

1. His life and achievements serve as examples of NNMC's aspirations for its students. He has lived a life of public service and cultural sustainability.
2. He has contributed significantly to the cultural and social development of the community over the past 50 years and should be lasting in nature. He has organized countless fundraisers and charity events. He has provided traditional and cultural education opportunities for the youth. Created scholarship opportunities for students in the valley. His character is extraordinary and his contributions are evident by all of the lives he has served to improve.
3. Mr. Martinez has sustained a positive reputation his whole life, beyond the boundaries of the Valley. He had developed an affiliation and relationships with legislators and officials for the State of NM that serve to benefit the valley.
4. His activities for the community contain outstanding contributions in cultural teaching and learning, the arts, and public service. He is a distinguished person in both his personal life, public life, and the arts. His contributions are significant to the enrichment, preservation, and welfare of both the community and our state.
5. He is a strong male Hispanic role model for students and children in the community. He represents the type of person that graduates from Northern should aspire to be. He positively represents and conserves the traditions and public service that make the community what it is today.

I am very proud to know Mr. Martinez and I am grateful for all he has accomplished for the community. I hope you please consider him for this great and deserved honor.

Sincerely,

Carmella Sanchez

Carmella Sanchez
Institutional Research Director
Northern NM College
carmella@nmmc.edu

**Fr. Sebastian Lee, S.F. Parochial vicar at
Holy Family Parish, Chimayo, NM**

**Letter of appreciation and support for 45 years of volunteer service
Española Knights of Columbus Council 3314**

RE: Mel Martinez
Grand Knight of Española Knights of Columbus 3314

To: New Mexico State Council of Knights of Columbus
Cc: Supreme Knights of Columbus

February 23, 2022

To whom it may concern,

I am writing this letter in appreciation for Mel Martinez's years of volunteer service through the Española, New Mexico Knights of Columbus. I have known Mel for many years and have witnessed his dedication and passion in helping our churches and helping people that need help. Mel has been a great example of a faithful servant-leader that gives from his heart and has been a positive role model in our community that exhibits true character.

Mel continues to demonstrate what a true Knights of Columbus brother is about by leading other brother Knights in the true spirit of charity, unity and faith. He has given his time in helping organize and work fundraisers, participates in all our area churches, helps our local Catholic School and has hosted clergy appreciation dinners.

Personally, I can describe Mel as a generous, gracious and faithful man in following Christ serving his community.

If you have any questions, please call me at 505-318-5909.

Sincerely,

Fr. Sebastian Lee, S.F.



Iglesia de Santa Cruz de la Cañada
"Sons of the Holy Family"
P.O. Box 1228
Santa Cruz, New Mexico 87567

(505) 753-3345

March 8, 2022

Mel Martinez
1513 Martinez Lane
Española, NM 87532

Dear Mel Martinez,

On behalf of Holy Cross Catholic Church and School, we would like to thank you for the love, compassion and support you have shown as an active member of the Knights of Columbus #3314 for over 45 years and the Grand Knight for 27 years!

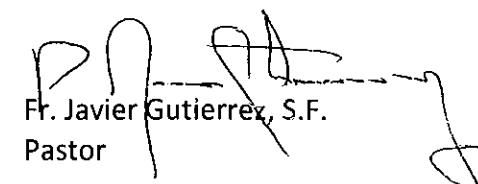
Because of your leadership, respect, and unity within the Knights of Columbus, while in the position of Grand Knight you have supported many events in our parish and school such as:

- Gala
- Santa Cruz Fiestas
- Church and School fundraisers
- Beauty and the Beast performance
- Fiesta de Pesos
- Tuition Assistance
- Bingo Baskets
- Advocate for 7th and 8th grade
- Advocate for Catholic Education

In 2012, you were recognized for Character Counts and in 2019 awarded the St. Francis of Assisi award with great pleasure.

As you step down from the role of Grand Knight, and look forward to giving advice, support, and guidance to the future 2022 Grand Knight, we give thanks to God for your support, prayers, servanthood heart and for being a parishioner of Holy Cross Church. God bless you and your family. Viva the Knights of Columbus of Arroyo Seco! Que Viva!

Sincerely yours in Jesus, Mary, and Joseph,


Fr. Javier Gutierrez, S.F.
Pastor



Knights of Columbus
Espanola Valley Council, NO. 3314
P.O. Box 3556, Fairview Station
Espanola N.M. 87533



November 11, 2022

To: Ms. Margaret Zak

It is with great joy that I address this recommendation letter on behalf of Mr. Mel Martinez, for consideration for "NNMC Honorary Degree" for all his community service. As the current Espanola Valley Knights Chancellor, I had the honor of volunteering and being a member of the Espanola Valley Knights of Columbus Council #3314 where Mr. Martinez was our Grand Knight for the last 20 years. I have so admired Mr. Martinez for his unselfish giving heart always putting the needs or wishes of others from Espanola Valley and other surrounding areas, before himself.

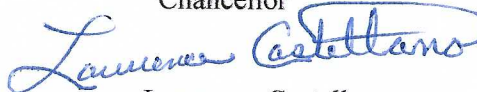
The Knights of Columbus' principals are Charity, Unity, Fraternity, and Patriotism which serve as the basis of our Order's core values which are Integrity, Professionalism, Excellence, and Respect. Mr. Martinez has had a long tradition of practicing these key principals especially charity in a spirit of unity. The phrase "**In service to one, in service to all**" is a resounding legacy he has exemplified by example to all his brother Knights.

Mr. Martinez led his brother Knights in many community services from benefit breakfasts and dinner fundraisers to being involved in our annual Tootsie Roll Drives. These fundraisers are used to help the needy and disabled people in our community. Mr. Martinez was also responsible for putting on and hosting several of the annual Knights of Columbus State Conventions. These activities required being out in the community and also supporting all the major events that the Knights are involved with. These events required a lot of Mr. Martinez's personal time and his brother Knights greatly appreciated his willingness and motivation and positive attitude to help and make every event a success.

Mr. Martinez has been a Knights of Columbus member for forty-six years and served over 50 years of his life volunteering at Espanola Knights of Columbus, Santa Cruz de la Canada Parish, and the local soup kitchen. which enabled him to interact with young and old alike, with the highest regard and respect for all.

In closing, I can truly say that Mr. Mel Martinez stands out more than others, because of unselfishness, his leadership, and commitment to help and provide for others and most of all his True Love and Care for his fellow man. I am very honored to be writing this letter on his behalf. I sincerely ask that you give him great consideration, for "NNMC Honorary Degree" for all his community service and assure you that it will be greatly appreciated.

Very Truly Yours,
 Espanola Valley Knights of Columbus
 Chancellor


 Lawrence Castellano

Office of the Provost

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Ivan Lopez, Provost, and VPAA

Date: February 23, 2023

Re: Academic Calendar

Issue

The latest approved Academic Calendar will end this May 2023. The Board of Regents approves the Academic Calendar for the college.

Overview

The proposed Academic Calendar for AY 2023-2024 is attached to this memorandum. The academic affairs division reviewed and recommended the proposed calendar and provided it to the Northern Federation of Educational Employees, AFT-NM, and AFL-CIO (Faculty Bargaining Unit), which did not comment.

Recommendation

I recommend that the Board of Regents approve the proposed Academic Calendar for AY 2023-2024

SUMMER & FALL 2023 Academic Calendar
SPRING & SUMMER 2024 Academic Calendar

SUMMER 2023

First day to use financial aid for bookstore charges	Mon, May 22
Deadline to Submit Degree/Certificate Application for Summer 2023	Fri, May 26
Deadline to Apply to Graduate in Summer 2023	Fri, June 2
CLASSES BEGIN	Mon, June 5
PAYMENT DEADLINE: pay in full, or 5% + plan	Fri, June 9
Disenrollment–Students who have missed the payment deadline	Fri, June 9
REGISTRATION	Mon, April 10-Fri, June 9
Last Day to Change Full-term Course Schedule (Drops/Adds only)	Fri, June 9
Last Day to Change Grade Option from CR-AU/AU-CR	Fri, June 9
Last Day to Drop a Full-Term Course with 100% Refund without record.	Fri, June 9
Last day to use financial aid for bookstore charges	Fri, June 15
Last Day for Final Payment	Fri, June 16
Holiday (Independence Day)	Tues, July 4
Last Day to Withdraw from a Full-Term Course	Fri, July 14
Last Day of Term	Fri, July 28
Final Grades Due	Mon, July 31

FALL 2023

First day to use financial aid for bookstore charges	Tues, Aug 1
Deadline for Degree & Certificate Students to Submit an Application for Fall 2023 . .	Fri, Aug 4
Convocation	Mon, Aug 7-10
REGISTRATION FOR FALL	April 10-Aug 18
CLASSES BEGIN	Mon, Aug 14
Late Registration (late fee required)	Mon, Aug 14
PAYMENT DEADLINE: pay in full, or 5% down + plan.	Fri, Aug 18
Disenrollment –Students who have missed the payment deadline	Fri, Aug 18
Last Day for Final Payment	Fri, Aug 25
Last Day to Change Full-term Course Schedule (Drops/Adds only)	Fri, Aug 25
Last Day to Change Grade Option from CR-AU/AU-CR	Fri, Aug 25
Last Day to Drop a Full-Term Course with 100% Refund without Record	Fri, Aug 25
Census Day.	Fri, Sept 1
Last day to use financial aid for bookstore charges (1 st half).	Thurs, Aug 31
Holiday (Labor Day)	Mon, Sept. 4
First day to use Financial Aid for bookstore charges (2 nd Half)	Mon, Oct 2
Fall Break (no classes)	Mon-Tues, Oct 9-10
Mid-Term Grades Due	Wed, Oct 11
Faculty and Staff Development Day (no classes)	Wed, Oct 12
REGISTRATION FOR SPRING 2024 BEGINS	Mon, Oct 16
Last Day for Instructors to Initiate a Withdrawal	Fri, Oct 20

Last Day to use Financial Aid for bookstore charges (2 nd Half)	Tues, Oct 31
Last Day to Receive a Refund for Texts through the Bookstore	Tues, Oct 31
Last Day to Withdraw from a Full-Term Course	Fri, Nov 3
Deadline to apply to Graduate in Fall 2023	Fri, Nov 3
Holiday (Veterans Day) No Classes.	Fri, Nov. 10
Thanksgiving Break	Wed-Sun , Nov 22-26
Final Exams*	Sat.-Fri, Dec 2-8
*Exam make-up days in case of bad weather.	Fri-Sat, Dec 8-9
Last Day of Term	Fri, Dec 8
Final Grades Due	Mon, Dec 11
Winter Break (College Closed)	Sat-Sun, Dec 16-Jan 2, 2024

FALL 2023 8-WEEK TERM DATES

FIRST 8-WEEK TERM

CLASSES BEGIN	Mon, Aug 14
Last Day to Drop/Add a Course with 100% Refund without Record	Fri, Aug 18
Last Day to Drop a Course with 50% Refund without Record	Fri, Aug 25
Last Day for Instructors to Initiate a Withdrawal	Sun, Sep 17
Last Day to Withdraw from a Course	Sun, Sep 24
Last Day of Term	Fri, Oct 6
Final Grades Due	Wed, Oct 11

SECOND 8-WEEK TERM

CLASSES BEGIN	Mon, Oct 16
Last Day to Drop/Add a Course with 100% Refund without Record	Fri, Oct 20
Last Day to Drop a Course with 50% Refund without Record	Fri, Oct 27
Last Day for Instructors to Initiate a Withdrawal	Fri, Nov 14
Last Day to Withdraw from a Course	Fri, Nov 24
Last Day of Term	Fri, Dec 8
Final Grades Due	Mon, Dec 11

SPRING 2024 FULL-TERM CALENDAR

First day to use financial aid for bookstore charges	Tues, Jan 2
Deadline for Degree & Certificate Students to Submit an Application for Spring 2024.	Fri, Jan 5
CONVOCATION	Mon-Thurs, Jan 8-11
REGISTRATION FOR SPRING 2024	Mon, Oct 16-Fri, Jan 19
HOLIDAY (Martin Luther King Jr's . Birthday)	Mon, Jan 15
CLASSES BEGIN	Tues, Jan 16
Late Registration (late fee required)	Tues, Jan 16-Fri, Jan 19
PAYMENT DEADLINE: pay in full, or 5% down + plan.	Fri, Jan 19
Disenrollment–Students who have missed the payment deadline	Fri, Jan 19

Last Day to Change Full-term Course Schedule (Drops/Adds only)	Fri, Jan 26
Last Day to Change Grade Option from CR-AU/AU-CR	Fri, Jan 26
Last Day to Drop a Full-Term Course with 100% Refund without Record	Fri, Jan 26
Last day to use financial aid for bookstore charges (1 st half)	Wed, Jan 31
Census Day	Fri, Feb 2
Last Day to Receive a Refund for Texts through the Bookstore	Fri, Feb 16
Curriculum Assessment Day	Fri, Feb 16
Last day to use financial aid for bookstore charges (2 nd half)	Mon, March 4
Mid-Term Week	Mon, March 4-Fri, March 8
Mid-Term Grades Due	Web, March 13
SPRING BREAK	Mon, March 11-Sun, March 17
Last Day for Instructors to Initiate a Withdrawal	Fri, March 8
Last Day to Receive a Refund for Texts through the Bookstore	Fri, March 29
Last day to use Financial Aid for bookstore charges (2 nd Half)	Fri, March 29
Holiday (Good Friday) No Classes	Fri, March 29
REGISTRATION FOR SUMMER AND FALL 2024 BEGINS	Mon, April 8
Last Day to Withdraw from a Full-Term Course	Fri, April 12
Final Exams*	Sun, May 5-Fri, May 10
Commencement Rehearsal	Thurs, May 9
Last Day of Term	Fri, May 10
Commencement	Sat, May 11
Final Exams make-up day in case of bad weather	Sun, May 12
Final Grades Due	Mon, May 13

SPRING 2024 8-WEEK TERMS

FIRST SPRING 2024 8-WEEK TERM

CLASSES BEGIN	Tues, Jan 16
Last Day to Drop/Add a Course with 100% Refund without Record	Sun, Jan 21
Last Day to Drop a Course with 50% Refund without Record	Sun, Jan 28
Last Day for Instructors to Initiate a Withdrawal	Fri, Feb 16
Last Day to Withdraw from a Course	Fri, Feb 23
Last Day of Term	Fri, March 8
Final Grades Due	Wed, March 13

SECOND SPRING 2024 8-WEEK TERM

CLASSES BEGIN	Mon, March 18
Last Day to Drop/Add a Course with 100% Refund without Record	Sun, March 24
Last Day to Drop a Course with 50% Refund without Record	Sun, March 31
Last Day for Instructors to Initiate a Withdrawal	Fri, April 19
Last Day to Withdraw from a Course	Fri, April 26
Last Day of Term	Fri, May 10

Final Grades DueMon, May 13

SUMMER 2024

Deadline to Submit Degree/Certificate Application for Summer 2024 Fri, May 24
 First day to use financial aid for bookstore charges Mon, May 20
CLASSES BEGIN Mon, June 3
 Deadline to Apply to Graduate in Summer 2024 Fri, June 7
PAYMENT DEADLINE: pay in full, or 5% + plan Fri, June 7
 Disenrollment–Students who have missed the payment deadline Fri, June 7
REGISTRATION. Mon, April 8-Fri, June 7
 Last Day to Change Full-term Course Schedule (Drops/Adds only) Fri, June 7
 Last Day to Change Grade Option from CR-AU/AU-CR Fri, June 7
 Last Day to Drop a Full-Term Course with 100% Refund without record. Fri, June 7
 Last day to use financial aid for bookstore charges Fri, June 16
 Last Day for Final Payment Fri, June 14
 Holiday (Independence Day) Thurs, July 4
 Last Day to Withdraw from a Full-Term Course Fri, July 12
 Last Day of Term Fri, July 26
 Final Grades Due Mon, July 29

SUMMER 2024 5-WEEK TERM DATES

FIRST 5-WEEK TERM

CLASSES BEGIN Mon, May 20
 HOLIDAY (Memorial Day). Mon, May 27
 Last Day to Drop/Add a Course with 100% Refund without Record Fri, May 24
 Last Day to Withdraw from a Course Fri, June 7
 Last Day of Term Fri, June 21
 Final Grades Due Wed, June 26

SECOND 5-WEEK TERM

CLASSES BEGIN Mon, June 24
 Last Day to Drop/Add a Course with 100% Refund without Record Fri, June 28
 Last Day to Withdraw from a Course Fri, July 12
 Last Day of Term Fri, July 26
 Final Grades Due Mon, July 29

Office of the Vice President for Finance & Administration

NORTHERN New Mexico College**MEMORANDUM**

To: Board of Regents
Northern New Mexico College

From: Theresa Storey
Chief Financial Officer

Date: February 23, 2022

Re: Fiscal Watch Report

Issue

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

Overview

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

The fiscal watch reports are presented in the format prescribed by the New Mexico Higher Education Department (NMHED) with titles are located at the top of the page. An additional fiscal watch report is included to provide an updated budget status report for all Budget Adjustment Requests processed through the time of the monthly AF&F meeting.

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

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

Although the NMHED requires all higher education institutions to submit fiscal watch reports on a quarterly basis, NNMC produces fiscal watch reports on a monthly basis to insure that the Board of Regents is regularly informed about the current financial condition of the institution.

Recommendation

Staff recommends that the Board of Regents approve the Fiscal Watch Report for the periods ending September 30, 2022 and November 30, 2022.

Northern New Mexico College

Statement of Net Position

(Unaudited and Unadjusted)

September 30, 2022

Assets		
Current Assets:		
Cash and Cash Equivalents	7,655,338	
Short-Term Investments	-	
AR - Student	366,513	
AR - Other than student	134,676	
Inventories	80,336	
Prepaid Expenses	15,079	
Loans Receivable, net	951,831	
Total Current Assets	9,203,774	
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	35,349,463	
Total Non-Current Assets	35,349,463	
Total Assets	44,553,237	
Deferred Outflows of Resources		
Pension Related (6/30/21 balances)	29,819,379	
Total Deferred Outflows of Resources	29,819,379	
Liabilities		
Current Liabilities		
Accounts Payable	224,917	
Other Accrued Liabilities	60,723	
Deferred Income	612,209	
LT Liabilities - Current Portion	-	
Total Current Liabilities	897,850	
Non-Current Liabilities		
Accrued Interest Payable	-	
Accrued Benefit Reserves	-	
Other LT Liabilities	117,805	
OPED Liability	7,972,467	
Net Pension Liability	1,528,611	
Total Non-Current Liabilities	9,618,883	
Total Liabilities	10,516,733	
Deferred Inflows of Resources		
Pension Related (6/30/21 balances)	3,316,510	
Total Deferred Inflows of Resources	3,316,510	
Net Position		
Invested in Capital Assets, net of Related Debt	35,349,463	
Restricted for:		
Nonexpendable:		
Endowments	-	
Expendable:		
General Activities	(63,871)	
Federal Student Loans	-	
Term Endowments	-	
Capital Projects	-	
Debt Service	-	
Related Entity Activities	(240,972)	
Unrestricted		
Unrestricted without NFP	3,174,310	
Net Fiduciary Position	-	
Total Unrestricted (includes 6/30/20 NFP)	3,174,310	
Total Net Position	38,218,930	

Northern New Mexico College
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2022

Operating Funds	FY 2023 Original Budget	FY 2023 Adjusted Budget	FY 2023 Actuals as of September 30, 2022	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 4,075,990	\$ 4,075,990	\$ 2,219,167	54.4%
Federal Appropriations		-	-	-
State Appropriations	14,217,800	14,217,800	4,969,648	35.0%
Local Appropriations	3,009,846	3,009,846	79,562	2.6%
Gifts, Grants & Contracts	14,222,367	14,497,367	4,078,876	28.1%
Endowment/Land & Perm Inc	222,957	222,957	45,450	20.4%
Sales & Services	377,731	377,731	114,145	30.2%
Other	53,146	53,146	106,768	200.9%
Total Revenue	36,179,838	36,454,838	11,613,616	31.9%
BEGINNING BALANCE	9,775,037	9,775,037	9,775,037	100.00%
TOTAL AVAILABLE	45,954,875	46,229,875	21,388,653	46.3%
EXPENDITURES				
Instruction & General	27,277,524	27,552,524	4,343,920	15.8%
Student Social & Cultural	116,232	116,232	17,433	15.0%
Research	195,522	195,522	23,094	11.8%
Public Service	815,243	815,243	92,073	11.3%
Internal Services	1,724,589	1,724,589	431,147	25.0%
Student Aid	4,929,012	4,929,012	3,150,103	63.9%
Auxiliary Enterprises	547,400	547,400	57,324	10.5%
Intercollegiate Athletics	576,101	576,101	103,623	18.0%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	36,181,623	36,456,623	8,218,718	22.5%
NET TRANSFERS OUT / (IN)	182,422	182,422	49,666	27.2%
TOTAL EXPENDITURES & TRANSFERS	36,364,045	36,639,045	8,268,383	22.6%
ENDING FUND BALANCE	\$ 9,590,830	\$ 9,590,830	\$ 13,120,270	

Plant Funds	FY 2023 Original Budget	FY 2023 Adjusted Budget	FY 2023 Actuals as of September 30, 2022	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts				
Interest Income				
State Appropriation	\$ 7,376,979	\$ 7,376,979	\$ -	0.0%
Debt Service Transfers				
Other				
Total Revenues and Transfers	7,376,979	7,376,979	-	0.0%
BEGINNING BALANCE	-	-	-	
TOTAL AVAILABLE	7,376,979	7,376,979	-	0.0%
EXPENDITURES				
Capital Projects	6,306,864	6,306,864	-	0.0%
Building Renewal	1,070,115	1,070,115	-	0.0%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	7,376,979	7,376,979	-	0.0%
NET TRANSFERS OUT / (IN)	(182,422)	(182,422)	(49,666)	27.2%
TOTAL EXPENDITURES & TRANSFERS	7,194,557	7,194,557	(49,666)	-0.7%
ENDING FUND BALANCE	\$ 182,422	\$ 182,422	\$ 49,666	27.2%

Northern New Mexico College
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year's 2022 and 2021

Operating Funds	FY 2023 Actuals as of September 30, 2022	FY 2022 Actuals as of September 30, 2021	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 2,219,167	\$ 1,924,739	15.3%
Federal Appropriations	-	-	
State Appropriations	4,969,648	2,835,100	75.3%
Local Appropriations	79,562	85,741	-7.2%
Gifts, Grants & Contracts	4,078,876	2,912,553	40.0%
Endowment/Land & Perm Inc	45,450	43,452	4.6%
Sales & Services	114,145	134,182	-14.9%
Other	106,768	85,853	24.4%
Total Revenue	11,613,616	8,021,620	44.8%
BEGINNING BALANCE	9,775,037	7,254,447	34.7%
TOTAL AVAILABLE	21,388,653	15,276,067	40.0%
EXPENDITURES			
Instruction & General	4,343,920	3,666,328	18.5%
Student Social & Cultural	17,433	2,388	630.0%
Research	23,094	21,506	7.4%
Public Service	92,073	79,360	16.0%
Internal Services	431,147	220,143	95.8%
Student Aid	3,150,103	2,308,491	36.5%
Auxiliary Enterprises	57,324	79,550	-27.9%
Intercollegiate Athletics	103,623	118,209	-12.3%
Independent Operations (NMDA)	-	-	
Total Expenditures	8,218,718	6,495,975	26.5%
NET TRANSFERS OUT / (IN)	49,666	27,414	81.2%
TOTAL EXPENDITURES & TRANSFERS	8,268,383	6,523,389	26.7%
ENDING FUND BALANCE	\$ 13,120,270	\$ 8,752,678	49.9%

Plant Funds	FY 2023 Actuals as of September 30, 2022	FY 2022 Actuals as of September 30, 2021	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Required Student Fees	\$ -	\$ -	0.0%
Bond Proceeds	-	-	0.0%
Gifts, Grants and Contracts	-	-	0.0%
Interest Income	-	-	0.0%
State Appropriation	-	-	
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
Total Revenues and Transfers	-	-	
BEGINNING BALANCE	-	-	
TOTAL AVAILABLE	-	-	
EXPENDITURES			
Capital Projects	-	-	
Building Renewal	-	28,839	-100.0%
Internal Service Renewal/Replacement	-	-	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
Total Expenditures	-	28,839	-100.0%
NET TRANSFERS OUT / (IN)	(49,666)	(27,414)	81.2%
TOTAL EXPENDITURES AND TRANSFERS	(49,666)	1,425	-3585.3%
ENDING FUND BALANCE	\$ 49,666	\$ (1,425)	-3585.3%

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, 2022

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 2,219,167
Receipts from grants and contracts	4,078,876
Other receipts	-
Payments to or on behalf of employees	(3,581,090)
Payment to suppliers for goods and services	(8,279,550)
Receipts from Sales and Services	114,145
Payments for scholarships	(1,872,674)
Other Operating Revenue	106,768
Net cash (used) by operating activities	<u>(7,214,359)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	4,969,648
Mill Levy Distributions	79,562
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>5,049,210</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	45,450
Net Cash provided by Investing Activities	<u>45,450</u>
Increase (Decrease) in Cash and Cash Equivalents	(2,119,699)
Cash and Cash Equivalents- beginning of year	9,775,037
Cash and Cash Equivalents- end of reporting period	<u>\$ 7,655,338</u>

Northern New Mexico College

Statement of Net Position

(Unaudited and Unadjusted)

November 30, 2022

Assets		
Current Assets:		
Cash and Cash Equivalents	6,675,948	
Short-Term Investments	-	
AR - Student	311,024	
AR - Other than student	117,214	
Inventories	80,336	
Prepaid Expenses	15,079	
Loans Receivable, net	916,039	
Total Current Assets	8,115,641	
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	35,349,463	
Total Non-Current Assets	35,349,463	
Total Assets	43,465,104	
Deferred Outflows of Resources		
Pension Related (6/30/21 balances)	29,819,379	
Total Deferred Outflows of Resources	29,819,379	
Liabilities		
Current Liabilities		
Accounts Payable	119,448	
Other Accrued Liabilities	60,723	
Deferred Income	1,392,457	
LT Liabilities - Current Portion	-	
Total Current Liabilities	1,572,629	
Non-Current Liabilities		
Accrued Interest Payable	-	
Accrued Benefit Reserves	-	
Other LT Liabilities	117,805	
OPED Liability	7,972,467	
Net Pension Liability	1,528,611	
Total Non-Current Liabilities	9,618,883	
Total Liabilities	11,191,512	
Deferred Inflows of Resources		
Pension Related (6/30/21 balances)	3,316,510	
Total Deferred Inflows of Resources	3,316,510	
Net Position		
Invested in Capital Assets, net of Related Debt	35,349,463	
Restricted for:		
Nonexpendable:		
Endowments	-	
Expendable:		
General Activities	(9,032)	
Federal Student Loans	-	
Term Endowments	-	
Capital Projects	(20,455)	
Debt Service	-	
Related Entity Activities	(283,478)	
Unrestricted		
Unrestricted without NFP	2,309,783	
Net Fiduciary Position	-	
Total Unrestricted (includes 6/30/20 NFP)	2,309,783	
Total Net Position	37,346,282	

Northern New Mexico College
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2022

Operating Funds	FY 2023 Original Budget	FY 2023 Adjusted Budget	FY 2023 Actuals as of November 30, 2022	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 4,075,990	\$ 4,075,990	\$ 2,241,756	55.0%
Federal Appropriations		-	-	-
State Appropriations	14,217,800	14,217,800	7,009,141	49.3%
Local Appropriations	3,009,846	3,009,846	277,143	9.2%
Gifts, Grants & Contracts	14,222,367	14,497,367	5,360,151	37.0%
Endowment/Land & Perm Inc	222,957	222,957	106,173	47.6%
Sales & Services	377,731	377,731	164,807	43.6%
Other	53,146	53,146	115,491	217.3%
Total Revenue	36,179,838	36,454,838	15,274,661	41.9%
BEGINNING BALANCE	9,775,037	9,775,037	9,775,037	100.00%
TOTAL AVAILABLE	45,954,875	46,229,875	25,049,698	54.2%
EXPENDITURES				
Instruction & General	27,277,524	27,552,524	8,506,356	30.9%
Student Social & Cultural	116,232	116,232	31,430	27.0%
Research	195,522	195,522	35,609	18.2%
Public Service	815,243	815,243	157,678	19.3%
Internal Services	1,724,589	1,724,589	718,579	41.7%
Student Aid	4,929,012	4,929,012	3,220,239	65.3%
Auxiliary Enterprises	547,400	547,400	117,041	21.4%
Intercollegiate Athletics	576,101	576,101	234,396	40.7%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	36,181,623	36,456,623	13,021,327	35.7%
NET TRANSFERS OUT / (IN)	182,422	182,422	105,472	57.8%
TOTAL EXPENDITURES & TRANSFERS	36,364,045	36,639,045	13,126,799	35.8%
ENDING FUND BALANCE	\$ 9,590,830	\$ 9,590,830	\$ 11,922,899	

Plant Funds	FY 2023 Original Budget	FY 2023 Adjusted Budget	FY 2023 Actuals as of November 30, 2022	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts				
Interest Income				
State Appropriation	\$ 7,376,979	\$ 7,376,979	\$ 25,135	0.3%
Debt Service Transfers				
Other				
Total Revenues and Transfers	7,376,979	7,376,979	25,135	0.3%
BEGINNING BALANCE	-	-	-	
TOTAL AVAILABLE	7,376,979	7,376,979	25,135	0.3%
EXPENDITURES				
Capital Projects	6,306,864	6,306,864	25,135	0.4%
Building Renewal	1,070,115	1,070,115	20,455	1.9%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	7,376,979	7,376,979	45,589	0.6%
NET TRANSFERS OUT / (IN)	(182,422)	(182,422)	(105,472)	57.8%
TOTAL EXPENDITURES & TRANSFERS	7,194,557	7,194,557	(59,883)	-0.8%
ENDING FUND BALANCE	\$ 182,422	\$ 182,422	\$ 85,017	46.6%

Northern New Mexico College
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year's 2022 and 2021

Operating Funds	FY 2023 Actuals as of November 30, 2022	FY 2022 Actuals as of November 30, 2021	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 2,241,756	\$ 1,955,722	14.6%
Federal Appropriations	-	-	
State Appropriations	7,009,141	4,725,167	48.3%
Local Appropriations	277,143	141,371	96.0%
Gifts, Grants & Contracts	5,360,151	4,839,866	10.7%
Endowment/Land & Perm Inc	106,173	80,623	31.7%
Sales & Services	164,807	158,497	4.0%
Other	115,491	92,035	25.5%
Total Revenue	15,274,661	11,993,281	27.4%
BEGINNING BALANCE	9,775,037	7,254,447	34.7%
TOTAL AVAILABLE	25,049,698	19,247,728	30.1%
EXPENDITURES			
Instruction & General	8,506,356	6,854,621	24.1%
Student Social & Cultural	31,430	6,081	416.9%
Research	35,609	33,831	5.3%
Public Service	157,678	151,214	4.3%
Internal Services	718,579	366,906	95.8%
Student Aid	3,220,239	3,635,001	-11.4%
Auxiliary Enterprises	117,041	128,800	-9.1%
Intercollegiate Athletics	234,396	211,621	10.8%
Independent Operations (NMDA)	-	-	
Total Expenditures	13,021,327	11,388,075	14.3%
NET TRANSFERS OUT / (IN)	105,472	67,876	55.4%
TOTAL EXPENDITURES & TRANSFERS	13,126,799	11,455,951	14.6%
ENDING FUND BALANCE	\$ 11,922,899	\$ 7,791,777	53.0%

Plant Funds	FY 2023 Actuals as of November 30, 2022	FY 2022 Actuals as of November 30, 2021	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Required Student Fees	\$ -	\$ -	0.0%
Bond Proceeds	-	-	0.0%
Gifts, Grants and Contracts	-	-	0.0%
Interest Income	-	-	0.0%
State Appropriation	25,135	-	
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
Total Revenues and Transfers	25,135	-	
BEGINNING BALANCE	-	-	
TOTAL AVAILABLE	25,135	-	
EXPENDITURES			
Capital Projects	25,135	-	
Building Renewal	20,455	34,333	-40.4%
Internal Service Renewal/Replacement	-	-	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
Total Expenditures	45,589	34,333	32.8%
NET TRANSFERS OUT / (IN)	(105,472)	(67,876)	55.4%
TOTAL EXPENDITURES AND TRANSFERS	(59,883)	(33,543)	78.5%
ENDING FUND BALANCE	\$ 85,017	\$ 33,543	153.5%

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

Northern New Mexico College

Statement of Cash Flows

(Unaudited and Unadjusted)

November 30, 2022

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 2,241,756
Receipts from grants and contracts	5,360,151
Other receipts	-
Payments to or on behalf of employees	(6,341,880)
Payment to suppliers for goods and services	(10,109,465)
Receipts from Sales and Services	164,807
Payments for scholarships	(1,901,951)
Other Operating Revenue	115,491
Net cash (used) by operating activities	<u>(10,471,091)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	7,034,276
Mill Levy Distributions	277,143
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>7,311,418</u>
Cash Flows from Capital and Related Financing Activities	
Proceeds from Capital Debt	-
Capital Gifts, Grants and contracts	-
Purchase/Construction/Renovation of Capital Assets	(45,589)
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>(45,589)</u>
Cash Flows from Investing Activities	
Investment Earnings	106,173
Net Cash provided by Investing Activities	<u>106,173</u>
Increase (Decrease) in Cash and Cash Equivalents	(3,099,089)
Cash and Cash Equivalents- beginning of year	9,775,037
Cash and Cash Equivalents- end of reporting period	<u>\$ 6,675,948</u>

EL CENTRO

A DEEP DIVE

By Kristy L. Alton

EL CENTRO

SNAPSHOT

- *EL CENTRO* refers to the two centers this Title V grant will fund:
 - 1) Dual Credit Center
 - 2) Center for Teaching and Learning
- Funding Period: 10/01/2022-9/30/2025
- Total Award Amount: \$2,674,758

EL CENTRO

GOALS

- 1) Expand institutional capacity to support and guide dual enrollment/dual credit (DE/DC) and transfer students successfully into post-secondary academic and career pathways;
- 2) Strengthen academic quality and institutional management through the creation of a new Center for Teaching and Learning that advances evidence-based organizational learning, and
- 3) Strengthen our fiscal stability through increased enrollment, retention, persistence, transfer, graduation and career placement success for Hispanic and low-income students as a result of the integrated activities of the project.

Projected Outcomes

An overall increase of 10% in enrollment, retention, persistence, transfer, and completion success over the five-year project for Hispanic and low-income students

DUAL CREDIT CENTER

- ◆ Dedicated Space
- ◆ Outreach Specialist
- ◆ Admin Support/Data Coord.
- ◆ Near Peer Mentors
- ◆ Peer Tutors
- ◆ Eagle Techs



CENTER FOR TEACHING & LEARNING

- ◆ Dedicated Space
- ◆ Director
- ◆ Instructional Designer
- ◆ Evidence-Based Pedagogy
- ◆ Staff Lunch & Learns
- ◆ Community Workshops





Kristy Alton

Project Director, Title V

kristy.alton@nnmc.edu

505-423-2321