

BOARD OF REGENTS MEETING

AUGUST 20, 2018

NORTHERN New Mexico College





NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Monday, August 20, 2018**, at **8:00AM** at the Northern New Mexico College – Espanola Campus, Espanola, New Mexico.

FINAL AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. COMMENTS FROM THE BOARD**
 - A. HERC Update – Informational
 - B. Board of Regents Meeting Dates – Action Required
- IV. APPROVAL OF MINUTES**
- V. STUDENT SENATE PRESIDENT REPORT**
- VI. FACULTY SENATE PRESIDENT REPORT**
- VII. PRESIDENT’S REPORT AND ANNOUNCEMENTS**
 - A. Celebrate Northern – Informational
 - B. CUP Report – Informational
 - C. Resolution, Access to NNMC Facilities – Action Required
 - D. Statewide Higher Education Public Outreach Campaign – Informational
 - E. Deep Dive Addition to Board Meetings - Informational
- VIII. STAFF REPORTS**
 - A. Vice President for Finance & Administration
 - 1. Audit(s) Update - Informational
 - 2. Fiscal Watch – Action Required
 - 3. Monthly Budget Adjustment Requests (BARs) – Action Required
 - 4. Tuition Waiver, Espanola Police Department – Action Required
 - 5. Disposition of College Property – Action Required
 - B. Provost & Vice President for Academic Affairs
 - 1. Children on Campus Policy – Action Required
 - 2. Faculty Handbook Status Update – Preliminary Draft - Informational
- IX. PUBLIC INPUT**
- X. EXECUTIVE SESSION**
 - (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee;
 - a. Labor Management Relations Board
 - (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

Pursuant to provisions of NMSA 1978, Section 10-15-1(H)(2)(5)(7)&(8)
- XI. POSSIBLE ACTION PERTAINING TO EXECUTIVE SESSION DISCUSSION**
- XII. ADJOURNMENT**

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



MEMORANDUM

To: Northern New Mexico College Board of Regents
From: Richard J. Bailey, Jr., President
Date: August 20, 2018
Re: Board of Regents Minutes

Issue

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

Recommendation

Staff recommends that the Board of Regents approve the Board of Regents Minutes June 22, 2018 and July 30, 2017 as submitted or if applicable, as amended.

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JUNE 22, 2018**

I. CALL TO ORDER

A Regular Meeting of the Board of Regents of Northern New Mexico College was held on Friday, June 22, 2018, in the Alumni Hall of Northern New Mexico College, El Rito Campus. Regents present: Kevin F. Powers, D. Chris Ortega, Robert Rhodes, and Damian L. Martinez. Board President Powers called the meeting to order at 12:12PM.

Northern New Mexico College staff present: President Richard J. Bailey, Jr.; Ricky Bejarano, Vice President for Finance & Administration; Ivan Lopez Hurtado, Ph.D., Provost and Vice President for Academic Affairs; Donna Castro, Human Resources Director; Sandy Krolick, Creative Director, Communications & Marketing; Vince Lithgow, Comptroller; Chris Trujillo, IT; and Amy Pena, Executive Assistant to the President and Board Secretary.

Faculty Present: Dr. Ulises Ricoy, Mateo Frazier and Dr. Joaquin Vila

Others present: Tim Crone, Geno Zamora, Roberta Orona Cordova, Henry Ochoa, Jake Arnold, Ivan Guillen and Quintin Wilson

II. APPROVAL OF AGENDA

Board President Powers suggested that Public Input, Item IX be moved to Item VI. Regent Martinez asked if there was public input pertinent to what would be discussed in Executive Session. Board President Powers stated he is not sure but perhaps Public Input could be moved to between I and II so it eliminates the possibility. Regent Martinez agreed. Regent Rhodes asked if anyone was outside waiting. Board President Powers stated if someone does come the Board of Regents will have flexibility and it will be moved between II and III.

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

Board President Powers stated it should also be indicated that Joshua Martinez was absent from the meeting.

III. PUBLIC INPUT

Board President Powers stated there were two people signed in for Public Input.

Henry Ochoa thanked the Collee for lunch. He stated he is going to address the Board of Regents for a minute and he talked to a lot of people about what he is going to talk about to the Board of Regents. It is not very clear but he would like to try to bring Federal Funding into this area, El Rito Campus by actually asking the Government if we could house some of the people coming from San Salvador. Maybe just the parents or maybe just the kids. His understanding is they are paying for everything, they are paying for refurbishment, fixing up the place and getting things ready and there will be funding for each person they bring in, so many dollars. He doesn't know if that is better than what he heard, maybe more taxes or something like that for the area. Maybe we could be available, at least pursue it, talk about it amongst each other and see what

happens, what comes up. It is not an iron clad thing, he thought about it last night when he saw they were needing places for some of the families and people and if you could bring them together, the families. He thinks this is the only way to get people together is with DNA samples, he thinks in regular organization, people that want to get involved, people that think maybe for a period of time this would be something that we could do to serve our country, by helping the people come in to get asylum and have a place for them to stay and even before they have their jury, if they are all going to be tried. They are going to fly into Brownsville, Texas, Florida, etc. Area location is not that big of a thing. His understanding there are some in Las Cruces, New Mexico. He would like to see the College to be able to help in some fashion. We used to be a teaching college, do those kids need to be taught something in Spanish, something along those lines. Also, we have a café and dormitories that are not being fully used. His understanding is that the ones that are in charge, law enforcement, homeland security will actually furnish their own security for the people and for the children. It is something we would not have to worry about here, we will actually be using whatever model that will come up for us, maybe with the help of our Congressman, our Board of Regents, our President could make those decisions. He is just bringing this out for thought if everyone could think about this, let's do our part. At this point the whole idea is to try to reunite and not divide. If we could do this he thinks we could get a lot of national attention when talking about who is doing what and it would bring more interest to this area. We already speak the language or something similar to what they speak. Communication would not be such a problem here as it is in other places. Mr. Ochoa thanked the Board of Regents for their time and for listening to him as a community member of El Rito and this idea has not been thought out completely on the El Rito Association side. He is bringing it up to the Board to talk about it. Mr. Ochoa thanked everyone for being here in this wonderful little town and thanked the Board of Regents for everything they have done for making it better. Mr. Ochoa stated he used to be Post Master in El Rito 30 years ago and he knows the people here.

Board President Powers called on Tim Crone.

Tim Crone stated he knows the Board of Regents has been presented with the CBA in which negotiations completed on Monday and the Board of Regents would possibly consider it and he would encourage them to ratify the contract. There is salary involved and when he is on campus he gets the question whether it is done. He does hope the Board of Regents ratifies and the faculty was very appreciative of the work done on the CBA and faculty and staff are very pleased not only with salary but with everything. Mr. Crone thanked Geno Zamora for his assistance with the faculty contract, they are about half way done with the Contract. In many cases all that had to be done was to change wording from faculty to staff. Of course, there are different terms and conditions and pieces that are very different. Mr. Crone thanked Tessie Lopez, Donna Castro, Jacob Pacheco, Kenneth Lucero and Ivan Maestas, Arnold Suazo and AFT New Mexico. Again, he hopes the contract is ratified and faculty and staff will be very appreciative.

Board President Powers stated this will be discussed in Executive Session and hopefully they will have an answer for Mr. Crone soon. Mr. Crone stated Donna Castro, Director of Human Resources will text Mr. Crone when they return from Executive Session.

Board President Powers called Jake Arnold.

Jake Arnold stated that he understands in Executive Session Dr. Bailey's tenure will be discussed. In his experience Dr. Bailey has been so transparent and it has been so refreshing over the past year and a half. It is a change between night and day. Secondly, and maybe somebody will be speaking to this, in yesterday's Rio Grande Sun they had a story about the College and getting money for renovations and repairs in Espanola. It really got a lot of people upset asking what is going on in El Rito. The paper noted it was just Espanola and nothing happening in El Rito. One other item, there is there is a position of director of equity and diversity

and it should be put under the Human Resources Director who has done a very good job. Mr. Arnold thanked the Board of Regents for having the meeting in El Rito and for the lunch.

Mr. Arnold stated Andy Lopez resigned from the Mesa Vista School Board and he is leaving the community, moving to Las Cruces. There is a farewell party for Andy for the 33 years he has been a stellar leader in the community and it will be July 7 at the Rural Events Center.

Board President Powers stated President Bailey would like to address a couple of the issues brought up by Mr. Arnold. President Bailey stated he would like to respond to Mr. Ochoa. All of us like the idea and Dr. Bailey is going to talk to Congressman Ben Ray Lujan because he is passionate about the campus and he would like to bring things to this area. He may be very interested in this idea. President Bailey will ask him what his thoughts are.

With regard to the infrastructure improvements, the Rio Grande Sun covered a story about improvements. That was a very specific project looking at this year. One of the things the Board of Regents decided is there is a five-year infrastructure plan. There is targeted money for El Rito. President Bailey assured the community and Board of Regents that as the College starts looking at developing the specific plan for the infrastructure, El Rito is a big part of it and the College is committed to it.

IV. EXECUTIVE SESSION

Board President Powers stated that he would entertained a motion to enter into Executive Session.

Regent Martinez moved to enter into Executive Session pursuant to provisions of NMSA 1978, Section 10-15-1(H)(2)(5)(7) & (8). Second – Regent Ortega. Board President Powers stated there is a motion and second and that would be for Limited Personnel Matters, President's Contract, Salary Increases, One Time Pay Supplement and Staff Collective Bargaining Agreements. **A Roll call vote was taken: Regent Ortega – yes, Regent Damian Martinez – yes, Regent Rhodes – yes, Board President Powers – yes, The Board of Regents entered into Executive Session at 12:30PM.**

V. POSSIBLE ACTION ON EXECUTIVE SESSION

Board President Powers entertained a Motion to reconvene from Executive Session.

Regent Martinez moved the Board of Regents return from Executive session and stated that only the matters only listed on the Agenda were discussed. Second – Regent Ortega. A Roll Call Vote Was taken – Regent Ortega – yes, Regent Martinez – Yes, Regent Rhodes – yes, Board President Powers – yes. The Board of Regents returned from Executive Session at 1:30PM.

Board President Powers stated regarding Item V, Possible Action Pertaining to Executive Session and the first item (Board President called Donna Castro, Director of Human Resources to the table) to discuss the staff and nonexempt staff who have been working on a CBA for some time now and it has been ratified by the staff employees and the Board of Regents is at a point where it needs to act on it.

Ms. Castro stated the staff and the union; the non-exempt staff have been working on a CBA and it has been ratified by staff and it is at a point where Board of Regents needs to approve it. Ms. Castro stated negotiations finished on Monday and the staff ratified the contract. Some of the highlights, employees can carry over 240 hours each year, maximum payout is 192. The definition of family members was expanded for bereavement

and did allow 3 days for definition of family members. A lot of the policies were clarified for staff. One of the things the staff wanted was to change from semi-monthly to bi-weekly payroll was agreed upon. Some current practices were defined and now there are part of the agreement (sick leave, probationary periods, etc.) were agreed upon.

Ms. Castro stated regarding compensation what was agreed to in negotiation, one of the things we wanted to do, everyone in negotiations, it was important to make some progress toward increasing the base pay of some of the lower paid people. Right now, the lowest paid group is paid \$10.10 an hour and for a College it is not right. We made some great strides towards increase salaries for security, custodians, groundskeepers and administrative assistants. For the group that are increasing their minimum pay, a salary increase for the lowest would be from 5.6% to 14.63% and it would affect about 20 members of the bargaining unit. The remainder of the unit a 2% across the board. For those only receiving the 2%, the College is recommending a one-time pay supplement of \$635.00 and for those receiving a larger increase, the College is recommending a one-time supplement of \$250.00 and this is for the unit members.

Regent Powers stated Ms. Castro mentioned those getting \$10.10 they will be going up to \$11.20 per hour. One of the things to remind everyone is a few months ago a CBA was done for faculty and this was approved. This was ten years in the making and the same way with this one. It has been 10 years since there was a contract with the union. The College has now gone through two of the major groups contracts that have not been done for 10 years. Board President Powers congratulated the College for getting this done. Ms. Castro stated one other thing that the College did for those receiving the larger increase is the College made slighter increases for longevity and the reason this was done to raise the minimum. The College did not think it was fair to have someone that has been here six years earning the same pay for someone new coming in at a new minimum rate. They weren't great but the College did make that distinction for longevity pay. This is also stated in the agreement.

Board President Powers stated there were also significant changes to employment rules and things like that that were sought by one party and then by the other and negotiated out. Ms. Castro stated ultimately this does protect the employees and employees will feel better when it is ratified. When Ms. Castro came to the College she said this is in the best interests of the employees of the College.

Dr. Rhodes stated he really appreciates Ms. Castro's efforts and the efforts on the other side. It took a lot to get here and to rework the document to have everyone look at and it takes a lot of work and he doesn't care what side is looking at it. President Powers stated he appreciates the work and would entertain a motion.

Regent Rhodes moved to approve the CBA for non-exempt staff bargaining unit. Second – Regent Damian Martinez. Motion passed unanimously. CBA is approved.

Regent Rhodes stated the unselfishness of both parties saying everyone at the institution needs to be treated fairly. Everyone at the institution received a 2% but they also looked at those people.

Board President Powers stated he would like Ms. Castro to discuss additional items. The second item is Salary Increases for NonBargaining Unit. These are members of the staff that are not represented by one of the three.

Ms. Castro stated for the first group, the College is recommended that all regular term faculty employed as of December 31, 2017 receive a 2% salary increase for fiscal year FY19. Also, to be noted, salary increases for term employees (external funding) those salary increases are subject to availability of funding, as long as their

budget can absorb it. For nonbargaining unit regular and term employees as of December 31, 2017, earning \$50,000 or less, the College is recommending they receive a one-time pay supplement in the amount of \$500. Pay supplements for term employees would be subject to availability of funding. Nonbargaining unit faculty unit faculty employed as of December 13, 2017, the College is recommending a one-time pay supplement of \$1,000 which is in line with what was awarded to the faculty bargaining unit members for FY18.

Board President Powers stated to sum this up, the CBA approved a few months ago, the new CBA will align everything up and all employees will be taken care of and treated in a fair and a consistent manner. Adjuncts are not included in this. Ms. Castro stated this is correct. Board President Powers stated and the top administrator which will be discussed later.

Board President entertained a motion to approve the salary increases for FY18-19 for nonbargaining unit.

Regent Damian Martinez moved to approve salary increases for 18-19 for nonbargaining unit. Second – Regent Rhodes. Motion passed unanimously.

Board President Powers entertained a motion for the one time pay supplement for the nonbargaining unit as described by Ms. Castro.

Regent Ortega moved that the Board of Regents approve the nonbargaining regular term employees, employed as of December 31, 2017 to receive the one-time supplement of \$500.00 subject to availability of funding and the nonbargaining faculty members receive a one-time pay supplement of \$1,000. Second – Regent Damian Martinez. Motion passed unanimously.

Board President Powers stated the last item is the contract for the President. The Board of Regents has been working on this and wanted to make sure it got it write. A few tweaks were made and so there is a contract before us that everybody has looked at and the President has looked at and all the Board of Regents are comfortable it represents what everyone is agreeable on.

Regent Rhodes moved to approve the President's Contract. Second – Regent Ortega. Motion approved unanimously.

Board President Powers stated he would like to review highlights:

Contract term is for four years at the same base salary the President is making now. There were a couple of adjustments to some things such as the President has a car allowance and it has bumped it up a little bid after two years of experience and now know what it needs to be \$400 a month to \$500 a month. The Board of Regents added a discretionary account for College, activities to promote the College and to allow and do outreach for the College. The President will now have a discretionary account which is very common in higher education, this account will be \$24,000 a year which is less than half of one of our sister schools out that the College competes with. The Board of Regents has also included in the contract some payments into a deferred comp program which is an incentive to stay for the entire four-year period. In earlier years it was 2% of a salary a year, 3% and the longer he stays the more it goes up. The Board of Regents wants the President to stay the four years or longer. These are the highlights of the changes in the contract, otherwise it is similar to the contract he has been working under for the last two years. Regent Ortega stated the travel and entertainment expense is subject to New Mexico per diem and mileage act and also promulgated by NMMC. There is control on how the money is used. Board President Powers stated the discretionary account

is not discretionary as it needs to be approved by the Board of Regents and staff and there are guidelines to the use of the fund. Regent Rhodes stated it is interesting when President Bailey sends a weekly report, he does not know how he does everything he does in a week. It is not just Presidential duties, he goes out to the community. One of the things that Regent Rhodes didn't know until he started asking is it was out of his own pocket. The President should not have to pay for things he is doing for the institution out of pocket. If he is going to do these amazing things, the College is going to have to do this.

Regent Martinez stated since Dr. Bailey came on Board, he has been universally team focused, it has been about those that have worked with him. You can see by the CBAs that have been done and the things that he has done in the community. When the Board of Regents started studying his contract at no time did he ask for a raise, he did not ask for an expense account or stipend. This shows good leadership and Regent Martinez is glad he is here. When Regent Martinez got here, it was faculty against administration, community members did not like what was going on in the school, not that they didn't like the school but what was going on. President Bailey has breathed fresh air into the College and Regent Martinez appreciates it.

Board President Powers stated the motion carries unanimously, the Presidents contract is approved for four new years.

Regent Martinez stated top administration is not receiving raises this year. They are making sure those completing the mission of the school and they are making sure the school runs well.

VI. COMMENTS FROM THE BOARD

A. HERC Update

Board President Powers stated he is the President of the organization and there will be the first annual HERC Regents and Educational Training Conference on July 17 and 18, 2018 and all Regents across the state are invited to attend. This will be a two-day conference and it will be a focus on training Regents to do their jobs. In addition to the Regents from Higher Education Institutions, they have also invited Native American Institution Regents to attend as well. HERC is looking to make this an annual event and hopefully it will help enhance the Regent activity in the State. The Secretary of Higher Education presenting, the LFC Director will be presenting and there will be a number of technical staff type members presenting regarding finance, some of the software packages that are used in Higher Education. It will be a great conference and they are hoping to get 30 of the 37 Regents to attend. Board President Powers will have a report in August as to how it goes.

VII. APPROVAL OF THE MINUTES

Board President Powers entertained a motion to approve the minutes of April 24, 2018 minutes as presented

Regent Damian Martinez moved to approve minutes for April 24, 2018 – Second – Regent Ortega. Motion passed unanimously.

Board President Powers entertained a motion to approve the May 13, 2018 minutes as presented.

Regent D. Martinez moved to approve the minutes for May 13, 2018. Second – Regent Ortega. Motion passed unanimously.

Board President Powers entertained a motion to approve the May 29, 2018 minutes as presented.

Regent Damian Moved to approve the minutes of May 29, 2018. Second – Regent Ortega. Motion passed unanimously.

Regent Ortega asked if it is necessary to have such detailed minutes, this is almost verbatim. Board President Powers stated it is verbatim off the recordings. Regent Ortega stated he has been on a lot of Boards and it is not this detailed, he is not opposed to it, he is just questioning. Board President Powers stated it is more just, if we have the recording and that level of detail, putting it in the record, you don't run the risk of. Regent Martinez asked how long the recording would last. Board President Powers stated this is the thing, this will last forever. If you paraphrase and the paraphrase comes up with a slightly different meaning than the recorded work, you could end up. Board President Powers stated the College will do some research on this.

President Bailey stated Amy has received feedback from HED that they really want, they very much like the way they are. The second thing is, one of the findings from the audit, it was not a direct finding but from the auditors, from the Foundation Board side, the minutes were not detailed enough. They were asking for specific decisions from the Board and the minutes did not specifically reflect it. With these, they know exactly what it is. Regent Ortega stated his question was answered.

VIII. PRESIDENT'S REPORT

President Bailey stated there is one more person who would like to provide Public input.

Ivan Guillen stated he would like to speak to the Board of Regents regarding the music program and hopefully avoid the suspension of the music program. He has attended all the classes and he speaks not so much for himself although it is selfish but for the opportunities that are going to be taken away from the youth of the community. There are many students, young people talented in our communities in Espanola, surrounding Espanola, Taos, Los Alamos, Santa Fe that are possible candidates for the Northern Music Program. He was going through the staff report here and it says that there is, and one of the main things that he has noticed over the years is the instability of the leadership, the Chairman position of the Music Program. Since he has been there, there has been nobody for more than a year. Most of the chairmen he knew quit in less than a year, most of the time when the semester started, and left the instructors in a lurch. He does not want to see the Music Program go the way of the autobody mechanics program. The staff report indicates instability in the program in recent years. There has been, at least five years of instability, couldn't we give the program a little stability for two or three years to see if we could revive the program. He recognizes the decline in participation of the program. When he first started there was gospel choir, chorus, African drumming group, rock and jazz ensemble, and later creation of big band. You would walk into the Fine Arts Center and it was happening, there was music, people were practicing, there was stuff going on stage, the classrooms had music coming out of them. The program is a treasure for those students looking to pursue music. Another item in the staff report mentioned about the job market. The New Mexico Hispano Music Awards are held annually at the Ohkay Casino. Bands, there is all kinds of bands in Espanola. In Santa Fe there are a lot of people from Espanola that have participated in the Music Program are participants are musicians in those bands. Recently, Mr. Guillon was at the Albuquerque Hispano Chamber Scholarship Awards Banquet "David" who was playing with the Mariachi Group who was a participant of the Music Program. Another guy he met when he first started was Walter Trujillo, he is a professional Mariachi in Arizona. Of course, just not playing music does not make the Music Program not relevant. Many of the students who have gone through the program are music educators themselves. They instruct and teach music to youngsters, to senior citizens, to adults so there is a job market out there not just musicians, music educators. His own son in 1989 went through the program for a while. He did not become a musician but he wanted on to study guitar building at the Musicians Institute in Hollywood and he is a well-respected luthier in Los Angeles. His son from Espanola. Talking about

President Bailey's breath of fresh air, we are looking for the current Chair to breathe that breath of fresh air into the Music Program and give it some innovation, recruitment, publicity, something to keep it going. He would like to urge the Board of Regents to reconsider suspending the program. The one instructor that is there now is there from 8:30AM in the morning to 8:30PM sometimes. He doesn't know how many credit hours he teaches but he doubts very seriously that very many other instructors at the College teach as much as he does. Mr. Guillon thanked the Board of Regents and President Bailey and asked that they keep the Music Program alive at Northern. Board President Powers stated there will be a full discussion on this item. Mr. Guillon stated he has the Agenda. President Bailey thanked Mr. Guillon.

President Bailey stated he would like to start by highlighting the film and digital media program. President Bailey called David Lindblom to address the Board of Regents. Mr. Lindblom stated there was an enormous amount of activity in the arts and film department and some of the students asked Mr. Lindblom to bring them to the Board of Regents. Mr. Lindblom handed out the articles to the Board of Regents and discussed a couple of articles (attached) with the Board of Regents. This has never happened before, there was 100% participation in the film and screenwriting section of the program, a total of 13 students in a combination of two classes. These films range from extremely personal but very coherent of feelings and expressions students have all the way to professional quality video for the STEM program which is now on the National Foundation Website (this link was sent to the Board of Regents). That was the end of the semester art show, prior to that developing at the same time there were a lot of other accomplishments for the students in the film department. Stephanie Garcia got her film into the Santa Fe Film Festival which was prestige worthy. It is a big deal. At the same time another group of students also competed in the New Mexico Filmmakers Showcase which was a one-minute showcase. One of the students Tyshawna, she was in the show along with other more experienced auditors and these artists were very supportive of her and she marveled at being able to attend. Another student had four films in the world, two in New Mexico and two Hollywood Films which are on Direct TV now. This is a perfect storm of activity and they wanted Mr. Lindblom to attend the Board of Regents Meeting and brag a little about them. Lastly, Mr. Lindblom presented a poster and what is remarkable about this is embryonic to connect arts to science. There is STEM and now there is STEAM and that is what we are about. Dr. Ahmed's students did a poster on compression and this has enormous industrial application and there are pathways that merge art and technology. There is a company in Santa Fe that is collecting satellite data to do crop prediction. The files for those people are the same as the files for Hollywood, they are huge, compressed, valuable, replicated and stored separately. That is a niche skill that is undeveloped. This is an idea for one of the directions the College has been talking about as to how to proceed in this way. To proceed in the art side and the more immediate job possibilities. Mr. Lindblom's students wanted him to come to the Board of Regents meeting to tell the Board of Regents what they were up to.

Board President Powers thanked Mr. Lindblom for bringing this to the Board of Regents. It is always nice to see what is happening. It makes it a lot easier to make decisions to know and the breath of this is interesting, not just the narrow band, there is a broad application. Mr. Lindblom thanked the Board of Regents. President Bailey stated one of the challenges is that he is surrounded by so much talent and the entire community wants his students to help with projects.

President Bailey stated the following:

1. He just received an email that Dr. Ivan Lopez was selected by the HLC to provide guidance to other institutions as part of their peer core. Basically, he will be working for the HLC and going out and providing guidance and making sure other institutions are reaching a quality. This speaks a lot about Dr. Lopez and President Bailey wanted to recognize Dr. Lopez for this.

2. Ruben Rodriguez received a HEP Scholarship award and there were only nine given out in the country. There are 70-80 schools where students could receive this award. In two years out of 16 national awards the College has received three.
3. After a year and a half of work the contract was finally signed with Kit Carson Syncarpha and Guzman Energy to start the Solar Array Project in El Rito. The ground breaking will happen in the third quarter. They are hoping to start in October. It will be 1.5 MW and everyone plugged into the grid will see their electricity rates dropped and it will stay that way for the next 30 years. The money received for the lease of the land will be diverted to make improvements on the infrastructure in El Rito. The first will be to work the plumbing on the Administration Building, North and South Dorms, Kitchen and Cutting Hall. The College would like to have students living in the dorm by next summer. This is a big goal but President Bailey believes they are reasonable goals.
4. The College's partner has been awarded a forest restoration grant and that will pay for a biochar experimental unit which will go in Jaramillo Hall. This is the least efficient on campus and if it can be shown that the College can show that it can provide debris from the forest that makes the forest safer from wildfires and reduce the Colleges costs it is a win. This will be here this fall.
5. There was a report card from the Public Education Department and there were a lot of issues with the report but he wants to celebrate we were one of the highest schools that tied for the highest grade in the State (Northern New Mexico College, UNM, NMSU and Central New Mexico Community College). This is a testament to the College of Education, faculty, staff and Dean of College of Education, Dr. Joaquin Vila.
6. Dr. Vila will be the next Provost to Adams State in Alamosa and the College is very sad to see him leave. President Bailey asked Dr. Vila to join the Board of Regents and presented him with a Certificate from the College. Board President Powers thanked Dr. Vila for all his work for the College.

Dr. Vila stated it has been four busy years for the College and remembers the many challenges the College has faced. He also would like to recognize the dedication of staff and faculty at the College. He stated the honor was to serve.

President Bailey stated this covers his report and would like to discuss the Audit Contract for FY18. The College received two bids, one from Axiom and one from REDW. The Board President and President Bailey opened both packages and confirmed they were complete and instructed the Vice President for Finance & Administration to create an analysis. They then presented the results of this to the Audit, Finance, Facilities Committee and have a recommendation from there.

Board President Powers stated it was important to point out the evaluation was done on staffing, the strength of the staff, experience of the firm process, knowledge of our situation and understanding of the work that needs to be completed and also the ability to get up running and get the 2018 Audit Report out on time. That is one of the most critical pieces of this. If it is not out on time it is going to hurt the College. Taking all of these factors into play it was the recommendation to select REDW for the next two years. It did go through Audit, Finance and Facilities and they would recommend to the full Board of Regents to select REDW to complete next year's audit.

Board President Powers moved to hire REDW. Second - Regent D. Martinez. Motion passed unanimously.

Regent Ortega asked when they would begin. President Bailey stated the goal is to complete it as soon as possible. The deadline is to complete it by November 1. Knowing the scope of what they had to do this past year, the sooner they start the better for the College.

IX. STAFF REPORTS

A. Vice President for Finance & Administration

Ricky Bejarano, Vice President for Finance & Administration invited Vince Lithgow, Comptroller for the College to join the Board of Regents Meeting. Mr. Lithgow is retired from the State of New Mexico after 25 plus years and has extensive experience in developing policies and procedures and has managed large divisions, some larger than the College as a whole.

1. Audit(s) Update – Informational

Currently, Mr. Bejarano is happy to report that the College does not have a forensic audit going anymore. This is a milestone for the College. The College is going to commence the FY18 audit shortly. The one soft audit is that the USDOE has asked the College to essentially do a self-audit and it is was primarily focused on Title III and Title IV. The amounts the College believes there is support for but not complete support is \$2,400 and it will be returned to the feds. These are two of the larger programs and this is a big milestone and a lot of credit goes to Cheryl James for this.

2. Fiscal Watch – Action Required

Mr. Lithgow stated the College is doing comparisons of May 2018 versus March 2018. The statement of net position has decreased by \$435,000. The College is still monitoring cash daily as well as the operating budget. In fact, for this month the Operating Budget revenues (inaudible). The College does anticipate (inaudible). Mr. Bejarano stated the College did a May cutoff for expenditures. If a PR comes through it has to be close to or be an emergency. Next year it will be pushed back to May 1st. There is a rush at year end to spend as much as you can and the College is not doing this anymore. The College basically writes the budget as needed as opposed to a wish list. The budget was also submitted to the HED early and it was approved last week. This was the earliest it has come back and approved. From the HED, this is the earliest submission from the College. A lot of the credit for this goes to Evette Abeyta.

Regent Damian Martinez stated this was reviewed in Audit, Finance & Facilities Committee and the College is doing a good job.

Regent Martinez moved to approve the Fiscal Watch Report as submitted. Second – Regent Ortega. Motion passed unanimously.

3. Monthly Budget Adjustment Requests (BARs) – Action Required

Mr. Bejarano stated the College is at 163 BARs which is down to 1/3 of what they had been in the past. A lot of credit goes to Evette Abeyta and the fact the College is really tightening about moving money around at will. The College for FY19, will not process Purchase Orders, Payments or Purchase Requests until the BARs are done.

Board President Powers stated the fact that there are fewer BARs reflects the fact that the budget was much more meaningful and that it had a better thought process in it. The actuals are closer to budget than history.

Regent Ortega moved to approve the BARs as presented. Second – Regent Damian Martinez. Motion passed unanimously.

Board President Powers stated this was reviewed in the Audit, Finance & Facilities Committee Meeting and pleased with the progress. Regent Martinez stated one other comment, the Finance Department is going to get a chart of the BARs for the past few years for the Board of Regents.

4. P-Card Resolution – Action Required

Mr. Bejarano stated he would like the Board of Regents approval for the President be authorized to sign the application for PCard. The College is using New Mexico Bank & Trust after looking at several banks some do not offer PCard systems and some that do are not in good standing right now. Once the system is implemented, within a couple of months, the College will know how much cash back it is earning from the spend. This is just like a credit card but for all intents and purposes it is a debit card. UNM and CNM has been very successful with this and has had a lot of cashflow from it. Board President Powers stated this will save the College a lot of money will allow the College to track expenditures better. The primary savings will be once the College starts paying through the PCard system there will be no checks. It will help all around. Regent Martinez asked if this will be where President Bailey's discretionary fund will be from. Mr. Bejarano stated it will be a separate fund altogether. It will be but it will be a separate account. The reason to have President Bailey authorize it is it is a going back and forth process. Mr. Bejarano is not on any of the bank accounts or credit cards which is a good practice. The backups for the PCard will be Evette Abeyta on the budget side and the Comptroller for the same reason. Board President Powers stated these items discussed all relate to internal controls that the College was called out on the recent audit. These moves the College is doing now restore and enhance the internal controls and keep the College out of the audit finding business going forward.

Board President Powers entertained a motion to approve the Resolution authorizing the PCard System.

Regent Martinez moved to approve P-Card Resolution. Second – Regent Ortega. Motion passed unanimously.

5. Capital Infrastructure Five Year Plan – Action Required

President Bailey stated he would present this to the Board of Regents. President Bailey stated this was approved this last month by the Board of Regents. The Board of Regents also approved the Five-Year Infrastructure Plan. In order to answer the mail on the ICIP, they wanted the College to extend an additional meter. This reflects what the Board of Regents approved last month in terms of the Five Year Strategic Plan but the College had to add 2024 to it and President Bailey stated he was going to be open about this. This is really a projection of what the College thinks six years from now is going to be a priority. It was inspired by the fact that the College had UNM School of Architecture Students looking at projects in the Espanola Valley and a lot of them had to do with Green Energy and Sustainability. The College likes the idea of this project on both campuses that really look at public spaces and renewable energy. The College also thinks this would be a good place in case there are additional funds that would add to the work that Ameresco is suggesting in their Energy Audit. If there are extra projects that the College thinks are helpful, the College wants to put that place on the ICIP to hopefully get funding for this. President Bailey stated the College is looking for Board approval to submit the ICIP Project through 2024 as indicated.

Mr. Andy Romero, Facilities Director stated the College would also like the Board of Regents to grant administrative authority to submit the required documents that are not in the packet by the end of June.

Mr. Bejarano stated it has been a back and forth process which is why the College needs a little bit of leeway. This gives the College the flexibility to get it done by June 30th.

Regent Ortega moved to approve the CIP project plan and also to grant approval of administrative authority to sign any other packets being submitted under this guidance. Second – Regent Martinez. Motion passed unanimously.

Board President Powers asked if as things change over time, technology changes, etc. it can be changed. President Bailey stated this is correct.

The Board of Regents recessed at 2:47PM and reconvened at 2:52PM.

B. Provost & Vice President for Academic Affairs

1. New Certificate in Small Unmanned Aerial Systems (Drones)

Provost & Vice President Dr. Ivan Lopez Hurtado stated he would like to invite Mr. Mateo Frazier, Department Head for Fine Arts and Dr. Ulises Ricoy, Dean of the College of Arts & Sciences to come forward to discuss the proposal of a new Certificate of Small Unmanned Aerial Systems - Drones. This is a six credit program that has filmmaking students in the high school and College really motivated. Dr. Lopez asked Mr. Frazier to give the Board of Regents an overview. Mr. Frazier stated the College wanted to create a program as a leader to generate some interest among high school students again. In Film and Digital Media Arts, one of the emerging technologies has been small unmanned aerial systems also known as drones. They started basically as a flying camera and now have all these applications in mining and agriculture. It started as a film and commercial use outside of the military industrial complex. Mr. Frazier has some experience as a filmmaker and he looked around the country and there were not any formal training programs. About two years ago the FAA put out new regulations that required commercial pilots of drones to pass a Part 107 test which is a basic ground school requirement about FAA Regulations and made it a little tougher for folks because it was a free for all at first. The College was a unique convergence of need and integrating science and technology and this is a good way to introduce it to students. Mr. Frazier did some research around the country to see what other schools were doing and a lot of them were for profit independent groups who built curriculum. Mr. Frazier had to invent some of the curriculum and at a parallel CNM is building a similar curriculum. Mr. Frazier is working with CNM and talking about collaborating on some things as well. This is a six-hour program and students will take them concurrently. It may be split up to twice a week meetings of the first semester and then twice a week for the second semester. The first part would be preparing for exam and the second half would be application and experiential projects.

Regent Martinez asked who would teach the class. Mr. Frazier stated he would teach the class and he has his Part 107 about two months after the regulation was made. This was an interest for him and he had some time and bought a drone. Regent Martinez asked how many and how much the drones would be. Mr. Frazier stated there would be three and they would cost all in around \$30,000 all covered by the Perkins Grant. The College will also be purchasing some computers. It is going to be a big boost to the Film and Digital Media Arts Department. The College was able to raise some money to build up an Apple Computer Lab which has aged and the Perkins Grant will allow the College to build it up and refurbish the computer lab.

Regent Martinez stated it could be used to take a picture of the graduation class and sell them at \$25.00 a pop. Mr. Frazier stated they could do this.

Regent Rhodes stated Mr. Frazier spoke about Perkins and wanted to ask if the College is the Fiscal Agent. Mr. Frazier stated he believes the College is. Dr. Lopez stated the College is.

Regent Martinez asked if the College has checked is there additional insurance needed for the College to do this. Mr. Bejarano stated he had a lengthy discussion with Risk Management because the College had a couple of drones to find out if there is anything the College needs to do. The College needs to report that it has the drones and the model. With the formal discussion with the attorney at Risk, the biggie had been privacy issues, not wrecks or accidents. Regent Martinez asked if perhaps Student X picks it up and barrels into a car, when the student gets sued will Risk cover it. Mr. Bejarano stated essentially it is the College's drone, the College's class and it will be covered. Regent Martinez stated if you read the policy, the student is not an insured if you read the policy. This is his concern. If you are going to sue somebody and it can also be the student and if it is not an event that is covered by the insurance you are going to leave the student hanging out to dry. Regent Rhodes stated (inaudible) and he felt the College was covered. Regent Martinez stated unless you get this in writing. Mr. Bejarano stated he will submit everything to Risk Management and ask what the College's coverage and exposure is. They did not seem to be too concerned. Right now, the big issues are privacy rights. Mr. Bejarano will make sure the College is covered.

Regent Ortega asked how much supervision the students will have when they are flying these things and making sure they are under control. Mr. Frazier stated they will not be checking out drones to students for free flight. It will all be supervised in the class. It will be supervised 100% of the time.

Regent Martinez stated he heard students can bring their own drone. Mr. Frazier stated no they cannot. If students purchased their own drone and decided to fly it they could do that. Regent Martinez asked if they could use it for class. Mr. Frazier stated no. (inaudible). Regent Rhodes stated (inaudible). Once we get the drone (inaudible). Regent Martinez stated if it is the College's class and they are licensed operators and it is their drone (inaudible). Even if they are licensed operators and it our drone and something happens, it happens in the world, it's just nobody paid attention to Regent Martinez, when a student gets sued and Risk Management says you are not covered, I hope you have homeowner's insurance. (inaudible). Mr. Bejarano stated he would send the class description to Risk Management and ask specific questions. (inaudible).

Regent Rhodes moved to approve the new certificate in Small Unmanned Aerial Systems (Drones). Second – Regent Ortega. Motion passed unanimously.

Regent Rhodes stated on the other corner of the State there is a need for qualified pilots is extreme. Oil and gas fields can be paid greatly. He is pretty sure they can get paid well for this. Mr. Frazier stated they can and New Mexico is going to step forward to loosen some air restrictions for drones. This is moving forward specifically for drones.

2. Suspension of Music Program – Action Required

Dr. Lopez stated this is one of the sad recommendations he has to bring before the Board of Regents. This year the College had three programs reviewed by the Deans, Chairs and Student Services, Alternative Licensure Program from the College of Education, RN to BSN and the Associate Degree in Music from the College of Arts and Sciences. That decision after review by this Committee and the Dean's Council voted on this recommendation is the suspension of the suspension of the Associate of Music. This is a program that

the three-year average declared student enrollment in the program has been 6.7 headcount. It is important to distinguish declared student, this does not represent FTEs. The graduation average has been .66 students per year. This is two students every three years. When you do the analysis in terms of the revenue that is coming from tuition and fees and the revenue coming from the Funding Formula, the revenue has been on average \$6,800 and the cost to run the program on average has been \$188,000. The College is right now in high need for some programs that are growing at the College for example the Bachelor in Business Administration is showing additional enrollment. There is a high need to move some resources to enhance our capacity in terms of distance education. We have only one staff member in distance education and if we want to be serious about growing enrollment we have to do those investments. Right now, the College is thinking seriously of how to maximize and be as efficient as possible with resources. Dr. Lopez asked Mr. Frazier to give some history of this program.

Mr. Frazier stated the program as he recalls started in about 2007 and was one of the first of the five Bachelors programs when the College went from a two year to a four-year institution. Each area got to select a program they wanted to develop as a Bachelors Program. Some were selected internally and some were selected by then President Jose Griego. Dr. Griego had a passion for Latin Jazz and saw it as a natural step forward from the Folk Music Program the College had and its concept seemed really exciting and interesting and cool. Mr. Frazier has seen it go through a lot of challenges. There has been a lot of tremble through leadership of that program but at the same time there has been consistent leadership in the program and the results were similar. The music classes were very popular in the community and the College intends to offer music courses. Courses that reflect the wants and needs of the current student body and community. One of the challenges of turning this into a degree program and taking it out of an enrichment program or activity is that it forced the College into an accreditation process and the College failed to get that accreditation. It would take a significant amount of dollars and human resources to get that accreditation and so in the process the College changed the curriculum to get the accreditation and the College did not get and watched the student participation in the program dwindle. The Arts Department in 2012 had one of the highest head counts in the College if not the highest and everybody knows and has told Mr. Frazier, one of the things was that the College drove all its resources for one program chasing one accreditation and didn't offer the things the community and students wanted. It is tough but the data as you look at it and the overall resources put into the program for the low return of graduates, although, Mr. Frazier is a musician first, that was his first medium, he loves music and would like the College to continue offering music courses. Mr. Frazier struggles to support that effort when there is other interest in other departments the College needs and when interdepartmentally there are programs that have more interest and need more attention. Mr. Frazier stated he would entertain questions.

Dr. Ulises Ricoy, Dean, Department of Arts & Sciences stated this process of program review since he has been Dean for two years is an opportunity to assess the data they have. Unfortunately, for this program the data is not very compelling to try to salvage something has been tried and salvaged numerous times. Mr. Ricoy realizes that by making this recommendation, he is personally not against music per se. Every program needs to be reviewed in a manner that is responsible to the current scenario by that he means financial scenario. Mr. Ricoy wishes there were a lot more students in Music that were declaring and graduating. This is not the reality and so he does worry as the Dean of the College that overall, the College has to comply HLC national reputation standards and not only, right now the Department of Fine Arts is the smallest department in terms of faculty/student ratio. Dr. Ricoy stated if it was him, he would be very cautious to spend more money on a program that would require a lot more money to be accredited. The numbers are not there to build a case. The College has tried to communicate to students and encourage them to pursue their education, their aspirations at the college. Mr. Lindblom mentioned earlier that there are other programs existing at the College, for example Integrated Studies in Humanities that have expressed an interest in working with

students that perhaps want to do projects that utilize technology. To Dr. Ricoy it is not removal of opportunities for students. There is a lot of opportunities at the college and sometimes you have to look at where those numbers are. Dr. Ricoy thinks it is not just not just numbers it is a qualitative factor. In this situation now, the College does not have a choice in terms of making an educated academic recommendation that in Dr. Ricoy's view will better serve students in the long run. What the College is doing is a hard decision but ultimately for the health of the institution at large.

Mr. Frazier stated the program would be suspended and not terminated and one of the big issues with recruiting at the College and it has nothing to do with the College's approach. The secondary schools stopped and quit funding their music programs so the College does not have music feeders anymore, the College had some significant music programs feeding it, Espanola High School, Mariachi Instructor and those programs are not there anymore. There is not a band program at Pojoaque, Los Alamos does have some Music Programs. In the future if the economic things look up, at the time the students are there the College can revisit the program.

President Bailey stated he would like to add to this and be respectful of Mr. Guillen's points as he brought up some very important issues. First and foremost, this recommendation is being driven by student demand. This has to do with students who are declaring this and want this degree. If you look at this there are several community members who enjoy the music classes. The College should and Mr. Frazier stated it, the College should fight to do everything it can to offer music programming at the College. It is also why this is a suspension and not termination. This means it will be easier for the College if the demand signal changes to reinstate the program. This does not happen on its own. What President Bailey did is he went to the public education partners, he went to Superintendent Gutierrez at Espanola Public Schools, Mel Morgan at Pojoaque and both are interested in a three-way partnership to support Music Education in the Valley. The College can still be a vibrant participant in this even with this suspension of the program if it commits to still offering music classes and if the College partners with these two entities this may be the partnership that increase and demand.

Regent Martinez asked if this was the Associate's Program and if the College suspends the program would it mean there would mean there are no classes for anybody who is just a lover of music just to take at the College. Mr. Frazier stated absolutely not. The College would still continue to offer classes. Mr. Frazier would go back and look at older catalogs, start community classes and see if the College can't get some of the community interested in taking those courses again. Regent Martinez stated this is important. Board President Powers stated what he just heard it could in fact turn out to be good for more casual music enthusiasts, not necessarily for those getting a specific degree to teach music or whatever. Mr. Frazier stated precisely, the lack of interest is in the formal degree declaration not music courses themselves.

Regent Martinez asked if that would affect tuition based on if they are not completing Associate's (inaudible) or some different spending or costs. Dr. Lopez stated not unless the students fall under the community rate. If not, it will cost as any other course. It will have the same costs and the community will still get the community rate. Regent Rhodes stated he is not in favor of getting rid of any arts. What he heard is the College started a Fine Arts Music Program and had very little to do with what the College was wanting to do and it looked good and he is sure there is a lot of personal investment by individuals getting it there. One thing that should have been looked at is when they did not get accredited it should have been looked at. (inaudible). The driving needs to be is what is the community piece, arts are not just an academic thing. Arts are especially in Northern New Mexico a community thing. Dr. Rhodes agrees in suspending this. Arts are about quality of life in the community. That has got to be there. We are doing this, this is the right decision here.

Board President Powers stated the other thing he is looking at here is there was a formal process and it is part of the governance of the school and it went through all the necessary channels, vetted, voted on by the Deans so this was done through the formal process and this is the recommendation brought to the Board of Regents from that process. Dr. Lopez stated this is correct.

Regent Martinez asked if the Professor in this will be RIF'd. Dr. Lopez stated yes, this is the consequence of this. Regent Martinez asked if (inaudible) had to do with salary and benefits. Board President Powers stated the question he has about this is the College is saying we are suspending the program but not necessarily suspending music classes and asked if the elimination of this position, this individual cause a problem in delivering some of these classes. Dr. Lopez stated the courses, the ones that Mr. Frazier wants to bring back will require different expertise and the College will still have the commitment to graduate the current students in the program (5 students). The College will still teach out these students and it could be done through adjunct faculty who could be the same faculty member. The CBA that was approved by the Board of Regents and ratified by the Union was step by step on how to go through the RIF. The final step would be the full-time faculty member would go to the list of adjuncts and has first right in case the program comes back.

Board President Powers stated from what he gathers is the casual music person is going to see little or no change, in fact, down the road, may see improvement. Dr. Lopez stated this is correct. Board President Powers stated the musician, the person interested in music should not be harmed. The students that were in the program should not be harmed, they will graduate if they wish to complete their degree. Dr. Lopez stated they would. Board President Powers stated the Board of Regents is also being given the opportunity to redirect the resources that are currently being used in the other areas where they are needed more. Dr. Lopez stated this is correct.

Regent Ortega asked if the music that would be continued would be offered it would not be a program, it would not be an Associate in Music Program. Mr. Frazier stated it would be for credit classes. This would cover the Section Five of the General Education Courses. Dr. Lopez stated actually the new General Education is requiring now they have a special section for Fine Arts so some of these for credit courses for music for the first time are going to count for General Education. This was not the case in the past. They will start counting in Fall 2019 when the new General Education begins.

Regent Rhodes moved to suspend the Associate Degree in Music as recommended by staff. Second – Regent Damian Martinez. Motion passed unanimously.

3. Children on Campus Policy – Informational

Dr. Lopez stated this is an informational item and will be brought to the Board of Regents at the next meeting for approval. This is for the Board of Regents to approve and know this is coming. The College does not have a policy of Children on Campus. The catalog currently has a small statement on how faculty deals with children when brought to the classroom. During the last year Deans have been reporting issues with students bringing kids and this is a controversial area. One the one hand you will have faculty members who will carry the baby for the student to do the work in class and you will have faculty members who do not want kids in the classroom and there has to be common ground that make sense for students. The College believes at this point it has been vetted by the Faculty Senate by the Office of Equity and Diversity, focus groups from the community providing input and gone back and forth to the community. It is very particular in what areas children are not allowed. When there is going to be high risk, machines, it is very clear where they are not allowed. Dr. Lopez asked for feedback between now and the next Board of Regents meeting is welcome. It has gone to the attorney and will go back again. Regent Martinez stated a couple of things, one is to address

the student population, 3 and 3.1 the student maintains no liability. Regent Martinez stated this makes no sense, he does not know that we need that. It should go back to the lawyer. Maybe the intention was the College was not taking liability if the kid did something. If the kid gets hurt on campus, the College is negligent. Regent Rhodes asked if exceptions were discussed. Dr. Lopez stated the end does describe exceptions. Right now, there are high school students who are on campus for Upward Bound and Athletics sometimes has summer camps.

President Bailey stated the College has not given up on the idea of bringing child care back to campus. President Bailey went to Amarillo College and they looked at how they serve students who suffer in poverty so there are initiatives that the College is going to talk about, everything from food pantries to clothing closets. The College is going to talk about how to bring those back. Child care came and every time it failed. The business model is flawed. There are now independent childcare centers who want to partner with the College and not only that but will work with the College Education and perhaps be part of the curriculum. The College has not given up on this.

XII. ADJOURNMENT

Regent Powers stated he would entertain a motion to adjourn.

Regent Rhodes moved to adjourn. Second – Regent Martinez. Motion carried unanimously. The Board of Regents Meeting adjourned at 3:30PM.

APPROVED:

Kevin F. Powers, Board President

Dr. Robert Rhodes, Vice President

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JULY 30, 2018**

I. CALL TO ORDER

A Regular Meeting of the Board of Regents of Northern New Mexico College was held on Monday, July 30, 2018, in the Alumni Hall of Northern New Mexico College, El Rito Campus. Regents present via conference call: Kevin F. Powers, D. Chris Ortega, Robert Rhodes, and Damian L. Martinez. Amy Pena took a Roll Call Vote for the Board of Regents Meeting. Board President Powers called the meeting to order at 12:12PM.

Northern New Mexico College staff present: President Richard J. Bailey, Jr.; Ricky Bejarano, Vice President for Finance & Administration; Vince Lithgow, Comptroller; Ivan Lopez Hurtado, Ph.D., Provost and Vice President for Academic Affairs; Sandy Krolick, Creative Director, Communications & Marketing; Jacob Pacheco, Director, Financial Aid; Ryan Cordova, Athletic Director and Men's Basketball Coach; Jimi Montoya, Director, IT; Mohammad Ali Musawi, Staff Writer/Reporter; Chris Trujillo, IT; and Amy Pena, Executive Assistant to the President and Board Secretary.

Others present: Jake Arnold and Rio Grande Sun Reporter.

II. APPROVAL OF AGENDA

Regent Powers stated there are two items on the Agenda for the Board of Regents Meeting and entertained a motion to approve the Agenda.

Regent Rhodes moved to approve the Agenda as presented. Second – Regent Ortega. Motion passed unanimously.

III. STAFF REPORTS

A. Vice President for Finance & Administration

1. Annual Capital Assets Inventory Certifications

Ricky Bejarano, Vice President for Finance & Administration stated the Capital Assets Inventory Certification is something the College was called out on the audit. The College had not been certifying inventory in the past. The College got a lot done last year but was not able to get it to a point where Mr. Bejarano felt comfortable. Now the College has a new Comptroller and has been working throughout the year to a correct or accurate Capital Asset Listing. Mr. Bejarano turned this over to Vince Lithgow, Comptroller to review the inventory.

Mr. Lithgow stated in accordance with the State Auditor Rule as indicated by Mr. Bejarano, the College is required to conduct an annual physical inventory of Capital Assets. Those are items of value greater than \$5,000. The College started this inventory in mid-June and it ceased in mid-July. The College had various staff members and departments go around their respective places in the College to conduct the inventory. Facilities, Athletic and Business Office staff conducted the majority of these. There was some

assistance from other departments throughout the College as well. The IT Office while they identified their Capital Assets as well, they conducted a very thorough inventory of all computer coordinated assets even though they did not meet that criteria. In going through the process, the College had to determine the location, etc. Staff did go through and the College is confident it was able to identify those assets. There is a listing in the packet (attached) of those assets. These assets have to do with automobiles and furniture, fixtures and equipment. Obviously, the buildings, Facilities went through, there was no change in the building structures and the Library materials there was no material changes and additions or deletions to the Library materials. Mr. Lithgow stated with this he does stand for questions and staff does recommend approval of the certification of the Capital Asset Inventory for FY18.

Regent Ortega stated he has a couple of questions. There are no values for vehicles for example (inaudible). Mr. Lithgow stated the reason for this is twofold. The vehicles, depending on their age, and what was in the system at the time, there was no value recorded as to the item that was purchased and or donated. This was listed as one of the findings on the audit report last year. The College had a combination of assets that met the criteria but there was no supporting documentation to support that donated value or original purchase prices. A lot of the vehicles the College will request to be removed next month because they are no longer operable and the College needs to take them off the inventory. That is why you would not necessarily see the value on this unfortunately. Mr. Bejarano stated under gaps, if they were truly depreciated by now, they are quite old and do not have book value. When the College gets rid of them, the College needs to determine that they are truly at zero value to either to a disposal or transfer them to a yard that can use them for parts. Currently, again there is absolutely no book value on those. Again, there is no purchase price recorded that the College can find.

Regent Ortega asked if there is a total value for all the assets. Mr. Lithgow stated the automobiles; the value is going to be about \$400,000. The furniture and fixtures are about \$3.2M. Once you add the buildings and Library museum it comes to about \$59M net.

Regent Rhodes asked if the College already got rid of items that were below the threshold on the inventory. Mr. Bejarano stated the College did and there were numerous items that should not have been capitalized. They are now off the inventory. Next month the College will bring to the Board of Regents disposal. There is a lot of trash and three or four people are looking at these items. There will be truckloads and there are storage rooms all over the College that it needs to get rid of.

Dr. Rhodes stated it has over the last ten years gone from \$500 to \$5,000. (inaudible). Mr. Bejarano stated there was overambitious accounting capitalizing cumulative items. The College has spoken with DFA and the Stated Auditors and the College's auditors and they have implored the College to get rid of this. Dr. Rhodes stated you might as well because you do not get funding from this anymore. Mr. Lithgow stated for FY18 the State Auditor has allowed the State Agencies to go ahead and remove these items from the Capital Outlay to not overstate them. This is good for the State Agencies to clean up and get an accurate value.

Regent Rhodes moved to approve the Vice President for Finance and Administration to Certify the Annual Capital Asset Inventory Certification as presented. Second – Regent Ortega. Motion passed unanimously.

B. Provost & Vice President for Academic Affairs

1. Minor Change to the Academic Calendar

Dr. Lopez stated the College is requesting a change in the approved Academic Calendar. Historically, the College and this has been forever has had two different deadlines. One for students to drop from classes with a 100% refund and that has been historically the end of the second week of classes. Historically, also, students have been able to drop until the end of the third week without a record. Students can still drop from courses until week 3 of the semester, but if they do it between week 3 and 13 they get a W in their transcripts. If they do it in their first three weeks there is no record. In the recent visit of the USDOE, they recommended that these two deadlines should coincide and the reason for this is because you could have a student who drops in the middle of the third week and that means that they are not going to have a record on their transcript and still they are charged tuition. That does not look, how do you explain a student is nonexistent in record and yet you are charging them tuition. The recommendation is to make these two deadlines coincide. The College is recommending this, it has been vetted through all committees and the union was also informed. Basically, the College is making the same deadline, the end of the second week. Students will have 14 days to drop a class and get a full refund and without a record in their transcripts.

Regent Martinez asked when the visit was. Dr. Lopez stated the visit was in February and the committees started working after the visit on several recommendations like the C- that was discussed. The Office of Financial Aid started working on all the recommendation and this is the last recommendation brought to Dr. Lopez. Regent Martinez asked when Dr. Lopez received it. Dr. Lopez received the fact a couple of months ago and the recommendation was received about three weeks ago. Just after the Board Meeting. It had to be run through the union and the College has to provide an opportunity for feedback when the Academic Calendar is changed. It has been a matter of the last three weeks that the recommendation was formalized.

Regent Martinez asked why the Union has to give its blessing. Dr. Lopez stated the Union did not object in any way. In the CBA it says the College will inform the Union on changes. It is more a matter of courtesy, not that they could prevent it in one way or another. It is the Board of Regents that can change the academic calendar. This is to stay the College informed all the stakeholders on the changes.

Regent Ortega stated the bottom line is if you would change a holiday on the Academic Calendar, they would be interested and have input but something like this they would not. If you run one thing by them you have to run everything by them. (inaudible). Dr. Lopez stated basically the College just informed them the change was coming. It was more a matter of the stakeholders that had to agree. It changes the way business is going to run – more a matter of internal staff to work on this change. (inaudible).

Regent Powers asked if this has any impact on tuition. Does this have impact on the students? The refund date is the same (inaudible). Dr. Lopez stated this is correct, that date did not change. Regent Powers stated the other thing is they have to make that payment in two weeks. Dr. Lopez stated this is correct.

Regent Martinez stated that within the two weeks you get 100% refund and asked what happens after the two weeks. Is there a sliding scale? Jacob Pacheco, Financial Aid Director stated there is no scale after the two-week period. Regent Martinez stated we are giving kids essentially 4-6 classes to determine if they want to stay in that class for 100% refund. Mr. Pacheco stated this is correct a two-week span. The College did look at institutions in the State, some are the same as NNMC, some are graduated up to four weeks where you get a refund up to 100% then 75% and then 50%. When the Committee met, it was a little administratively burdensome. Regent Martinez stated it could be financially burdensome to the students and population that

we are dealing with to give them at a max 4-6 classes to determine if school is for them. At week three, if they decide school is not for me and that person only qualifies for loans. The College has to do a better job for the students not digging themselves into a hole. Regent Martinez stated he does not care about other schools, he cares about our school and we have to do what is right for our school. The College has to look in the future, not aspirational, the College has to look at whether or not it is doing a disservice to the student. It is about giving the students a quality education not making it financially burdensome for the student.

Mr. Pacheco stated there are some complications the College would run into if the College did allow students to withdraw beyond the three-week point and those are Financial Aid issues. On the third Friday, the College has a census date and financial aid is disbursed after that third week. The issue with allowing students to withdraw with a refund and it is after that point financial aid would be disbursed, the student would owe the money back if they received. It is much cleaner to have a policy if the student withdraws before the census dates. Regent Martinez stated if the other schools figured it out on, the College can also do so. Mr. Pacheco stated they most likely have students who receive a loan in Financial Aid and they have to give it back. This is where the College is contentious and does not want to put students in that position. Regent Martinez stated it seems to him the College does not want to put students in that position because they drop out and get 100% and not recognize that human beings take more than 10 business days to determine whether or not College is not for them.

Dr. Rhodes stated at some point you have to tell the student you are an adult and you have to deal with adult responsibilities. Regent Martinez stated he agrees but it sometimes takes students more time to realize they have to deal with adult situations. Dr. Rhodes stated he understands and there are special circumstances. You could have a few students who have might an issue and a lot of students who forgot to get it done and he hates to reward that behavior. The calendar needs to get changed and the College can look at it further. Regent Martinez stated he agrees with Regent Rhodes would like to look at it. (inaudible). Regent Rhodes stated he understands.

(inaudible).

Dr. Lopez stated it is the first Friday, this is a week earlier, the last day for students to add or drop courses. The College does not see lots of students. There are a couple of exceptions on the first Monday of the second week enrolling. This may be another concern, a course that maybe was approved to be offered with the minimum enrollment, perhaps 8 students in the classroom. If that course barely made the 8 students and students were dropping in week four or five then you would say the course was running in the red and did not pay for itself. This is what could potentially happen, they would end up in the red.

Regent Powers would like to have the Academic Affairs committee look at this over the next few months. His opinion is to make the change now and make a recommendation. Next year, fix the problem and review the situation.

Regent Rhodes stated it should be done and go back to study it. Regent Ortega also agreed.

Regent Ortega moved to approve the minor change to the Academic Calendar be effective FY18-19. Second – Regent Martinez. Motion passed unanimously.

IV. PUBLIC INPUT

None.

V. ADJOURNMENT

Regent Rhodes moved to adjourn. Second – Regent Martinez. The Board of Regents adjourned at 9:36AM.

APPROVED:

Kevin F. Powers, Board President

Dr. Robert Rhodes, Vice President



RESOLUTION OF NORTHERN NEW MEXICO COLLEGE BOARD OF REGENTS

The Board of Regents of Northern New Mexico College having met at its regular scheduled Board of Regents Meeting on August 20, 2018, unanimously resolve that all individuals with a current Northern New Mexico College (NNMC) ID are authorized to use all public NNMC Campus Facilities. This includes students in the High School Equivalency Program, Adult Education, Continuing Education and Dual Credit students.

It is so resolved.

Kevin F. Powers
Board President

Robert Rhodes
Vice President

Office of the President

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents
Northern New Mexico College

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

Date: August 20, 2018

RE: Fiscal Watch Report

Ricky A. Bejarano
8/15/2018

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

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

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

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

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

Recommendation

Staff recommends that the Board of Regents approve the Fiscal Watch Report for the period ending June 30, 2018.

Northern New Mexico College

Statement of Net Position
(Unaudited and Unadjusted)
June 30, 2018

Assets	
Current Assets:	
Cash and Cash Equivalents	2,567,532
Short-Term Investments	-
AR - Just student	417,485
AR - Other than student	982,000
Inventories	267,452
Prepaid Expenses	70,710
Loans Receivable, net	122,839
Total Current Assets	4,428,018
Non-Current Assets	
Restricted Cash and Cash Equivalents	-
Restricted Short Term Investments	-
Investments Held by Others	-
Other Long-Term Investments	-
Prepaid Expenses	-
Capital Assets, net	33,543,287
Total Non-Current Assets	33,543,287
Total Assets	37,971,305
Deferred Outflows of Resources	
Pension Related (6/30/17 balances)	2,855,657
Total Deferred Outflows of Resources	2,855,657
Liabilities	
Current Liabilities	
Accounts Payable	857,143
Other Accrued Liabilities	1,226,214
Deferred Income	224,953
LT Liabilities - Current Portion	-
Total Current Liabilities	2,308,310
Non-Current Liabilities	
Accrued Interest Payable	-
Accrued Benefit Reserves	-
Other LT Liabilities	131,577
Net Pension Liability	21,071,157
Total Non-Current Liabilities	21,202,734
Total Liabilities	23,511,044
Deferred Inflows of Resources	
Pension Related (6/30/16 balances)	2,786,275
Total Deferred Inflows of Resources	2,786,275
Net Position	
Invested in Capital Assets, net of Related Debt	33,543,287
Restricted for:	
Nonexpendable:	
Endowments	-
Expendable:	
General Activities	(171,833)
Federal Student Loans	-
Term Endowments	-
Capital Projects	-
Debt Service	-
Related Entity Activities	-
Unrestricted	
Unrestricted without NFP	2,159,964
Net Fiduciary Position	(21,001,775)
Total Unrestricted (includes 6/30/16 NFP)	(18,841,811)
Total Net Position	14,529,643

Northern New Mexico College

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

Operating Funds	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals as of June 30, 2018	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,923,369	\$ 3,923,369	\$ 4,056,051	103.4%
Federal Appropriations	-	-	-	-
State Appropriations	10,438,300	10,438,300	10,437,600	100.0%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	7,120,695	7,120,695	6,407,137	90.0%
Endowment/Land & Perm Inc	163,525	163,525	189,393	115.8%
Sales & Services	724,056	724,056	730,120	100.8%
Other	32,223	32,223	46,891	145.5%
Total Revenue	22,402,168	22,402,168	21,867,192	97.6%
BEGINNING BALANCE	781,308	781,308	1,579,855	202.21%
TOTAL AVAILABLE	23,183,476	23,183,476	23,447,047	101.1%
EXPENDITURES				
Instruction & General	16,050,843	16,050,843	14,688,030	91.5%
Student Social & Cultural	87,880	87,880	91,746	104.4%
Research	-	-	-	100.0%
Public Service	574,306	574,306	479,571	83.5%
Internal Services	169,739	169,739	145,609	85.8%
Student Aid	4,534,943	4,534,943	4,590,329	101.2%
Auxiliary Enterprises	859,053	859,053	796,855	92.8%
Intercollegiate Athletics	676,712	676,712	553,480	81.8%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	22,953,476	22,953,476	21,345,620	93.0%
NET TRANSFERS OUT / (IN)	230,000	230,000	110,208	47.9%
TOTAL EXPENDITURES & TRANSFERS	23,183,476	23,183,476	21,455,828	92.5%
ENDING FUND BALANCE	\$ -	\$ -	\$ 1,991,219	

Plant Funds	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals as of June 30, 2018	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts				
Interest Income				
State Appropriation	\$ 914,679	\$ 914,679	\$ 581,870	63.6%
Debt Service Transfers				
Other				
Total Revenues and Transfers	914,679	914,679	581,870	63.6%
BEGINNING BALANCE	-	-	-	
TOTAL AVAILABLE	914,679	914,679	581,870	63.6%
EXPENDITURES				
Capital Projects	230,000	230,000	156,011	67.8%
Building Renewal	914,679	914,679	616,052	67.4%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	1,144,679	1,144,679	772,063	67.4%
NET TRANSFERS OUT / (IN)	(155,227)	(185,840)	(110,208)	59.3%
TOTAL EXPENDITURES & TRANSFERS	989,452	958,839	661,855	69.0%
ENDING FUND BALANCE	\$ (74,773)	\$ (44,160)	\$ (79,985)	181.1%

Northern New Mexico College

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

Operating Funds	FY 2018 Actuals as of June 30, 2018	FY 2017 Actuals as of June 30, 2017	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 4,056,051	\$ 3,891,954	4.2%
Federal Appropriations	-	-	-
State Appropriations	10,437,600	10,705,100	-2.5%
Local Appropriations	-	-	-
Gifts, Grants & Contracts	6,407,137	7,280,701	-12.0%
Endowment/Land & Perm Inc	189,393	174,493	8.5%
Sales & Services	730,120	748,743	-2.5%
Other	46,891	141,764	-66.9%
Total Revenue	21,867,192	22,942,754	-4.7%
BEGINNING BALANCE	1,579,855	931,318	69.6%
TOTAL AVAILABLE	23,447,047	23,874,072	-1.8%
EXPENDITURES			
Instruction & General	14,688,030	15,951,343	-7.9%
Student Social & Cultural	91,746	86,800	5.7%
Research	-	5,839	-100.0%
Public Service	479,571	557,355	-14.0%
Internal Services	145,609	(92,911)	-256.7%
Student Aid	4,590,329	3,898,242	17.8%
Auxiliary Enterprises	796,855	743,429	7.2%
Intercollegiate Athletics	553,480	669,485	-17.3%
Independent Operations (NMDA)	-	-	-
Total Expenditures	21,345,620	21,819,583	-2.2%
NET TRANSFERS OUT / (IN)	110,208	79,861	38.0%
TOTAL EXPENDITURES & TRANSFERS	21,455,828	21,899,444	-2.0%
ENDING FUND BALANCE	\$ 1,991,219	\$ 1,974,628	0.8%

Plant Funds	FY 2018 Actuals as of June 30, 2018	FY 2017 Actuals as of June 30, 2017	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	581,870.00	2,637,630.00	-77.9%
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
Total Revenues and Transfers	581,870	2,637,630	-77.9%
BEGINNING BALANCE	-	-	-
TOTAL AVAILABLE	581,870	2,637,630	-77.9%
EXPENDITURES			
Capital Projects	156,011	2,637,630	-94.1%
Building Renewal	616,052	142,264	333.0%
Internal Service Renewal/Replacement	-	-	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
Total Expenditures	772,063	2,779,894	-72.2%
NET TRANSFERS OUT / (IN)	(110,208)	(79,861)	38.0%
TOTAL EXPENDITURES AND TRANSFERS	661,855	2,700,033	-75.5%
ENDING FUND BALANCE	\$ (79,985)	\$ (62,403)	28.2%

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

Northern New Mexico College

Statement of Cash Flows
(Unaudited and Unadjusted)
June 30, 2018

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 4,269,844
Receipts from grants and contracts	6,479,070
Other receipts	-
Payments to or on behalf of employees	(11,900,921)
Payment to suppliers for goods and services	(6,294,737)
Receipts from Sales and Services	730,120
Payments for scholarships	(4,405,924)
Other Operating Revenue	46,891
Net cash (used) by operating activities	<u>(11,075,657)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	11,019,470
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities:	<u>11,019,470</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	189,393
Net Cash provided by Investing Activities	<u>189,393</u>
Increase (Decrease) in Cash and Cash Equivalents	133,206
Cash and Cash Equivalents- beginning of year	2,434,326
Cash and Cash Equivalents- end of reporting period	<u>\$ 2,567,532</u>



MEMORANDUM

To: Board of Regents,
Northern New Mexico College

From: Ricky Bejarano, Vice President for Finance & Administration

Date: August 20, 2018

Re: Monthly Budget Adjustment Requests

Issue

On a monthly basis, Northern New Mexico College (NNMC) provides all Budget Adjustment Requests (BARs) for review and approval by the Board of Regents (BOR). Included in the packet are BARs for FY18 June, July, and August 2018.

Overview

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

- Initial Budgets (0 restricted, 0 unrestricted)
- Budget Increases (2 restricted, 2 unrestricted)
- Budget Decreases (2 restricted, 0 unrestricted)
- Budget Transfers (0 restricted, 0 unrestricted)
- Total BARS – 6 (Total BARS Year to Date – FY18=173)

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

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

For informational purposes to the Board of Regents, we are providing the number of BARs generated by NNMC for recent fiscal years, reflecting a declining trend:

FY2015	=511
FY2016	=356
FY2017	=306
FY2018	=173

Recommendation

Staff recommends that the Board of Regents approve the attached Budget Adjustment Requests as prepared internally through August, 2018 for FY18. FY19 BARs will be submitted for review by the Board of Regents in September, 2018.

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

Wednesday, August 15, 2018

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180001	Combined	Maintenance	12/13/2017	11000	4206	Instruction & General	0.00	\$0
17180002	Unrestricted	Maintenance	7/25/2017	11000	2263	Instruction & General	0.00	\$0
17180003	Unrestricted	Maintenance	7/25/2017	11000	2431	Instruction & General	0.00	\$0
17180004	Unrestricted	Maintenance	7/25/2017	11303	1020	Indirect Cost Funds	0.00	\$0
17180005	Unrestricted	Maintenance	8/18/2017	11000	1007	Instruction & General	0.00	\$0
17180006	Restricted	Increase	8/18/2017	41460	2355	Northern New Mexico STEM	0.00	\$7,080
17180007	Unrestricted	Increase	8/18/2017	11012	1007	Department Discretionary	0.00	\$17,009
17180008	Restricted	Increase	8/18/2017	41461	1007	LANS Investment 2017	0.00	\$60,000
17180009	Restricted	Increase	9/25/2017	41101	2725	High School Equivalent Program	0.00	\$92,433
17180010	Unrestricted	Maintenance	10/10/2017	11012	1040	Department Discretionary	0.00	\$400
17180011	Unrestricted	Maintenance	8/24/2017	12105	3121	Athletics Administration	0.00	\$0
17180012	Restricted	Increase	9/25/2017	41181	2811	ABE Federal	0.00	(\$1,467)
17180013	Foundation	Approved Budget	9/25/2017	34000	1005	Foundation-Operating	0.00	\$74,012
17180014	Unrestricted	Maintenance	8/24/2017	11000	2054	Instruction & General	0.00	\$0
17180015	Restricted	Decrease	9/25/2017	41211	2811	ABE State	0.00	(\$17,550)
17180016	Unrestricted	Maintenance	8/24/2017	12011	3731	Food Service Espanola	0.00	\$0
17180017	Restricted	Increase	9/25/2017	41102	3052	College Assistance Migrant Progr	0.00	\$71,178
17180018	Restricted	Increase	9/25/2017	41103	3052	Upward Bound 2017	0.00	\$274,022
17180019	Unrestricted	Maintenance	8/31/2017	91210	4521	Equipment Repair & Replacemen	0.00	\$0
17180020	Restricted	Decrease	9/25/2017	40108	2355	NSF CC*DNI	0.00	(\$3,030)
17180021	Restricted	Maintenance	8/31/2017	41102	3052	College Assistance Migrant Progr	0.00	\$0
17180022	Unrestricted	Maintenance	8/31/2017	11201	3041	Financial Aid Admin Cost Allowa	0.00	\$0
17180023	Unrestricted	Increase	9/25/2017	11011	2431	Nursing Enhancement	0.00	\$33,192
17180024	Unrestricted	Maintenance	8/31/2017	11012	2212	Department Discretionary	0.00	\$0
17180025	Restricted	Maintenance	8/31/2017	41101	2725	High School Equivalent Program	0.00	\$0
17180026	Unrestricted	Maintenance	9/18/2017	11000	2722	Instruction & General	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180027	Restricted	Maintenance	9/18/2017	41193	2571	Carl Perkins - Vocational Services	0.00	(\$1,380)
17180028	Unrestricted	Transfer	9/25/2017	41461	2114	LANS Investment 2017	0.00	\$0
17180029	Restricted	Increase	9/25/2017	40116	2355	NSF Cybersecurity	0.00	\$153,824
17180030	Unrestricted	Maintenance	9/18/2017	11000	1007	Instruction & General	0.00	\$0
17180031	Restricted	Increase	9/25/2017	41191	2571	Perkins Redistribution Funds	0.00	\$2,059
17180032	Restricted	Decrease	11/3/2017	40106	2263	NM INBRE	0.00	(\$13,432)
17180033	Restricted	Increase	11/3/2017	40115	2263	UTEP BUILDing Scholars	0.00	\$20,000
17180034	Restricted	Increase	11/3/2017	40111	2263	NSF BEST	0.00	\$43,055
17180035	Restricted	Maintenance	10/10/2017	40108	2355	NSF CC*DNI	0.00	\$0
17180036	Restricted	Maintenance	10/10/2017	41101	2725	High School Equivalent Program	0.00	\$21,516
17180037	Restricted	Maintenance	10/10/2017	41102	3052	College Assistance Migrant Progr	0.00	\$15,600
17180038	Unrestricted	Maintenance	10/10/2017	11000	2431	Instruction & General	0.00	\$0
17180039	Foundation	Increase	11/3/2017	36000	6300	Temporarily Restricted	0.00	\$5,000
17180040	Restricted	Increase	11/3/2017	41460	2355	Northern New Mexico STEM	0.00	\$2,150
17180041	Restricted	Decrease	11/3/2017	40103	2263	NSF DUE NMIMT	0.00	(\$4,958)
17180042	Unrestricted	Maintenance	10/10/2017	11012	2355	Department Discretionary	0.00	\$0
17180043	Foundation	Increase	11/3/2017	36000	6100	Temporarily Restricted	0.00	\$7,500
17180044	Restricted	Maintenance	10/10/2017	40106	2263	NM INBRE	0.00	\$0
17180045	Unrestricted	Maintenance	12/13/2017	11801	3501	Internal Services	0.00	(\$170,844)
17180046	Unrestricted	Maintenance	10/10/2017	11000	4202	Instruction & General	0.00	\$0
17180047	Unrestricted	Increase	11/3/2017	11000	2826	Instruction & General	0.00	\$5,000
17180048	Restricted	Decrease	11/3/2017	40104	2355	NSF DUE PEARL	0.00	(\$16,064)
17180049	Restricted	Increase	11/3/2017	92536	2826	GO Bond 2014 Library Allocation	0.00	\$9
17180050	Restricted	Decrease	11/3/2017	40110	2268	SWNRCT Program USDA	0.00	(\$23,104)
17180051	Restricted	Increase	11/3/2017	40112	2355	NSF INCLUDES	0.00	\$114,929
17180052	Restricted	Increase	11/3/2017	40113	2355	NSF EDUCERE	0.00	\$67,619
17180053	Restricted	Maintenance	10/10/2017	41103	3052	Upward Bound 2017	0.00	\$0
17180054	Restricted	Maintenance	10/12/2017	40106	2263	NM INBRE	0.00	\$0
17180055	Unrestricted	Maintenance	1/4/2018	11000	1020	Instruction & General	0.00	\$0
17180056	Restricted	Increase	11/3/2017	40114	2268	USDA OASCR	0.00	\$1,522

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180057	Restricted	Maintenance	10/12/2017	11012	2212	Department Discretionary	0.00	\$0
17180058	Restricted	Increase	11/3/2017	41144	4201	Title III NRGSC-NNMC	0.00	\$61,996
17180059	Unrestricted	Maintenance	10/12/2017	11000	4011	Instruction & General	0.00	\$0
17180060	Unrestricted	Maintenance	10/26/2017	34000	4206	Foundation-Operating	0.00	\$0
17180061	Unrestricted	Maintenance	10/26/2017	12105	3121	Athletics Administration	0.00	\$0
17180062	Unrestricted	Maintenance	12/13/2017	11000	4206	Instruction & General	0.00	\$0
17180063	Restricted	Increase	11/3/2017	41103	3052	Upward Bound 2017	0.00	\$6,900
17180064	Unrestricted	Increase	11/3/2017	11011	2431	Nursing Enhancement	0.00	\$7,500
17180065	Restricted	Decrease	12/8/2017	11730	3421	Small Business Development Ctr	0.00	(\$51,051)
17180066	Unrestricted	Maintenance	11/16/2017	11000	2355	Instruction & General	0.00	\$0
17180067	Foundation	Maintenance	11/16/2017	34000	4206	Foundation-Operating	0.00	\$0
17180068	Foundation	Maintenance	11/16/2017	34000	4206	Foundation-Operating	0.00	\$0
17180069	Unrestricted	Maintenance	11/16/2017	11000	4202	Instruction & General	0.00	\$0
17180070	Unrestricted	Maintenance	12/1/2017	11000	2131	Instruction & General	0.00	\$0
17180071	Unrestricted	Maintenance	12/1/2017	11000	1005	Instruction & General	0.00	\$0
17180072	Restricted	Decrease	12/8/2017	40108	2355	NSF CC*DNI	0.00	(\$981)
17180073	Restricted	Decrease	12/8/2017	40113	2355	NSF EDUCERE	0.00	(\$28)
17180074	Restricted	Decrease	12/8/2017	41102	3052	College Assistance Migrant Progr	0.00	(\$222)
17180075	Restricted	Maintenance	12/1/2017	41170	2212	Alliance for Minority Participatio	0.00	\$0
17180076	Restricted	Decrease	12/8/2017	41458	2268	LANL Rio Arriba Internship Prog	0.00	(\$14,945)
17180077	Unrestricted	Transfer	12/8/2017	92532	4521	STB-2013 J. Montoya Renovation	0.00	\$0
17180078	Unrestricted	Increase	1/12/2018	11012	1007	Department Discretionary	0.00	\$20,122
17180079	Restricted	Increase	1/12/2018	41223	2811	C3 Initiative	0.00	\$15,535
17180080	Restricted	Maintenance	12/13/2017	41455	2263	The Grass Foundation	0.00	\$0
17180081	Unrestricted	Transfer	1/12/2018	11000	2826	Instruction & General	0.00	\$0
17180082	Unrestricted	Maintenance	12/13/2017	11000	2871	Instruction & General	0.00	\$0
17180083	Foundation	Increase	1/12/2018	36800	7401	Foundation SERPA End Investm	0.00	\$20,000
17180084	Unrestricted	Increase	1/12/2018	83027	3281	Student Organizations	0.00	\$2,427
17180085	Unrestricted	Increase	1/12/2018	92539	2826	GO Bond 2016 Library Allocation	0.00	\$17,090
17180086	Unrestricted	Maintenance	12/13/2017	11801	3501	Internal Services	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180087	Unrestricted	Increase	1/12/2018	11201	3041	Financial Aid Admin Cost Allowa	0.00	\$20,961
17180088	Unrestricted	Maintenance	1/4/2018	12105	3122	Athletics Administration	0.00	\$0
17180089	Restricted	Maintenance	1/4/2018	11730	3421	Small Business Development Ctr	0.00	\$0
17180090	Restricted	Maintenance	1/4/2018	41103	3052	Upward Bound 2017	0.00	\$0
17180091	Restricted	Maintenance	1/4/2018	41101	2725	High School Equivalent Program	0.00	\$0
17180092	Restricted	Maintenance	1/4/2018	41102	3052	College Assistance Migrant Progr	0.00	\$0
17180093	Unrestricted	Increase	1/12/2018	11012	2811	Department Discretionary	0.00	\$5,246
17180094	Unrestricted	Maintenance	1/5/2018	11000	1005	Instruction & General	0.00	\$0
17180095	Unrestricted	Increase	2/26/2018	83027	3241	Student Organizations	0.00	\$408
17180096	Unrestricted	Maintenance	1/17/2018	11000	2431	Instruction & General	0.00	\$0
17180097	Unrestricted	Maintenance	1/17/2018	12105	3122	Athletics Administration	0.00	\$0
17180098	Unrestricted	Increase	2/26/2018	83027	3126	Student Organizations	0.00	\$380
17180099	Restricted	Maintenance	1/23/2018	40110	2268	SWNRCT Program USDA	0.00	\$0
17180100	Unrestricted	Maintenance	1/23/2018	83000	3221	Student Services Support	0.00	\$0
17180101	Foundation	Maintenance	1/23/2018	34000	1005	Foundation-Operating	0.00	\$0
17180102	Unrestricted	Maintenance	2/20/2018	12105	3123	Athletics Administration	0.00	\$0
17180103	Restricted	Maintenance	2/20/2018	41102	3052	College Assistance Migrant Progr	0.00	\$0
17180104	Unrestricted	Increase	2/26/2018	11012	2263	Department Discretionary	0.00	\$1,137
17180105	Restricted	Increase	2/26/2018	41224	3052	ENLACE	0.00	\$48,000
17180106	Unrestricted	Maintenance	2/20/2018	11013	2653	Continuing Ed	0.00	\$0
17180107	Foundation	Increase	2/26/2018	35000	5100	Foundation-Unrestricted	0.00	\$17,740
17180108	Unrestricted	Increase	2/26/2018	11012	1040	Department Discretionary	0.00	\$8,000
17180109	Unrestricted	Maintenance	2/20/2018	11000	2212	Instruction & General	0.00	\$0
17180110	Unrestricted	Maintenance	2/20/2018	11000	2571	Instruction & General	0.00	\$0
17180111	Unrestricted	Increase	2/26/2018	11801	3501	Internal Services	0.00	\$66,111
17180112	Unrestricted	Decrease	2/26/2018	11011	2431	Nursing Enhancement	0.00	(\$63,715)
17180113	Unrestricted	Maintenance	2/20/2018	11013	2653	Continuing Ed	0.00	\$0
17180114	Unrestricted	Maintenance	3/5/2018	11012	1007	Department Discretionary	0.00	\$0
17180115	Restricted	Maintenance	3/5/2018	40104	2355	NSF DUE PEARL	0.00	\$0
17180116	Foundation	Maintenance	3/5/2018	34000	1005	Foundation-Operating	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180117	Restricted	Maintenance	3/5/2018	41461	4522	LANS Investment 2017	0.00	\$0
17180118	Unrestricted	Maintenance	3/5/2018	11000	4011	Instruction & General	0.00	\$0
17180119	Unrestricted	Decrease	3/27/2018	42111	3646	NM Success Scholarships	0.00	(\$90,000)
17180120	Unrestricted	Maintenance	3/19/2018	11303	1022	Indirect Cost Funds	0.00	\$0
17180121	Restricted	Increase	3/27/2018	41193	2571	Carl Perkins - Vocational Services	0.00	\$29,787
17180122	Restricted	Decrease	3/27/2018	40116	2355	NSF Cybersecurity	0.00	(\$137,440)
17180123	Unrestricted	Maintenance	3/20/2018	92539	2826	GO Bond 2016 Library Allocation	0.00	\$0
17180124	Restricted	Maintenance	3/20/2018	41101	2725	High School Equivalent Program	0.00	\$0
17180125	Foundation	Maintenance	4/13/2018	34000	4206	Foundation-Operating	0.00	\$0
17180126	Unrestricted	Increase	4/24/2018	42312	3613	Federal Agencies Scholarship	0.00	\$17,000
17180127	Unrestricted	Increase	4/24/2018	83027	3281	Student Organizations	0.00	\$3,098
17180128	Restricted	Maintenance	4/13/2018	40106	2833	NM INBRE	0.00	\$0
17180129	Unrestricted	Maintenance	4/13/2018	11012	1007	Department Discretionary	0.00	\$0
17180130	Unrestricted	Maintenance	4/13/2018	11000	1022	Instruction & General	0.00	\$0
17180131	Restricted	Increase	4/24/2018	40117	2571	AFRL-NM Technology Transfer	0.00	\$125,203
17180132	Restricted	Increase	4/24/2018	40118	2355	USC: Cybersecurity Pipeline	0.00	\$28,080
17180133	Restricted	Decrease	4/24/2018	41191	2571	Perkins Redistribution Funds	0.00	(\$9,756)
17180134	Restricted	Decrease	4/24/2018	41212	2811	ABE Instructional Materials	0.00	(\$780)
17180135	Unrestricted	Maintenance	4/10/2018	11000	1007	Instruction & General	0.00	\$0
17180136	Unrestricted	Maintenance	4/13/2018	12105	3127	Athletics Administration	0.00	\$0
17180137	Foundation	Maintenance	4/13/2018	34000	4206	Foundation-Operating	0.00	\$0
17180138	Unrestricted	Increase	4/24/2018	83027	3276	Student Organizations	0.00	\$1,527
17180139	Unrestricted	Maintenance	4/13/2018	11000	1020	Instruction & General	0.00	\$0
17180140	Unrestricted	Increase	6/22/2018	11012	2811	Department Discretionary	0.00	\$3,370
17180141	Restricted	Maintenance	5/18/2019	40106	2263	NM INBRE	0.00	\$0
17180142	Restricted	Maintenance	5/18/2019	40112	2355	NSF INCLUDES	0.00	\$0
17180143	Unrestricted	Maintenance	5/18/2019	11000	2355	Instruction & General	0.00	\$0
17180144	Foundation	Increase	6/22/2018	35000	5100	Foundation-Unrestricted	0.00	\$2,880
17180145	Foundation	Maintenance	5/18/2019	34000	1005	Foundation-Operating	0.00	\$0
17180146	Unrestricted	Maintenance	5/18/2019	11000	1022	Instruction & General	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180147	Restricted	Maintenance	5/18/2019	40114	2268	USDA OASCR	0.00	(\$80)
17180148	Restricted	Increase	6/22/2018	41223	2811	C3 Initiative	0.00	\$3,004
17180149	Unrestricted	Increase	6/22/2018	11012	2111	Department Discretionary	0.00	\$200
17180150	Restricted	Increase	6/22/2018	42428	3666	Consulate of Mexico in Albuquer	0.00	\$8,694
17180151	Restricted	Decrease	6/22/2018	41433	2263	LANS Chemistry	0.00	(\$40,030)
17180152	Foundation	Maintenance	5/18/2019	34000	4206	Foundation-Operating	0.00	\$0
17180153	Restricted	Maintenance	5/18/2019	41181	2811	ABE Federal	0.00	(\$212)
17180154	Unrestricted	Maintenance	5/18/2019	11801	3501	Internal Services	0.00	\$0
17180155	Unrestricted	Increase	6/22/2018	11201	3041	Financial Aid Admin Cost Allowa	0.00	\$400
17180156	Foundation	Maintenance	5/18/2019	34000	4206	Foundation-Operating	0.00	\$0
17180157	Restricted	Maintenance	5/18/2019	41211	2811	ABE State	0.00	\$0
17180158	Restricted	Maintenance	5/18/2019	40111	2263	NSF BEST	0.00	\$0
17180159	Restricted	Maintenance	6/12/2018	41103	3052	Upward Bound 2017	0.00	\$0
17180160	Unrestricted	Maintenance	6/12/2018	11201	3401	Financial Aid Admin Cost Allowa	0.00	\$0
17180161	Unrestricted	Maintenance	6/12/2018	11801	3511	Internal Services	0.00	\$0
17180162	Unrestricted	Maintenance	6/12/2018	11000	1080	Instruction & General	0.00	\$0
17180163	Restricted	Maintenance	6/12/2018	41455	2263	The Grass Foundation	0.00	\$0
17180164	Restricted	Increase		40106	2263	NM INBRE	0.00	\$95,404
17180165	Restricted	Maintenance	7/20/2018	41102	3052	College Assistance Migrant Progr	0.00	\$1,680
17180166	Restricted	Increase		41462	3021	LANS Investment 2018	0.00	\$20,000
17180167	Foundation	Maintenance	7/20/2018	34000	1005	Foundation-Operating	0.00	\$0
17180168	Unrestricted	Maintenance	7/20/2018	11801	3511	Internal Services	0.00	\$0
17180169	Unrestricted	Increase		83027	3276	Student Organizations	0.00	\$2,288
17180170	Unrestricted	Increase		42111	3646	NM Success Scholarships	0.00	\$18,762
17180171	Restricted	Decrease		41181	2811	ABE Federal	0.00	(\$3,396)
17180172	Restricted	Maintenance	8/14/2018	41102	1088	College Assistance Migrant Progr	0.00	\$0
17180173	Restricted	Decrease		41193	2355	Carl Perkins - Vocational Services	0.00	(\$656,466)
BAR Net Total							0.00	\$574,200

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

**BAR Num 17180164
Monday, June 18, 2018**

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

Fun	Indirect Cost Funds	Org	Math & Physical Science	Category	Account	Description	FTE	Amount
Revenue	11303-2212-80278-132		Transfer In Indirect				0.00	(\$174)
Revenue	11303-2212-80278-132		Transfer In Indirect				0.00	\$5,805
Revenue	11303-2263-80278-132		Transfer In Indirect				0.00	(\$97)
Revenue	11303-2263-80278-132		Transfer In Indirect				0.00	\$6,996
Revenue	11303-2833-80278-132		Transfer In Indirect				0.00	\$5,382
Revenue	11303-2833-80278-132		Transfer In Indirect				0.00	(\$24)
Revenue	40106-2212-54103-608		Federal Grants and Contracts Rev				0.00	\$25,155
Revenue	40106-2212-54103-608		Federal Grants and Contracts Rev				0.00	(\$717)
Revenue	40106-2263-54103-608		Federal Grants and Contracts Rev				0.00	\$30,315
Revenue	40106-2263-54103-608		Federal Grants and Contracts Rev				0.00	(\$420)
Revenue	40106-2833-54103-608		Federal Grants and Contracts Rev				0.00	(\$140)
Revenue	40106-2833-54103-608		Federal Grants and Contracts Rev				0.00	\$23,322
Total Revenue							0.00	\$95,404
Expense	11303-1020-71951-131		Indirect Cost				0.00	(\$24)

Fun NM INBRE						
Org Math & Physical Science						
Expense	40106-2212-62181-101	Workers Compensation Insurance Bill	0.00	(\$361)		
Expense	40106-2212-62190-101	Unemployment Compensation	0.00	\$133		
Expense	40106-2212-62190-101	Unemployment Compensation	0.00	(\$199)		
Expense	40106-2212-71139-101	Project Activities	0.00	\$468		
Expense	40106-2212-71142-101	Publications	0.00	\$1,800		
Expense	40106-2212-72124-101	Out-of-State Travel	0.00	\$1,200		
Expense	40106-2212-73104-101	Electronics-Computer up to 4999.99	0.00	\$6		
Expense	40106-2212-80178-101	Transfer Out Indirect	0.00	(\$174)		
Expense	40106-2212-80178-101	Transfer Out Indirect	0.00	\$5,805		
Expense	40106-2263-61106-101	Faculty Sal-Ovrld Non-Teaching	0.00	\$3,272		
Expense	40106-2263-61106-101	Faculty Sal-Ovrld Non-Teaching	0.00	(\$1)		
Expense	40106-2263-61451-101	Student Salaries	0.00	\$4,647		
Expense	40106-2263-62111-101	Medicare	0.00	\$500		
Expense	40106-2263-62112-101	FICA	0.00	\$500		
Expense	40106-2263-62121-101	Retirement - ERA	0.00	\$0		
Expense	40106-2263-62181-101	Workers Compensation Insurance Bill	0.00	\$200		
Expense	40106-2263-62190-101	Unemployment Compensation	0.00	\$200		
Expense	40106-2263-71126-101	Science Supplies	0.00	(\$292)		

Fun NM INBRE
Org Dean-College of Arts & Science

Expense	40106-2833-80178-101	Transfer Out Indirect	0.00	\$5,382
Total Expense			0.00	\$95,404

BAR Net Total Increase **0.00** **\$95,404**

Vice President for Finance and Administration
NNMC Board of Regents Representative

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

**BAR Num 17180166
Wednesday, June 27, 2018**

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

Fun LANS Investment 2018

Org President

Category	Account	Description	FTE	Amount
Revenue	41462-1005-55005-606	Private Gifts and Grants	0.00	\$429
Revenue	41462-2355-55005-606	Private Gifts and Grants	0.00	\$2,611
Revenue	41462-2355-55005-606	Private Gifts and Grants	0.00	\$1,252
Revenue	41462-3021-55005-606	Private Gifts and Grants	0.00	\$14,324
Revenue	41462-3022-55005-606	Private Gifts and Grants	0.00	\$1,384
Total Revenue			0.00	\$20,000
Expense	41462-1005-71131-131	Supplies and Expense	0.00	\$429
Expense	41462-2355-71119-101	Endowment Expense	0.00	\$2,611
Expense	41462-2355-73104-101	Electronics-Computer up to 4999.99	0.00	\$1,252
Expense	41462-3021-71145-125	Purchased Services	0.00	\$14,324
Expense	41462-3022-71131-125	Supplies and Expense	0.00	\$1,384
Total Expense			0.00	\$20,000

**Fun LANS Investment 2018
Org Admissions & Recruitment**

BAR Net Total Increase

0.00

\$20,000

Vice President for Finance and Administration

NNMC Board of Regents Representative

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

**BAR Num 17180169
 Thursday, July 12, 2018**

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

Fun Org	Student Organizations Cheerleaders	Category	Account	Description	FTE	Amount
		Revenue	83027-3126-58001-151	Other Revenue	0.00	\$511
		Revenue	83027-3276-58001-151	Other Revenue	0.00	(\$50)
		Revenue	83027-3276-58002-151	Prior Year Revenue	0.00	\$52
		Revenue	83027-3281-58001-151	Other Revenue	0.00	\$1,775
Total Revenue					0.00	\$2,288
		Expense	83027-3126-71131-151	Supplies and Expense	0.00	\$121
		Expense	83027-3126-71354-151	Uniforms	0.00	\$306
		Expense	83027-3126-71552-151	IS Motor Pool Services	0.00	\$84
		Expense	83027-3276-71131-151	Supplies and Expense	0.00	\$2
		Expense	83027-3281-71131-151	Supplies and Expense	0.00	\$1,775
Total Expense					0.00	\$2,288

Fun Student Organizations
Org SNA-Student Nursing Assoc

BAR Net Total Increase

0.00

\$2,288

<p>Vice President for Finance and Administration</p> <p>NNMC Board of Regents Representative</p>
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**Northern New Mexico College
FY18 (2017-2018)**

**BAR Num 17180170
Thursday, July 12, 2018**

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

Fun	Org	Category	Account	Description	FTE	Amount	
NM Success Scholarships	Student Success - Lottery Scholarsh	Revenue	42111-3646-54202-191	State Grant & Contract Revenue	0.00	\$14,419	
		Revenue	42356-3625-54103-191	Federal Grants and Contracts Rev	0.00	\$4,113	
		Revenue	42423-3666-55005-191	Private Gifts and Grants	0.00	\$230	
Total Revenue						0.00	\$18,762
		Expense	42111-3646-71149-191	Scholarship Expense	0.00	\$14,419	
		Expense	42356-3625-71611-191	Direct Loans	0.00	\$4,113	
		Expense	42423-3666-71149-191	Scholarship Expense	0.00	\$230	
Total Expense						0.00	\$18,762

Northern New Mexico College
FY18 (2017-2018)

BAR Num 17180171
 Tuesday, July 17, 2018

Fund Type: Restricted
BAR Type: Decrease

Fun Indirect Cost Funds Org ABE	Category	Account	Description	FTE	Amount
	Revenue	11303-2811-80278-132	Transfer In Indirect	0.00	(\$120)
	Revenue	11303-2811-80278-132	Transfer In Indirect	0.00	(\$3)
	Revenue	11303-2811-80278-132	Transfer In Indirect	0.00	(\$9)
	Revenue	41181-2811-54103-608	Federal Grants and Contracts Rev	0.00	(\$639)
	Revenue	41211-1088-54202-101	State Grant & Contract Revenue	0.00	\$46
	Revenue	41211-2811-54202-605	State Grant & Contract Revenue	0.00	(\$145)
	Revenue	41223-2811-54202-605	State Grant & Contract Revenue	0.00	(\$2,525)
	Total Revenue			0.00	(\$3,396)
	Expense	11303-1020-71951-131	Indirect Cost	0.00	(\$9)
	Expense	11303-1020-71951-131	Indirect Cost	0.00	(\$3)
	Expense	11303-1020-71951-131	Indirect Cost	0.00	(\$120)
	Expense	41181-2811-61451-105	Student Salaries	0.00	(\$1,167)
	Expense	41181-2811-61505-105	Other Salaries - Temp	0.00	\$190
	Expense	41181-2811-62111-105	Medicare	0.00	\$16

Fun C3 Initiative	Org ABE			
Expense	41223-2811-62181-105	Workers Compensation Insurance Bill	0.00	(\$10)
Expense	41223-2811-62190-105	Unemployment Compensation	0.00	(\$13)
Expense	41223-2811-71131-105	Supplies and Expense	0.00	(\$137)
Expense	41223-2811-72123-105	In-State Travel	0.00	(\$1,944)
Expense	41223-2811-80178-105	Transfer Out Indirect	0.00	(\$120)
Total Expense			0.00	(\$3,396)
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BAR Net Total			0.00	(\$3,396)

Vice President for Finance and Administration

NNMC Board of Regents Representative

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

**BAR Num 17180173
Thursday, August 02, 2018**

**Fund Type: Restricted
BAR Type: Decrease**

Fun Org	Indirect Cost Funds Engineering	Category	Account	Description	FTE	Amount
Revenue	11303-2355-80278-132			Transfer In Indirect	0.00	(\$2,835)
Revenue	11303-2355-80278-132			Transfer In Indirect	0.00	(\$98)
Revenue	11730-1088-54255-171			SBDC Rev	0.00	\$98
Revenue	11730-3421-54255-171			SBDC Rev	0.00	(\$31,004)
Revenue	40108-1088-54103-101			Federal Grants and Contracts Rev	0.00	\$19
Revenue	40108-2355-54103-101			Federal Grants and Contracts Rev	0.00	\$47,430
Revenue	40108-2355-54103-608			Federal Grants and Contracts Rev	0.00	(\$47,449)
Revenue	40116-2355-54103-101			Federal Grants and Contracts Rev	0.00	\$12,887
Revenue	40116-2355-54103-608			Federal Grants and Contracts Rev	0.00	(\$13,312)
Revenue	41118-2212-54103-101			Federal Grants and Contracts Rev	0.00	(\$335,974)
Revenue	41118-3618-54103-191			Federal Grants and Contracts Rev	0.00	(\$270,360)
Revenue	41144-1088-54103-133			Federal Grants and Contracts Rev	0.00	\$10
Revenue	41144-3449-54103-134			Federal Grants and Contracts Rev	0.00	(\$1,070)
Revenue	41144-3450-54103-101			Federal Grants and Contracts Rev	0.00	\$977

Fun Title III NRGSC-NNMC
Org Santa Fe Community College

Revenue	41144-3450-54103-134	Federal Grants and Contracts Rev	0.00	(\$5,831)
Revenue	41144-3452-54103-101	Federal Grants and Contracts Rev	0.00	\$4,952
Revenue	41144-3452-54103-134	Federal Grants and Contracts Rev	0.00	(\$11,297)
Revenue	41144-4201-54103-101	Federal Grants and Contracts Rev	0.00	\$55,843
Revenue	41144-4201-54103-134	Federal Grants and Contracts Rev	0.00	\$481,535
Revenue	41144-4201-54103-608	Federal Grants and Contracts Rev	0.00	(\$548,217)
Revenue	41144-4201-80273-101	Transfer In	0.00	\$11,605
Revenue	41193-2355-54103-608	Federal Grants and Contracts Rev	0.00	(\$5,385)
Revenue	41193-2571-54103-608	Federal Grants and Contracts Rev	0.00	\$1,017
Revenue	41803-3421-54103-171	Federal Grants and Contracts Rev	0.00	(\$9)
Total Revenue			0.00	(\$656,467)
Expense	11000-4201-80173-101	Transfer Out	0.00	\$11,605
Expense	11303-1020-71951-131	Indirect Cost	0.00	(\$98)
Expense	11303-1020-71951-131	Indirect Cost	0.00	(\$2,835)
Expense	11303-1022-71145-131	Purchased Services	0.00	(\$11,605)
Expense	11730-1088-62181-171	Workers Compensation Insurance Bill	0.00	\$49
Expense	11730-1088-62190-171	Unemployment Compensation	0.00	\$49
Expense	11730-3421-61301-171	Professional Salaries-FT	0.00	\$5,965

Fun Small Business Development Ctr					
Org Small Business Dev Center					
Expense	11730-3421-72123-171	In-State Travel	0.00	(\$963)	
Expense	11730-3421-72124-171	Out-of-State Travel	0.00	(\$4,351)	
Expense	11730-3421-73104-171	Electronics-Computer up to 4999.99	0.00	(\$264)	
Expense	40108-1088-62181-101	Workers Compensation Insurance Bill	0.00	\$10	
Expense	40108-1088-62190-101	Unemployment Compensation	0.00	\$9	
Expense	40108-2355-61106-101	Faculty Sal-Ovrld Non-Teaching	0.00	(\$79)	
Expense	40108-2355-61451-101	Student Salaries	0.00	\$51	
Expense	40108-2355-62111-101	Medicare	0.00	(\$163)	
Expense	40108-2355-62112-101	FICA	0.00	(\$597)	
Expense	40108-2355-62121-101	Retirement - ERA	0.00	\$0	
Expense	40108-2355-62141-101	Retiree Health Care - ERA	0.00	\$0	
Expense	40108-2355-62151-101	Health Insurance	0.00	(\$1)	
Expense	40108-2355-62161-101	Basic Life	0.00	\$0	
Expense	40108-2355-62181-101	Workers Compensation Insurance Bill	0.00	(\$842)	
Expense	40108-2355-62190-101	Unemployment Compensation	0.00	(\$1,189)	
Expense	40108-2355-72123-101	In-State Travel	0.00	(\$348)	
Expense	40108-2355-72124-101	Out-of-State Travel	0.00	(\$1,088)	
Expense	40108-2355-73105-101	Computer-Electr. 5000.00 and Over	0.00	\$4,238	

Fun	NSF Cybersecurity	Org	Engineering	Expense	Account Number	Description	Amount	Balance
				Expense	40116-2355-71145-101	Purchased Services	0.00	(\$327)
				Expense	40116-2355-80178-101	Transfer Out Indirect	0.00	(\$98)
				Expense	41118-2212-71511-101	Contingency Restricted	0.00	(\$335,974)
				Expense	41118-2212-71583-101	Books and Periodicals	0.00	\$0
				Expense	41118-3618-71149-191	Scholarship Expense	0.00	(\$270,360)
				Expense	41144-1088-62181-133	Workers Compensation Insurance Bill	0.00	\$2
				Expense	41144-1088-62190-133	Unemployment Compensation	0.00	\$7
				Expense	41144-3449-71131-134	Supplies and Expense	0.00	(\$1,070)
				Expense	41144-3450-71139-101	Project Activities	0.00	\$977
				Expense	41144-3450-71139-134	Project Activities	0.00	(\$5,831)
				Expense	41144-3452-71139-101	Project Activities	0.00	\$4,952
				Expense	41144-3452-71139-134	Project Activities	0.00	(\$11,297)
				Expense	41144-4201-61104-134	Faculty - Stipends/Honorariums	0.00	(\$527)
				Expense	41144-4201-61106-134	Faculty Sal-Ovrld Non-Teaching	0.00	\$0
				Expense	41144-4201-61302-101	Professional Salaries-PT	0.00	\$7,643
				Expense	41144-4201-61302-134	Professional Salaries-PT	0.00	(\$21,149)
				Expense	41144-4201-61451-101	Student Salaries	0.00	\$5,635
				Expense	41144-4201-61451-134	Student Salaries	0.00	(\$3,663)

Fun Title III NRGSC-NNMC	Org VP for Advancement				
Expense	41144-4201-71131-101	Supplies and Expense	0.00	\$3,272	
Expense	41144-4201-71131-134	Supplies and Expense	0.00	(\$12,500)	
Expense	41144-4201-72124-134	Out-of-State Travel	0.00	\$0	
Expense	41144-4201-73102-101	Equipment up to 4999.99	0.00	\$5,204	
Expense	41144-4201-73102-134	Equipment up to 4999.99	0.00	(\$9,785)	
Expense	41144-4201-73103-101	Equipment 5000.00 and Over	0.00	\$20,179	
Expense	41144-4201-73103-134	Equipment 5000.00 and Over	0.00	(\$15,032)	
Expense	41144-4201-73104-101	Electronics-Computer up to 4999.99	0.00	\$7,723	
Expense	41144-4201-73105-134	Computer-Electr. 5000.00 and Over	0.00	(\$288)	
Expense	41193-2355-61451-102	Student Salaries	0.00	(\$429)	
Expense	41193-2355-62111-102	Medicare	0.00	(\$347)	
Expense	41193-2355-62112-102	FICA	0.00	(\$259)	
Expense	41193-2355-62181-102	Workers Compensation Insurance Bill	0.00	(\$80)	
Expense	41193-2355-62190-102	Unemployment Compensation	0.00	(\$18)	
Expense	41193-2355-71145-102	Purchased Services	0.00	(\$460)	
Expense	41193-2355-72124-102	Out-of-State Travel	0.00	(\$957)	
Expense	41193-2355-73105-102	Computer-Electr. 5000.00 and Over		\$0	
Expense	41193-2355-80178-102	Transfer Out Indirect	0.00	(\$2,835)	

Fun Carl Perkins - Vocational Services

Org Business Education

Expense	41193-2571-71123-102	Professional Development	0.00	(\$305)
Expense	41193-2571-71125-102	Resource Materials	0.00	\$593
Expense	41193-2571-71128-102	Software Purchases up to 999.99	0.00	(\$344)
Expense	41193-2571-71131-102	Supplies and Expense	0.00	\$2,575
Expense	41193-2571-72123-102	In-State Travel	0.00	(\$941)
Expense	41193-2571-73104-102	Electronics-Computer up to 4999.99	0.00	(\$136)
Expense	41193-2571-73105-102	Computer-Electr. 5000.00 and Over	0.00	(\$424)
Expense	41803-3421-61301-171	Professional Salaries-FT	0.00	\$0
Expense	41803-3421-62111-171	Medicare	0.00	(\$9)
Expense	41803-3421-62112-171	FICA	0.00	(\$36)
Expense	41803-3421-62121-171	Retirement - ERA	0.00	\$0
Expense	41803-3421-62141-171	Retiree Health Care - ERA	0.00	\$0
Expense	41803-3421-62151-171	Health Insurance	0.00	(\$7)
Expense	41803-3421-62152-171	Dental Insurance	0.00	\$0
Expense	41803-3421-62153-171	Vision Insurance	0.00	(\$1)
Expense	41803-3421-62161-171	Basic Life	0.00	\$0
Expense	41803-3421-62180-171	Workers Compensation	0.00	\$0
Expense	41803-3421-62181-171	Workers Compensation Insurance Bill	0.00	\$0

Fun SBDC Federal Allocation
 Org Small Business Dev Center

Expense 41803-3421-62190-171 Unemployment Compensation

0.00 \$45

Total Expense

0.00 (\$656,466)

BAR Net Total Decrease

0.00 (\$656,466)

<p>Vice President for Finance and Administration</p> <p>NNMC Board of Regents Representative</p>
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*Office of the President***NORTHERN New Mexico College**

To: Northern New Mexico College Board of Regents

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

Date: August 20, 2018

Subject: Certification of Disposition of Tangible Property

Ricky A. Bejarano
8/15/2018

Issue

The State Auditor Rule (i.e. 2.2.2 NMAC) under 13-6-1 and 13-6-2 NMSA 1978 governs the disposition of items of tangible personal property. NNMC staff has identified such items (see attached listing).

Under the aforementioned state statutes there are several disposal methods to utilize based on the condition and value of the items. The NNMC staff has identified that the items are obsolete, worn and non-functioning. The majority of the items are not contained on an asset listing, except for some equipment (i.e. vehicles) and computer equipment. The purported disposal method will be destruction of the items which will be discarded at a local landfill under federal, state and county laws, regulations and/or ordinances. The second method of disposal for vehicles is donation to the State Fire Fighter Training Academy in Socorro, NM, or if unwanted, the solicitation of sealed bids per vehicle. Accordingly, the NNMC staff has identified certain items of metal that will also be disposed of by the sealed bid process. Last, items identified as “green” will be disposed of in accordance with federal, state and local laws which may include solicitation for bids by green vendors.

Recommendation

Staff recommends approval of the items and methods of disposition.

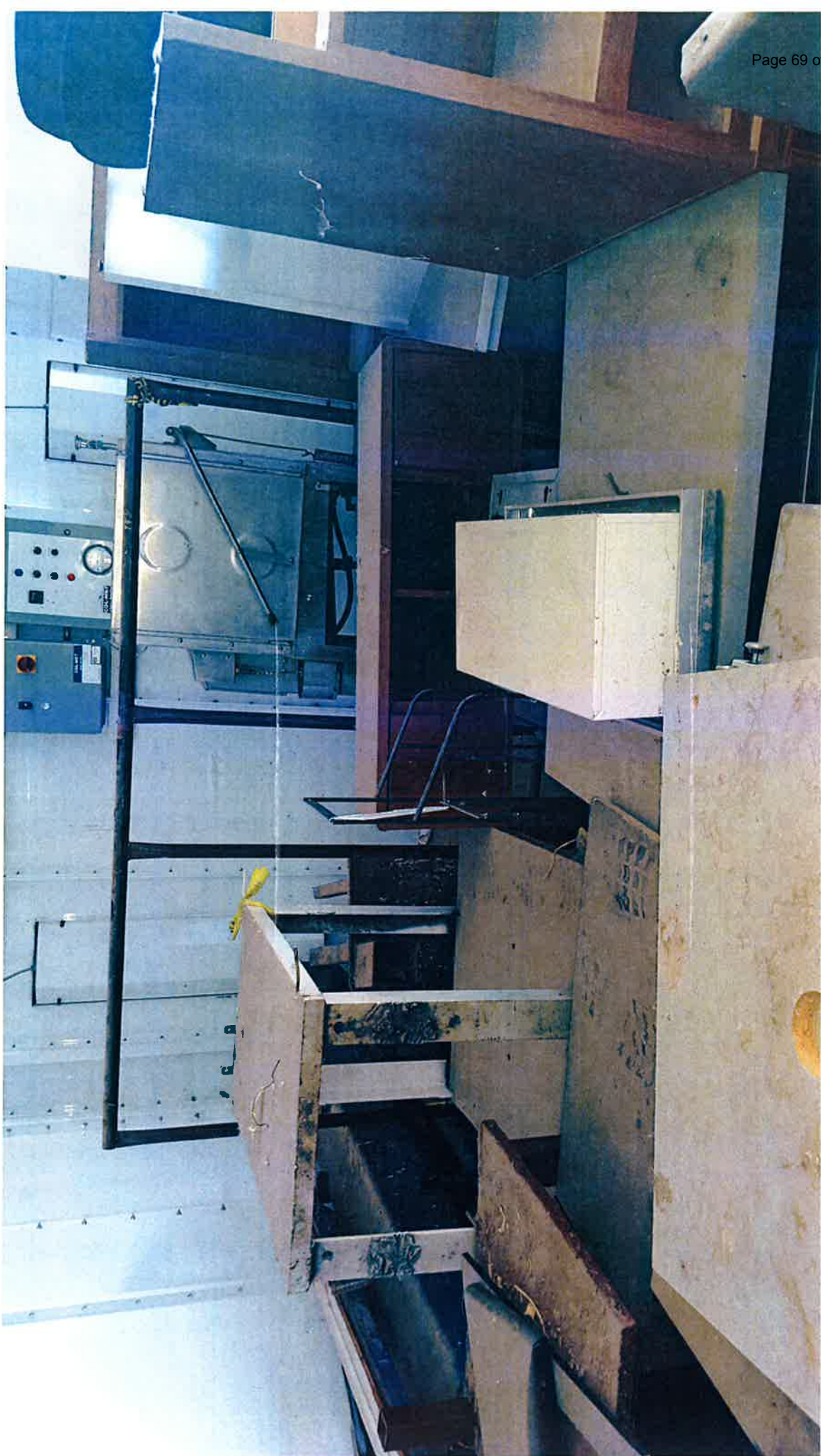
Asset Tag	Asset Description	Asset Type	Campus/Building	Department Code	Manufacture	Model	Asset Class	Major Asset Type
G06083	1978 Chevy Dump Truck	Vehicles & Heavy Equip	EL RITO-Publito Bldg	Facilities	Chevy	Dump Truck	16302	Vehicles
G06596	1988 GMC 2500 SL SIERRA	Vehicles & Heavy Equip	EL RITO-Publito Bldg	Facilities	GMC	Sierra	16302	Vehicles
G42410	1999 DODGE CARAVAN	Vehicles & Heavy Equip	EL RITO-CAMPUS	Facilities	Dodge	Caravan	16302	Vehicles
G60509	1993 FORD F-250	Vehicles & Heavy Equip	EL RITO-CAMPUS	Facilities	Ford	F-250	16302	Vehicles
G60510	1990 WHITE SUBURBAN	Vehicles & Heavy Equip	EL RITO-Publito Bldg	Facilities	Chevy	Suburban	16302	Vehicles
G60511	1998 CHEVY S-10	Vehicles & Heavy Equip	EL RITO-CAMPUS	Facilities	Chevy	S10	16302	Vehicles
G40498	1999 FORD VAN E350	Vehicles & Heavy Equip	ESP-CAMPUS	Facilities	Ford	Van E350	16302	Vehicles
G40499	1999 LARGE FORD VAN	Vehicles & Heavy Equip	ESP-CAMPUS	Facilities	Ford	Van	16302	Vehicles
G47563	2000 LARGE DODGE 3500 VAN (Athletics)	Vehicles & Heavy Equip	ESP-CAMPUS	Facilities	Dodge	Van 3500	16302	Vehicles









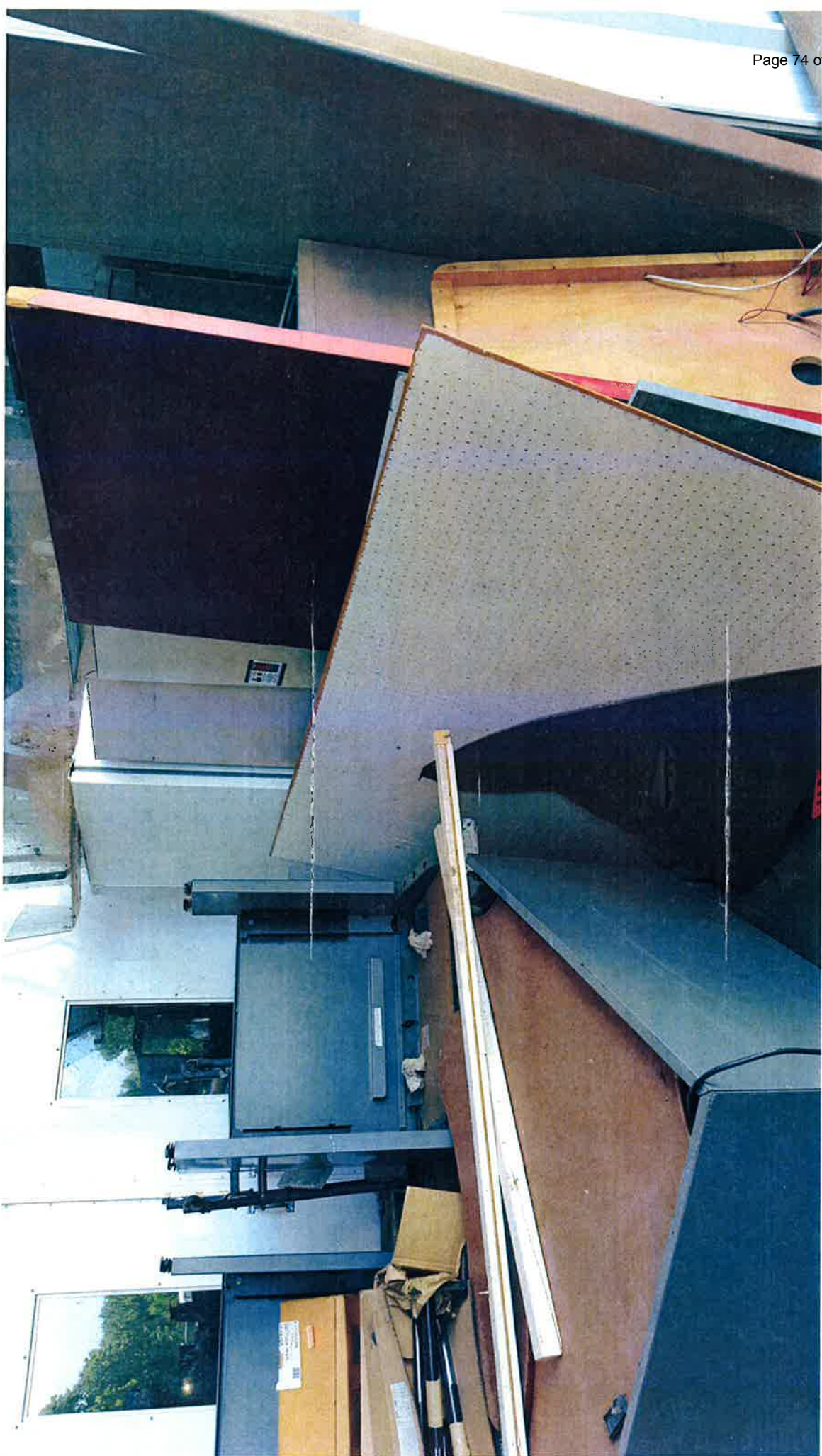


























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9. 10/10/2018
10. 10/10/2018

NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION OF ASSETS NNMC POLICY #7710, SECTION 5

Date: 07/05/2018

Department: Information Technology

Org/Fund

*Codes for Reasons for Deletion

A = Destroyed

F = Taken by former employee for grant-related work

B = Discarded

G = Theft (Provide Police Report if available)

C = Disposed of by off-site employee

H = Unlocated after exhaustive search

D = Returned to agency

I = Returned to vendor/Trade-in

J = Cannibalized

E = Request Permission for Permanent Disposal - Submitted to Business office on:

K = Other (Must explain)

*Deletion Code	Asset #	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	09930	HP COMPAQ DC7900 CMT DESKTOP	1	Y	0?	Dir of IT	N	N/A
E	10663	Dell XPS 8300 DESKTOP	1	Y	0?	Dir of IT	N	N/A
E	10073	HP PRO 3000 MT DESKTOP	1	Y	0?	Dir of IT	N	N/A
E	9924	HP COMPAQ DC7900 CMT DESKTOP	1	Y	0?	Dir of IT	N	N/A
E	9923	HP COMPAQ DC7900 CMT	1	Y	0?	Dir of IT	N	N/A
E	09940	HP COMPAQ DC7900 CMT	1	Y	0?	Dir of IT	N	N/A
E	09921	HP COMPAQ DC7900 CMT	1	Y	0?	Dir of IT	N	N/A
E	9134	GATEWAY E-4610D	1	Y	0?	Dir of IT	N	N/A
E	9836	HP COMPAQ DX2450 MT	1	Y	0?	Dir of IT	N	N/A
E	9816	HP Compaq DC7900	1	Y	0?	Dir of IT	N	N/A
E	9928	HP COMPAQ DC7900 CMT	1	Y	0?	Dir of IT	N	N/A
E	8725	DELL LAPTOP	1	N	0?	Dir of IT	N	N/A
E	8644	DELL DIMENSION 9100	1	Y	0?	Dir of IT	N	N/A
E	8633	DELL DIMENSION 9100	1	Y	0?	Dir of IT	N	N/A
E	8627	DELL DIMENSION 9100	1	Y	0?	Dir of IT	N	N/A
E	8634	DELL DIMENSION 9100	1	Y	0?	Dir of IT	N	N/A
E	S1500533	HP COMPAQ DC7900	1	Y	0?	Dir of IT	N	N/A
E	9822	HP Compaq DC5800 DESKTOP	1	Y	0?	Dir of IT	N	N/A
E	8408	RICOH GX2520	1	Y	0?	Dir of IT	N	N/A
E	9823	COMPAQ MICRO TOWER	1	Y	0?	Dir of IT	N	N/A
E	9918	DELL PRECISION 390	1	Y	0?	Dir of IT	N	N/A
E	9916	DELL PRECISION 390	1	N	0?	Dir of IT	N	N/A
E	8640	HP PRINTER	1	N	0?	Dir of IT	N	N/A
E	8642	HP LASERJET 1320N	1	Y	0?	Dir of IT	N	N/A
E	S1500565	HP L1945W MONITOR	1	Y	0?	Dir of IT	N	N/A
E	S16000227	HP LE2201W MONITOR	1	Y	0?	Dir of IT	N	N/A
E	NO TAG	HP MONITOR	1	Y	0?	Dir of IT	N	N/A
E	08642	DELL DIMENSION 9100	1	Y	0?	Dir of IT	N	N/A

*Deletion Code	Asset #	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	8630	DELL DIMENSION 9100	2	Y	0?	Dir of IT	N	N/A
E	8632	DELL DIMENSION 9100	2	Y	0?	Dir of IT	N	N/A
E	8645	DELL DIMENSION 9100	2	Y	0?	Dir of IT	N	N/A
E	8641	DELL DIMENSION 9100	2	Y	0?	Dir of IT	N	N/A
E	8629	DELL DIMENSION 9100	2	Y	0?	Dir of IT	N	N/A
E	8638	DELL DIMENSION 9100	2	Y	0?	Dir of IT	N	N/A
E	8836	DELL DIMENSION 9100	2	Y	0?	Dir of IT	N	N/A
E	9543	DELL OPTIPLX 330	2	Y	0?	Dir of IT	N	N/A
E	8915	DELL OPTIPLX GX620	2	Y	0?	Dir of IT	N	N/A
E	8631	DELL DIMENSION 9100	2	Y	0?	Dir of IT	N	N/A
E	10664	DELL VOSTRO	2	Y	0?	Dir of IT	N	N/A
E	8639	DELL DIMENSION 9100	2	Y	0?	Dir of IT	N	N/A
E	9101	GATEWAY E4610D	2	Y	0?	Dir of IT	N	N/A
E	09098	GATEWAY E4610D	2	Y	0?	Dir of IT	N	N/A
E	9104	GATEWAY E4610D	2	Y	0?	Dir of IT	N	N/A
E	9103	GATEWAY E4610D	2	Y	0?	Dir of IT	N	N/A
E	9102	GATEWAY E4610D	2	Y	0?	Dir of IT	N	N/A
E	8635	DELL DIMENSION 9100	2	N	0?	Dir of IT	N	N/A
E	10592	HP DESKTOP	2	N	0?	Dir of IT	N	N/A
E	8646	DELL DIMENSION 9100	2	Y	0?	Dir of IT	N	N/A
E	9677	HP LASERJET P2015	2	Y	0?	Dir of IT	N	N/A
E	NO TAG	HP COMPAQ DESKTOP	2	Y	0?	Dir of IT	N	N/A
E	NO TAG	HP PRINTER	2	Y	0?	Dir of IT	N	N/A
E	8905	DELL DIMENSION	2	N	0?	Dir of IT	N	N/A
E	S16000324	DELL OPTIPLX GX280 DESKTOP	2	Y	0?	Dir of IT	N	N/A
E	S1500533	HP COMPAQ DC7900 DESKTOP	2	Y	0?	Dir of IT	N	N/A
E	S1500564	HP COMPAQ DC7900 DESKTOP	2	Y	0?	Dir of IT	N	N/A
E	9640	LG 20EN33TS MONITOR	2	Y	0?	Dir of IT	N	N/A
E	9646	HP DESKTOP	2	N	0?	Dir of IT	N	N/A
E	NO TAG	HP COMPAQ DC7900	2	N			N	N/A
E	S1500465	HP COMPAQ DC7900	2	Y	0?	Dir of IT	N	N/A
E	5526	CANON BJC-85 PRINTER	2	Y	0?	Dir of IT	N	N/A
E	8227	DELL MONITOR	2	Y	0?	Dir of IT	N	N/A
E	S1500466	HP L194SW MONITOR	2	Y	0?	Dir of IT	N	N/A
E	S16000323	ACER X193W MONITOR	2	Y	0?	Dir of IT	N	N/A
E	003084	HP LASERJET 5P	2	Y	0?	Dir of IT	N	N/A
E	S16000225	GATEWAY TFT1980PS+	2	Y	0?	Dir of IT	N	N/A
E	S1500532	COMPAQ S2021	2	Y	0?	Dir of IT	N	N/A
E	S16000245	DELL 1704FPt	2	Y	0?	Dir of IT	N	N/A
E	S1500322	GATEWAY TFT1780PS+ MONITOR	2	Y	0?	Dir of IT	N	N/A

*Deletion Code	Asset #	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	004803	DELL LAPTOP	3	Y	0?	Dir of IT	N	N/A
E	8211	DELL INSPIRON 1150 DESKTOP	3	Y	0?	Dir of IT	N	N/A
E	8746	TOSHIBA TECRA M4A-S435	3	Y	0?	Dir of IT	N	N/A
E	NO TAG	HP LAPTOP	3	N	0?	Dir of IT	N	N/A
E	09532	DELL LATITUDE D630	3	Y	0?	Dir of IT	N	N/A
E	NO TAG	HP LAPTOP	3	N	0?	Dir of IT	N	N/A
E	9464	DELL DESKTOP	3	N	0?	Dir of IT	N	N/A
E	S16000243	DELL 1704FPTt MONITOR	3	Y	0?	Dir of IT	N	N/A
E	S16000250	DELL 1704FPTt MONITOR	3	Y	0?	Dir of IT	N	N/A
E	S16000244	DELL 1704FPTt MONITOR	3	Y	0?	Dir of IT	N	N/A
E	S16000246	DELL 1704FPTt MONITOR	3	Y	0?	Dir of IT	N	N/A
E	S16000242	DELL 1704FPTt MONITOR	3	Y	0?	Dir of IT	N	N/A
E	S16000253	DELL 1704FPTt MONITOR	3	Y	0?	Dir of IT	N	N/A
E	S16000241	DELL 1704FPTt MONITOR	3	Y	0?	Dir of IT	N	N/A
E	S16000251	DELL 1704FPTt MONITOR	3	Y	0?	Dir of IT	N	N/A
E	S1500258	GATEWAY MONITOR	3	N	0?	Dir of IT	N	N/A
E	S16000122	DELL 1704FPT+ MONITOR	3	Y	0?	Dir of IT	N	N/A
E	S1500334	HP OFFICEJET 6500 PRINTER	3	Y	0?	Dir of IT	N	N/A
E	4205	SAMSUNG MONITOR	3	N	0?	Dir of IT	N	N/A
E	NO TAG	GATEWAY MONITOR	3	N	0?	Dir of IT	N	N/A
E	9236	GATEWAY MONITOR	3	N	0?	Dir of IT	N	N/A
E	S16000223	GATEWAY TFT1980PS+	3	N	0?	Dir of IT	N	N/A
E	S16000230	GATEWAY TFT1980PS	3	N	0?	Dir of IT	N	N/A
E	NO TAG	DCP 7040 MFC PRINTER	3	N	0?	Dir of IT	N	N/A
E	NO TAG	HP PRINTER	3	N	0?	Dir of IT	N	N/A
E	9553	DELL OPTIPLEX	3	N	0?	Dir of IT	N	N/A
E	9227	DELL LATITUDE LAPTOP	3	N	0?	Dir of IT	N	N/A
E	4836	HP PRINTER	3	N	0?	Dir of IT	N	N/A
E	5648	HP LASERJET 4050	3	Y	0?	Dir of IT	N	N/A
E	S16000238	DELL 1704FPTt	3	Y	0?	Dir of IT	N	N/A
E	S16000252	DELL 1704FPTt	3	Y	0?	Dir of IT	N	N/A
E	S16000254	DELL 1704FPTt	3	Y	0?	Dir of IT	N	N/A
E	S16000249	DELL 1704FPTt	3	Y	0?	Dir of IT	N	N/A
E	S16000229	GATEWAY TFT1980PS	3	Y	0?	Dir of IT	N	N/A
E	S16000115	GATEWAY TFT1980PS	3	Y	0?	Dir of IT	N	N/A
E	S16000224	GATEWAY TFT1980PS+	3	Y	0?	Dir of IT	N	N/A
E	NO TAG	DELL MONITOR	3	N	0?	Dir of IT	N	N/A
E	S1319	HP 2195M MONITOR	3	Y	0?	Dir of IT	N	N/A
E	S1500607	Dell 2408W FPB MONITOR	3	Y	0?	Dir of IT	N	N/A
E	S1500606	Dell 2408W FPB MONITOR	3	Y	0?	Dir of IT	N	N/A

*Deletion Code	Asset #	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant
E	09323	SONY K-27FS100 TV	4	Y	0?	LIBRARY DIRECTOR	N	N
E	7014	DELL PRECISION M60 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	8015	DELL PRECISION M60 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	8019	DELL PRECISION M60 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	8020	DELL PRECISION M60 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	8021	DELL PRECISION M60 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	8022	DELL PRECISION M60 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	8023	DELL PRECISION M60 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	8024	DELL PRECISION M60 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	8026	DELL PRECISION M60 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	8027	DELL PRECISION M60 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	8028	DELL PRECISION M60 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	8029	DELL PRECISION M60 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	8030	DELL PRECISION M60 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9290	DELL VOSTRO 1700 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9292	DELL VOSTRO 1700 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9293	DELL VOSTRO 1700 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9294	DELL VOSTRO 1700 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9295	DELL VOSTRO 1700 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9296	DELL VOSTRO 1700 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9307	DELL VOSTRO 1700 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9308	DELL VOSTRO 1700 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9309	DELL VOSTRO 1700 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9310	DELL VOSTRO 1700 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9421	DELL VOSTRO 1700 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9422	DELL VOSTRO 1700 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9423	DELL VOSTRO 1700 LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9681	EPSON LCD PROJECTOR	4	Y	0?	LIBRARY DIRECTOR		
E	9970	HP PROBOOK LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9971	HP PROBOOK LAPTOP	4	Y	0?	LIBRARY DIRECTOR	N	N
E	S1658	HP OFFICEJET PRO X476DN	4	Y	0?	LIBRARY DIRECTOR	N	N
E	9613	DESKTOP PC	4	Y	0?	LIBRARY DIRECTOR	N	N
E	S17000025	HPHSTND-2381	4	Y	0?	LIBRARY DIRECTOR	N	N

*Deletion Code	Asset #	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	S1373	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1374	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1376	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1377	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1378	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1379	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1380	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1381	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1382	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1383	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1384	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1385	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1386	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1387	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1388	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A

E	S1389	DELL E2213 MONITOR	5	Y	0?	Dir of IT	N	N/A
E	S1390	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1391	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1392	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1393	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1394	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1395	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1396	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1397	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1398	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1399	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1401	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1402	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1403	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1404	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1405	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1406	WYSE THIN CLIENT ZXO	5	Y	0?	Dir of IT	N	N/A
E	S1249	SAMSUNG 10" TABLET	5	Y	0?	Dir of IT	N	N/A
E	S1269	SAMSUNG 10" TABLET	5	Y	0?	Dir of IT	N	N/A
E	S1203	HP ENVY PRINTER	5	Y	0?	Dir of IT	N	N/A
E	S2348	CANON MX34 COLOR PRINTER	3	Y		HEP DIRECTOR	N	N/A
E	0001472	HP LASEJET 4 PRINTER	3	Y		HEP DIRECTOR	N	N/A
E	S1345	EPSON GT-1500 SCANNER	2	Y		HEP DIRECTOR	N	N/A
E	8824	DCP7040	3	N		HEP DIRECTOR	N	N/A
E	NO TAG	EPSON FAX PHONE L170	3	N		HEP DIRECTOR	N	N/A
E	NO TAG	HP 1010 FAX	2	N		HEP DIRECTOR	N	N/A
E	NO TAG	DCP-7040 AIO PRINTER	3	Y		HEP DIRECTOR	N	N/A

PALLET #1



PALLET #2



PALLET #3



PALLET #4



PALLET #5



NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION OF ASSETS NNMC POLICY #7710, SECTION 5

Date: 7/19/18

Department: College of Business

Org/Fund:

*Codes for Reasons for Deletion

A = Destroyed

F = Taken by former employee for grant-related work

B = Discarded

G = Theft (Provide Police Report if available)

C = Disposed of by off-site employee H = Unlocated after exhaustive search D = Returned to agency I = Returned to vendor/Trade-in

J = Cannibalized

E = Request Permission for Permanent Disposal - Submitted to Business office on:

K = Other (Must explain)

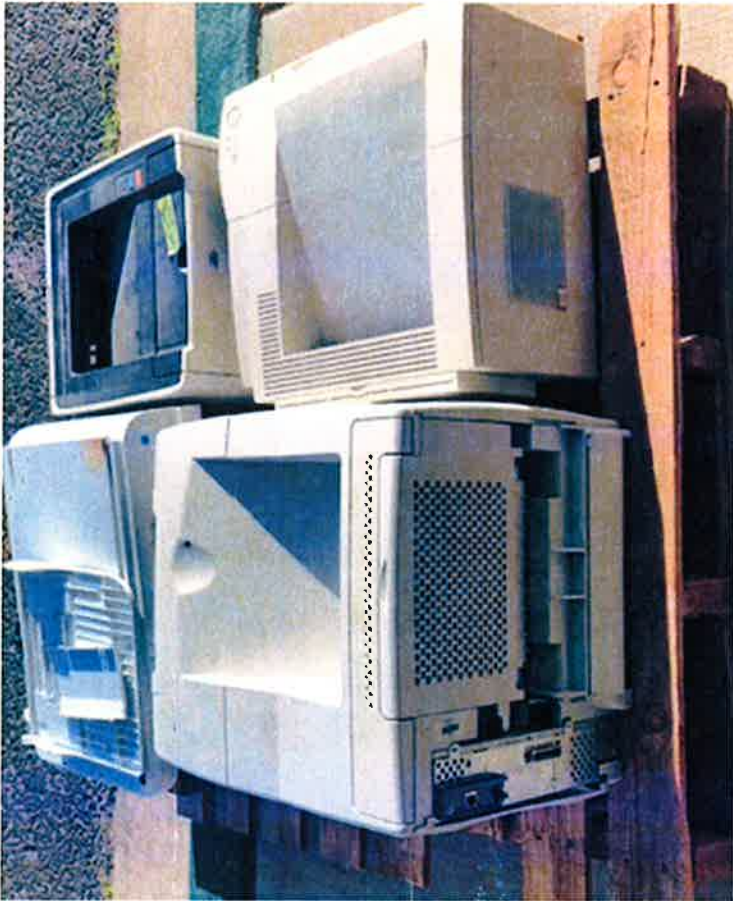
*Deletion Code	Asset #	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	10133	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	10114	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	10127	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	10117	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	10116	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	10115	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	10138	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	10124	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	10137	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	10139	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	10128	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	10137	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	9347	DELL OPTIPLEX 755 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	10129	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	9742	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N
E	S1500408	DELL 1704FP MONITOR	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	6814	DELL OPTIPLEX GX260 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	10136	DELL OPTIPLEX 380 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	8205	DELL E182FPT MONITOR	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	8286	DELL 1704FPT+ MONITOR	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	8288	DELL 170FPTV MONITOR	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	8281	DELL 1704FPT+ MONITOR	6	N		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	9331	DELL OPTIPLEX 755 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	9333	DELL OPTIPLEX 755 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	09742	DELL POWEREDGE SERVER	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A

E	S1058	LG FLATRON EB2442A MONITOR	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	8753	DELL DIMENSION 5150 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	8761	DeII DIMENSION 5150 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	09065	GATEWAY E4600 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	9759	DELL OPTIPLEX 760 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	8753	DELL DIMENSION 5150 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	S1500426	DELL 1707FPC MONITOR	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	S1500455	DELL E2010Ht MONITOR	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	8756	DELL DIMENSION 5150 DESKTOP	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	S16000193	DeII E2211Hb MONITOR	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	S1500427	DELL G2410T MONITOR	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	8079	DELL E172FPT MONITOR	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	S1500424	DELL 1704FPT MONITOR	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	S16000193	DeII E2211Hb MONITOR	6	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	8066	HP LASERJET 4200DN PRINTER	7	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	9510	BROTHER HL5250 DN PRINTER	7	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	8552	HP LASERJET 3700N PRINTER	7	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	004872	HP LASERJET 2100M PRINTER	7	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	9955	HP N6310 SCANNER	7	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	S1500409	HP SCANJET N6310 SCANNER	7	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A
E	8491	HP LASERJET 1320N PRINTER	7	Y		DEAN OF BUSINESS ADMINISTRATION	N	N/A

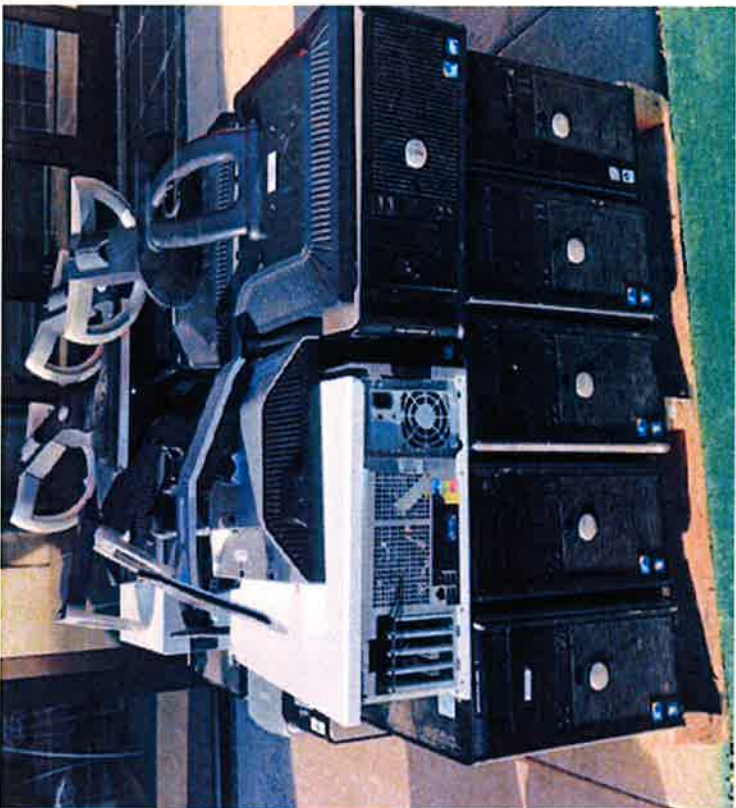
PRINT NAME & TITLE of authorized signature:

Signature: Jimi Montoya
Digitally signed by Jimi Montoya
 DN: cn=Jimi Montoya, ou=Northern New Mexico College, ou=Information Technology, email=jimi.montoya@innoc.edu, c=US
 Date: 2018.02.23 09:48:34 -0600

Business Office Use Only						
Approved:	<input type="checkbox"/>		Disapproved:			
Notes:						
Contingent on Director Of Finance Approval Questions: Call 747-2134						



PALLET #7 ↑



PALLET #6 ↑

NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION OF ASSETS

NNMC POLICY #7710, SECTION 5

Date: 07/26/18

Department: Fine Arts

Org/Fund: 5052

*Codes for Reasons for Deletion

A = Destroyed

F = Taken by former employee for grant-related work

B = Discarded

G = Theft (Provide Police Report if available)

C = Disposed of by off-site employee

H = Unlocated after exhaustive search

D = Returned to agency

I = Returned to vendor/Trade-in

J = Cannibalized

E = Request Permission for Permanent Disposal - Submitted to Business office on:

K = Other (Must explain)

*Deletion Code	Asset #	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital
E	09688	iMAC	8	Y	?	Chair of CFA	N
E	9207	Epson Perfection V700 Photo Scanner	8	Y	?	Chair of CFA	N
E	S16000149	Epson XP-280	8	N	?	Chair of CFA	N
E	09208	iMac	8	N	?	Chair of CFA	
E	09869	iMac	8	N	?	Chair of CFA	
E	S1500288	ViewSonic Monitor	8	N	?	Chair of CFA	
E	S1700007	HP VS519E Monitor	8	N	?	Chair of CFA	
E	6646	Dell Monitor	8	N	?	Chair of CFA	
E	5860	Dell PC	9	N	?	Chair of CFA	
E	S17000010	Dell PC	9	N	?	Chair of CFA	
E	8792	Dell PC	9	N	?	Chair of CFA	
E	002080	HP LaserJet 4 Printer	8	N	?	Chair of CFA	
E	0001869	Panasonic TV	0	N	?	Chair of CFA	
E	S1700008	HP ScanJet Scanner	8	N	?	Chair of CFA	
E	S170009	Gateway Monitor	8	N	?	Chair of CFA	
E	S17000217	Dell Monitor	8	N	?	Chair of CFA	
E	9433	iMac	8	N	?	Chair of CFA	
E	None	Dell PC	9	N	?	Chair of CFA	
E	8033	Dell PC	9	N	?	Chair of CFA	
E	10052	Dell PC	9	N	?	Chair of CFA	
E	8826	Dell PC	9	N	?	Chair of CFA	
E	None	Dell Printer	8	N	?	Chair of CFA	
E	None	Canon Scanner	8	N	?	Chair of CFA	
E	None	HP Photosmart 7515	8	N	?	Chair of CFA	
E	None	HP Printer	8	N	?	Chair of CFA	
E	09313	Dell Printer	8	N	?	Chair of CFA	
E	None	Sony TV	0	N	?	Chair of CFA	
E	None	RCA TV	0	N	?	Chair of CFA	
K	6049	Sanyo DVD/VCR Combo	0	N	?	Chair of CFA	
K	6350	HP Business InkJet Printer	0	N	?	Chair of CFA	
K	None	HP PSC 120xi AIO Printer	0	N	?	Chair of CFA	
K	None	HP PSC 120xi AIO Printer	0	N	?	Chair of CFA	

PALLET #8



PALLET #9



NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION OF ASSETS NNMC POLICY #7710, SECTION 5

Date: 8/3/18

Department: Athletics

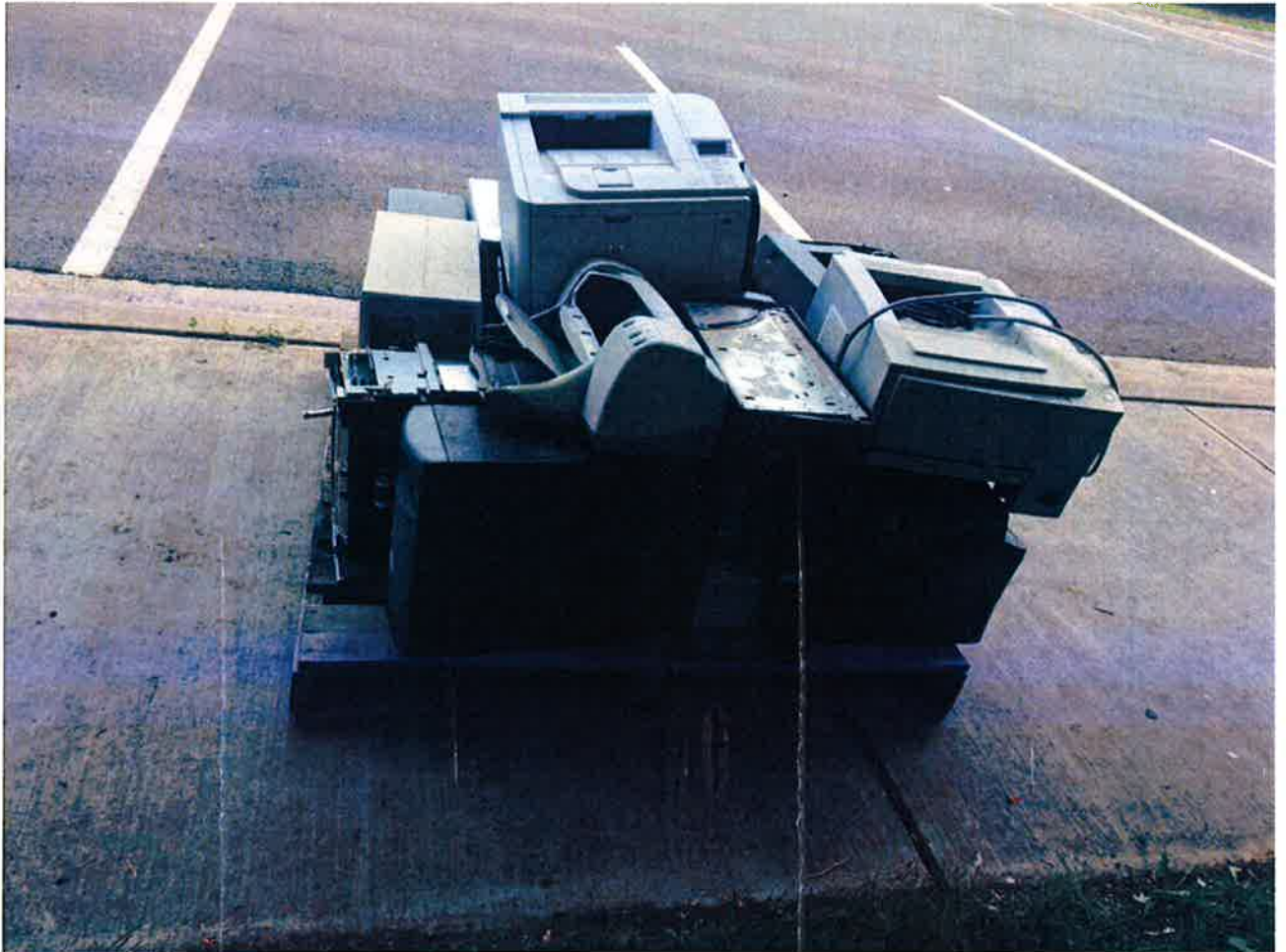
Org/Fund:

*Codes for Reasons for Deletion

A = Destroyed **F** = Taken by former employee for grant-related work
B = Discarded **G** = Theft (Provide Police Report if available)
C = Disposed of by off-site employee **H** = Unlocated after exhaustive search **D** = Returned to agency **I** = Returned to vendor/Trade-in
J = Cannibalized
E = Request Permission for Permanent Disposal - Submitted to Business office on: **K** = Other (Must explain)

*Deletion Code	Asset #	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	10033	HP LASERJET 3015 PRINTER	10	N		ATHLETIC DIRECTOR	N	N/A
E	5167	HP LASERJET 2100M PRINTER	10	N		ATHLETIC DIRECTOR	N	N/A
E	5628	DELL OPTIPLEX GX115 PC	10	N		ATHLETIC DIRECTOR	N	N/A
E	5654	HP LASERJET 2200D	10	N		ATHLETIC DIRECTOR	N	N/A
E	8180	DELL PRECISION2400	10	N		ATHLETIC DIRECTOR	N	N/A
E	8207	DELL DIMENSION 4700	10	N		ATHLETIC DIRECTOR	N	N/A
E	8272	DELL DIMENSION 4700	10	N		ATHLETIC DIRECTOR	N	N/A
E	8284	DELL 15" MONITOR	10	N		ATHLETIC DIRECTOR	N	N/A
E	8025	DELL PRECISION M60	10	N		ATHLETIC DIRECTOR	N	N/A
E	6977	DELL DIMENSION 5150	10	Y		ATHLETIC DIRECTOR	N	N/A
E	8206	DELL DIMENSION 9200	10	Y		ATHLETIC DIRECTOR	N	N/A
E	8270	Dell Latitude E6500	10	Y		ATHLETIC DIRECTOR	N	N/A
E	8103	DELL 1703FPt	10	N		ATHLETIC DIRECTOR	N	N/A
E	S15004	HP LCD Color Display	10	y		ATHLETIC DIRECTOR	N	N/A
E	S1500404	Gateway TFT1780PS+	10	N		ATHLETIC DIRECTOR	N	N/A
E	NONE	HP Office Jet 6500	10	N		ATHLETIC DIRECTOR	N	N/A
E	S16000120	HP LaserJet P2055dn	10	y		ATHLETIC DIRECTOR	N	N/A
E	NONE	Brother MFC 78800W	10	N		ATHLETIC DIRECTOR	N	N/A
E	S17000030	HP 450 Printer	10	N		ATHLETIC DIRECTOR	N	N/A
E	NONE	Dell Docking Station	10	N		ATHLETIC DIRECTOR	N	N/A
E	NONE	Dell Printer	10	N		ATHLETIC DIRECTOR	N	N/A
E	NONE	Dell Printer	10	N		ATHLETIC DIRECTOR	N	N/A

PALLET #10





MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Ivan Lopez, Provost and VPAA

Date: August 20, 2018

W. Lopez

Re: Children on Campus

Issue

NNMC does not currently have a “Children on Campus” policy.

Overview

NNMC has dealt with issues related to the presence of children on campus/classroom in arbitrary ways that have changed constantly by the administration. These changes have caused confusion in the way that staff and faculty deal with the issue. Faculty and staff suggested that a policy be implemented to uniform the practices. A committee developed the attached policy and it has been reviewed by the Faculty Senate, Office of Equity and Diversity, and the community.

Recommendation

I recommend the Board of Regents approve the new policy related to Children on Campus.

Date: 7/20/18

Northern New Mexico College Policy on Children on Campus

1. Purpose

NNMC values its employees and students and recognizes the importance that families play in our communities. The College desires to be a family friendly place of business, to faculty and staff as well as to students; however, the workplace is not the appropriate place for childcare. This policy serves to address guidelines for bringing non-student, minor children to campus. These guidelines are intended to foster respect for all parties impacted by the presence of non-student, minor children on the campus, in the workplace, or in the classroom.

The college recognizes that family needs and responsibilities may in some circumstances require the presence of a child on campus for a limited amount of time. Any individual who brings a child to campus should be aware of and respectful of the needs of others to have a quiet educational and/or work setting. To protect the safety of young visitors and to avoid disruptive behavior, children accompanying employees, students, or visitors of NNMC must be under the supervision of a responsible adult while on NNMC property.

Employees of the college have assigned duties and cannot take supervisory responsibility for any unattended children of employees, students, or visitors. It is not appropriate for a non-student, minor child of any age to be in the workplace on a regular basis, including after school each school day or on regularly scheduled school holidays.

This policy is not intended to prohibit appropriately supervised children from the campus when their purpose is to attend specific specified cultural events, sporting events, or to accompany students and families seeking advisement or information about the college.

2. Definitions

For the purposes of this policy, a child/minor is defined as any youth under the age of 18 who is not officially enrolled in classes at Northern New Mexico College (NNMC). Emancipated minors are considered adults.

An adult is any person 18 years of age and older.

An adult is also any emancipated minor or a parent (even if is under the age of 18).

Minors under the age of 18 who are enrolled in credit classes at NNMC are considered NNMC students.

3. Policy

3.1 The College assumes no responsibility or liability for children in violation of this Policy. For the purposes of this Policy, a child is defined in the section 2.

3.2 Students, faculty, and staff are expected to arrange for their personal childcare away from the work site. In emergency situations, if it is necessary for an employee to briefly bring a child to the workplace during working hours, the employee's supervisor must be informed. Sick children are not to be brought to campus.

3.3 Children are not allowed in the classroom as an alternative to procuring regular childcare or when the child is too ill to attend regular childcare or school. At the discretion of the instructor, children may be allowed in classrooms *on rare occasions due to unforeseen emergency or circumstance and must be supervised by the parent (or guardian)*.

3.3.1 Under no circumstance will children be allowed in high risk areas, including but not limited to scientific/medical laboratories, commercial kitchens, server rooms, studio spaces, machine shops or other marked areas.

3.4 Any student whose child is considered disruptive or unsupervised will be asked to remove the child.

3.5 A child should never be left unattended while the parent or guardian is attending class, conducting other business, or attending a public event on campus. Line of sight supervision by the parent or guardian is required at all times.

3.6 Deans/Chairs/Directors/Supervisors have the discretion to develop stricter supplemental child-related policies for their areas of management that address specific concerns related to their scope of work/supervision. These supplemental policies must adhere to the College-wide policy.

4. Procedures

All NNMC employees, students, and visitors are expected to abide by this policy.

Procedure for Unattended Children on Campus

- If an unattended child observed on campus is a cause for concern NNMC employee, student, or visitor will report the situation to Campus Security (747-2158).
- Campus Security will employ their protocol for contacting parents, guardians, caregivers, or, if necessary, may contact local authorities.
- If you observe that a child is injured, call 911 immediately, then contact Campus Security.

5. Exceptions

Exceptions to this policy are activities which, by their very nature, might be attended by children. It is assumed, however, that children are attending these activities under the supervision of an instructor or adult, or are enrolled in a fee-based program. Examples of such events are athletic events, performing arts performances, special events, or other activities such as an after-school program sponsored by the college.