

NORTHERN NEW MEXICO COLLEGE

**BOARD OF REGENTS
MEETING**

MARCH 23, 2020

NORTHERN New Mexico College



NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Monday, March 23, 2020, at 1:00PM, Via Zoom** from Northern New Mexico College – Espanola Campus, Espanola, New Mexico.

Join Zoom Meeting

<https://nmmc.zoom.us/j/621631875?pwd=TVpaVGIURkZNdXWjMvTHVTOXJWUT09>

Meeting ID: 621 631 875

Password: 521752

One tap mobile

+16699006833,,621631875# US (San Jose)

+19292056099,,621631875# US (New York)

Dial by your location

+1 669 900 6833 US (San Jose)

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Meeting ID: 621 631 875

Find your local number: <https://nmmc.zoom.us/j/621631875>

FINAL AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. COMMENTS FROM THE BOARD**
 - A. Board of Regents Subcommittee Reports
 1. Audit/Finance/Facilities Committee – Informational
 2. Academic/Student Affairs Committee - Informational
 3. Executive Committee – Informational
 - B. Student Regent Scholarship – Action Required
 - C. Overview of the State’s University Research University Research Park and Economic Development Act relating to technologies developed through the College and consideration of retaining Modrall Sperling Law Firm to identify economic development options for the College – Action Required
- IV. APPROVAL OF MINUTES**
- V. PRESIDENT’S REPORT AND ANNOUNCEMENTS**
 - A. Community Recreation Center Location Discussion – Action Required
 - B. Up\$tart – Action Required
- VI. STAFF REPORTS**
 - A. Vice President for Finance & Administration
 1. Fiscal Watch Reports – Action Required
 2. Budget Adjustment Reports (BARs) – Action Required
 3. MOU with Local 412 Plumbers and Pipefitters – Action Required
 4. RN to BSN Online Tuition and Fees – Action Required
 5. ERB Investment – Action Required

- B. Provost & Vice President for Academic Affairs
 - 1. Branch Community College Faculty Handbook – Action Required
 - 2. Recommendation to Grant Tenure to Two Faculty Members – Action Required

VII. PUBLIC INPUT

VIII. EXECUTIVE SESSION

- (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employer;
 - a. No items
- (2) Bargaining strategy preliminary to collective bargaining
 - a. Inputs and Guidance for Collective Bargaining Negotiations
- (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

IX. 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.

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents,
Northern New Mexico College

From: Richard J. Bailey, Jr., President

Date: March 23, 2020

Re: Overview of the State's University Research Park and Economic Development Act relating to technologies developed through the College and consideration of retaining Modrall Sperling Law Firm to identify economic development options for the College

Issue

The College may have current and future opportunities to invest in research and business entities for the purpose of diversifying its annual revenue stream. In accordance with the State's University Research Park and Economic Development Act, the College may have an opportunity to do so but requires legal advice on how best to implement the required entity or entities to do so.

Overview

Modrall Sperling Law Firm specializes in this type of legal enterprise. The two firms currently under contract with the College, Ortiz and Zamora and Cuddy-McCarthy, do not have the required experience for this work. Thus, the College requires a specific authorization to contract with a third firm specifically for this endeavor.

Recommendation

Staff recommends that the Board of Regents approve retaining Modral Sperling Law Form to identify economic development options for the College in conjunction with the State's University Research Park and Economic Development Act.

Office of the President

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents,
Northern New Mexico College

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

Date: March 23, 2020

Re: Board of Regents Meeting Minutes

Issue

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

Recommendation

Staff recommends that the Board of Regents approve the attached Board of Regents Minutes for February 28, 2020 as submitted or if applicable, as amended.

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
FEBRUARY 28, 2020**

I. CALL TO ORDER

A Regular Meeting of the Board of Regents of northern New Mexico College was held on Friday, February 28, 2020, in the Board Room of Northern New Mexico College, Espanola Campus. Regents Present: Michael A. Martin, Erica Velarde, Porter Swentzell, Damian Martinez, and Tomas Rodriguez. Board President Martin called the meeting to order at 10:07AM.

Northern New Mexico College Staff Present: President Richard J. Bailey, Jr., Ph.D.; Ricky Bejarano, Vice President for Finance & Administration; Vince Lithgow, Comptroller, Ivan Lopez Hurtado, Ph.D., Provost & Vice President for Academic Affairs; Evette Abeyta, Budget Director; Chris Trujillo, IT; Gwen Orona, Academic Advising, Julianna Barbee, SBDC, Don Appiarius, Assistant Provost; Sandy Krolick, Communications & Marketing; Jimi Montoya, Director, IT; and Amy Pena, Executive Assistant to the President/Board Secretary.

Faculty Present: Dr. Ajit Hira

Others Present: John Ussery, Dr. Hugh Prather (Via Zoom), Tim Crone, Dr. Patricia Jimenez Latham, Kyle Land, Eileen Trujillo, and REDW Auditors

II. APPROVAL OF AGENDA

Board President Martin stated he would like to move Item IX.A.3 which is Internal Audit Report up to right after approval of the Agenda so the accountants do not have to sit at the Board Meeting. Under the Staff Reports, Up\$tart Project Funding, the action part will be tabled and it will be discussed and no action will be taken on that item. Board President Martin asked if any other items needed to be moved on the Agenda. Board President Martin moved to approve the Agenda as amended.

Regent Swentzell moved to approve the Agenda as amended. Second - Regent Velarde. Motion passed unanimously.

III. COMMENTS FRO THE BOARD

A. Board of Regents Subcommittee Reports

1. Audit/Finance Facilities Committee

Regent Velarde stated they received the reports and everything is onboard and going as it should. Regent Martinez stated he doesn't know if it is going as it should but it is moving forward.

2. Academic and Student Affairs Committee

Regent Swentzell stated there is one thing he would like to bring to the Board's attention and it will be brought to the Board in the future. There needs to be a faculty handbook for the Branch Community College. It has been drafted and reviewed by legal and will come in the near future. This summary will be sent to the Board of Regents as soon as it is available. It is very important in terms of hiring committees and getting the community college up and running, to hire any faculty member or anything, it is quite the process. To have this in place is critical sooner than later. The handbooks are almost the same as the current faculty handbook. A couple of very important points of difference, in the authority of the Board to make changes, having the sole authority to make those changes. It exists for the other faculty handbook, making it clear that the Board can enact change and keep continuity.

Regent Martinez asked if the Branch Community has input into the faculty handbook. They are part of the Board but different and different personnel issues go on there. Regent Martinez stated he agrees the Board of Regents could christen the first book but at what point does it turned over to the other board. President Bailey stated this is unique because it is a collocated branch. The Board of Regents is still the jurisdictional authority for all of this. The Branch Community College Board has jurisdiction over the budget of the mill levy funding. They can make decisions on the budget that effect some of these things.

Regent Martinez asked who has personnel oversight. If someone teaches at the branch and they are full time faculty and decides they want to sue the Branch, who does it fall under. President Bailey stated it would fall under the College. Regent Martinez would like a deep dive on this in the future to know how controls is on this. Regent Velarde stated especially because the money comes from the Mill Levy. President Bailey stated the Board of Regents has the authority over the entire budget. When the Branch Community College approves the Mill Levy funding portion of the budget, it gets folding into the overarching budget, the College Board of Regents still has jurisdiction. Regent Martinez asked regarding coverage, do they fall under the College's RMD policy. President Bailey stated it is all under the College. Mr. Bejarano stated in the statutory authority it is referred to as a Branch Community College – for all intents and purposes, the Branch Community College is imbedded within the College. We also made the commitment there would not be its own president, administration, etc. The College would absorb all this, maybe adding positions. President Bailey stated it is possible because the Branch Community College Board has authority over the Mill Levy, they could say no they do not want to pay for the Electrician Program. There could be influences in the way the budget works. The Community College Board is pleased with the way this is going but has jurisdiction over the local funding. Regent Martinez asked if they could say they do not want something. President Bailey stated they could. Regent Martinez asked how they got on the Board. Regent Velarde stated there is one from each district. Regent Martinez asked if they were appointed by whoever their Board sends. President Bailey stated this is correct but in order for that Board to call for Mill Levy Funding they had to be locally elected officials. Mr. Bejarano stated this was the point he wanted to make is the make-up of the Board is representative of the student body the Collee serves.

Regent Swentzell stated the other key component of the faculty handbook is in terms of faculty workloads. The faculty has written in there 35-hour work weeks and 15 credit hour course loads. This incorporates credit load, office hours, academic service. They are expected to be on campus 35 hours a week. This is a difference from the faculty that is not part of the Branch. Another summary will be sent to the Board of Regents.

Dr. Lopez stated there is one more component, because it is a community college there is not going to be a ranking or tenure system under the community college. The College is following best practices from other Community Colleges. Regent Martinez stated he assumes there is a possibility that one of the College professors would work at the Community College and asked if there is anything in the works regarding this such as getting approval to go work at the community college, pay, control, etc., a policy for this sort of scenario. This is going to happen. Dr. Lopez stated from the fiscal level, they will be treated as two different entities. If a faculty member wants to work for one they will be paid by the other entity as an adjunct. There is no mechanism in place to transfer a faculty member from one institution to another but to resign to one and hired at the other as a full timer. They would need to resign from one to move to the other. Regent Martinez asked if there is any opportunity for adjunct. Dr. Lopez stated for adjuncts, yes. Regent Martinez asked if a policy memo should be created to let everyone know their expectations. Regent Swentzell stated they would have to receive permission to do any work that would conflict with current service.

Regent Martinez asked what it means to conflict. Dr. Lopez stated those conflicts are addressed in the handbook. When people are hired under the Community College Branch, they are not unionized. There is a clear line of either you belong to the community college or to the four-year institution. There is a fine line and this is the reason why the College needs to pass a faculty handbook for the Community College.

Tim Crone, Union Representative asked if the instructors are protected if they are under another union, the College has to honor that affiliation. Regent Martinez stated this cannot be answered and has to be discussed. Dr. Lopez stated he would have to look at this.

Dr. Swentzell stated this is the main thing and it will be sent out as soon as possible. Dr. Lopez is putting pressure on Ortiz and Zamora. He has requested an executive summary and that is why it is not on the Agenda. As soon as this is received, it will be mailed to the Board of Regents so action can be taken at the March meeting.

President Bailey stated for the record, the College worked hand in hand with the Local 412 and the Local 611 and are now working on MOUs specifically with them for this work.

3. Evaluation Committee Report

Dr. Prather presented the NMMC Regents Self-Evaluation (attached). In October, the Regents took an opportunity to do some retreat work and began to look ahead as a new team formed. One of the things that came to surface was the function as an evaluative body of the President. This was discussed and policy was in place but never had been approved but was subsequently approved dealing with President Bailey's evaluation. The second was looking at the Regents evaluation of a self-evaluation to take a look at best practices that public bodies, public boards if in place help to become a better Board. To look at how are we as a Board of Regents proceeding and where

might we grow and what kinds of goals might we advance to make ourselves an even more effective governing body for this public institution. The committee appointed Regent Velarde and Regents Swentzell and they met with Dr. Prather and drafted a policy and that policy was approved in January and at the same time they completed a self-evaluation and it is his product that he will share the positive results the Board generated relative to the work they are doing. Also, to point out a couple of possibilities of how to proceed with this. Dr. Prather deferred to Regent Velarde and Regent Swentzell for comments. Regent Velarde stated this was a great process, they worked well together and made a couple of tweaks here and there. Regent Swentzell stated Regent Velarde covered it well.

Dr. Prather stated Board President Powers had previously had the same instrument done and Regent Martinez was the only Board member who had privy to this. There is the same data from 2019 to be able to lay side by side which is done (attached). Interestingly, only one item of the nine is there any regression from the mean of 2019 to the mean of 2020 and this is the area of strategic planning. The Board of Regents had been heavily engaged with the community college issue which is a major strategic issue related to the whole El Rito Campus and use of that facility. That was based on work done previously, they had not engaged on looking in the future beyond this. The rest, the progression shows a shift. The Board views itself as ramping up their own act and continuing to improve. Dr. Prather stated he would like to suggest regarding pages 1-5, these are the actual analysis, the data and comments made on these. Dr. Prather suggested the Board consider, noticing in the strategic piece, last page of the data presented and looking at the last question that the Board collectively responded to – three most important things the Board could focus on to become a better Board of Regents. There are a couple of goals that could be set forth, Strategic Planning Focus.

President Bailey stated at the March Board of Regents Meeting, the deep dive topic will be spending time talking about the strategic direction which is 2017-2022. In preparation for the March meeting, President Bailey has been looking at the objectives and giving a grade as to how the College has done. In a lot of ways, the needle has been moved in significant areas, in some the College has not. This will be presented to the Board of Regents for consideration. The Board is three years in for the five-year plan. Dr. Prather stated potentially this could be a Board goal to work with key administrative leadership to keep the current plan on the table and to allow it to provide focus for the next phase. Whatever comes out of this should be put in writing and brought to the table for the record. The second issue is related to policies. With the Boards permission, Dr. Prather will put something together for the Board for the next meeting. The potential third area, the one area where the Board noted in terms of Regents performance, Board Development, with joining AGB, the Board may be in a position to look at one board development effort for the next twelve months that may be an outside agent from AGB.

Regent Swentzell stated that one thing the Board might be seeing since almost all Regents were seated within about a year, that perhaps at least from his perspective, responding to the questions without any comparison, only one member could have a point of comparison to compare work now relative to the past. This is almost a starting point. Dr. Prather stated there are now two data points and a year from now there would be three and they could see how they are taking it up a step at a time. That is the way to continue to grow a Board of Regents.

Regent Martin stated the Evaluation Committee is also looking at the evaluation of the President and asked if the committee is working on this. Regent Velarde and Swentzell stated they are working on this. Dr. Prather will be coordinating this to bring the data to the Board of Regents with President Bailey. Dr. Prather suggested the NNMC Board of Regents share this information with the other Board of Regents. Board President Martin stated both he and Regent Velarde are on the HERC Committee and will bring this forward.

4. HERC

Nothing to report at this time.

5. Student Regent Scholarship

Board President Martin stated he thought he would throw this item out and discuss it with the Board of Regents. Regent Velarde likes this. Regent Martinez stated he would like to do away with the tried and true to wait for the new student and would like it to go into effect immediately. Regent Martin stated this will be brought back to the next meeting. Ricky Bejarano will put numbers together for this. Regent Martin would like this to be a semester scholarship. President Bailey stated the Board of Regents would need to look at the scholarship based on the needs of the Regents based on the budget the Governor signs. Board President Martin stated he thought this money was dedicated to two-year programs. President Bailey stated right now and only if they meet certain qualifications. Regent Martinez stated scholarships can go just beyond tuition and fees. You can get a scholarship that helps you pay the rent.

Ricky Bejarano stated when the policy is written it needs to allow the student to evaluate if they want to accept the scholarship. A lot of the funding is tight together and the students could be made ineligible for other things. The Board would need to look more at a waiver type rather than an actual scholarship. It depends on the individual student. Regent Velarde asked Regent Rodriguez what is most beneficial to him as a student. Regent Rodriguez stated a check or waiver would be better so it does not affect how housing is paid for. This is how it is done with the Athletic Program. Different athletes are getting different results for the FASFA. Regent Velarde stated the College needs to work on how it is most beneficial and least constraining. Mr. Bejarano stated Mr. Pacheco, Financial Aid Director, needs to be involved in this so it is constructed correctly. President Bailey stated the goal would be to have this in place for the fall semester. Regent Velarde stated this is correct.

Don Appiarius as a former recipient and as someone who has constructed these in the past, he would submit this not using the language of scholarship but pursue it more as a stipend and absolutely have a waiver. This could destroy ability to claim certain scholarships or bump them into a level where they would not be eligible for certain grants. Waiver is absolutely necessary and it should be run through the Business Office as a stipend. He would ask that this is considered.

IV. APPROVAL OF MINUTES

Regent Martinez stated on page 6 of the minutes, on page 17 of the packet, there was one change it says "school constitution" and should say "State Constitution" and he has provided this information to Amy for the change.

Regent Martinez moved to approve minutes as amended. Second Swentzell. Motion passed unanimously.

V. PRESIDENT'S REPORT AND ANNOUNCEMENTS

A. Celebrate Northern

1. Vietnam Veterans – The College hosted a Vietnam Veterans pinning ceremony. There were 200 people in attendance. Thank you to Ben Ray Lujan, Assistant Speaker and member of Congress. Thank you to Regents Martin and Velarde for participating.
2. Hoops for Hope – Thank you to Ryan Cordova and Billy Keys for coaching the House vs. Senate basketball game to raise money for the cancer center. This event raised \$36,000 for the UNM Cancer Center.
3. SBDC – SBDC does so many things for the community but the College has been lucky to have this center at the College. During the legislative session they recognize the STAR Clients and this is where they share awards and SBDC awards. There were 7 awards and 5 went to Northern and it is because of the leadership and passion of Julianna Barbee. President Bailey would like to acknowledge her for the great work she does. Julianna Barbee would like to acknowledge the College's leadership. She gets to see them in action at the legislature and it is important and in the 20 years she has been with the College she has not seen this. The relationships are so crucial and when we are at the legislature it is amazing to hear all the great things about the College and Espanola. President Bailey is a walking billboard for Espanola. Many Colleges go to Julianna at events and tell her they wish President Bailey was at their College. Julianna thanked President Bailey and Board President Martin for attending the STAR Awards. Northern is the future workforce and it is important go get out there. Ms. Barbee stated she cannot say enough about the President and the Administrative staff. She sees and hears it locally and nationally. SBDC also had its national accreditation and had zero findings.
4. Food Depot – the College hosted a group from the Food Depot. The idea was to create a space for students, didn't have to apply, no application process, a place where they could go with their ID card to receive non-perishable food, diapers, clothing, etc. The Food Depot passed the College's inspection and approved the space. President Bailey stated none of it would have been possible without a champion and that is Gwen Orona. She will take the Board of Regents to see the space and give the concept and it will be completely student run and big deal for the College. Ms. Orona stated she is very passionate about this because she is from Espanola and works with the students every day as an Academic Advisor. She was also a young single mom coming to school and could have used a food pantry. There were days she had to choose between food and gas and she appreciates the support. President Bailey stated this is just the beginning. It is one thing to open the space and stock the shelves and have students help each other. It is another thing for students to go in that door and accept the help. One of the challenges in the coming year is to fight to inspire a culture of caring. At Amarillo College which is a

model for this is one of the 80% of the students are women. Male students, we have to inspire all students to take advantage and get past whatever stigma they have. This is on everyone to cultivate this environment.

5. BASSO/OED – Black History Month celebration will take place later today. There will be music, poetry, art, food in event center today.
6. March 23 – Board of Regents Meeting – it will be a campus extravaganza, Board of Regents Meeting 1:00PM, Solar Array Ribbon Cutting, Dinner catered by El Farolito, 7:00PM re-opening of Observatory with star party.
7. March 26 – N3B Celebration – 11:00AM – Student Services Lobby – naming ceremony for N3B and they gave the center gift to the President’s Eagle Fund of \$100,000. The College will celebrate and thank them for this. They will also go downstairs and take the contingent of community leaders down to the Food Pantry and Clothing Closet.

B. CUP/NMICC Report

None

C. Branch Community College Update

None

D. UB Davis Scholars

President Bailey stated there is a prestigious scholarship that is given out each year (Davis Scholarship) and our program not only received one prestigious scholarship but two. The two recipients received crazy money and speaks to the talent of the students.

Tobe Bott Lyons stated he is the Director of the Upward Bound Program (UB) as the Board knows they are in the third year of the grant and have been working with students for two years. This is the College’s only trio grant but hopefully not for long. It is an amazing opportunity for the school and a long history and tradition in creating access for first generation college student. UB has been around since 1964 and he is happy NNMC has one and it is a wonderful job and he is happy is able to do it. President Bailey asked him to speak about the partnership with Espanola Valley High School (EVHS). What the College does is partner, and this a need for the UB Grant. When writing the Grant Dr. Lopez and Mr. Bott Lyons talked about wanting to work specifically with EVHS. This would help strengthen the relationship with the College and the high school as much as possible and build the pipeline. The College partners with EVHS and serves about 70 students in the program, grades 9-12. They do a lot of different things, run an afterschool program, students come to the College half day and two of these students who received the scholarship helped pilot the program and come up with the idea. They go on trips, they are going to Texas to five different college and to expose students to all the options out there. The students spend a lot of time on campus and this is done year-round. They require a lot of dedication out of the students and he is lucky to work with students who are really hungry for more. These two students are a perfect example of this.

Mr. Bott Lyons stated the Davis Scholarship is a partnership where the college is an affiliate member. On his first day, President Bailey made a connection with the LANL Foundation with Davis and within a year, the college was accepted as an affiliate. Only students who complete UB can apply for the scholarships. They gave out 30 and 2 were given to NNMC students. It is a full ride for four years to one of six private colleges out of state, Lawrence, Southwestern, St. Edwards, Loyola Marymount, Portland and Denver. It is a full ride - \$250,000 scholarship. Mr. Bott Lyons introduced Aspen Corriz Romero and Jimena Perez who are both first generation students, both have GPAs above 4.0 and are involved in the community, they are big sisters and volunteer all over and most importantly they, through all these dual credit courses are going to receive their associates in liberal arts from NNMC. They will go off to another college and will bring all their experience to Northern New Mexico. They are amazing.

Ms. Romero stated she really loves Northern and loves going to the College. Ms. Perez stated she would like to say the same and this is a really great community. Ms. Romero is undecided and will be majoring in Elementary Education and English. Ms. Corriz stated she will be going to St. Edwards in Austin, Texas and will double major in English and ethnic studies. President Bailey thanked both students and stated they are both role models for not only the community for everyone. Regent Velarde stated she could not stop crying, it is awesome, this is why she wanted to join and be on the Board. These are the opportunities we get to give these awesome young minds. They get to go and experience beyond Espanola and New Mexico and bring back all that awesomeness, more than they already have. Great job, amazing.

Ricky Bejarano stated he would also like to recognize that Mr. Bott Lyons is also working on his Doctorate. He does not know anyone else at the College more vested at the College in his students. It amazes him he is working on his doctorate.

E. NNMC Food Pantry

See President's Comments.

VI. FACULTY SENATE PRESIDENT REPORT

None.

VII. STUDENT SENATE PRESIDENT REPORT

None.

VIII. NORTHERN NEW MEXICO NORMAL SCHOOL ALUMNI ASSOCIATION UPDATE

Board President Martin introduced Eileen Gallegos Trujillo. Ms. Gallegos Trujillo stated on behalf of the alumni president, Roberta Orona Córdova, she would like to thank the Board of Regents for the opportunity to share an update of our Normal New Mexico Alumni Association, Inc. President Bailey has been very supportive and if there are any questions, he will give virtual introductions. Ms. Trujillo presented the following:

The association has been in existence since 1976 and became a nonprofit since 1985. Ms. Trujillo presented the Board of Regents with a list of the following updates for the Normal New Mexico Alumni Association, Inc.:

I. PROJECTS

- A. LEGACY SCHOLARSHIP AWARDS – (LEO VALDEZ)
 - B. EL PORTAL DEL ÁGUILA MEMORIAL WALL & TILE
 - C. MEMORIAL ORCHARD
 - D. VIDEO-TAPED ORAL HISTORY INTERVIEWS - (MARÍA DOLORES GONZALES)
 - E. RESTORATION OF CLASS PICTURES 1941-1969 – (INITIATED BY CECILIA GONZALES TUCKER)
 - F. HISTORICAL POSTER EXHIBITION
 - G. BOOK & VIDEO: THE NORMAL AT EL RITO – AN ENDURING SPIRIT - (AVAILABLE AT NORTHERN'S BOOKSTORE & AMAZON.COM)
 - H. IN 1986 DELGADO HALL WAS ADDED TO THE LIST OF STATE REGISTERED HISTORICAL PROPERTIES A PLAQUE WAS MOUNTED DURING THE 2018 LEGACY REUNION
 - I. NOMINATION OF GERRY GARCÍA ('66) INTO NM SPORTS HALL OF FAME (ARNOLD G & JOHN D)
- II. SUCCESSFUL 50TH ANNIVERSARY/HOMECOMING EVENT FOR THE 1969 CLASS SEPT 14, 2019
- A. HIGHLIGHT: MOU SIGNING & SUBMITTING ARCHIVAL MATERIALS INVENTORY
- III. NEWEST PROJECT: LEGACY ARCHIVE CENTER – 2-YEAR FUNDRAISING PROJECT
- A. WILL INCLUDE HISTORICAL YEARS 1909-1969
 - B. TECHNICAL/VOCATIONAL SCHOOL 1969-1977
 - C. NORTHERN NEW MEXICO COMMUNITY COLLEGE 1977-2004
 - D. NORTHERN NEW MEXICO COLLEGE IN ESPAÑOLA 2004-PRESENT
1. PURPOSE IS TO PRESERVE, PROTECT, & PROMOTE PUBLIC KNOWLEDGE OF THE HISTORY OF THE SCHOOL TO THE SURROUNDING COMMUNITIES
 2. WE ARE IN THE PROCESS OF SECURING A LOCATION AT EITHER CAMPUS
 3. MOST SIGNIFICANT CONCERN IS THE SECURITY OF ALUMNI MEMORABILIA
 4. WE HAVE COLLECTED, FROM VARIOUS ALUMNI, ITEMS SUCH AS A 1958 SCHOOL SWEATER, T-SHIRT WITH LOGO "SPANISH AMERICAN NORMAL SCHOOL," & TROPHIES. (BRONZE TRACK SHOES LOCATED AT NMSAA-John Dantis)
 5. OUR GOAL IS TO LEAVE A LEGACY OF ALUMNI PRESENCE AT "LA NORMAL."
Working with a mentor: Curator at NM History Museum – Alicia Romero
- IV. DIGITAL APPROACH: WEBSITE WITH INTERACTIVE CAPABILITIES SUCH AS A TAB LABELED "DONATIONS," PLUS OTHER HEADINGS/LINKS.
- A. CURRENTLY: ELRITONORMAL.COM (BEN CASADOS) Question: Possible to link to NNMC?
 - B. WEBMASTER HIGHLY NEEDED– WILLING TO COMPENSATE
 - C. CREATE A VIRTUAL TOUR OF CAMPUS SITE

Ms. Trujillo stated security is key for the Alumni Association as they are receiving donations of many items from alumni members. If there is not security in place, the route is to have an interactive website. There is currently a website elritonormal.com but they are in dire need a webmaster to make the website more interactive. Ben Casados did ask if it was possible to tie in the elritonormal.com website to Northern's website. Many people call Northern to ask questions about El Rito. It will be exciting to get the website going. She did contact Highlands University because they have a website with a virtual tour of the campus and this would be excellent to add to the website. There are memorabilia that the Alumni Association would like to preserve and be able to show the public. Ms. Trujillo thanked the Board of Regents for allowing her to present and stated the Alumni Association will continue our support of NNMC and Dr. Bailey in any way possible.

Regent Martinez asked President Bailey to look into providing a secured space for the Alumni Association as it is part of the history of the school. This is great stuff and at some point, history gets lost if you don't preserve it. President Bailey stated it will be explored and Sandy Krolick will be looking at the website. The College will be doing a website over hall in the next year and this should be possible. Ms. Trujillo stated on Northern's website there is a link to the El Rito Campus. They would like their website to be more interactive. President Bailey stated Eileen and literally an army of volunteers from the Alumni Association really moved the needle on the Mill Levy passage and she knows everyone in those five school districts and they did work tirelessly and contributed to the effort. They put their money where their mouth is and their time and effort.

Regent Swentzell asked if there is an existing archive at the College. Besides creating a space for El Rito, where is the history of the Espanola Campus. President Bailey stated the archival material is in the glass cases that are around campus. There is no central store house. Regent Martinez asked if there is space for this. President Bailey stated there is some of it in the Library but what could be done is what is being done with the Alumni Association, it could be the catalyst. Regent Martinez asked if there was an official master of the archives. President Bailey stated this is a good point and they will take it for action.

IX. STAFF REPORTS

A. Vice President for Finance & Administration

1. Fiscal Watch Reports

Ricky Bejarano there are three sets of fiscal watch reports. Vince Lithgow will brush over November and December and will give detail in January. Vince Lithgow stated Statement of Net Position – cash \$9.5M, student receivables are about \$400,000, unrestricted of \$5.8M. Summary of Plant – Income Statement – revenues collected 42.1% of budget and expenses at 36%. The College is at about 7% revenues over expenditures which is where the College wants to be. There is \$2M in State appropriation for capital and has only spent \$166,000. Last year to this year – nominal differences in expenses and revenues. Statement of Cash Flows – most of the receipts from tuition and contracts and grants and outflows. Statement of Net position – balance sheet - \$9.6M in cash, receivable stagnant, other liabilities stagnant. Unrestricted \$7.8M. Balance sheet for December – cash has gone up. First part of Mill Levy – nominal amount received. The College will get the Mill Levy mid-month for preceding month. Cash is about \$10.9M. Liabilities are stagnant over the month except for payables. Cash is about \$7.8M from prior month – the College

received one additional reimbursement from DFA in a special appropriation. Page 32 - Expenses – Income Statement – Mid-year the college has collected 52% of the revenues to budget and fewer expenditures under budget. The College is maintaining expenditures, controlling them. Revenue is a little up because the College is receiving Mill Levy. Capital has gone up from \$156,000 to \$162,000. The Mill Levy will be seen in January. This completes December.

For January cash is about \$10.6M, AR for students went up about \$2M because semester just started. Cash position looks good. Liabilities and payables – paid out about \$4M to suppliers. Net position – related entity activities – this amount is restricted for the Mill Levy about \$1.1M. The College received a nominal amount for November, for December and January. Mr. Bejarano stated the Mill Levy account is community college only – it doesn't have to be in a separate bank account but has to be in a different fund. The College has not spent any of this money, the College is limited to 5% of the overall budget less the federal funding which is about \$800,000 to increase the budget by.

Mr. Bejarano stated even though the cash is coming in the College does not have the authority to spend the funding. It approximates about 5% that equates to \$405,000. The College has the \$1.1M in the bank but the true spending will begin July 1. President Bailey this is one of the main reasons why the goal is to start the Plumbers and Pipefitters and Electricians Program in January 2021 to give Facilities time to get the campus ready to go. Mr. Bejarano asked for approval to accept the Fiscal Watch Reports.

Regent Swentzell moved to approve Fiscal Watch Reports for the periods ending November 30, 2019, December 31, 2019 and January 31, 2020. Second –Regent Velarde. Motion passed unanimously.

2. Budget Adjustment Reports

Evette Abeyta, Budget Director stated looking at the packet, the College is at a total of 53 BARs for the year and in the packet are BARs for January and February of 2020 and there are four BARs that are budget increases. Three BARs are restricted budget increases (Grant Funds) and one unrestricted increase (budgeting the revenue I&G funds to be spent). For the federal funds, the College has to spend the funds and then ask for reimbursement. Ms. Abeyta stated there will be a Business Managers training on March 23rd, the same day of the Board of Regents Meeting. The business office will be going this to set the guidelines for setting the budget for FY21. The Budget will need to go to the Board of Regents for the April Board meeting for review and approval. Regent Velarde asked if HED is changing things. Mr. Bejarano stated there are and this is why they are going to this meeting. Those attending are Ms. Abeyta, Mr. Bejarano and Mr. Lithgow. Regent Martinez asked who would be presenting the Financial Documents. Mr. Bejarano stated the President will be presenting the documents.

Board President Martin entertained a Motion to approve the Bars.

Regent Martinez moved to approve the February BARs. Second – Regent Velarde. Motion passed unanimously.

3. External Audit Report

EJ Montoya, Principal with REDW who was involved in the actual Audit Results, Emily Wilson, main Auditor for the College and has been here every single year and Chris Pattacks who serves in the management capacity of the College's June 30, 2019 audit and was responsible for the deliverable of the financial statements. Mr. Pattacks stated REDW has provided and reviewed the two-page Agenda (attached). The first page is first page is audit results and second page is plan moving forward and Mr. Montoya will present the scope related to this. Focusing on the first page (attached) which starts with REDW's audit scope and objective. At a high level the CPA firm is engaged to an attempt to render an opinion on this, the financial statements for whatever 12 months are being audited, in this case July 1, 2018 to June 30, 2019. They do a high-level assurance, not absolute assurance, they do various sampling, professional test work as well as they do not make any management decisions. They observe, assess, make recommendations, provide technical recommendations but at the end of the day management of the College is ultimately responsible for the numbers. REDW makes sure the numbers are of reasonable nature by performing various procedures.

Management responsibility in addition to the financial statements are ultimately responsible for developing accounting policies, overseeing the control structure and reporting any financial statements. Even though the objective is to render an opinion, the College did receive a disclaimer of opinion. What this is, it is essentially is communicating there were numbers in these financial statements that are books and records, however, they are unable to perform adequate audit procedures to provide third party assurance that these numbers are correct. This is not the best opinion to give but the eventual goal to progress out of the disclaimer and eventually get to a qualified opinion meaning a majority of the balances are fairly stated with an exception of a few line items and eventually get closer for an unmodified opinion which is where any entity wants to get which is the highest level of assurance. There are things going on in the horizon that they can speak to later and definitely time to move forward but the disclaimer is what it is and hopefully one day the College can be the highest level.

Mr. Pattacks reviewed the second page (attached) summarizing REDW's points of the audit in the financial statements. This is a public document and can be brought up on the State Auditor's Website. This page also shows the summary of findings and the analysis of findings. The third page, presented by Mr. Montoya, lists the maintenance of accurate general ledger account balances. In order for the College to be in a position to obtain unmodified audit opinions on its annual financial statements and to comply with Federal and State regulations, all balance sheet account balances should be supported by accurate general ledger account reconciliations, including appropriate supporting documents. Those procedures are listed on page three (attached). This type of process has been successful in the past. REDW has been contracted to perform a Trial Balance Assessment, as a result, there is a little under 300 balance sheet accounts (asset, liability and equity accounts) in the accounting system. REDW sat with Bryan Maestas and went through and observed the reconciliation in those accounts and those that were not done. They compared the amounts in the reconciliations, the good news is there are a number that have been prepared since 2015 which was the last time the College received an unmodified opinion. However, the work that needs to be done is a number of the reconciliations are not in agreement with the trial balance. For some of the significant cash accounts such as the general fund, there are unreconciled differences shown on those reconciliation that have ultimately carried forward. Someone needs to go through and identify the details related to those

unreconciled differences, post those to the general ledger and get those reconciled to the schedules. The balance sheet accounts that will need to be reconciled, analyzed and adjusted include those listed on page three (attached). Entities do an assessment what needs to be done, identify what needs to be done internally and those that cannot are contracted out. The goal with the assessment was to provide management with a summary to determine how much needs to be contracted out. Once the accounting records are brought current, the College should develop and implement monthly and annual accounting records close procedures to ensure that all significant balance sheet accounts are adequately maintained. In addition, training should be provided as needed to the individuals assigned the monthly and annual accounting close procedures.

Ricky Bejarano stated in terms of transparency there is a likelihood that REDW and the College supports this, will bid for the work for the cleanup that was approved at the last board meeting. If successful, NNMC will be looking for other auditors. Mr. Bejarano wants to make sure the College is transparent with this. President Bailey stated so that expectation management is taking place, and it is an unfair question to ask and now that they have started to do the trial balance assessment and they know the amount of work ahead of the College, he asked how fast does the College get to an unmodified opinion. He knows it does not happen overnight and clearly looking at progress, there is still a lot of work to go as the College is going from disclaimed to modified to unmodified, what is the timeline the College is facing. Mr. Montoya stated the reasonable expectation would be to aim for modified next year, there are a lot of things to happen to get there. For the following year 2021 there should be enough time to get to unmodified. He cannot answer that definitely now because if there are reconciliations analyzed and the detailed and not being able to see unreconciled documents, it is hard to answer until you get into it. President Bailey stated if the College goes a month late on the audit and if it is a difference between disclaimed an unmodified, the College should wait the month. Ricky Bejarano stated he knows this group is just as tired of hearing it as he is of saying it, he keeps using the analogy of the car is going down the road at the speed limit, we are repairing the engine as it is running and going down the road and doing all these changes and basically instituting more controls and adding more components. Mr. Bejarano wants to emphasize it is a heavy lift and even with contractors this is still going on and depending on what is going on in the work day they might have to wait a couple of work days, even with outside help, it doesn't mean they are going to be able to paw through, they still need IT, staff, other reports.

President Bailey stated the Board should be acknowledged the Board of Regents for their leadership last month in committing to investing in third party help for this project.

Mr. Bejarano asked for approval to accept both reports and move forward with the actual work. Regent Velarde asked for clarification, there are 300 accounts. Mr. Montoya stated individual asset, liability and equity accounts. For some, there are 80 of the 300 which are interfund accounts net to zero but they are grossed up.

Board President Martin entertained a motion to approve the External Audit Report as presented.

Regent Velarde moved to accept the reports. Second - Regent Martinez. Motion passed unanimously.

4. Up\$tart Project Funding

President Bailey stated his suggestion would be, the item was tabled at the top of the meeting. This is where the Board of Regents is at its best to make sure the College is dotting the i's and crossing the t's and doing things appropriately. President Bailey commends the Board and specifically Regent Martinez who is making sure the College is in the right lanes while doing this. The College has never done anything like this before where it will have part ownership and profit sharing and needs to make sure it is doing everything right. President Bailey's request is the Board appoint a committee to make sure they meet with legal counsel and Up\$tart partners to make this is done thoughtfully as it moves forward and to get to a point where an investment from the College is discussed at a future meeting.

Regent Martinez stated he was not at the last meeting (in person), he probably came across as a hard ass. Regent Martinez would like everyone to know he and President Bailey have talked several times, they talk a lot during the week and he wants everyone to know at no time has he doubted Dr. Bailey and he is 100% behind on what he is trying to do for this school. He is passionate and a force to be reckoned with and he too is passionate and sometimes he pushes back. He would like it clear to everybody that what he what he said at the last meeting is no accusation that Dr. Bailey was doing something wrong. He is 100% behind everything he does.

Board President Martin appointed himself and Regent Martinez for the committee and come back at the next meeting with a recommendation. President Bailey would like to set a meeting of this committee at this Board Meeting.

X. PUBLIC INPUT

John Ussery stated he would save most of his information for the next meeting where hopefully he can show the Board of Regents equipment. They are hoping by the time the Board of Regents arrives, there will be something operational to show the Board of Regents. Mr. Ussery stated he and President Bailey are always talking about problems and opportunities. The College has a hidden asset in the Hazmat Training Facility. He did a search on the web for Hazmat training and almost everything is online. The one on the search is Northern New Mexico College. However, this has not been done in sometime. When you are dealing with contamination, even if you suit up you might be safe from contaminated air but the suite becomes contaminated so how do you keep from becoming a hazmat site. The College has a facility for this training and he encourages the College to step outside the lines and maybe recontract with Decon services to bring this facility to the aid of the nation and the State. This has all been protected and preserved and in many ways the College is ready. It is a certification the College may want to be available. There is an opportunity rising from this problem. Whatever it takes the College should check into bringing this into service.

XI. TOUR OF NNMC EVENT CENTER/STUDENT SENATE AREA/VETERANS RESOURCE CENTER/FOOD PANTRY AND CLOTHING CLOSET SITE

Board President Martin stated before starting the tour he would like to acknowledge Dr. Patricia Jimenez Latham and thanked her for coming. The Board of Regents took a tour of the Event Center and Food Pantry from 12:00PM and returned at 12:36PM.

XII. DEEP DIVE

Dr. Patricia Jimenez Latham addressed the Board of Regents regarding the Yazzie/Martinez ruling (attached). The Board of Regents asked for an additional conversation regarding this ruling in the future. Dr. Jimenez Latham asked that Northern New Mexico College to sponsor a date for this discussion community wide.

XIII. EXECUTIVE SESSION

None.

XIV. ADJOURNMENT

Board President Martin entertained a motion to Adjourn.

Regent Martinez moved to adjourn the meeting. Second - Regent Swentzell. Meeting adjourned at 1:25PM.

APPROVED:

Michael A. Martin, Board President

Erica Velarde, Vice President

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents
Northern New Mexico College

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

Date: March 23, 2020

Re: Fiscal Watch Report

Issue

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

Overview

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

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

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

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

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

Recommendation

Staff recommends that the Board of Regents approve the Fiscal Watch Report for the period ending February 29, 2020.

Northern New Mexico College

Statement of Net Position

(Unaudited and Unadjusted)

February 29, 2020

Assets	
Current Assets:	
Cash and Cash Equivalents	13,343,067
Short-Term Investments	-
AR - Student	435,725
AR - Other than student	231,063
Inventories	71,087
Prepaid Expenses	6,962
Loans Receivable, net	437,393
Total Current Assets	<u>14,525,297</u>
Non-Current Assets	
Restricted Cash and Cash Equivalents	-
Restricted Short Term Investments	-
Investments Held by Others	-
Other Long-Term Investments	-
Prepaid Expenses	-
Capital Assets, net	35,176,600
Total Non-Current Assets	<u>35,176,600</u>
Total Assets	<u>49,701,897</u>
Deferred Outflows of Resources	
Pension Related (6/30/19 balances)	9,904,397
Total Deferred Outflows of Resources	<u>9,904,397</u>
Liabilities	
Current Liabilities	
Accounts Payable	37,086
Other Accrued Liabilities	527,849
Deferred Income	2,183,386
LT Liabilities - Current Portion	-
Total Current Liabilities	<u>2,748,321</u>
Non-Current Liabilities	
Accrued Interest Payable	-
Accrued Benefit Reserves	-
Other LT Liabilities	113,776
OPED Liability	7,889,220
Net Pension Liability	34,773,819
Total Non-Current Liabilities	<u>42,776,815</u>
Total Liabilities	<u>45,525,136</u>
Deferred Inflows of Resources	
Pension Related (6/30/19 balances)	3,504,432
Total Deferred Inflows of Resources	<u>3,504,432</u>
Net Position	
Invested in Capital Assets, net of Related Debt	35,176,600
Restricted for:	
Nonexpendable:	
Endowments	-
Expendable:	
General Activities	86,892
Federal Student Loans	-
Term Endowments	-
Capital Projects	-
Debt Service	-
Related Entity Activities	1,329,623
Unrestricted	
Unrestricted without NFP	7,894,946
Net Fiduciary Position	-
Total Unrestricted (includes 6/30/18 NFP)	<u>7,894,946</u>
Total Net Position	<u>44,488,060</u>

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

Operating Funds	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Actuals as of February 29, 2020	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,813,822	\$ 4,060,939	\$ 3,592,057	88.5%
Federal Appropriations	-	-	-	-
State Appropriations	12,642,700	12,642,700	8,404,700	66.5%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	7,513,828	10,197,566	4,754,536	46.6%
Endowment/Land & Perm Inc	163,525	163,525	137,647	84.2%
Sales & Services	703,490	788,501	906,418	115.0%
Other	383,743	180,995	135,537	74.9%
Total Revenue	25,221,108	28,034,226	17,930,896	64.0%
BEGINNING BALANCE	2,228,873	2,228,873	1,997,246	89.61%
TOTAL AVAILABLE	27,449,981	30,263,099	19,928,142	65.8%
EXPENDITURES				
Instruction & General	17,105,901	19,620,084	9,719,402	49.5%
Student Social & Cultural	98,735	98,735	44,733	45.3%
Research	140,743	133,814	62,671	46.8%
Public Service	1,579,633	1,587,649	566,660	35.7%
Internal Services	177,576	177,576	118,384	66.7%
Student Aid	5,067,156	5,184,585	4,356,496	84.0%
Auxiliary Enterprises	957,028	957,028	416,684	43.5%
Intercollegiate Athletics	644,442	623,207	417,391	67.0%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	25,771,214	28,382,679	15,702,421	55.3%
NET TRANSFERS OUT / (IN)	230,000	230,000	56,637	24.6%
TOTAL EXPENDITURES & TRANSFERS	26,001,214	28,612,679	15,759,058	55.1%
ENDING FUND BALANCE	\$ 1,448,767	\$ 1,650,420	\$ 4,169,084	

Plant Funds	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Actuals as of February 29, 2020	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts				
Interest Income				
State Appropriation	\$ 1,987,565	\$ 1,987,565	\$ 1,987,565	100.0%
Debt Service Transfers				
Other				
Total Revenues and Transfers	1,987,565	1,987,565	1,987,565	100.0%
BEGINNING BALANCE	-	-	-	
TOTAL AVAILABLE	1,987,565	1,987,565	1,987,565	100.0%
EXPENDITURES				
Capital Projects	1,987,565	1,987,565	57,137	2.9%
Building Renewal	230,000	230,000	388,166	168.8%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	2,217,565	2,217,565	445,304	20.1%
NET TRANSFERS OUT / (IN)	(230,000)	(230,000)	(56,637)	24.6%
TOTAL EXPENDITURES & TRANSFERS	1,987,565	1,987,565	388,666	19.6%
ENDING FUND BALANCE	\$ -	\$ -	\$ 1,598,899	

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

Operating Funds	FY 2020 Actuals as of February 29, 2020	FY 2019 Actuals as of February 28, 2019	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 3,592,057	\$ 4,036,231	-11.0%
Federal Appropriations	-	-	
State Appropriations	8,404,700	7,206,600	16.6%
Local Appropriations	-	-	
Gifts, Grants & Contracts	4,754,536	5,591,139	-15.0%
Endowment/Land & Perm Inc	137,647	134,454	2.4%
Sales & Services	906,418	463,745	95.5%
Other	135,537	120,677	12.3%
Total Revenue	17,930,896	17,552,846	2.2%
BEGINNING BALANCE	1,791,221	1,791,221	0.0%
TOTAL AVAILABLE	19,722,117	19,344,067	2.0%
EXPENDITURES			
Instruction & General	9,719,402	9,527,978	2.0%
Student Social & Cultural	44,733	58,587	-23.6%
Research	62,671	-	
Public Service	566,660	257,877	119.7%
Internal Services	118,384	113,159	4.6%
Student Aid	4,356,496	4,495,081	-3.1%
Auxiliary Enterprises	416,684	543,310	-23.3%
Intercollegiate Athletics	417,391	375,290	11.2%
Independent Operations (NMDA)	-	-	
Total Expenditures	15,702,421	15,371,282	2.2%
NET TRANSFERS OUT / (IN)	56,637	181,749	-68.8%
TOTAL EXPENDITURES & TRANSFERS	15,759,058	15,553,031	1.3%
ENDING FUND BALANCE	\$ 3,963,059	\$ 3,791,036	4.5%

Plant Funds	FY 2020 Actuals as of February 29, 2020	FY 2019 Actuals as of February 28, 2019	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Required Student Fees	\$ -	\$ -	0.0%
Bond Proceeds	-	-	0.0%
Gifts, Grants and Contracts	-	-	0.0%
Interest Income	-	-	0.0%
State Appropriation	1,987,565	250,222	694.3%
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
Total Revenues and Transfers	1,987,565	250,222	694.3%
BEGINNING BALANCE	-	-	
TOTAL AVAILABLE	1,987,565	250,222	694.3%
EXPENDITURES			
Capital Projects	57,137	250,222	-77.2%
Building Renewal	388,166	84,235	360.8%
Internal Service Renewal/Replacement	-	-	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
Total Expenditures	445,304	334,457	33.1%
NET TRANSFERS OUT / (IN)	(56,637)	(181,749)	-68.8%
TOTAL EXPENDITURES AND TRANSFERS	388,666	152,708	154.5%
ENDING FUND BALANCE	\$ 1,598,899	\$ 97,514	1539.7%

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

Northern New Mexico College

Statement of Cash Flows

(Unaudited and Unadjusted)

February 29, 2020

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 3,156,333
Receipts from grants and contracts	4,523,473
Other receipts	-
Payments to or on behalf of employees	(1,000,847)
Payment to suppliers for goods and services	(5,662,483)
Receipts from Sales and Services	906,418
Payments for scholarships	(1,036,498)
Other Operating Revenue	135,537
Net cash (used) by operating activities	<u>1,021,934</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	10,392,265
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>10,392,265</u>
Cash Flows from Capital and Related Financing Activities	
Proceeds from Capital Debt	-
Capital Gifts, Grants and contracts	-
Purchase/Construction/Renovation of Capital Assets	-
Principal Received/Paid on Capital Debt and Leases	-
Interest and Fees Paid on Capital Debt and Leases	-
Building Fees Received from Students	-
Net Cash provided (used) for capital financing activities	<u>-</u>
Cash Flows from Investing Activities	
Investment Earnings	137,647
Net Cash provided by Investing Activities	<u>137,647</u>
Increase (Decrease) in Cash and Cash Equivalents	11,551,846
Cash and Cash Equivalents- beginning of year	1,791,221
Cash and Cash Equivalents- end of reporting period	<u>\$ 13,343,067</u>

Office of the President

NORTHERN New Mexico College

MEMORANDUM

To: Board of Regents,
Northern New Mexico College

From: Ricky Bejarano, Vice President for Finance & Administration

Date: March 23, 2020

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 FY20 for the month of March, 2020.

Overview

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

- Initial Budgets (0 restricted, 0 unrestricted)
- Budget Increases (1 restricted, 1 unrestricted)
- Budget Decreases (0 restricted, 0 unrestricted,
- Budget Transfers (0 restricted, 0 unrestricted)
- Total BARs Y-T-D = 59 (2 BARs require BOR approval)

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

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

Recommendation

All internal FY20 BARs roll up to the Institutions final restricted and unrestricted BARs which will be submitted to the Higher Education Department on May 1st. Staff recommends that the Board of Regents approve the attached BARs as prepared internally through March 17, 2020.

Northern New Mexico College

FY20 (2019-2020)

Tuesday, March 17, 2020

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
19200000				11000	1031	Instruction & General	211.30	\$0
19200001	Unrestricted	Maintenance	8/19/2019	11742	3414	Anna Age Eighte	0.00	\$0
19200002	Restricted	Increase	10/21/2019	11303	1020	Indirect Cost Funds	0.00	\$13,759
19200003	Restricted	Increase	10/21/2019	40121	1007	NM INBRE	0.00	\$90,411
19200004	Unrestricted	Increase	10/21/2019	11011	2431	Nursing Enhancement	0.00	\$12,500
19200005	Unrestricted	Maintenance	8/19/2019	11303	1007	Indirect Cost Funds	0.00	\$0
19200006	Restricted	Increase	10/21/2019	41170	2212	Alliance for Minority Participatio	0.00	\$6,070
19200007	Restricted	Increase	10/21/2019	11303	1020	Indirect Cost Funds	0.00	\$4,722
19200008	Unrestricted	Increase	10/21/2019	11201	3041	Financial Aid Admin Cost Allowa	0.00	\$35,140
19200009	Unrestricted	Maintenance	8/19/2019	11000	4011	Instruction & General	0.00	\$0
19200010	Restricted	Maintenance	8/19/2019	41102	3052	College Assistance Migrant Progr	0.00	\$0
19200011	Restricted	Increase	10/21/2019	11303	1005	Indirect Cost Funds	0.00	\$266,073
19200012	Unrestricted	Increase	10/21/2019	11012	1020	Department Discretionary	0.00	\$10,279
19200013	Unrestricted	Maintenance	8/19/2019	11000	2511	Instruction & General	0.00	\$0
19200014	Restricted	Increase	10/21/2019	41466	1005	RDC-Workforce/Education Traini	0.00	\$40,000
19200015	Restricted	Increase	10/21/2019	11303	2811	Indirect Cost Funds	0.00	\$34,677
19200016	Unrestricted	Increase	10/21/2019	11011	2432	Nursing Enhancement	0.00	\$500
19200017	Unrestricted	Maintenance	9/9/2019	11000	3032	Instruction & General	0.00	\$0
19200018	Restricted	Increase	10/21/2019	41463	3052	Davis New Mexico Scholars	0.00	\$24,500
19200019	Restricted	Increase	10/21/2019	11303	1020	Indirect Cost Funds	0.00	\$206,012
19200020	Restricted	Maintenance	9/26/2019	40121	1007	NM INBRE	0.00	\$0
19200021	Unrestricted	Maintenance	9/26/2019	11012	2355	Department Discretionary	0.00	\$0
19200022	Unrestricted	Maintenance	9/19/2019	11801	3501	Internal Services	0.00	\$0
19200023	Restricted	Increase	10/21/2019	40121	2212	NM INBRE	0.00	\$188,261
19200024	Restricted	Increase	10/21/2019	11303	1020	Indirect Cost Funds	0.00	\$100,396
19200025	Restricted	Increase	10/21/2019	41467	2355	STEM Core Expansion	0.00	\$61,993

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
19200026	Combined	Maintenance	10/3/2019	40121	1007	NM INBRE	0.00	\$0
19200027	Unrestricted	Maintenance	9/26/2019	11000	2212	Instruction & General	0.00	\$0
19200028	Unrestricted	Maintenance	11/13/2019	12105	3123	Athletics Administration	0.00	\$0
19200029	Unrestricted	Increase	11/25/2019	11011	2431	Nursing Enhancement	0.00	\$28,000
19200030	Combined	Maintenance	11/13/2019	41465	2620	ECMC Foundation - POCoe	0.00	\$0
19200031	Restricted	Increase	11/25/2019	41193	2052	Carl Perkins - Vocational Services	0.00	\$161,811
19200032	Restricted	Decrease	11/25/2019	11303	1007	Indirect Cost Funds	0.00	(\$60,857)
19200033	Unrestricted	Maintenance	11/13/2019	11000	4011	Instruction & General	0.00	\$0
19200034	Unrestricted	Increase	11/25/2019	11302	1005	President's Discretionary	0.00	\$2,955
19200035	Unrestricted	Increase	11/25/2019	11011	2431	Nursing Enhancement	0.00	\$8,750
19200036	Restricted	Increase	1/31/2020	41469	2268	Newport News Nuclear BWXT-Lo	0.00	\$673,446
19200037	Unrestricted	Maintenance	1/6/2020	92539	2826	GO Bond 2016 Library Allocation	0.00	\$0
19200039	Restricted	Increase	1/31/2020	41103	3052	Upward Bound 2017	0.00	\$97,762
19200040	Restricted	Increase	1/31/2020	40111	2263	NSF BEST	0.00	\$100,361
19200041	Unrestricted	Maintenance	1/6/2020	11000	3022	Instruction & General	0.00	\$0
19200042	Combined	Maintenance	1/6/2020	11000	1010	Instruction & General	0.00	\$0
19200043	Unrestricted	Maintenance	1/6/2020	11741	3031	Veterans Center	0.00	\$0
19200044	Unrestricted	Increase	1/31/2020	11011	2431	Nursing Enhancement	0.00	\$1,500
19200045	Unrestricted	Transfer	1/31/2020	12105	3124	Athletics Administration	0.00	\$0
19200046	Unrestricted	Maintenance	1/10/2020	11012	1040	Department Discretionary	0.00	\$0
19200047	Restricted	Increase	3/5/2020	40110	2268	SWNRCT Program USDA	0.00	\$196,207
19200048	Unrestricted	Maintenance	2/21/2020	11801	3501	Internal Services	0.00	\$0
19200049	Unrestricted	Maintenance	2/21/2020	11000	4014	Instruction & General	0.00	\$0
19200050	Unrestricted	Increase	3/4/2020	11011	2431	Nursing Enhancement	0.00	\$22,308
19200051	Unrestricted	Maintenance	2/21/2020	11742	3414	Anna Age Eighte	0.00	\$0
19200052	Restricted	Increase	3/5/2020	42123	3666	Grow Your Own Teacher Scholars	0.00	\$13,603
19200053	Combined	Increase	3/5/2020	11012	2355	Department Discretionary	0.00	\$33,000
19200054	Unrestricted	Maintenance	2/24/2020	11303	2212	Indirect Cost Funds	0.00	\$0
19200055	Combined	Increase		11012	1040	Department Discretionary	0.00	\$28,729
19200056	Restricted	Maintenance	3/18/2020	41103	3052	Upward Bound 2017	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
19200057	Unrestricted	Maintenance	3/18/2020	12105	3123	Athletics Administration	0.00	\$0
19200058	Unrestricted	Increase		11011	2431	Nursing Enhancement	0.00	\$900
19200059	Restricted	Maintenance	3/18/2020	41228	2511	NM Public Education Department	0.00	\$0
BAR Net Total							211.30	\$29,882,276

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

Fund Type: Combined

BAR Type: Increase

**Fun Department Discretionary
Org Director of Diversity and Equity**

Category	Account	Description	FTE	Amount
Revenue	11012-1040-58001-131	Other Revenue	0.00	\$2,500
Revenue	92541-2826-53250-960	GOB Drawdowns	0.00	\$26,229
Total Revenue			0.00	\$28,729
Expense	11012-1040-71131-131	Supplies and Expense	0.00	\$500
Expense	11012-1040-71253-131	Honorariums	0.00	\$2,000
Expense	92541-2826-71582-960	Library Service Lease	0.00	\$5,000
Expense	92541-2826-73104-960	Electronics-Computer up to 4999.99	0.00	\$16,229
Expense	92541-2826-73114-960	Furniture-Fixtures up to 4999.99	0.00	\$5,000
Total Expense			0.00	\$28,729

Fun GO Bond 2018 Library Allocation

Org Library

BAR Net Total Increase

0.00

\$28,729

Vice President for Finance and Administration

NNMC Board of Regents Representative

Northern New Mexico College

FY20 (2019-2020)

Fund Type: Unrestricted

BAR Type: Increase

BAR Num 19200058
Wednesday, March 04, 2020

Fun Nursing Enhancement

Org Nursing - Associates Degree

Category	Account	Description	FTE	Amount
Revenue	11011-2431-58002-101	Prior Year Revenue	0.00	\$900
Total Revenue			0.00	\$900
Expense	11011-2431-71136-101	Test and Testing Service	0.00	\$900
Total Expense			0.00	\$900
BAR Net Total Increase			0.00	\$900

 Vice President for Finance and Administration

 NNMC Board of Regents Representative

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Geno Zamora, Board Counsel

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

Date: March 23, 2020

Re: MOU with UA Local 412 Plumbers and Pipefitters for Technical Trades Program

Issue

NMMC and UA Local 412 agree to develop an associate's degree and a certificate program in the technical trades, specifically the plumbing trades.

Overview

Under the MOU, NNMC has certain obligations including enrolling trades apprentices in NNMC courses, providing appropriate credit for an apprentice's prior coursework, scheduling coursework, retaining and compensating instructors, evaluating instructors and courses, and charging a negotiated tuition rate.

Under the MOU, UA Local 412 has certain obligations including assisting in establishing the technical trades associate's and certificate programs and curriculum, assisting with student identification, registration, and the provision of student services, participating in an external advisory committee for the programs, offering classroom and lab space at UA Local 412's training center at no cost to NNMC, and identifying, recommending, and supporting instructors.

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

The MOU term is through June 20, 2023, with options for either party to terminate early if needed. The MOU also contains standard non-appropriations notices and restrictions.

Recommendation

College staff recommends that the Board of Regents approve this MOU to collaborate with UA Local 412 to establish trades associate's and certificate programs at NNMC.



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

As of March 15th, 2020, to support instruction collaboration in New Mexico and to increase Plumbing and Pipefitting career opportunities for the community in New Mexico, UA Local 412 Plumbers and Pipefitters (UA Local 412) and Northern New Mexico College (NNMC), agree to establish a Joint Educational Venture and Articulation Agreement to offer an Associate's Degree and a Certificate Program in Technical Trades (Plumbing) to participants of the Apprenticeship Program.

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

NNMC

- Enrolls apprentices to NNMC courses
- Evaluates college credit for prior institutions and transfers it to NNMC when appropriate.
- Schedules courses in the Banner system
- Evaluates instructor credentials and approves instructors to teaching plumbing courses
- Pays instructors at the training center at \$83.33 per credit hour per course
- Assesses the quality of the courses
- Charges tuition at a rate of \$32.50 per credit at 8 credits per academic year

UA Local 412

- Assists NNMC to establish an Associate's Degree and Certificate Programs in Technical Trades (Plumbing/Pipefitting)
- Articulates apprenticeship curriculum
- Assists NNMC with student registration to NNMC courses
- Assists NNMC through the External Advisory Committee for the Trades Programs
- Offers classroom and lab space to the apprentices at the training center at no cost to NNMC to take for-credit courses
- Allows NNMC Staff from Student Services to work with apprentices in multiple services including, but not limited to, advising, financial aid, and similar support offerings.
- Identifies and recommends instructors to teach NNMC for-credit courses in the Plumbing and Pipefitting Program.
- Assists NNMC to make sure that instructors submit grades on time and participate in student learning outcome assessments.

TERM

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

APPROPRIATIONS

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

ENTIRE AGREEMENT

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

SIGNED:

_____ Date: _____

Ray Trujillo
Training Director
UA Local 412

_____ Date: _____

Dr. Richard Bailey
President
Northern New Mexico College



MEMORANDUM

To: Board of Regents
Northern New Mexico College

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

Date: March 23, 2020

Re: Tuition for RN to BSN nursing courses

The RN to BSN program will offer all their courses online and because of their nature, they will reach out to students in-state and out-of-state. It is a common practice of other public universities in New Mexico to offer the same tuition rate and to make the program competitive to other institutions, a new tuition rate per course is proposed.

The recommendation is to have a single tuition rate of \$254/credit for both in-state and out-of-state students by Fall 2020. Students enrolled in these courses will also pay other fees (online fee and general fees) for a total of \$270/credit. This will represent an increase to in-state-tuition from the current \$198.50/credit and a decrease on out-of-state tuition from a current \$567.44/credit. Since these courses will not have a lab fee because of their online program, the actual cost of attendance change is from a current \$230 to \$270.

NURS 4400 Nursing in Transition
 NURS 4401 Integral Nursing Theory
 NURS 4410 An Integral Approach to Evidence-Based Practice
 NURS 4420 Integral Health Assessment
 NURS 4430 Complementary and Alternative Therapies in Nursing
 NURS 4440 Health Issues, Policy, and Politics in Health Care
 NURS 4450 Community and Global Health I
 NURS 4451 Community and Global Health II
 NURS 4460 Integral Communication and Teaching
 NURS 4470 Transformational Leadership in Nursing
 NURS 4480 Integral Nursing Capstone Course

Recommendation

I recommend the Board of Regents to approve freezing tuition for the 5 admitted students that will continue taking the above courses in the Fall 2020 and to approve a new tuition of \$254/credit for all in-state and out-of-state tuition for the above list of courses.

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents,
Northern New Mexico College

From: Richard J. Bailey, Jr., President

Date: March 23, 2020

Re: Educational Retirement Board

Issue

At various times between 1992 until 2005, five current and former employees at the College were improperly kept in temporary employee status longer than the state personnel guidelines allowed at the time. As a result, those employees' retirement funds under the state Educational Retirement Board were underfunded both by the college and by the employees themselves. This board decision will commit fund balance resources to bring these five respective retirement accounts to their proper levels.

Overview

The College Human Resources staff worked with the state Educational Retirement Board to determine the amount that these retirement accounts should be today, based on the additional funds that the college and the employees would have contributed between the times their legitimate temporary status should have ended and the time they were hired on eventually as full-time employees. This funding accounts for the interest that would have been earned in the years since. \$35,614.53 covers the funding required total for all five of the employees' accounts. The investment in these accounts will help the College to be compliant with New Mexico State Statute 2.82.3.12 -- Purchase Of Non-Reported Service; Failure To Deduct Member Contributions.

Recommendation

Staff recommends that the Board of Regents approve authorizing \$35,614.53 from the college's Fund Balance to complete the ERB accounts for five current and former NNMC employees.



MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Ivan Lopez, Provost and VPAA

Date: March 23, 2020

Re: Faculty Handbook (Community College Branch) Approval

Issue

A Faculty Handbook has been developed for the Community College Branch since there employment conditions have some significant differences compared to the 4-year institution.

Overview

The Handbook (attached to this memorandum) reflects best practices for community colleges while keeps uniformity with other common processes and practices of the 4-year institution.

The new document has been reviewed by the Academic & Students Affairs Committee of the Board and legally review by Ortiz & Zamora who have provided an Executive Summary attached to this memorandum.

Recommendation

I recommend the Board of Regents to approve the proposed Faculty Handbook for the Community College Branch.

Executive Summary

Proposed NNMCC – Faculty Handbook for Fall 2020

The Administration proposes a new Faculty Handbook for the Northern New Mexico Community College Branch (“Community College”). The proposed handbook is consistent with the Faculty Handbook that has been developed for the College, with customized provisions for the organizational structure of the Community College and for a non-tenured setting.

Although many detailed processes are not required for faculty, the Faculty Handbook contains detailed procedures that clearly set out the Community College’s expectations of its Faculty, provides Faculty with advance understanding of their significant role in the success of the Community College and its students, and establishes a structure that will assist the Community College and Faculty with recruitment and retention.

Summarized, the Faculty Handbook contains the following:

- A statement of the Faculty philosophy for its involvement in the success of the Community College
- Statements of Community College governance and Faculty Governance
- Definitions and descriptions of the different Faculty roles, qualifications, seniority, contracts, responsibilities, and freedoms
- A grievance procedure for Faculty
- A process for evaluation of Faculty performance
- Policies and procedures for termination of employment
- Descriptions of compensation, fringe benefits, types of leaves, and sick leave bank
- Maintenance of personnel files
- An initial constitution for the Faculty Association (provided by Faculty representatives)

There are several main differences between the Community College Faculty Handbook and the handbook for the 4-year institution. The differences contained in the Community College Faculty Handbook are:

- The teaching load for the instructors under this handbook is 15 credits instead of 12
- There is a requirement of 35 hours of physical presence on Campus which does not exist in the 4-year handbook
- There is no Community College Faculty ranking system (e.g. assistant, associate, full professors)
- The instructors who are solely subject to the Community College Faculty Handbook are not eligible for tenure

For Board informational purposes, the working draft of the Community College Faculty Handbook which has been developed by the College is attached. Board legal counsel has reviewed and revised the proposed Faculty Handbook.

FACULTY HANDBOOK

FALL 2020

NORTHERN NEW MEXICO COMMUNITY COLLEGE BRANCH

Approved by the NNMCC Board of Regents, XXX

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FACULTY HANDBOOK

DRAFT

The supervision of all faculty members, the management of all academic departments, instructional programs, and school facilities is the responsibility and obligation of the Board of Regents and the Community College Administration. Management retains all rights not specifically limited by this Handbook.

All other college policies and procedures are found on the College Website.

PREFACE

Faculty Philosophy

The faculty performs a significant role in the Community College. It is the essential and continuing instrument through which the educational process occurs. Within its area of responsibility are the following functions:

1. Instruction and student advisement.
2. Consultation and advisement with the President, Provost, Chairs, and administrators via the constituted committees of the institution.
3. Contribution of expertise and knowledge affecting issues, problems and goals of the institution.
4. Participation in the:
 - a. Determination of programs of instruction and related curricula.
 - b. Ongoing review of the institutional mission, philosophy, and goals.
 - c. Ongoing accreditation process.
 - d. Ongoing licensure of programs.
 - e. Establishment of admission standards.
 - f. Establishment of graduation requirements.

The faculty is responsible for, and committed to, the following:

1. Knowledge of subject matter and instructional skills.
2. The development and maintenance of relevant curricula, as well as methods of instruction.
3. Integrity for each individual faculty member in the performance of their instructional duties.
4. A high level of dedication and sense of responsibility toward faculty duties, the students, and the instructional objectives.

Handbook Revision Policy

The procedure for revisions to the Faculty Handbook is as follows:

1. As the judiciary authority of the Community College, the Board of Regents of Northern New Mexico College or its designee may make changes to the Faculty Handbook at any time when needed. Suggestions for changes may be initiated by the Faculty too.
3. Proposed changes initiated by the Faculty will be presented by the Faculty Senate President to the Provost. The Provost will ensure that the proposed changes to the handbook do not conflict with other community college policies. The Provost may accept the revisions or send the proposal back to the Faculty Senate with comments for modification.
4. The President of the Community College or a designee will approve the revisions in writing and present them to the Board of Regents for consideration and/or final approval after the 15 -day all-campus review and comment period. The District Board will be informed on any changes to the Faculty Handbook.
5. The proposed and approved changes will become effective when approved by the Board of Regents or their designee when appropriate.
6. Once approved, the Faculty Handbook will be posted on the NNMCC website, in the online Policy and Procedures Manual, and announced via Broadcast to the entire campus community.

DRAFT

Part I. College Governance and Organization

I. A. The Board of Regents

The primary responsibility of governance rests with the Board of Regents of Northern New Mexico College. Its basic duties include budget approval, policy approval, selection of the President, approval of all programs including major revisions and deletions, and general oversight of the total operation of the institution. The Board works through the President who is responsible for the day-to-day administrative activities, which include making recommendations to the Board and implementing its policy decisions.

I. B. The District Board

The primary responsibility of the District Board is to approve a budget recommendation for the Community College to the Board of Regents.

I. C. The Community College President

Unless otherwise specified, all references to President shall mean the Community College President.

I. D. Faculty Governance

The faculty shares responsibility for the governance of the institution with the President and the administrative staff. This responsibility is defined as consultative-advisory in nature and has no judiciary authority. Under no circumstances can the authority of Faculty supersede the authority of the Board of Regents. The more the subject concerns instructional matter and/or faculty welfare, the larger the faculty role. In general, however, the Faculty shall govern itself and participate in the governance of the institution in the following manner:

1. Instructional matters, including the establishment of curriculum and programs, the development of policies regarding the granting of degrees, certificates, and credits, and all matters impinging upon the development and delivery of instruction shall be referred to the faculty for study and consideration.
2. The "Constitution and By-Laws" spell out the authority of the faculty, the Faculty Senate and its committees.

I. E. Faculty Appointment to Institutional Committees

The Community College President or designee shall determine which institutional committees will be established and the responsibilities of those committees.

DRAFT

Part II. The Faculty

Northern New Mexico Community College employs qualified and competent faculty members to accomplish the mission, vision, and goals of the institution. The institution also considers competence, effectiveness, and professional capacity, including, as appropriate, professional licensure and certifications, undergraduate and graduate degrees, related work experiences in the field, professional honors and awards, academic and/or regional community service, continuous documented excellence in teaching. Other demonstrated competencies and achievements that contribute to effective teaching, student learning outcomes, and institutional advancement are considered. In all cases, while the faculty can assist in evaluating the qualifications of faculty candidates, the Provost is ultimately responsible for justifying, documenting, and approving the qualifications of the College's faculty.

II. A. Definition of Faculty

Northern New Mexico Community College faculty shall consist of all individuals who teach in the academic programs of the Community College. Faculty appointments and privileges vary according to the nature, rights and responsibilities, the term of appointment, assignments, and administrative roles. Because of this variance, what follows is a series of definitions that clarify the meaning and application of the terms:

1. Full-time Instructors

Full-time instructors are faculty appointed on an annual basis and hired under a faculty contract under a probationary basis. They have no right to reappointment. Instructors are normally hired in Career and Technical Education Programs and certain Academic Programs. Appointments of instructors follow the recommendation of the Chair and the approval of the Provost. Appropriate certification, licensure, and/or professional achievements may justify the appointment.

2. Part-time Instructors

Part-time instructors are persons employed on a faculty contract with a portion (normally one-half) of the workload, are compensated on a pro-rated basis including fringe benefits, and are normally hired in Career and Technical Education Programs and certain Academic Programs. They have no right to reemployment.

3. Adjunct Instructor

An adjunct instructor is appointed on a term contract for instructional, temporary and part-time assignments. They are not assigned other responsibilities such as professional service or college service. They have no right to reappointment. Persons appointed at this level will vary in minimal academic qualifications described in Section II.C. All degrees shall be from accredited institutions (licensed program when applicable) or from internationally reputable and recognized institutions. Exceptions to these requirements may be made by the Provost upon presentation of evidence of a record of experience or other credentials that indicate academic degree equivalence.

4. Faculty Chairpersons

Faculty chairpersons are instructors who have a reduced teaching load with additional compensation. They are supervisors responsible for the management, personnel of an instructional department comprised of more than one degree or certificate program. Chairs report to the Provost.

5. The Provost

The Provost is the chief academic officer of the Community College and is responsible for all education and public service efforts of the Community College's faculty. The Provost is a member of the general faculty.

II. C. Minimum Faculty Qualifications by Program

To be qualified to teach in a respective field of study, the following minimum academic credentials are required. Instructors teaching in programs with specific accrediting requirements must meet the minimum criteria for faculty qualifications recommended by the accrediting agency. An employee who fails to maintain required licenses, certifications or minimum qualifications for the employee's position may be removed from the employee's position and may be terminated for cause at the sole discretion of the institution.

1. Associate of Science

To teach in this field of study, a minimum of a master's degree is required from an accredited institution in the teaching field or related field. Also acceptable is a bachelor's degree, certificate, or associate's

degree with a license from the state of New Mexico in the relevant discipline.

2. Associate of Applied Science

To teach in this field of study, a master's degree is required in the relevant discipline from an accredited institution. Also acceptable is a bachelor's degree, certificate, or associate's degree with a license from the state of New Mexico in the relevant discipline.

3. Associate of Arts

To teach in this field of study, a master's degree is required in the relevant discipline from an accredited institution. Also acceptable is a bachelor's degree, certificate, or associate's degree with a license from the state of New Mexico in the relevant discipline.

4. Developmental Courses

To teach in this field of study, a minimum of a master's degree is required from an accredited institution in the teaching field or related field.

5. Exceptions

Qualified faculty are identified in part by credentials, but there are limitations to considering only the degrees earned. Academic disciplines, degree programs, and curricula are not static. Because of changing academic, societal and workforce needs, colleges and universities are developing interdisciplinary and other nontraditional programs that require faculty to think beyond their own disciplines and traditional academic programs to determine what students should know and to design curricula accordingly. In those cases, as well as in practice-oriented disciplines, including courses in the Studio Arts or in Health, Physical Education Recreation (HPER) fields, tested and significant experience in the field may be used.

The Chairs with the approval of the Provost may identify qualified faculty who do not hold the prescribed credentials but are considered experts in their field. A tested experience form will be completed in such cases and these faculty members may be considered for appointment.

The tested experience process will demonstrate that the potential faculty member shall a) have more than five years of supervised

experience in the industry or field they will be teaching, or b) have a certification and/or licensure by a recognized certifying or licensing state, industry, or national agency in the field or industry they will be teaching, or c) have on the job training in the industry or be an expert in the field (including academia, different from teaching alone) that he/she will be teaching. Evidence could include a letter from a current or previous employer, record of research, scholarship, or achievement.

6. Seniority

Seniority shall be defined as the total length of time of continuous full-time employment in an instructor position at the Community College and/or Northern New Mexico College. Seniority credit shall commence with the full-time faculty member's most recent date of full-time employment. Adjunct instruction time does not count for seniority. Time spent on paid leave shall be counted for seniority purposes. Time spent on approved unpaid leave shall not constitute a break in continuous service but shall not be counted for seniority purposes. The Community College will maintain a seniority list of all faculty members ranked in order of seniority within each contractual academic discipline. Seniority shall be forfeited in circumstances, including, but not limited to resignation, termination, or retirement. Seniority is not lost in the situations below:

- a. A faculty member is part of a reduction in force and is subsequently rehired. In such a situation, the individual retains the seniority they had when terminated.
- b. A faculty member moves into an administrative position and back to a faculty position. In such a situation, the individual accrues seniority as if they have stayed in a faculty position.

II. E. Contracts

1. Academic Calendar and Work Year

The work year is normally defined by the academic calendar, which is approved by the Administration. The academic calendar for Fall shall begin with the convocation week and shall end with the date that final grades are due for the Spring semester. Faculty are required to attend the Fall and Spring convocation week events and the Fall and Spring Graduation ceremonies. The following holidays will be observed during the term of this Agreement:

- a. Labor Day
- b. Fall Break as defined in the Academic Calendar
- c. Veteran's Day

- d. Thanksgiving, the Wednesday prior, and the Friday following
- e. All days when the college is closed for Winter Break as defined in the Academic Calendar
- f. Martin Luther King's Birthday
- g. Good Friday
- h. Spring Break as defined in the Academic Calendar.

2. **Outside Employment**

The primary responsibility of faculty members is to render to the Community College their most effective commitment to teaching, scholarship, and service. At the same time, consulting and other outside activities of a professional nature are encouraged by the college where such activities give the faculty member experience and knowledge valuable to professional growth and development. These activities may help the faculty member make worthy contributions to knowledge, or contribute to instructional programs, or otherwise make a positive contribution to the Community College, community, or profession (discipline).

No outside service or enterprise, professional, or other, should be undertaken that interferes with the faculty member's primary responsibility to the institution. While a faculty member is allowed to engage in outside professional activities (such as consulting, teaching for another institution, pursuing a degree or licensure, working a second job, or operating a personal business.), this must be clearly subordinate to their teaching, advising, scholarly activities, and service responsibilities.

The faculty member is required to inform their supervisor in writing and shall obtain prior approval from the Provost to make sure that there is no conflict with job assignments and outside activities. This approval will be documented with the Human Resources department.

Faculty members involved in outside employment activity must complete an outside employment disclosure form at the time of outside employment and resubmit it every academic year or immediately after a change happens during the academic year. If an activity presents a potential conflict of interest, it will be handled according to the Code of Conduct policy.

3. Summer Employment

It is the community college administration's right to determine instructors for summer courses.

Full-time faculty members selected for summer employment will be paid according to Section III.A.

4. Facilities, Equipment, and Support

Subject to available funding, the Community College will provide classroom space, office space, library access, internet connection, access to the learning management system (LMS) when appropriate, equipment, and materials to aid in the faculty member's performance.

5. Health and Safety

The Community College will comply with all applicable State and Federal laws relating to safe working conditions. Whenever a faculty member becomes aware of a condition which the faculty member feels is a violation of an institutional safety or health rule or regulation, or Board policy regarding work environment and discrimination; the faculty member will report such condition to an appropriate administrator who will promptly investigate such conditions and, if appropriate, remediate in a timely manner.

Protective devices and first aid equipment will be provided to faculty members who practice in a hazardous institutional environment. The faculty members will be responsible for the proper use of such devices.

II. F. Faculty Responsibilities and Duties

1. Faculty Workloads

Faculty workloads shall be distributed among all faculty members. The preparation of teaching schedules shall be the responsibility of the department Chairperson in coordination with the Community College. The institution maintains ultimate authority and discretion under the law concerning the assignment of duties. Thus, the course schedule will be determined at the sole discretion of the Chairperson and the Provost. The Chairpersons may consider recommendations from faculty members. The community college shall continue to notify the faculty member of their tentative teaching schedule. Changes in faculty member's teaching schedule may be made as the need arises and faculty shall be notified of said changes. The final determination of teaching schedules shall be made exclusively by the community

college. Monitoring of workloads is the responsibility of the supervisor and is intended to ensure that responsibilities are equally distributed. With the approval of the Provost, the Chairperson may grant release time for special assignments or responsibilities.

Normal working hours for faculty occur between 8:00 am and 7:00 pm, Monday through Friday, unless the faculty member teaches evening or weekend classes, in which case the hours must be kept as appropriate for that faculty member's normal teaching schedule. Courses may be scheduled in any of the two campuses, other approved sites, or in a distance education modality determined by the Chairperson.

Full-time faculty members are employed on a full-time basis and are required to be available when they are under contract during normal working hours including periods when classes are not in session and the community college is open.

Chairs are required to attend the Fall and Spring convocation week events and the Fall and Spring Graduation ceremonies. Faculty members are required to attend any "Assessment Days" per academic year. Full-time faculty members shall be present on campus for all professional duties and obligations, including but not limited to classes, departmental meetings, accreditation work, and faculty meetings or events called by the Chair/Provost or President. Full-time faculty shall schedule a thirty five (35) hours per week, in person on campus, for office hours, advisement, or college service; except when the faculty member is assigned weekend or evening courses. Office hours shall be posted on their office door and on the self-service banner. At the beginning of the semester, faculty members will submit their schedule to their Chair and must identify the hours that they will be on Campus.

The workload distribution will be determined in coordination with the supervisor based on the following four criteria:

- Teaching effectiveness. The teaching of students is central to the mission of NNMCC. Given the mission of the community college, instructors must demonstrate excellence in teaching, including assessment of student learning. Classes are to be met as scheduled including final exam week.

- Advising. Faculty must be committed to the academic well-being of students. Effective advising helps create an environment that fosters student learning and student retention.
- Service to the college community. Faculty members are expected to provide service to the institution, its students, programs, and professional disciplines, as collegial and constructive members of the community college and the broader community.
- Mastery of discipline and professional development. All faculty should be positively engaged in their disciplines and should be recognized for their expertise.

These four areas are described in greater depth as follows:

i) Teaching effectiveness.

The teaching of students is central to the mission of NNMCC. Given the mission of the institution, instructors must demonstrate excellence in teaching, including the assessment of student learning outcomes.

Good teaching, defined as much more than classroom activities, may be demonstrated in a variety of ways. The following list is illustrative rather than exhaustive.

- Meeting all class sessions from start to end times and keeping student attendance
- Integration of college-wide outcomes and accrediting agencies (when applicable) outcomes in course syllabi, instructional design, and student assessment
- Integration of technology in instructional design and delivery. Learning Management System (e.g. Blackboard) integration into the courses for student learning enhancement.
- Developing online courses
- Continuing course alignment, exploring new adaptive technologies into course content and incorporating them, etc.
- New curriculum development
- Integration of industrial credentials/standards into courses
- Inviting speakers to classroom or general audience talks
- Developing intervention efforts for low performing students using tools such as Early Alert tickets
- Peer reviews based on the clarity of course goals, organization, use of technology and knowledge of the field
- Documents attesting to improvement in teaching
- Documentation of honors and awards given for teaching

- Implementation of innovative teaching techniques
- Participation in educational activities of professional associations
- Attendance or leadership of meetings related to the instructor's professional expertise
- Lecturing or making presentations to student groups, colleagues, or the college community
- Letters of recommendation from other professional sources
- Participation in service learning activities

ii) Student Advising

Faculty must be committed to the academic well-being of students. Effective advising helps create an environment that fosters student learning and student retention. The formal and informal advising and mentoring of students is an indispensable component of the broader education at the community college.

To demonstrate excellence in student advising, faculty must provide the following documents:

Faculty may include documents to demonstrate their efforts from the following list, which is illustrative rather than exhaustive:

- Meeting with all advisees and keeping narratives/logs.
- Performing degree audits
- Contacting unregistered advisees
- Documenting the meeting with advisees
- Advising students that are not instructor's advisees in the absence of the primary advisor
- Mentoring or tutoring students
- Assisting students in the selection of courses and career options
- Implementing special review sessions for students
- Keeping an "open door" policy toward students
- Advising all majors of instructor's department
- Use degree works for advising and auditing transcripts
- Advising evening students

iii) Community College, Public, and Community Service

Faculty service is essential to the College's success in serving the institution and the community. It is the responsibility of the individual faculty member to perform a broad array of services that are vital to supporting and sustaining the quality and effectiveness of the College. Faculty members are expected to provide service to the College, its

students, programs, and professional disciplines, as collegial and constructive members of the College and the broader community. Examples include service in faculty governance, college committees, professional organizations, governmental entities, and community non-profit agencies. The following lists are illustrative rather than exhaustive:

College Service

College service means committee work at the departmental and college level. Faculty must present letters from committee chairs verifying attendance and participation on committees.

- Academic program development
- Program coordination or assistance
- Assist with the development of accreditation documents and new programs
- Student organization advising
- Attendance of departmental meetings
- Participation in departmental sponsored activities
- Arranging professional opportunities for students
- Working on activities related to the departmental grants
- Participation in institutional governance including Faculty Senate, and institutional committees
- College service at the state or regional level
- Representing the college at public events
- Participation in student recruitment efforts

Community and Public Service

- Serving on boards or advisory councils at the local, state, national and international levels
- Lectures or presentations to local groups in the community
- Work with community leaders to develop solutions to community problems
- Work with the local community as a volunteer
- Participation in activities that increase the desire of non-college students to attend college
- Participating in student recruitment efforts

iv) Mastery of Discipline and Professional Development

Faculty with assignments in research will be evaluated by the standards appropriate to the field. All faculty should be positively

engaged in their disciplines and should be recognized for their expertise. The following are examples of professional development and scholarship. The list is illustrative but not exhaustive:

- Creative work presented
- Professional consulting
- Service as an officer of a state, regional or national association
- Service on editorial boards
- Service on a professional task force
- Participation in curriculum development in the instructor's discipline at the state or regional level
- Managing, writing and/or reviewing grant proposals
- Contributions to improve teaching technology
- Demonstrated growth in the subject matter
- Demonstrable command of subject matter
- Contributions to curriculum development
- Demonstrable quality improvement in teaching strategies incorporating new technologies (where applicable) and new approaches to learning

Academic Year Teaching Load:

In particular, the teaching load is determined with the following parameters:

The normal teaching load for full-time instructors is fifteen (15) credit hours per semester. When appropriate, the supervisor may approve 15 contact-hours instructors as an exchange of other activity on Campus related to student advisement, accreditation, recruitment, and other activities.

When a faculty member is teaching two or more scheduled classes at the same time (e.g., cross-listed courses), only one of the classes will be counted in the workload computation. The workload for courses that are co-taught will be calculated equally by dividing the normal workload of the particular course by the number of faculty members teaching it or in a pro-rated way if the workload is not equally distributed among the faculty members. In special situations, such as co-op courses, lab courses, field experiences, capstones, independent studies, and practicums, the workload credit hours shall be computed by the Chair with the Provost's approval.

A Chair's teaching load is 15 credit hours per year (distributed in two semesters). Additional administrative time may be approved when

preparing for accreditation, curriculum revision, and other administrative activities.

Teaching Overload

When a faculty member needs to teach more than the assigned teaching load during a semester, the Chair may approve the overload. However, to determine if an overload exists, all courses taught by the faculty member will be considered. The fifteen (15) credits of the normal teaching load per semester (fifteen (15) per year for Chairs) will be determined by the courses with the highest enrollment. The courses that will be paid as an overload will be those courses with the lowest enrollment. The compensation for an overload is addressed in Part III.A.

Student Advising

Each faculty member shall serve as an advisor to students. Advisors shall assist students in course selection, scheduling, auditing of transcripts, and making sure that all academic requirements for certificate or degree programs are met. When necessary, students shall be referred to the appropriate support services for assistance. Full-time faculty shall schedule advisement hours every semester. Advisement hours shall be posted on their office door and Self Service Banner (SSB).

Class cancellations

To meet accreditation standards, faculty members shall not cancel scheduled classes in any circumstances without prior written supervisor approval. For absences that are approved in advance by the program or department chair, instructors should find an acceptable substitute for their classes or obtain the chair's approval for an alternate means of making up the student contact hours. For unanticipated absences such as illness or family emergency, faculty members must notify the Chair as soon as possible so that arrangements can be made regarding classes and other scheduled activities. Faculty members should find an acceptable substitute for their classes or obtain the chair's approval for an alternate means of making up the student contact hours. Failure to notify the program or department chair of a missed class meeting or excessive absences from class obligations can result in disciplinary action.

Course delivery/schedule changes

Faculty members shall not change the delivery method of instruction or the approved schedule of classes and assigned classroom under any circumstances without prior written supervisor approval and without advance written notification to the office of the registrar.

Academic year contract

Faculty members are engaged and paid on the basis of an academic year contract, including days when the community college is open, and classes are not in session. Supervisors may require attendance any day during the term of the contract.

Contract length

Faculty will be issued a contract for one academic year (9-months). For additional months of service, the College will issue a supplemental contract.

2. Faculty Responsibilities and Duties

Professional Ethics

Faculty members shall demonstrate respect for the students, college faculty members, staff members, college administrators, and other members of the college community in their role as intellectual guides, foster honest academic conduct, and promote an atmosphere that is conducive to learning and the acquisition of scholarly standards. They shall strive to help each student realize his or her potential as a worthy and effective member of society.

Collegial Respect

Faculty members will demonstrate respect for their colleagues, uphold academic ethics, collaborate, and model the culture of the academy. In fostering an environment of collegial respect, faculty will observe basic etiquette, honor each other's intellectual domain and individual strengths while collectively working towards meeting the needs of students in fulfillment of NNMCC's mission.

Faculty Duties

Each faculty member shall be responsible for the following:

- a. Become familiar with institutional policies and procedures
- b. Be able to explain to students the course content and requirements and distribute a course syllabus during the first day of scheduled class
- c. Meet every assigned class at its designated time except for illness, emergencies, and approved absences

- d. Submit midterm and final grades before the deadline.
- e. Assume responsibility for the security of institutional facilities and equipment
- f. Maintain a classroom that is conducive to learning and indicate a sincere interest in students' education
- g. Arrange for equipment, supplies, and materials necessary for instruction
- h. Advise students concerning academic achievement, absences, and tardiness that might jeopardize satisfactory progress
- i. Emphasize to all classes the importance of prompt, regular and continuous class' attendance
- j. Maintain accurate scholastic records of students enrolled in each class and submit course enrollment correction forms to the registrar by the due date, and grade reports to the Registrar's Office by the due date. This includes attendance recording for every class in a manner that the institution determines appropriate.
- k. Refer students who need special consideration to the appropriate student services
- l. Report all irregularities, questions, or problems concerning instruction to the department supervisor
- m. Keep credentials and certifications (as required) current and on file in the Human Resource Office
- n. Conduct assigned classes in accordance with the stated philosophy and objectives of the community college and in accordance with the approved master course syllabus
- o. Participate in all activities directed by the supervisor related to student learning outcomes assessment and accreditation processes when they are required by the program of study
- p. Participate in all activities directed by the supervisor related to student advisement, student recruitment, and student retention
- q. Initiate purchase requisitions as appropriate
- r. Recommend course textbooks and submit it to the appropriate textbook adoption website
- s. Recommend the selection of library books, reference materials, and periodicals for the Library
- t. Perform registration duties
- u. Attend and support activities of the College such as scheduled and special faculty and department meetings and assigned committee meetings
- v. Actively assist in the recruitment of students

4. Chairperson Duties

Each Chairperson shall be responsible to the Provost (or designee) and shall:

- a. Supervise assigned personnel and coordinate all departmental activities
- b. Coordinate efforts with faculty and make proper recommendations related to the development of new courses and programs, the revision or deletion of existing courses and programs, and the maintenance of instructional standards within the department
- c. Provide leadership in formulating, developing, revising program objectives and curriculum, and maintaining current course outlines and syllabi which accurately reflect the instructional program
- d. Supervise instructional activities within the department, including evaluation of curriculum, teaching methods, effective use of the library and support programs, testing techniques, and audio-visual aids
- e. Schedule and preside at regular departmental meetings to review areas of concern and maintain communication. Maintain and distribute minutes of all meetings to department personnel
- f. Ensure that faculty maintain scheduled office hours and equitable workloads
- g. In coordination with the Office of Human Resources, orient new department personnel and ensure that all assigned personnel are familiar with academic policies, regulations, and procedures.
- h. Evaluate formally or informally department personnel and the overall effectiveness of instruction within the department
- i. Recommend to appropriate Provost renewal or non-renewal of contract, promotion, or dismissal of personnel within the department
- j. Ensure functional advisory committees as required by degree programs
- k. Verify that safety guidelines are in place as required by appropriate program oversight standards
- l. Monitor the attendance of personnel within department and approve faculty leave requests
- m. Assist in the registration process, coordinate advisement, and registration duties to personnel within department
- n. Assist on articulation agreements with post-secondary and secondary institutions
- o. Validate faculty selection of textbooks for bookstore adoption

- p. Verify that adequate supplies and equipment are available for the department
- q. Review materials for the Community College catalog and other college publications ensuring an accurate representation of the department
- r. Participate in the screening and interviewing process for department personnel and make recommendations for employment within procedural guidelines
- s. Coordinate the development of the annual recommended budget for assigned department and submit the budget to the Provost
- t. Maintain records and controls to assure that the department operates within established budget limits
- u. Coordinate all purchase requests within the department
- v. Serve as liaison between department and institutional personnel and/or public
- w. When necessary, discipline faculty and staff members under their authority
- x. Inform the Provost of departmental needs, concerns, changes, or irregularities that warrant attention
- y. Instruct as assigned by the appropriate Provost within limits as described under Faculty Workloads of this handbook
- z. Assume responsibilities and duties required of faculty and additional assignments outlined for Chairpersons
- aa. Assume additional duties assigned by the Provost or designee

II. G. Academic Freedom, Faculty Member Investigations, and Progressive Discipline

1. Academic Freedom

The community college is committed to the promotion of responsible academic freedom for its faculty and students. The major premise of academic freedom is that open inquiry and expression by faculty and students is essential to the institution's mission. Academic freedom will be understood to include the following:

- Academic freedom means that both faculty members and students can engage in intellectual debate without fear of censorship or retaliation.
- Academic freedom establishes a faculty member's right to remain true to his or her pedagogical philosophy and

intellectual commitments. It preserves the intellectual integrity of our educational system and thus serves the public good.

- Academic freedom in teaching means that both faculty members and students can make comparisons and contrasts between subjects taught in a course and any field of human knowledge or period of history.
- Academic freedom gives both students and faculty the right to express their academic-related views — in speech, writing, and through electronic communication, both on and off-campus — without fear of sanction, unless the manner of expression substantially impairs the rights of others or, in the case of faculty members, those views demonstrate that they are professionally ignorant, incompetent, or dishonest with regard to their discipline or fields of expertise.
- Academic freedom gives both students and faculty the right to study the topics they choose and to draw what conclusions they find consistent with their research, though it does not prevent others from judging whether their work is valuable and their conclusions sound. To protect academic freedom, universities should oppose efforts by corporate or government sponsors to block the dissemination of any research findings.
- Academic freedom means that the political, religious, or philosophical beliefs of politicians, administrators, and members of the public cannot be imposed on students or faculty.
- Academic freedom gives faculty members and students the right to seek redress or request a hearing if they believe their rights have been violated.
- Academic freedom gives faculty members and students the right to challenge one another's views, but not to penalize them for holding them.
- Academic freedom includes the assessment of student academic performance, including the assignment of particular grades and the following principles in assigning grades: (1) the individual faculty member has the responsibility for the assignment of grades; (2) students should be free from

prejudicial or capricious grading; and (3) if the faculty member does not initiate a change of grade, no grade may be assigned or changed without following the Grade Appeal Process of NNMCC. The review of a student complaint about a grade should follow the current procedure established by the institution.

- Academic freedom does not mean a faculty member can harass, threaten, disrespect, insubordinate, intimidate, ridicule, or impose his or her views on students, college faculty members, staff members, college administrators, and other members of the college community.
- Student academic freedom does not deny faculty members the right to require students to master course material and the fundamentals of the disciplines that faculty teach.
- Academic freedom does not protect an incompetent faculty member from losing his or her job.
- Academic freedom does not protect faculty members from a colleague/student challenge or disagreement with their educational philosophy and practices.
- Academic freedom does not protect faculty members from college or non-college penalties if they break the law or college policy/regulations.
- Academic freedom does not protect students or faculty from disciplinary action, but it does require that they receive fair treatment and due process.
- Academic freedom does not protect faculty members from sanctions for professional misconduct, though sanctions require clear proof established through due process.
- Academic freedom does not protect a faculty member who skips class or refuses to teach the classes or subject matter assigned including the delivery mode established in the schedule.
- Academic freedom does not allow a faculty member to prevent

a talk or event.

- Academic freedom does not protect a faculty member from investigations into allegations of scientific misconduct or violations of sound college policies, nor from appropriate penalties should such charges be sustained in a hearing of record before an elected faculty body.

2. Faculty Member Investigations

The institution has the right to investigate all allegations of faculty misconduct. A faculty member may be placed on administrative leave with pay during an investigation involving the faculty member. When necessary, during an investigation, the community college may enter a faculty member's office. The affected faculty member shall be given reasonable notice prior to entering the faculty member's office. The faculty member may observe, but not interfere with, the college's entry of the office to conduct an investigation. For purposes of this paragraph, reasonable notice shall be at least 24 hours' notice in writing, prior to entry of the office.

Under exigent circumstances such as, but not limited to, an emergency affecting safety and security or allegations of criminal activity, the college may immediately and without notice enter a faculty member's office to conduct an initial investigation and/or to secure property, data, documentation or other items stored within the office. Within one workday of an entry, the college shall notify the affected faculty member.

During the investigation, no documentation or information related to the matter under investigation will be placed in the faculty member's personnel file or released publicly unless required by law. Any actions, other than dismissal, taken by the Administration as a result of such an investigation may be grieved according to Part II.H.

3. Progressive Discipline

The general purpose of discipline is to correct unsatisfactory performance and/or misconduct. Any discipline requires good and just cause. Progressive discipline may be utilized when management determines that the merits of a particular case warrant such an approach. Progressive discipline will not be utilized when management determines that a faculty member's action(s) are so

egregious that such an approach is inappropriate. Unapproved absences may result in disciplinary action.

Progressive discipline starts with the least severe discipline and progresses to more severe discipline depending on the circumstances. Examples of the least severe discipline consist of verbal and written warnings. More severe disciplines consist of written reprimands, suspensions and terminations.

The faculty member may be discharged in accordance with Part II.M.

Discipline is designed to give a faculty member an opportunity to correct employee behavior and performance. Every reasonable effort will be made to ensure acceptable work performance by the faculty member. When problems with the faculty member's behavior that affects the workplace or performance arise, a supervisor will seek to correct the problem with the least amount of disruption to the work environment. Serious infractions may result in immediate suspension from work with or without pay.

a. Verbal warning

A faculty member is issued a verbal warning for minor infractions or to correct minor faults in a faculty member's job performance. Verbal warnings are issued during a private conference between the supervisor and the faculty member where the supervisor explains the problem and recommends a process the faculty member must accomplish to return to satisfactory status. The faculty member is informed that the conference is being conducted to issue a verbal warning.

b. Letter of reprimand

Should contain the following information: a description of the specific problem or offense, the most recent incident and when it occurred, previous unsatisfactory behavior or performance related to the reprimand, and a statement that further unsatisfactory behavior or performance may result in further disciplinary action. The written reprimand is issued and discussed with the faculty member in a private conference with the supervisor and must have been discussed with the faculty member previously. A copy of the written reprimand will be given to the faculty member and a copy placed in the faculty member's official personnel file. The written reprimand will also specify a review period, if appropriate, in

which the faculty member's behavior or performance will be reviewed. The length of the review period will be no longer than one year.

c. Discipline resulting in dismissal must follow Part II.M.

d. Grievances of disciplinary actions are governed by Part II.H.

II. H. Grievances

General Policy

While the College endeavors to maintain pleasant working conditions that lead to cooperative, effective working relationships for all faculty members, it recognizes that misunderstandings and disagreements may arise regarding terms and conditions of employment. However, for questions and complaints not resolved through informal discussions, the College has established a formal Grievance Procedure. The Grievance Procedure is applied only to those matters for which the community college can provide a remedy.

Definitions and Limitations

a. "Grievant" shall mean a faculty member who is personally and directly affected by a condition for which he or she seeks a resolution.

b. A "grievance" shall be an allegation by a faculty member that the treatment he or she has received from a supervisor or other college employee is a violation, a misinterpretation, or an inequitable application of College policy, administrative rules, or procedures that directly and adversely affect the grievant. A single grievance may be submitted jointly by more than one grievant.

c. "Resolution(s)" shall be the proposed written decision by the appropriate administrator(s) in response to the grievance.

d. "Parties in Interest" shall be the grievant and the supervisor or other College faculty member(s) whose conduct or actions are the subject of the grievance.

e. The following situations are not covered by this grievance procedure and are therefore not grievable under this policy:

e.1 The discretionary act(s) of the professional judgment related to the evaluation of the work performance of any faculty member by his or her immediate supervisor;

e.2 Any personnel decision made by the President, including, but not limited to, a discharge, transfer or any other action directly and adversely affecting the employment of the faculty member;

e.3 Situations in which the President or Administrator(s) are without authority to act;

e.4 Situations where the remedy for the alleged violation exclusively resides in some person, agency, or authority other than the President of the College;

e.5 Situations as to which a different procedure or remedy has been provided and;

e.6 Situations as to which the procedure within the College is prescribed by state or federal authority.

f. A grievance cannot be filed by a former faculty member any more than five (5) days after the effective date of termination or discharge of employment.

General Provisions

a. A faculty member who has a grievance and is unable to resolve it informally must inform their supervisor of the desire to invoke the formal Grievance Procedure.

b. A grievance must be in writing and contain a statement of grievance, the circumstances upon which it is based, the College's policy allegedly violated, and the remedy being sought.

c. Grievances must be filed within five (5) working days following the act being grieved or discovery of circumstances that gave rise to the grievance.

d. All steps of the grievance procedure are considered confidential and should not be open to the public.

e. Faculty members filing the grievance and faculty members required as witnesses to give testimony in a grievance meeting shall be given time off with pay if such meetings are scheduled during work hours.

f. Non-College persons, former faculty members, or faculty members on suspension, layoff, or another unpaid status shall not receive pay to attend grievance hearings.

Steps in Grievance Procedure

a. A faculty member grievance is to be submitted in writing to the aggrieved faculty member's Chair with a copy to the Human Resources Director within five (5) working days following the discovery of the condition which gave rise to the grievance.

b. A meeting with the aggrieved faculty member and Chair to resolve issue(s) in the grievance shall be held within five (5) working days of the receipt of the written grievance. A resolution shall be submitted to the faculty member by the Chair with a copy to the Human Resources Director.

c. If the faculty member is not satisfied that the grievance is resolved by the written resolution or if the grievance is not resolved within five (5) working days, the faculty member may request the grievance to be submitted to the Provost.

d. The decision of Provost is final unless the grievant reports directly to the Provost. In that case, the grievance may be submitted to the President and their decision will be final.

II. I. Evaluation of Faculty Performance

Evaluation of faculty members will be consistent with NNMCC's Mission, Vision, Strategic Goals, and Core Values.

a. Annual Evaluation

1. Instructors will participate in an annual evaluation. This evaluation will be formative, with plans implemented to develop and intensify the skills of the faculty member.

b. Reappointment Review. All appointments are subject to renewal on an annual basis at the sole discretion of the College. The decision regarding renewal must be made by May 20th.

Timeline for Evaluation and Reappointment Review

The evaluation for faculty includes two stages: pre-evaluation and evaluation by the supervisor.

- a. Faculty members, by the end of the second week of March, will submit a Report of Activities to their supervisor. The supervisor will schedule an evaluation meeting that must be completed before April 30th. Concurrently with the evaluation process, the supervisor will perform the pre-evaluation process which consists only of setting up the goals for the following academic year. For new faculty members, the Pre-evaluation will be done no later than August 30th of their first year.
- b. If there is any area in the Evaluation that was rated “unsatisfactory” or “needs improvement”, a corrective action plan will be submitted to the Office of the Provost and the Office of Human Resources no later than May 15th.

II. M. Policies and Procedures for Termination of Employment

1. Reappointment Review

All appointments are subject to renewal on an annual basis at the sole discretion of the Community College. The decision regarding renewal must be made by May 20th.

The reappointment recommendation made by the supervisor will be evaluated by the Provost. The decision of the Provost is final and will be communicated to the faculty member in writing no later than May 20th if the decision is a non-renewal. Otherwise, renewal contracts will be available during Convocation Week. The only grounds for appeal available to the faculty member are for an alleged violation of this Handbook. Such appeals are sent through the procedures outlined in the grievance process.

2. Termination: Dismissal for cause

Dismissal for cause is a permanent involuntary separation of employment from the College for disciplinary reasons. A faculty member may be

discharged without prior progressive discipline when warranted by the seriousness of the offense.

Process

a. Required approvals by the Department of Human Resources

Supervisors contemplating the dismissal of a faculty member must consult with the Department of Human Resources before taking such actions. Dismissal requires the approval of the Community College President, Provost, and the Director of Human Resources.

b. Pay Status

Faculty members will normally remain at work pending the issuance of a Notice of Final Action. However, a Provost/ Chair may, with the approval of Human Resources, place a faculty member on administrative leave with pay pending completion of the investigative or disciplinary process.

c. Notice Requirements

Notices shall be in writing and will normally be served in person by the immediate supervisor, if possible. At the time of service, the faculty member shall be asked to sign an acknowledgment of receipt. If the faculty member declines, the supervisor shall so note on the letter itself for record purposes. If the notice cannot be presented personally, the letter may be sent certified mail with a return receipt requested. The notice must be properly stamped and addressed to the last address provided by the faculty member. Service of the notice is complete when the notice is deposited with the United States Postal Service.

d. Notice of Contemplated Action (NCA)

To initiate discharge of a non-probationary regular or term faculty member, the Chair will contact the Director of Human Resources and the Provost. Human Resources will assist in the drafting of the NCA, gathering the required documentation and will coordinate a time to meet with the supervisor and faculty member to present the NCA. The NCA must include the following:

- Specify the contemplated action
- Specify the basis for a determination that just cause exists to discharge the faculty member
- Indicate which policies the faculty member has violated.

- Specify that the faculty member has the right to respond to the notice of contemplated action within ten (10) workdays of receipt of the NCA if submitting a written response.
- Specify that the faculty member must request to present an oral response within five (5) workdays.

e. Response to a Notice of Contemplated Action

The faculty member may respond orally or in writing to the notice of contemplated action within ten (10) workdays of receipt of the NCA. The written response will be submitted to the Director of Human Resources. If the faculty member wishes to present an oral response, he/she must submit a written request for the meeting within five (5) working days from receipt of the notice of contemplated action. Any extension of time must be in writing and agreed upon by both the faculty and the Department of Human Resources. Oral response meetings will include a member of the Department of Human Resources, and at the faculty member's request.

- When the NCA is served by mail, the faculty member shall have three (3) additional calendar days in which to submit a written response or submit a request to present an oral response.
- The purpose of the written or oral response is not to provide an evidentiary hearing but is an opportunity for the faculty member to respond to the charges against him or her.

f. Final Notice of Disciplinary Action

If a faculty member submits a written response or presents an oral response, the Chair will consider the response. The Chair, after consultation with the Human Resources Department, will decide on the final action to be taken, whether or not the faculty member has responded to the NCA. The final disciplinary action, signed by the Provost shall be issued no later than ten (10) working days from the date of receipt of the written response, the oral response or within ten (10) working days following the expiration of the response period. The Notice of Final action should include the following:

- Statement of the final discipline to be taken, which may be upholding the contemplated action, a lesser form of discipline than contemplated, or no disciplinary action.
- Notice should contain the basis for a determination of just cause for the suspension, demotion or dismissal.
- Statement indicating if the faculty member responded to the Notice of Contemplated Action.

- Specify when the disciplinary action will be effective.
- If the faculty member had previously submitted a timely written response or a timely oral response, inform faculty member that the disciplinary action may be appealed in writing to the Human Resource Department within five (5) working days from receipt of the Final Notice.

Appeal Process

- a. This Appeal Process applies only if the faculty member submitted a timely written or oral response in accordance with Section Process Part (e) above.
- b. The faculty member must submit a written appeal to the Human Resources Department within five (5) working days of receipt of the Notice of Final Action. If the faculty member does not appeal the disciplinary action within the five (5) working days, no appeal is available.
- c. The Department of Human Resources, within five (5) working days after receiving the written appeal, will forward the written appeal, along with all pertinent information, to the President.
- d. The President at his or her discretion may limit his or her review to the records submitted, or the president may elect to receive new materials or evidence to be considered. The president may consult, as appropriate, with additional parties before reaching a decision. The president will render that decision within thirty (30) working days of the appeal.
- e. While an appeal is pending the faculty member shall maintain the same leave status as maintained upon faculty member's receipt of the Notice of Contemplated Action, or if not already on leave with pay status, may be placed on leave with pay.

3. Reduction in Force

The Community College administration shall determine whether or not to continue, discontinue, or re-institute programs. The Provost may identify programs for review. Program Review should include information on costs, enrollment, student-faculty ratios, societal needs, program quality and other criteria appropriate to the particular situation. The institution shall have the right to reduce its employment and, if necessary, discharge or terminate faculty members as a result of a reduction in force (RIF). Every faculty member shall be associated with one academic program at NNMCC and this will be documented with Human Resources.

The determination as to which faculty member is to be laid off shall be based on factors including, but not limited to, the following: education (advanced education and training related to the field); relevant employment experience; full certification or licensure; evaluations; additional certification, outside activities related to the field or program being affected; and, program needs or requirements.

The institution will attempt to place the affected faculty member in a vacant full-time position for which they qualify. If an affected faculty member does not accept an offered position, they shall have no recall rights under this section. A faculty member who refuses an offered position shall have no further rights to employment. Failure to respond within the time frame shall be considered a refusal of employment. Upon lay-off, a faculty member may continue to participate in health insurance benefits by contributing the full premium in accordance with the provisions of COBRA. Upon request, a laid-off faculty member may be placed on the Community College's approved adjunct faculty lists.

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Part III. Personnel Section for Full-Time Faculty

III. A. Compensation

Refer to the published salary matrix on the website.

III. B. Fringe Benefits

Part-time faculty and adjuncts must consult with the Human Resources Department to verify benefits eligibility.

Shared Cost Benefits:

The Community College will provide faculty members coverage under the group plan from the New Mexico Public Schools Insurance Authority (NMPSIA). The Community College reserves the right to select benefits vendors through an appropriate procurement process, applying appropriate fiscal and quality of service analysis.

Eligible faculty members and eligible family members are defined by NMPSIA and may participate in the following plans offered by NMPSIA. Each fiscal year, NMPSIA may offer an open/switch enrollment period. Payment for these benefits shall be based on rates established by NMPSIA for participating members. The Employer shall contribute the amount required for such payments. Eligibility, effective dates, and change of status rules are defined by NMPSIA. The following benefits are subject to change by NMPSIA.

a. Group Insurance (Medical, Prescription Drugs, and Vision)

The costs are shared between Community College and eligible faculty members distributed as follows for faculty members earning more than \$30,000 per annum:

NNMCC 60% of premium; faculty member: 40% of premium

b. Educational Retirement/Alternative Retirement

The Educational Retirement Board (ERB) is the statutory entity responsible for administering the New Mexico Educational Retirement Act (ERA). NM Educational retirement is a shared rate set by New Mexico Statute. The rate for FY2018, based on gross pay, is 10.7% (faculty member) and 13.90% (NNMCC). An Alternative Retirement Plan (ARP) is available to new faculty who meet eligibility requirements. Membership is a condition of employment, commencing with the first day of employment.

c. New Mexico Retiree Health Care

NM Retiree Health Care is a shared rate set by NM Statute. The rate for FY2018, based on gross pay, is 1% (faculty member) and 2% (NNMCC).

Other benefits paid by NNMCC

- a. Basic Term Life Insurance (faculty member coverage) \$50,000
- b. Employee Assistance Program
- c. State Unemployment Insurance
- d. Worker's Compensation
- e. Educational opportunities

Employee Tuition Waivers for NNMC and NNMCC credits up to 9 credit hours per semester (Fall/Spring semesters) and up to 4 credit hours per summer term (NNMCC/fees are paid by the faculty member).

f. Dependent Tuition

Waivers up to 18 credit hours per semester (tuition paid by NNMCC/fees paid by faculty members' dependent). This program applies to NNMCC offered courses only. Eligible dependents including a legal spouse, a domestic partner (affidavit of Domestic Partnership must be filed with Human Resources), and any natural, legally adopted, or step-children who, as of the original application deadline, are unmarried and have not reached the age of twenty-five (25). When a faculty member is no longer married or a domestic partnership is terminated, the ex-spouse or domestic partner is not eligible for tuition benefits under this program, effective with the academic semester following the date of the divorce or termination of the domestic partnership.

The amount of the tuition benefit will be reduced by the amount of tuition waived by any other tuition waiver or tuition scholarship. The amount of an individual's dependent education tuition benefit, plus the amount of any need-based financial aid grants, will not exceed the cost of attendance, as defined by the Financial Aid Office.

Under IRS regulation, the value of tuition benefits may be considered taxable income to the faculty member. The value of the benefit, if applicable, will be included as compensation on the faculty member's W-2 form filed with the IRS and subject to withholding.

Faculty members may be granted up to four hours of time off with pay per week to attend one (1) course each semester at the discretion of the faculty member's supervisor. The faculty member participating shall forfeit breaks on class days. Supervisors are encouraged to grant permission for such time-off, if possible based on workload or other legitimate business reasons. If time off is not feasible, supervisors are encouraged to arrange for an Alternative Work Schedule for a faculty member to attend a class during the day, if possible based on workload

or other legitimate business reasons. Faculty members working less than 40 hours per week are not eligible for time off.

Course fees assessed for participation in instructional academic credit courses are not covered. The mandatory student fee portion of tuition and fees is not covered for eligible dependents. Non-resident tuition in excess of New Mexico resident tuition is not covered. Tuition or fees for Continuing Education courses are not covered.

Faculty Member Paid Benefits

Flexible Spending Accounts – allow the faculty member to pay for eligible medical and/or dependent care expenses on a pre-tax basis.

a. Life Insurance – Additional Employee Term Life (Supplemental) Life, and Dependent Life (spouse, domestic partner, and children) coverage are provided. Contact the Human Resources Department for details.

b. Supplemental Retirement Plans

Faculty members shall be eligible to participate in a supplemental retirement plan (403(b) and 457(b) accounts). Contribution limits are established each calendar year by the Internal Revenue Service.

c. Other Supplemental Plans

Voluntary Supplemental Accident, Cancer, and other similar plans are offered by various carriers. For a complete list of other supplemental insurances and carriers, please contact the Human Resources Department.

III. C. Leaves for Full-Time Faculty

Part-time faculty and adjuncts must consult with the Human Resources Department to verify benefits eligibility.

1. General Leaves

Paid Leave. Faculty members will be entitled to the following paid leave:

a. Sick Leave/Personal Leave

1. Faculty members shall be credited with sixteen (16) days of sick leave (computed at 7 hours per day) at the beginning of the academic year, of which three (3) days shall be considered personal leave days. Faculty commencing employment after the beginning of the academic year will be granted pro-rated sick leave.

2. Sick leave may be taken for either personal illness or illness of dependents.

3. Sick leave shall be accumulated up to a maximum of 200 days (1400 hours).

4. Faculty members shall be responsible for immediately reporting an absence to the appropriate Chair, and if unavailable, to the Provost.

5. A faculty member shall be responsible for promptly completing and signing the faculty leave request and returning the request form to the appropriate Chair and if unavailable then to the Provost. A faculty member will be required to provide a physician's statement for absences of three consecutive days charged to sick leave. If a faculty member demonstrates a pattern of abuse of sick leave, the supervisor in consultation with the Department of Human Resources, may require a physician's statement of absence from the faculty member for each absence.

Sick leave may be used only for the following:

- Partial days not worked when a faculty member, who has been on sick leave, returns to work on a part-time basis while recovering from the illness or injury
- Transporting an immediate family member for medical services
- Caring for an immediate family member, defined as spouse, parent, child, brother, sister or any other person residing in the same household of a faculty member who becomes ill or injured and requires personal assistance from the faculty member.
- Doctor's appointments and other pre-scheduled health-related absences. A faculty member requesting sick leave for a pre-scheduled appointment must request the leave at least twenty-four (24) hours in advance unless an emergency exists.

Each faculty member shall be credited with three (3) paid personal leave days at the beginning of each academic year. Personal leave is subtracted from the faculty member's sick leave. Personal leave cannot be accumulated but remains in the sick leave balance if not utilized by the end of the fiscal year. The use of personal leave must be pre-approved by the supervisor. If classes must be canceled for the use of personal leave, the faculty member will make alternative arrangements for the students. A faculty member shall not be required to state the reason for the personal leave.

b. Family and Medical Leave Act (FMLA)

The FMLA's purpose is to ensure that workers can meet their family obligations without fear of losing their jobs or being otherwise adversely affected by taking time off. FMLA affords eligible workers the right to take up to 12 weeks off from work to care for themselves or family members during a covered medical event or for certain other family reasons. The faculty member can opt to use their sick leave to continue to receive pay during the leave. The faculty member must contact the Human Resources Department for eligibility requirements.

c. Bereavement Leave

Upon notification to the Chair, a faculty member may be granted up to three (3) days of leave with pay for a death in the faculty member's family. "Family" is defined as spouse, domestic partner, parent, step-parent, child, step-child, brother, sister, father-or-mother-in-law, brother- or sister-in-law, aunt, uncle, niece, nephew, grandparents, or any other person residing in the same household of the faculty member. Upon approval of the Chair, additional circumstances may be considered for bereavement leave, and additional days of leave may be granted and charged to sick leave.

d. Military Leave

Emergency military leave, temporary military leave, and indefinite military leave shall be granted to faculty members in accordance with state and federal law.

e. Voting Leave.

Faculty members who are New Mexico registered voters, are granted, at their request, time off that does not require the cancellation of classes (2 hours maximum) from Community College duties to vote in government elections.

f. Jury Duty and Required Court Attendance

A faculty member summoned for jury duty or for duty as a witness (other than as plaintiff or defendant) is granted time off with pay. A copy of the summons must be sent to the Human Resources Department. A faculty member is required to return to his or her work location while temporarily excused from attendance in court unless it is not practical because of the short time between court sessions or between the time court is recessed and the end of the scheduled workday.

g. Domestic Abuse Leave

The Community College provides domestic abuse leave to any faculty member who is a victim of domestic abuse in accordance with the New Mexico Promoting Financial Independence for Victims of Domestic Abuse Act, NMSA 1978, § 50-4A-1 through 4A-8. Domestic abuse leave means intermittent paid or unpaid leave time for up to fourteen (14) days in any calendar year, taken for up to eight hours in one day. Leave time may be used to obtain an order of protection or other judicial relief from domestic abuse or to meet with law enforcement officials, to consult with attorneys or district attorney's victim advocates or to attend court proceedings related to the domestic abuse of the faculty member, a minor child of the faculty member, or a person for whom the faculty member is a legal guardian. When domestic abuse leave is taken in an emergency, the faculty member or the faculty member's designee must give notice to the faculty member's supervisor or the Community College's Human Resources Department within twenty-four hours of commencing the domestic abuse leave. A faculty member may use paid leave time or unpaid leave time, consistent with Community College policies.

Certification or Verification

The Community College may require verification of the need for domestic abuse leave. If verification is required, a faculty member must provide one of the following forms of verification in a timely fashion: A police or security report indicating that the faculty member or a family member as defined above was a victim of domestic abuse; or 1) copy of an order of protection or other court evidence produced in connection with an incident of domestic abuse. The document does not constitute a waiver of confidentiality or privilege between the faculty member and the faculty member's advocate or attorney; or

2) The written statement of an attorney representing the faculty member, a district attorney's victim advocate, a law enforcement official or prosecuting attorney stating that the faculty member or a family member appeared or is scheduled to appear in court in connection with an incident of domestic abuse. The faculty member must contact the Human Resources Department for eligibility requirements.

Confidentiality

The Community College shall not disclose verification information and shall maintain confidentiality of the fact that the faculty member or faculty member's family member was involved in a domestic abuse incident, that the faculty member requested or obtained domestic abuse leave and that the faculty member made any written or oral statement about the need for domestic abuse leave. The Community College may disclose faculty member's information related to domestic abuse leave only when the faculty member consents, when a court or administrative agency orders the disclosure or when otherwise required by federal or state law.

h. Governmental Entity

A full-time faculty member who has been duly appointed or elected as a member of a legally constituted State or Federal Board or County, Municipal or Public Utility Commission, shall be entitled to leave with pay when requested to be absent from his employment in order to attend meetings or transact business of said Board or Commission. Such leave does not apply to publicly balloted and elected offices (e.g., City Council, County Commission, School District Board of Education, etc.). Any payment provided to the faculty member, other than food and travel expenses, shall either be refused or turned in to the Community College as reimbursement for the leave with pay.

A faculty member shall not participate in a Board or Commission if such participation will create a conflict of interest for the faculty member or the Community College or otherwise violates applicable conflict of interest laws. Absence from duty must be approved by the Community College President or their designee and it must not hamper the performance of their duties with the Community College. Such leave

shall normally not exceed (2) days per month unless previously approved by the Board.

Leaves Without Pay

Faculty members may be entitled to the following unpaid leaves:

1. Academic Leave- An extended leave of absence without pay may be granted a faculty member for a period not to exceed one (1) year for the purpose of teaching at another educational institution.

2. Extended Personal Leave/Leave Without Pay- A faculty member may be granted an extended leave without pay for extended periods for illness or injury, personal reasons, school attendance, sickness in a family, or other purposes of a personal nature at the discretion of the Provost. A faculty member shall submit a written request for the leave without pay at least two (2) weeks in advance, if possible. Otherwise, notice must be given as soon as reasonably practical. Approval may be granted for a limited duration and based on operational needs. While a leave without pay is not recommended or granted without expectation of reinstatement, reinstatement is not guaranteed. While on an approved leave without pay, the faculty member shall be responsible for the faculty member and employer cost of medical benefits. Leave without pay shall not exceed one (1) academic year. Time spent on leave without pay in excess of one semester shall not count toward eligibility for promotion.

2. Sick leave bank

The sick leave bank is available to instructors.

Purpose

To provide a process whereby participating full-time faculty members of Northern New Mexico Community College may request additional sick leave due to a catastrophic situation involving their own medical condition, as defined in this Section.

Eligibility

Only full-time faculty members who donate to the Sick Leave Bank are eligible to become members of the Sick Leave Bank, and only members may request leave from the Sick Leave Bank. Full-time faculty must have a minimum of eighty (80) hours of accumulated sick leave and have been employed for one academic year.

Administrative Procedure

Northern New Mexico Community College has a standing committee to review applications for the use of sick leave from the Sick Leave Bank and to make a determination to either approve or disapprove a request. This standing committee is comprised of the Human Resources Office and the Provost. If the request for additional sick leave is approved, the Sick Leave Bank Committee shall notify the faculty member of the decision in writing. If the request for additional sick leave is disapproved, the Committee shall notify the faculty member in writing of the reason(s) for the disapproval. The decision of the Committee is final.

Procedure

- a. Participation in the Sick Leave Bank is strictly voluntary.
- b. By default, all eligible full-time faculty members will donate hours to contribute to the Sick Leave Bank. If a faculty member does not want to participate and/or donate to the Sick Bank, they must sign a waiver at the same time that their annual contract is signed. A faculty member who decides not to join the Sick Leave Bank must wait until the next academic year cycle to join the Bank if they decide to participate.
- c. In order to become members of the Sick Leave Bank, during the first year of membership full-time faculty members must donate four days (twenty-eight (28) hours) of their accumulated sick leave, based on a seven-hour day. In subsequent years, members will donate fourteen (14) hours based on a seven-hour day.
- d. The Sick Leave Bank Committee may request additional voluntary donations if the Sick Leave Bank is low or out of contributions.
- e. Donated sick leave will not be returned to the member. If not utilized, the donated sick leave shall be retained in the Sick Leave Bank.

Application for Sick Leave Bank from the Sick Leave Bank

- a. Application for sick leave from the Sick Leave Bank shall not be approved until the member has exhausted all their accumulated sick leave.
- b. Members who apply for sick leave from the Sick Leave Bank must complete the Request for Use of Faculty Sick Leave Bank Form. It must accompany the Medical Certification Form properly completed by the healthcare provider. The maximum sick leave that a member may request from the Sick Leave Bank at any one time is forty (40) days (280 hours) based on a seven-hour day.
- c. Appropriate documentation and required forms will be forwarded to the Sick Leave Bank Committee for consideration.
- d. If approved, the Chair shall notify the member in writing and indicate the total amount of sick leave hours which were approved.
- e. The Chair shall then notify the Payroll Manager in order that the member's payroll records can be adjusted with the additional sick leave.
- f. If the application is not approved, the Chair will notify the member in writing specifying the reason(s) for the non-approval. The decision of the committee is final.
- g. The Sick Leave Bank will operate on a first-come, first-serve basis. If the Bank exhausts the donated hours, future requests on the academic year will be denied if there are no further donations.

Definition of Catastrophic Situation

A medically documented severe illness or injury requiring prolonged hospitalization or recovery and incapacitating the person from working, creating a financial hardship. Such injury or illness often makes exceptional demands on patients, caregivers, families, and healthcare resources. In general, an illness or injury that results in a medical condition that a health care provider has certified is likely to result in a loss of 30 or more workdays.

III. D. Personnel Files

The institution shall maintain one (and only one) official personnel file for each member of the faculty. The file will be located in the Office of Human Resources.

A faculty member will be permitted to review the material contained in his or her file. At the time the file is reviewed, the faculty member shall sign and date a form maintained in the personnel file.

The institution will provide a faculty member with a copy of any document placed in his or her file unless an original or copy was sent directly to the faculty member. The faculty member may submit a written response to any document placed in the faculty member's personnel file. This response shall also be placed in the faculty member's file.

The Human Resources Director or his or her designee must be present during any review of personnel files.

A faculty member may request a copy of his or her personnel file at any time. The copy will be made available to the faculty member within three (3) working days at the current cost per copy.

Faculty members may also place in their file materials relevant to their academic qualifications, teaching, research, scholarship, and service.

If permissible under state and federal records preservation laws, a faculty member considers material more recent than 10 years old in his or her file to be obsolete, because of its age or a significant change in circumstances, he or she may request to the Provost in writing that the material is removed. The Provost shall consider whether the material is still relevant. Material more than ten (10) years old shall be presumed to be obsolete unless the Provost explains to the faculty member why it is still relevant. However, "core documents" such as contracts, legal settlements, and notices of disciplinary action, shall remain in a faculty member's personnel file irrespective of age.

Part IV. Faculty Association Constitution and By-Laws

IV. A. Faculty Constitution

Preamble

The Faculty shares responsibility for the governance of the institution with the Board of Regents, the President of Northern New Mexico Community College and the administration staff. This responsibility is broadly defined as consultative-advisory in nature. The Faculty recognizes that the students are the center of the school and thus seeks to promote comprehensive education and the continued improvement of the Community College. This document is a statement of the organization, purpose, and responsibilities of the Faculty and it is independent of its recommendations from the Faculty Senate of Northern New Mexico College.

Article I: Name

Section 1. The name of this organization shall be the Faculty Association.

Article II: Purpose

Section 1. The purpose of this organization shall be:

- A. To serve as an advisory and consultative body in the governance process in matters affecting instructional programs and the Faculty, including the creation of new programs, departments, and divisions.
- B. To make recommendations to the administration, the Board of Regents, on matters affecting instructional programs and the Faculty, including major curricular changes.
- C. To participate in the formulation of policies on instructional and professional matters.
- D. To elect Faculty Senators to serve as a governing body for the Faculty.
- E. To promote communication and mutual understanding among Faculty and other groups relating to the welfare and growth of the Community College.

Article III: Amendment

- Section 1. A proposed amendment to the constitution must be presented in writing at a meeting of the Faculty Senate.
- Section 2. A vote on the proposed amendment will be taken by the Faculty Senate.
- Section 3. An amendment to the constitution shall be adopted upon a favorable vote by two-thirds of the members present and approval of the Board of Regents.

IV. B. By-Laws

By-law I: Membership

- Section 1. Only full-time faculty whose appointments involve teaching at the level of 0.5 FTE or greater can serve on the Faculty Senate and its standing committees. Adjunct faculty can also be elected as officers and serve on committees if their duties are limited to teaching.

By-law II: Governance

- Section 1. The governing body which represents the Faculty Association should be known as the Faculty Senate.
- Section 2. The Faculty Senate shall consist of Senators elected from and by the members of the constituent units of the Community College.
- Section 3. Terms of elected Senators shall be for three years, except for adjunct faculty Senators, who shall serve one-year terms while they are hired to teach courses. Senators may be re-elected for one consecutive term. An exception to the term limitation shall be made for units that consist of a single faculty member.
- Section 4. Chairs of standing committees of the Faculty Senate shall serve as Senators, *ex-officio*, with partial voting rights (that is they cannot vote for the election of the Faculty Senate President and/or Vice President).
- Section 5. Any *ex-officio* or elected Senator who is unable to attend a meeting of the Senate may appoint a proxy to attend that meeting, providing that the name of the substitute is communicated to the Secretary of the Senate or President before the beginning of that meeting. The Senator should specify whether the proxy is a general or a specific proxy. A specific proxy can only vote on certain items. A general proxy can vote on all items.
- Section 6. Any unexpired term of a Senator shall be filled by a special election to be held prior to the next meeting of the Faculty Senate following the date of the vacancy. Senators filling an unexpired term shall be eligible for election to two regular terms.

- Section 7. The following persons shall have a standing invitation to attend all meetings of the Senate, with the privilege of the floor but not of voting: the President of the College, the Provost, the Registrar, and the Assistant Provost for Student Affairs. The Chair shall also have a standing invitation to attend all meetings but can vote if they are serving as: a chair of a standing committee of the Faculty Association, Faculty Senator for their academic unit or as a Faculty Senate officer (President, Vice-President, or Secretary-Treasurer). The President of the Faculty Senate may invite other persons to a meeting of the Faculty Senate if the presence of such a person is deemed important for the discussion of an agenda item. These persons shall have the privilege of the floor but not of voting.
- If the Chairperson who serve as Chairs of Faculty Senate Standing Committees, who hold an office within the Faculty Senate, or who serve as departmental senator shall retain the voting rights associated with those positions.

By-law III: Officers

- Section 1. The officers of the Faculty Senate shall be as follows:
- A. President
 - B. Vice President
 - C. Secretary-Treasurer
- Section 2. Officers shall assume their responsibilities immediately upon election.
- Section 3. The terms of the office shall be for two academic years with the possibility of re-election for one additional term.
- Section 4. Elections for vacancies among officers of the Faculty Senate shall be accepted at its next regular meeting. In case of a vacancy in the office of President, the Vice President shall become President and another Vice President shall be elected by elected Senators (these exclude standing committee chairs) by roll-call vote only. In the event that the vacancy occurs during non-term duties, a special meeting may be called by any member of the Senate.

By-law IV: Duties of Elected Officers

- Section 1. The President of the Faculty Senate shall:
- A. Preside at all meetings of the Faculty Senate.
 - B. Prepare an agenda for each meeting, in consultation with other officers of the Faculty Senate.
 - C. Appoint members to ad hoc committees, upon approval of a majority of the Senate members at any meeting.
 - D. Be the official representative of the Faculty at the NNMCC Board of

- Regents meetings or meetings of concern to faculty members.
- E. Be an advisor to the President of the College and the NNMCC Board of Regents in matters pertaining to the Faculty.
- Section 2. The Vice President of the Faculty Senate shall:
- A. Perform any and all duties of the Faculty Senate President during his or her absence or disability.
- B. Conduct all elections.
- C. Perform other duties as authorized by the President of the Faculty Senate.
- Section 3. The Secretary-Treasurer of the Faculty Senate shall:
- A. Keep a record of the proceedings of all meetings. Minutes shall be distributed to the Faculty by email.
- B. Supervise the maintenance of all records.
- C. Distribute the agenda and the minutes to all members of the Faculty at least five working days prior to the scheduled meeting of the Senate.
- D. Be responsible for all correspondence.
- E. Determine if a quorum is present at all meetings of the Faculty Senate and retain all sign-in sheets.
- F. Collect and disburse monies as approved by the membership and maintain the records thereof.
- G. Perform other duties as authorized by the President of the Faculty Senate.

By-Law V: Meetings of the Faculty Association

- Section 1. Meetings of the Faculty Association shall be held twice per year, during the beginning of the Spring and Fall semesters.
- Section 2. Meetings of the Faculty Association shall be for the purpose of dissemination and discussion of issues pertaining to the Faculty. However, no business will be transacted, except for the election of Senators by the constituent groups of the Faculty Association at the meeting held at the beginning of the academic year in August as determined by the official college calendar.

By-Law VI: Meetings of the Faculty Senate

- Section 1. Meetings of the Faculty Senate shall be held on the first Friday of each month, during the academic year, at a time and place designated at the first meeting of the academic year.
- Section 2. A quorum of the Senate shall consist of not less than 50% of the voting members.

- Section 3. Special meetings of the Faculty Senate shall be subject to the call of the Faculty Senate President or may be called on the written request of two-thirds of the membership.
- Section 4. All members of the Faculty Senate shall be notified by email of all regular meetings at least five business days prior to the meeting. Special meetings may be called with twenty-four hour notice to the members.
- Section 5. All meetings of the Faculty Senate shall be open to all members of the Faculty who shall have the privilege of the floor but no rights of voting.

By-Law VII: Conduct of Meetings

- Section 1. Any member of the Faculty may place an item on the agenda prior to the approval of the agenda by the quorum present.
- Section 2. The agenda shall include:
- A. Approval of the Agenda
 - B. Reading and Approval of the Minutes
 - C. Report of the Committees
 - D. Unfinished Business
 - E. New Business
 - F. Announcements
 - G. Adjournment
- Section 3. All Senate meetings will be conducted according to the rules and procedures outlined in *Robert's Rules of Order, revised*.

By-Law VIII: Committees

- Section 1. The following shall be the standing committees of the Faculty Senate:
- A. Undergraduate Curriculum Committee
 - B. Academic Standards Committee
 - C. General Education Committee
- Section 2. A standing committee's structure can be modified by a majority vote of the Senate.
- Section 3. *Ad hoc* committees may be established by the President of the Senate or by a majority vote of the Senate.

By-Law IX: Committee Structure

- Section 1. Faculty committees shall be the primary tool through which the Faculty achieves its purpose. Faculty members shall be allowed to self-select the committees which they want to join during an open sign-up session at biannual Faculty Association meetings. The Faculty Senate will review and

approve these appointments at the first regular meeting of the academic year. Because membership on a committee is required of all full-time faculty, each member of the Faculty shall be assured of a place on at least one committee.

- A. The chairperson of each standing committee shall be designated by the Faculty Senate President with the approval of a majority of members of the Faculty Senate.
- B. Meetings of all committees shall be conducted according to *Robert's Rules of Order, Revised*.
- C. The chairpersons of all committees shall submit all recommendations, conclusions, reports, actions or other decisions to the Faculty Senate for approval or rejection, with the exception of decisions on promotion and tenure. Committee actions not approved must be returned to the originating committee.
- D. Faculty-approved committee actions are received by the President of the Faculty Senate and forwarded to the appropriate administrative level for necessary action.

Section 2.

Duties of Committees.

- A. Undergraduate Curriculum: responsibilities include all issues related to the instructional curriculum at the undergraduate level. Specifically, it shall analyze certificates, degrees, courses, and programs and recommend any changes deemed necessary. In addition, it shall certify that the membership includes representatives from all vocational and academic areas. This committee shall specify both normal and emergency procedures for the approval of new courses and new programs.
- B. Academic Standards: responsibilities include all issues related to academic standards. Specifically, it shall review policies governing the transference and validation of credits, admissions, academic advising, and shall review requirements for honors, degrees, and honorary degrees, hear cases of plagiarism, cheating, or improper conduct and appeals of readmission or change of grade.
- C. General Education: responsibilities include all issues related to general education for undergraduate students. The committee shall make recommendations to the Faculty Senate regarding General Education. It shall work in collaboration, when appropriate, with the undergraduate curriculum committee. The General Education Committee shall ensure that the general education requirements satisfy the General Education Common Core Competencies established by the State of New Mexico.

By-Law X: Adoption of Constitution

Section 1. This constitution with the by-laws shall go into effect immediately upon approval by a majority of the members present at a regular or special meeting of the Faculty Senate.

Policy approved by the Board of Regents
on XXXX XXX

DRAFT

**MEMORANDUM**

To: Board of Regents
Northern New Mexico College

From: Ivan Lopez, Provost and VP Academic Affairs

Date: March 23, 2020

Re: Tenure Recommendation

Issue

Dr. Ana Malinalli X Gutierrez Sisneros, faculty member with the Department of Nursing and Health Sciences, has completed the tenure application process and has been positively recommended by the Tenure and Promotion Council of the Faculty Senate for tenure.

Overview

Dr. Gutierrez Sisneros' tenure application has been successfully evaluated by the tenured faculty of the Department of Nursing and Health Sciences according to their specific guidelines, by the Tenure Council, and by the Provost. Tenure is granted to full-time faculty members who have demonstrated excellence in the four areas of evaluation: a) Teaching Effectiveness; b) Advisement; c) College Service, and d) Scholarly activities.

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

Recommendation

Based on the accomplishments, I recommend Dr. Gutierrez Sisneros' tenure application be submitted for approval to the Board of Regents.

cc: HR Director
cc: Tenure and Promotion Council Chair

Summary of Achievements
Tenure Candidate: Dr. Ana X Gutiérrez Sisneros

Following the tenure process, as delineated in the Collective Bargaining Agreement, all deliberations have been completed. Dr. Gutierrez Sisneros has submitted a very thorough and extensive dossier of evidence that, in my opinion, accomplished all criteria for tenure at Northern. As Provost, I have reviewed her qualifications and accomplishments in the four areas as outlined in the Faculty Handbook. Below is a summary of her achievements.

(1) Teaching - Dr. Gutierrez Sisneros has consistently obtained high scores in the student evaluations that attest to her effectiveness in teaching. She was given a teaching award by ENLACE on April 5, 2019. She served for two years as the Interim Director for the Nursing program, teaching at a reduced teaching load required courses for the Nursing program including:

- Psychiatric/Mental Health Nursing Clinical
- Community and Global Health I and II

Similarly, Dr. Gutierrez Sisneros is close to the completion of an 11 credit certificate for online teaching through CNM (two more classes of 1 credit each are needed).

(2) Advisement - Dr. Gutierrez Sisneros has been an academic advisor for the current undergraduate students in the nursing programs and has kept an open-door policy toward students. She advised an average of 25 students per academic year and keeps documentation through Google Drive Spreadsheets. She completes degree audits for graduation purposes and has been referred to by her peers as a “strong, generous, and compassionate student advisor.” The Student Senate awarded her with a Certificate of Appreciation for her work as a faculty advisor for ASNNMC.

(3) Service - Dr. Gutierrez Sisneros has served the college, the department, and the community diligently and ethically. This includes different committees during her career at Northern such as IRB, Faculty Senate, Assessment Committee, and Personnel Committee, as well as the Student Life Committee, and she created the Gay Straight Alliance (GSA) at NNMC during her five year tenure (2011-2016) as the Title V Mental Health Counselor on our campus. She has served the college by creating the Consumer Information and Compliance Calendar; she co-organized the annual Sostenga Garlic Festival (for 11 years), Indigenous People’s Day, and Sexual Assault Awareness events. Dr. Sisneros has also served the community as a partner with the American Friends Service Committee, as a facilitator of the Compostela Community and Family Cultural Institute in Taos, NM, as a member of the ENIPC Local Collaborative 18 since 2010, and by volunteering at Tewa Women United since 1989, and with *Barrios Unidos* since 2016.

(4) Scholarly Activities - Scholarly activities are broadly defined at NNMCM. Dr. Gutierrez Sisneros holds a terminal Ph.D. degree in Nursing, and she has outstanding scholarly activities including the following:

- Completed her Ph.D. in 2017 with a qualitative research doctoral dissertation entitled “Ethnic Identity as a Mediator of Mental Health in New Mexico’s *Genizaro* Population at the Pueblo of Abiquiu, NM, 1930 - 2017: A Critical Ethnography.”
- Completed the yearly Native American Behavioral Health Summit; planned one in 2010.
- Assisted in the development of the graduate field course *Critical Dialogue with New Mexican Communities* (4 years), with UNM Professors Dr. Gabriel Lopez and Dr. M. Ávila who has mentored this applicant as a junior faculty member in the T.R.E.E. Program
- Currently is a Co-PI for the Rio Arriba Law Enforcement Assisted Diversion (LEAD, renamed ReRoute in Rio Arriba) that diverts people with opioid related health issues from jail to case management/treatment.
- Certified as an Adult Psychiatric/Mental Health Clinical Nurse Specialist.
- Certified Case Manager
- Certified as an Board Certified Advanced Holistic Nurse.
- Panel Member on “Legal Aspects of Cannabis and Nursing Education” panel, and was a speaker in NNMCM’s RN to BSN “The Art & Science of Self Care” presentation at the NMCNE (Nursing Educators Committee on Nursing Excellence) Conference, June, 2019, ABQ., NM
- Poster Presentation of her dissertation research was given at the 52nd Annual Western Institute of Nursing (W.I.N.) “Communicating Nursing Research” themed conference in April 2019, in San Diego, CA.
- Presenter at AHNA Conference in Palm Springs, CA, June, 2017.
- Panel participant the *Mujeres Activas en Letras y Cambio Social* at the Summer Institute 2018 event at UTEP, El Paso, Texas; delivered school supplies, clothes, toiletry donations to *Maternidad La Luz* Birth Center/Midwifery School at the U.S. Mexico border; planning committee of MALCS Conference 2014, with Dr. Rusty Barceló, El Rito, NM
- Co-planner of two NNMCM “*Historias de Nuevo Mexico*” Symposia
- October 2012, Academic and Community Conference - New Mexico Statehood Centennial theme, in El Rito, NM
- October 2017, “Querencia Interrupted: Native American and Hispanic Experiences of the Manhattan Project” and did a presentation about the “Upwinders at Chupadero Mesa: July 16, 1945. 5:29 AM” with her mother, Polly Sisneros (she lived there, was age 14)

- National Women’s Studies Association co-presenter, November, 2016, Montreal, Quebec, CA
- The Society for Applied Anthropology (SfAA) awarded her with the Beatrice Medicine Travel Award in 2016 in recognition of her commitment to use the study of the applied social sciences to further understanding and tolerance within the broader human condition.
- 2016: Vancouver, BC, CA (joined CONAA – Council on Nursing And Anthropology)
- 2017: Santa Fe, NM, presenter on health ed. panel, with NNMC RN to BSN students
- 2018 – Philadelphia, PA, presenter re: my dissertation research – sponsored by CONAA
- DOJ COAP (Comprehensive Opioid Abuse Program) conference attendee, Washington, D.C., representing Rio Arriba County and ReRoute Law Enforcement Assisted Diversion
- 2020 – 2 abstracts submitted, and approved: March: SfAA presenter on “Rio Arriba ReRoute Recovery Research” (sponsored by CONAA) in ABQ., NM; June: AHNA NNMC RN to BSN booth & presenter, on “Genízaro Herbal Literacy at the Pueblo of Abiquiu, 2019” in ABQ., NM; and, I am on the NMCNE Conference Planning Committee, themed Mental Health, and, On-line Education for June, ABQ., NM, at the Pueblo Indian Cultural Center.

**MEMORANDUM**

To: Board of Regents
Northern New Mexico College

From: Ivan Lopez, Provost and VP Academic Affairs

Date: March 23, 2020

Re: Tenure Recommendation

Issue

Mr. Mateo Frazier, Film/Media faculty member and Chair of the Arts, Film & Media Department, has completed the tenure application process and has been positively recommended by the Tenure and Promotion Council of the Faculty Senate for tenure.

Overview

Mr. Mateo Frazier's tenure application has been successfully evaluated by under the Department of AFM guidelines by an independent Faculty Member, by the Tenure Council and by the Provost. Tenure is granted to full-time faculty members who have demonstrated excellence in the four areas of evaluation: a) Teaching Effectiveness; b) Advisement; c) College Service, and d) Scholarly activities.

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

Recommendation

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

cc: HR Director
cc: Tenure and Promotion Council Chair

Summary of Achievements

Tenure Candidate: Mr. Mateo Frazier

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

(1) Teaching - Mr. Frazier has consistently obtained almost perfect student evaluations (average rating above 4.9 in a 1 to 5 scale) that attest to his effectiveness in teaching. Since Fall 2014, he has taught many of the required courses for the Film and Digital Media Arts program:

- sUAS (Drone) Tech I
- sUAS (Drone) Tech II
- History of Cinema
- Indigenous Cinema
- Digital Media Literacy
- Digital Media Lab
- Intro to Documentary Filmmaking
- Advanced Digital Video Production
- Digital Audio Production
- Digital Media Lab
- Photography I
- Photography II

He has also been involved in streamlining curriculum and is the intellectual author of three academic programs: AA in Film and Digital Media Arts, Certificate in Film Technician, and the Certificate in sUAS Tech (Drone) program. Mr. Frazier is currently designing a trans-disciplinary B.A. in Arts, Film & Media.

(2) Advisement - Mr. Frazier has been the academic advisor for the current 28 undergraduate students in the related programs and completes degree audits for graduation purposes. Advisement records and interactions with his advisees are kept on departmental records.

(3) Service - Mr. Frazier has served the college, the department, and the community diligently and ethically. This includes 26 different committees during his career at

Northern. Currently, he serves on the Personnel, the Facilities Rental, Distance Ed, and Tested Experience Committees. Committee. He has served this community as a Board member and President of "Vecinos del Rio", an advisor member of the NM Film Advisory Council, and media support specialist for Hands Across Cultures. He also developed a Film Workshop for Boys & Girls Club with the Pueblo of Pojoaque.

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

- Currently is the writer/director/producer of the in-development films "The Heart Dealer" and "A Hero to His People".
- Developed a digital mural with artist Joe Dean at the Nick Salazar Salazar Center for the Arts.
- Led three major motion pictures that premiered at top tier festivals. a) Producer for the film "Drunktown's Finest" (with Robert Redford) won the 2014 Winner Jury Award at the Albuquerque Film and Music Experience (Best of New Mexico 2014 and 2013), Best Dramatic Feature at the American Indian Film Festival (2014); Outstanding American Narrative Feature (2014) by the L.A. Outfest (HBO). b) Associate Producer for the Film "Bare" premiered at Tribeca Premier 2015. c) Co-Writer Director for the film "Blaze you Out" Lionsgate/Grindstone Feature 2013.
- Developed 13 short format films (including "Through their eyes" (2011), "Delia" (2010), "Two Down Domestic" (2009), "Carpio" (2009), etc.) and one television production for ARTE Television France, Featuring George R.R. Martin.
- Presenter for Senator Martin Heinrich's Art and Culture workshop.

Mr. Frazier has also been a very productive faculty member securing funding for his programs. He has secured more than \$800K. Some examples are:

- NSF GeoPaths Extra 2019-2023, (Co-Pi) \$315K
- NM Film Office "Give Back Program", 2017-2019, \$25K
- Carl E. Perkins 2018-2019, (PI), \$108K
- Nick Salazar Center for the Arts Capital Outlay 2010, \$150K
- Microsoft "Partners in Learning" 2006-2009, \$250K