

BOARD OF REGENTS MEETING

FEBRUARY 26, 2018

NORTHERN New Mexico College





NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Monday, February 26, 2018 at 8:30AM** at the Northern New Mexico College – Espanola Campus, Espanola, New Mexico.

FINAL AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. COMMENTS FROM THE BOARD**
 - A. Introduction of New Regent – Informational
 - B. Reorganization of the Board of Regents – Action Required
 - C. Board of Regents Committees – Action Required
 - D. Board of Regents Meeting Dates for 2018– Action Required
 - E. HERC Update - Informational
- IV. APPROVAL OF MINUTES**
- V. STUDENT SENATE PRESIDENT REPORT**
- VI. FACULTY SENATE PRESIDENT REPORT**
- VII. PRESIDENT’S REPORT AND ANNOUNCEMENTS**
 - A. Celebrate Northern – Informational
 - B. Energy Audit – Action Required
 - C. Legislative Update – Informational
 - D. CUP Report – Informational
 - E. Foundation Update – Informational
 - F. Policy on Policies – Action Required
- VIII. STAFF REPORTS**
 - A. Vice President for Finance & Administration
 - 1. Audit(s) Update - Informational
 - 2. Fiscal Watch – Action Required
 - 3. Monthly Budget Adjustment Requests (BARs) – Action Required
 - B. Provost & Vice President for Academic Affairs
 - 1. Consideration for Tenure – Action Required
 - 2. Academic Calendar – Action Required
 - 3. Report on Tuition Promise – Informational
- IX. PUBLIC INPUT**
- X. EXECUTIVE SESSION**
 - (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee;
 - a. Personnel Agreement Contracts

- (2) Bargaining strategy preliminary to collective bargaining
 - a. Faculty Collective Bargaining Contract
 - b. Preparations for Staff and Adjunct Faculty Bargaining
- (3) Threatened or pending litigation subject to the attorney-client privilege in which the College may be a participant; and
 - a. Velasquez Update
 - b. Rodriguez Update
 - c. Monument Update
 - d. B. Cordova Update
- (4) Real estate acquisition or disposal.
 - a. Potential Real Estate Transactions

Pursuant to provisions of NMSA 1978, Section 10-15-1(H)(2)(5)(7)&(8)

- XI. POSSIBLE ACTION PERTAINING TO EXECUTIVE SESSION DISCUSSION**
- XII. ADJOURNMENT**

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

Office of the President

NORTHERN New Mexico College



MEMORANDUM

To: Northern New Mexico College Board of Regents
From: Richard J. Bailey, Jr., President
Date: February 26, 2018
Re: Board of Regents Minutes

Issue

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

Recommendation

Staff recommends that the Board of Regents approve the Board of Regents Minutes for January 12, 2018 as submitted or if applicable, as amended.

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS REGULAR MEETING
JANUARY 12, 2018**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Friday, January 12, 2018, in the Boardroom of Northern New Mexico College, Espanola Campus. Regents present: Kevin F. Powers, Damian Martinez, Rosario “Chayo” Garcia (Via Conference Call) and Joshua Martinez (Via Conference Call). Board President Powers called the meeting to order at 8:41AM. Amy Pena, Executive Assistant to the President and Board Secretary took roll call for the meeting, Regent Powers and Regent Damian Martinez attended the meeting in person and Regents Garcia, and Joshua Martinez participated via conference call. Regent Rhodes would be calling in later for the meeting if possible.

Northern New Mexico College staff present: President Richard J. Bailey, Jr.; Ricky Bejarano, Interim Vice President for Finance & Administration; Dr. Ivan Lopez Hurtado, Provost & Vice President for Academic Affairs; Chris Trujillo, IT, Alex Williams, Business Office, Senior Financial Analyst, Sandy Krolick, Creative Director, Communications & Marketing, Mohammad Ali Mosawi, Staff Writer/Reporter; Jimi Montoya, Director, IT; Sally Martinez, Executive Assistant to the Provost & Vice President for Academic Affairs; David Lindblom, Creative Director of Canal Seis; Gabe Martinez, Assistant Director of Athletics/Associate Head Coach; Shawn Madrid, Safety & Security Supervisor; Liz Abeyta, Director, Adult Education Program; Stephanie Vigil Roybal, CAMP, Director; Karen Martinez, Custodian; Cindy Romero, Custodian, Zeke Parra, Grant Writer; Tamara Trujillo, Assessment and Accreditation Coordinator; Pierrot Bendegue, Sports Information Director/Assistant Coach; Arnold Suazo, Facilities, Terry Mulert, Executive Director, Northern Foundation; Ryan Cordova, Athletic Director/Men’s Basketball Coach, David Lindblom, Creative Director of Canal Seis and Amy Pena, Executive Assistant to the President and Board Secretary.

Faculty Present: Joaquin Gallegos

Others present: Bob Trapp, Rio Grande Sun, and Jake Arnold.

II. APPROVAL OF AGENDA

Regent Damian Martinez moved to approve the final Agenda as published. Second – Regent Garcia. Motion passed unanimously.

Regent Garcia stated she would not be speaking much for the Board of Regents Meeting as she was ill. Regent Joshua Martinez stated he would be leaving the meeting by 9:30AM.

Regent Damian Martinez stated the College had a Budget Meeting on January 11, 2018 with administration and all the schools, administration and facilities, everyone who has something to do with the running of the school, so everybody, stakeholders at the school understands what everybody else is doing so when it is time to (inaudible).

Board President Powers stated he attended the meeting as well and he thought it was very productive. The budget process is not going to be easy but the College will get through it and the result will be a good sound budget and a good footprint for the following fiscal year.

III. COMMENTS FROM THE BOARD

A. Board of Regents Meeting Dates for 2018

This Agenda item was discussed after the Board of Regents Executive Session as Board President Powers was hoping Regent Joshua Martinez and Regent Rhodes would be able to join the meeting.

Regent Powers was hoping Regent Joshua Martinez and Regent Rhodes were on the line for this Agenda item but they were not available. Board President Powers stated that rather than making a long-term commitment, the Board of Regents will have one more meeting. Regent Powers asked if the Board of Regents needed to have a meeting during the session. Regent Damian Martinez asked if it should be held after the session. Regent Garcia thought it would make sense to hold off until after the session to have next Board of Regents Meeting. Board President Powers stated the Board of Regents would like to have a Budget Workshop after the legislative session so it would make sense to have both at the same time. Regent Damian Martinez proposed March 1st and 2nd. Regent Powers stated it would work for him. Regent Powers stated the Legislature would be completed on February 15th as it is a one-month session. This could be moved up and given the fact that the Board of Regents needs to take action by April, the Board of Regents might want to have it late February. The Regents agreed on February 26th for the Board of Regents Meeting in the morning and the Budget Workshops in the afternoon. Board President Powers stated there would be a short Board of Regents Meeting and the Budget Workshop would take place after. Board President Powers stated the Board Meeting will be held in the Board Room and President Bailey and Board President Powers will work on a venue for the Budget Work Session.

IV. APPROVAL OF MINUTES

Regent Damian Martinez moved to approve the minutes as submitted. Second – Regent Joshua Martinez. Motion passed unanimously.

V. PRESIDENT’S REPORT AND ANNOUNCEMENTS

- A. Celebrate Northern
- B. Energy Audit
- C. Legislative Preview

President Bailey stated the following:

1. Santa Fe New Mexican - Thanks to Irene Cannas for her article in the Santa Fe New Mexican. Thank you to Sandy Krolick and Mohammad Ali for their work getting these new good-news stories out. It is important to celebrate the work students are doing and the faculty and staff.
2. El Rito Celebration - President Bailey thanked everyone in the audience for their help at the El Rito Celebration. They not only celebrated the holidays but also the launch of the Solar Array.
3. Espanola Valley Chamber of Commerce - The College is in ongoing negotiations with Espanola Valley Chamber of Commerce. The College would like to have Chamber of Commerce businesses partner in some way for those with student IDs to get discounts in return for the College promoting them on social media, catalogs, etc.
4. SARA - NNMC has been accepted into State Authorization Reciprocity Agreements (SARA). When there are online courses, we have been given a vote of confidence that those courses are transferrable across state lines. The caliber of the courses the College has meets their standards. This is good for

- the College in terms of future course offerings. Congratulations to Dr. Lopez, Jimi Montoya, Ken Dvorak and those that assisted with this.
5. Budget Discussions – There is a lot of nervous energy and President Bailey received several questions regarding the future of the college and whether campuses, foundation and colleges were closing. President Bailey wanted to make it clear the discussions yesterday had to do with, and they were discussions, they were discussions regarding challenges with the FY19 budget and the big-ticket items namely Facilities, El Rito Academics, Athletics, IT, big picture items, but at no time is there an intent to make these massive permanent decisions. If the College is not talking about it, it is doing it wrong and the College has to have it in a transparent way. President Bailey apologized if anyone felt left out. There will be another budget discussion after the legislative session where everyone will be invited. This will take place in late February and it will be done transparently.
 6. Energy Audit - The College is making progress on the energy audit. Andy Romero, Ricky Bejarano and key members of Facilities have met with companies and there will be other meetings held and a decision will be made as soon as possible so the work can start.
 7. Legislative Session - The Legislative Session starts next Tuesday – 30-day session. Budget issues will be discussed and there will be challenges. Even though there is some extra money in the State Government, there are challenges of what Higher Education will get, the College is preparing for not much. The College will make the most of it and will be on call for 30 days.

Regent Powers stated there was an action item on comments for the Board of Regents regarding meeting dates. When Dr. Rhodes joins the Board Meeting, the Board of Regents will go back to that item to come up with dates that work for everyone.

VI. STAFF REPORTS

A. Vice President for Finance & Administration

1. Audit(s) Update

Ricky Bejarano, Vice President for Finance & Administration Stated the FY17 audit has begun and auditors were on site this week and will be on site again. The Board of Regents has received the first part of the forensic report and the College is waiting for recommendations. The auditors are working with the forensic auditors at this point and the College is waiting to see if there will be expansion of the regular audit. There may be an expansion of the forensic audit based on items they found but the college can explain those and the expansion may not be expansive. Board President Powers and some of the other Board Members have been contacted by the auditors and interviewed by them and it is good to see they are out there. Board President Powers stated it seems like this auditor is quite thorough and he is happy to see the level of engagement the College is receiving. Regent Garcia asked when the exit conference would be. Mr. Bejarano stated the College is quite a way from this based on collaboration and are hopeful it will be March 31st. This is a bit ambitious but this is the College's hope.

2. Fiscal Watch

The College is required to submit the Fiscal Watch Report to submit to various oversight agencies. There is nothing extraordinary for the month of November. These were reviewed in detail with the Audit/Finance/Facilities Committee and staff in detail. Regent Powers asked if the Board of Regents had any questions.

Regent Garcia asked if there is anything the College needs to keep an eye on? Board President Powers stated in committee, discussion was held regarding the numbers in detail. He does not believe there is anything that rises to the level of concern. As usual, staff continues to closely monitor the cash position in spending versus the budget. The finance staff is doing an excellent job on controlling costs and spending and conserving as much of the dollars as possible. The Regents are comfortable with the effort occurring and the result they are seeing.

Board President Powers entertained a motion to approve the Fiscal Watch Report as presented.

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

3. Monthly Budget Adjustment Requests (BARs)

Mr. Bejarano stated the Budget Adjustment Requests (BARs) are realignment and in some cases triuing up budgets, nothing extraordinary. Regent Damian Martinez stated the College is doing a bang-up job for keeping the BARs lower as compared to last year. Mr. Bejarano thanked Regent Damian Martinez. Regent Garcia stated it is nice to see there are not double digits.

Regent Powers asked for comments on the BARs and entertained a motion for approval of the BARs as presented.

Regent Damian Martinez moved to approved the 8 BARs for January, 2018. Second – Regent Joshua Martinez. Motion passed unanimously.

4. Disposition of College Property

None.

5. FY19 Budget Guidance

Board President Powers stated this is an item that was put on the agenda basically to report out the reports out or the input from the Budget meetings yesterday from staff. To sum up, given the current funding situation and the College's expenditure needs, the College is currently looking at every program, every expenditure and every line item in the current budget to see what the College needs to do going forward next year. Board President Powers stated this should not be construed as any kind of hunt to close or to curtail programs as the President mentioned. It is simply, in these times when the Board of Regents believes it will not get additional funding, in fact, in some circumstances, reduced funding. The College has to look and make sure everything it is doing is generating positive resolve. The College and Board of Regents are looking at everything and how it does things and how some folks can cut costs and not have any significant change in what the College is getting. The College pays a lot of fees, a lot of licensing. There are services the College needs on a daily basis and in some cases, there is a better way to do it. There are a lot of talented people working hard on how to do things better and cheaper and still generate a quality product. Regent Powers is really proud of the fact that the College is fully accredited by all agencies that need to accredit the College and would not want to anything to endanger or jeopardize any that. The Board of Regents is going to look at this carefully and calculated and Regent Powers is confident the Board of Regents will come up with a budget to accomplish goals and maintain a budget is healthy and maintain a balance. Regent Powers asked for comment from the Board of Regents on the budget.

Regent Garcia none. Regent Powers stated there is no guidance needed but the Board of Regents wants to work on scheduling a budget workshop, open meeting, anybody can attend sometime in late February, after the session, after we know what the funding is and hopefully a budget will be produced in the regular session. The Board of Regents will schedule a budget workshop as quickly as possible after the adjournment of the legislature and knowledge of the funding for 2019. No action needs to be taken on this. In the interim people will identify areas of enhancements and things to do to improve the situation for next year.

B. Provost & Vice President for Academic Affairs

1. Out of Country Travel Request

Dr. Lopez stated he has a request for approval of potential out of country travel request – Dr. Mario Izaguirre. He has an official invitation from an institute in Spain. The official invitation has not come but as it happens, this trip will take place between March and May. All expenditures paid by the host and additional expenses will be paid by Dr. Izaguirre. Dr. Lopez asked for approval by the Board of Regents. Regent Garcia asked if he would be gone March through May. The seminar will happen sometime between March and May. This is brought to the Board of Regents because the Board of Regents asked for more time when the College had this type of request. The seminar will be less than a week.

Regent Powers stated to recap there is a preliminary invitation that is open ended for about a week of a seminar that will occur between March and May and the bottom line is that it won't cost the College anything and will enhance the professor's reputation and his standing in the community. Dr. Lopez stated this will open possibility for the Collaborations. Regent Powers stated the clarification is that he will be gone for about a week. Regent Garcia asked who would be teaching his classes. Dr. Lopez stated there is a potential it will happen during spring break, if not, arrangements will be made for the students and the class can also be held online if necessary by the Professor. The College has to make up for that time as it is an accreditation issue. Regent J. Martinez asked if it would be this semester. Dr. Lopez stated it would be. Regent Powers entertained motion to approve out of country travel.

Regent Damian Martinez moved to approve possible travel for Dr. Izaguirre. Second – Regent Garcia. Motion passed unanimously.

VII. PUBLIC INPUT

Ryan Cordova, Athletic Director for the College stated he would like to take this opportunity to address the Board of Regents in regards to the discussions regarding the budget and moving forward and trying to resolve some issues at the College. Mr. Cordova stated take the opportunity and to address the other Regents who were not there. Mr. Cordova stated the word transparency came up quite a bit. Mr. Cordova stated he was not aware going into the meetings that there would be proposals and presentations. He would have presented if he would be able to. Mr. Cordova stated he does not know if everyone is aware of what Athletics brings. Mr. Cordova stated he knew the Provost went ahead and got his own information and provided the Board of Regents information regarding Athletics. Mr. Cordova would have appreciated the same opportunity. Mr. Cordova did address some of the financial issues that Athletics faces and what he wanted to touch on is the fact, and it was mentioned earlier, is being able to work together to solve some of the issues the College has. Mr. Cordova does not know if people are aware of what Athletics does bring to the institution. This is probably not the place to talk about budget and those sorts of things, however, Mr. Cordova stated he did want to bring to the Board of Regents attention does bring that is not seen on the spreadsheets in regards to the numbers.

Over the last few years Athletics has given back to this campus and this community in many ways and as the College goes into FY19 and knowing the situation the State is in and knowing the situation the College is in, Mr. Cordova thinks it is important not to forget those little things. Things like representing the institution at County Health Fairs, City Parades, Junior High when AVID needs mentors, Athletics shows up there to be mentors for these kids. When Councilor Martinez needs help with red ribbon week at James HR, you know who shows up, Athletics. When people on campus need help, as a matter a fact there was just a couple of years ago that Dr. Lopez had an accreditation coming up and Andy was shorthanded in regards to the facility group, so guess who was over there pulling weeds at SERPA. Not one engineering student was there to help us, it was Athletics, just trying to give back to this institution. When Sandy needs help with the radio or anything else on campus, guess who steps up, Athletics. Whether the College is having barbecues outside, the only students you see or the majority of the students you see are athletes and guess who is behind the grill, usually it is the coaches, although the Administration helps at times. In the past Athletics has helped light farolitos for the El Rito Campus, they have helped Andy with facilities with setting up for Veterans Stand Downs, Career Days and College Fairs and all those sorts of things. Putting down the floor in the gym and putting up tables and chairs and to be honest with the Board of Regents in the eight years Mr. Cordova has been at the College he has never seen any other program do any of those things. Mr. Cordova stated he had the pleasure of talking to Regent Martinez in regards to him picking up a newspaper in Ruidoso and guess what he saw there, a story about Northern New Mexico College Athletics. To Mr. Cordova's knowledge the College does not take ads out in Ruidoso but that marketing and that promotion of Northern New Mexico College is what we are about. If we sit in the gym and never come out and represent the institution, people do not know they are here, unless you live in Espanola. Of course athletics gets to travel and its by bus and it is at 2:00AM but that's ok, they don't complain. When there is walks to Santuario some of the biggest events this community has ever seen, whether it is parades or walking to Santuario, guess who walks there with them, with the rest of the people, it is Athletics.

Mr. Cordova stated setting up for the Foundation Gala, which is the main money maker for student scholarships, when they need help with setup and people escorting folks and representing the institution, guess who they call, Athletics. Those are the immeasurable that you cannot put on a piece of paper.

Mr. Cordova stated he wanted to share with the Board of Regents, in a study surveyed on the website, says that only 55% of the students are full time students, this is off the study that is provided in the fact book, only 55%. When Athletics makes up 10% of the student population and 100% of them are full time, the College loses those athletes and now full-time students drops to 44%. That could be dangerous. As the College moves forward, it is good business and the rule of thumb in business and maybe Mr. Bejarano can help Mr. Cordova with this, when you put money into something that you are investing and you actually get more out of it than you put into it, that is called good business practice. This is something that has always been seen is a return on investment at Northern New Mexico College with Athletics. So while Mr. Cordova did not get to present to the Board of Regents yesterday and he will not attack any academic programs that are struggling because athletics does not come before academics, absolutely not and Mr. Cordova would not say that but what he is here to say is that he is more than happy to look at his programs and make cuts. As a matter of fact, Mr. Cordova looked back at his budget last night, when he couldn't sleep and he looked back at the budget and was able to cut at least \$50,000 next year. He didn't look at other programs and say his is more important than this one or that one, he wants to be part of the solution. In the past, Mr. Cordova had been a part of presenting on Athletics quarterly to the Board of Regents. Mr. Cordova presented an Exercise Science program that in the future that could possibly with the Athletic Program and help through grants and through

funding, to be able to help. Mr. Cordova stated he and his staff look outside the box, his staff looks outside the box because they know they are an auxiliary that has to be able to try and operate on its own. Mr. Cordova then went on and looked at the (inaudible) case study and presented to the Board of Regents in regards to enrollment, sports, it will cost a whole lot of money and you are trying to enroll students. The one caveat they forgot to mention is that you need housing, right, that kind of put a damper on things for the College.

Mr. Cordova stated he has pursued the area of philanthropy and had discussions with the Foundation in regards to that. They are looking outside the box and they want the Board of Regents to know, that they in Athletics, although you look at numbers, they want to be part of the solution and he wants the Board of Regents to know that they have the commitment from Athletics, staff and everyone else and they want the Board of Regents to know that they are working hard for this institution, working hard for the Board of Regents and the community, the Athletics program is and they want to help the Board of Regents work that hard for Athletics. They want to be able to help the Board of Regents in providing the information they need to pursue that. We sit in a unique situation with the State of New Mexico where Athletics does get money that is below the line, and the Board of Regents knows what Mr. Cordova is talking about in regards to that money and a special request for that additional money can come from the Board of Regents, from legislators from lobbying at the Round House. While Mr. Cordova does not propose cutting any programs at Northern New Mexico College, he asks that we sit down and try to come up with new solutions to make sure that every program including academic programs that struggle with their enrollment that they work together to come up with new solutions and Mr. Cordova wants the Board of Regents to know they have the commitment from Athletics to be able to, to work their butts off for the Board of Regents.

Board President Powers thanked Mr. Cordova for his comments and there will be no discussion at this point because it is public input. Board President Powers stated he looks forward to working with Mr. Cordova going forward and when it comes to the budget workshop, hopefully there will be great ideas to hold together in utilizing our budget for FY19.

Regent Damian Martinez thanked Mr. Cordova and although he didn't he was prepared yesterday, he was prepared yesterday because he and Mr. Cordova have exchanged PowerPoints over the past few months regarding Athletics. Regent Martinez wanted to make it clear the Board of Regents is not looking to cut any program, Athletics is important, Athletics brings in approximately 20 full time students and just deciding to cut out Athletics in Regent Martinez opinion creates larger problems. Regent Damian Martinez thanked Mr. Cordova for being willing to work everybody and he never doubted he wouldn't work with everybody to find a solution but everyone does need to come together and try to figure out the problem that we all have based on financial constraints.

VIII. EXECUTIVE SESSION

Board President Powers stated that he would like to go into Executive Session and hold Item III.A. until Regent Rhodes is able to join the meeting. Board President Powers entertained a motion to enter into Executive Session.

Regent Damian Martinez moved to enter into Executive Session and discuss matters pursuant to NMSA 1978 Section 10-15-1(h) 2, 5, 7 and 8 of the New Mexico Statutes Annotated as stated in the Agenda Second – Regent Garcia.

Board President Powers stated he has a motion to enter into Executive Session to go over items listed on the Agenda. A Roll Call vote was taken - Board President Powers– yes, Regent Joshua Martinez – yes, Regent Garcia – yes, Regent Damian Martinez - yes. All the Board Members who voted will go into Executive Session and upon completing the work in there the Board of Regents will come back to Regular Session to address the meeting dates at that time. The Board of Regents entered into Executive Session at 9:24AM.

IX. POSSIBLE ACTION ON EXECUTIVE SESSION

Regent Powers entertained motion to return from Executive Session and resume regular session.

Regent Damian Martinez moved to return from Executive Session. Second – Regent Garcia. A Roll Call Vote was taken. Regent Damian Martinez – yes, Board President Powers – yes, Regent Garcia – yes. The motion passed unanimously. Regent Joshua Martinez had to exit the meeting for a prior commitment. Regent Powers stated only the items advertised were discussed and no decisions were made.

X. ADJOURNMENT

Regent Joshua Martinez moved to adjourn. Second – Regent Garcia. Motion carried unanimously. The Board of Regents Meeting adjourned at 11:07AM.

APPROVED:

Kevin F. Powers, Board President

, Vice President



MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Richard J Bailey Jr

Date: 26 February 2018

Re: Dual Campus Energy Audit

Issue

The College seeks to enter into an agreement with AMERESCO to conduct a dual campus energy Investment Grade Audit (IGA).

Overview

The New Mexico Energy, Minerals and Natural Resources Department (EMNRD) has already vetted seven Energy Service Companies (ESCOs) to conduct IGAs and oversee infrastructure improvements at public institutions (including cities, counties and institutions of higher education). The College sent out questionnaires to ascertain different performance issues that were important to NNMC's goals and relevant to our specific fiscal and energy concerns. We then met in person with the top four respondents over a two-week period. AMERESCO rated highest both in the written questionnaire and in personal interviews. We submit the following pages to illustrate their audit philosophy, and to demonstrate the work they did for New Mexico State University.

Once the IGA is complete, we will then approach the Board of Regents with options for various infrastructure improvement scenarios, along with a recommended solution. AMERESCO will guarantee savings in energy utility bills, which will pay for the infrastructure improvements. The only potential for any upfront cost to the College will be in the event that AMERESCO completes the IGA and we then decide not to move forward with any improvements. In that case, the College would have to reimburse AMERESCO for the IGA.

The Energy Audit process will help to make critical infrastructure improvements with no upfront costs that will put the College on a long-term fiscally stronger trajectory.

Recommendation

The College recommends that the Board of Regents approve an agreement with AMERESCO to conduct an IGA and start the energy audit process.



Ameresco Overview

Overview

- We deliver long-term customer value and environmental sustainability through energy efficiency measures, alternative energy infrastructure solutions and innovative facility renewal strategies.
- Energy solutions to address energy at every stage – before, at, and after the meter – and on an integrated basis supporting best practices and customer value.

Ameresco Company Overview

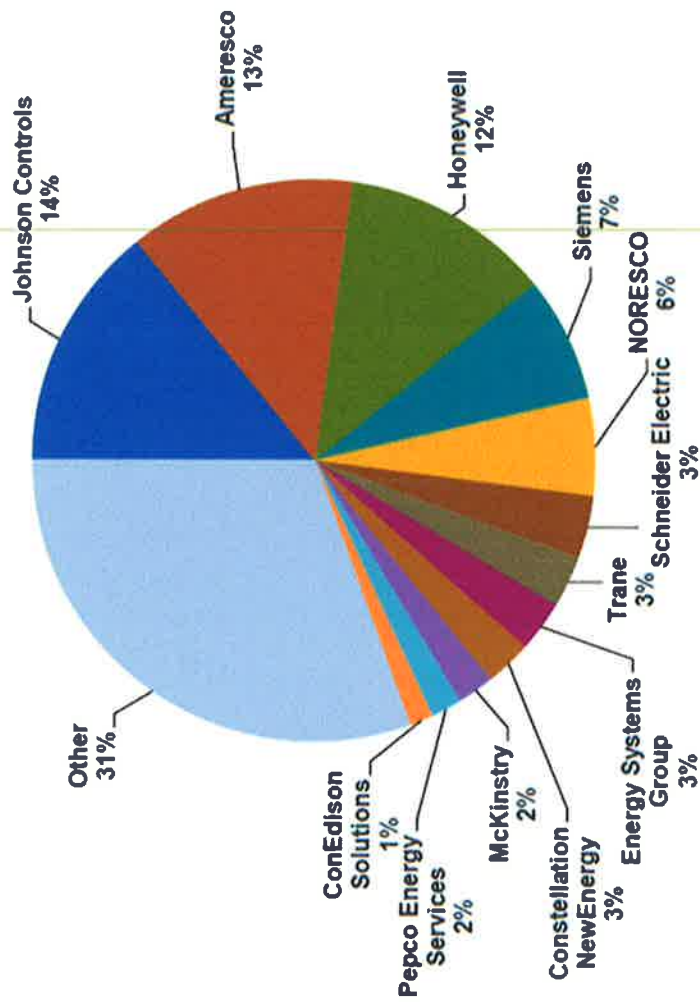


American College & University
PRESIDENTS CLIMATE COMMITMENT

- Energy solutions are our core and only business
- Vendor and product neutral – we are not a manufacturer
 - > We will work with your choice of controls providers, equipment manufacturers and preferred local contractors
- Nation's largest independent / non-affiliated Energy Service Company
 - > No parent company or affiliations
 - > Completed over \$5B in energy efficiency and renewable energy projects
 - > Over 1,000 employees throughout 70 offices
- Flexible and customized solutions developed with in-house engineering
- On average, Ameresco achieves **103 percent** of all performance guarantees

ESCO Revenue Market Share

ESCO Revenue Market Share by ESCO, United States: 2011-2015



(Source: Navigant Research)

Mack MacReady Key Higher Education Project Influences

UT Austin, TX



- Oil Embargo of 1973 resulted in Energy Conservation measures 1975
- First Campus Energy Conservation Advisor
- 109 Bldg. Energy Survey
- ECMs Identified
- Fed Money

CALTech- Pasadena CA



- Solar Only Project
- First use of Space Frame for Solar in the United States
- First non-residential solar in Pasadena, CA
- 24 hour operations
- Budget issues

Mt. SAC College Phase I,II,III- Walnut, CA



- Full ESCO
- Interior Lighting retrofit & Control
- Exterior Lighting retrofit & Control
- Chilled Water Iced Water Storage System
- Water and Air conversion to Variable speed



Customer Advantages with Ameresco Approach



- Product & Services Agnostic
- Design Engineering Expertise
- Comprehensive Sustainable Service Offerings

Customer Advantages with Ameresco Approach (continued)

Product & Services Agnostic

Ameresco is technology-agnostic and not aligned with equipment manufacturers or distributors, utility providers or service contracting firms. We evaluate all suppliers without bias and specify the best equipment for each application. Independence toward equipment selection will ensure the right products at the best price.

Design Engineering Expertise

Ameresco provides a full complement of in-house expertise. Our experienced team of highly talented specialists bring a unique perspective to our customers' energy solutions. Our design, engineering and support initiatives, which typically span multiple years, fosters a close relationship with our customers, which positions us to identify their future needs and provide additional services to them.

Comprehensive Sustainable Service Offerings

Our innovative solutions help our customers use less energy and cleaner, more sustainable energy sources in the short term, while planning for a carbon regulated business climate in the future.



Performance Contracting Program Highlights

•Program Objectives

To conserve electricity, natural gas and water. To modernize equipment, improve comfort and maximize staff productivity. To implement the program on a self-funding basis by reductions in the existing facilities budget.

•Self-Funding

Projects are designed to be self-funded through energy and operational savings. Existing capital funds may also be utilized if customer desires to invest in deferred maintenance alongside the energy retrofits.

•Guaranteed

The Program will be self-funding or AMERESCO Inc. will issue a check to the entity for any shortfall

•Range of Services, (sampling)

Energy Efficient Lighting	Indoor Air Quality Analysis	HVAC Automation
Modernizing Temperature Controls	Thermal Storage	High Efficiency Heat Pumps
Lighting Controls	Irrigation Management Systems	Training Services
Adjustable Frequency Drives	Tower Free Cooling	Chiller Modernization
Solar	Roof Replacement	Load Shedding/Load Shifting

•Delivery of Services

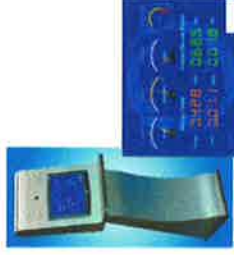
AMERESCO Inc. delivers the program on a design/build basis. All elements of engineering, equipment selection, installation and equipment warranty are included in the AMERESCO's offering.

•Method of purchase

New Mexico ESCO regulations through EMNRD. State contract already in place that was competitively bid.

Advantages of Design/Build Performance Contracting

- **Consistency of Design**
(Equipment, Code Compliance, etc.)
- **Minimal Disruption to Campus Environment**
(Expediency of Mobilization and Completion)
- **Leverage Several Funding Sources**
(State/Federal Grants, Utility Incentives, Maintenance Savings, Scheduled Maintenance, Low Interest Loans, etc.)
- **Identify and Submit Documentation**
(State Grants, Utility Incentive, Scheduled Maintenance, Loans, etc.)
- **Guaranteed Results**
(Design, Implementation, Savings and Performance)



Long-Term Energy Partnerships in Higher Education

Recent Examples

Higher Education Institution	Location	Project Size
Arizona State University - Central Plant Optimization	Arizona	\$ 9,496,455
Arizona State University - Mercado Complex Upgrades	Arizona	\$ 824,363
Arizona State University (Phases III & IV Solar / 3.63 MW)	Arizona	\$ 22,179,159
Arizona State University (Phase V Solar PV / 901 kW)	Arizona	\$ 7,171,188
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Northern Arizona University	Arizona	\$ 1,638,000
NYPA Suffolk County Community College (Phase 2)	New York	\$ 4,391,412
Olympic College Main Campus (Phase 3B)	Washington	\$ 3,106,776
Pennsylvania State University	Pennsylvania	\$ 2,859,239
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Reed College	Oregon	\$ 5,400,000
Scarborough University Hospital	Canada	\$ 3,913,100
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University of Kentucky	Kentucky	\$ 24,691,339
University of North Carolina, Charlotte	North Carolina	\$ 8,443,099
West Los Angeles Community College	California	\$ 497,374
Western State College	Colorado	\$ 1,732,965
		\$ \$ 345,710,432



Preliminary Survey Objectives & Metrics

Sample Energy Efficiency Measures (EEMs)

Ameresco Will Identify and Install Energy Efficient Equipment

- Energy Management Systems
- Water Efficiency
- Solar
- Ventilation
- Optimized Data Analysis
- Building Envelope
- Cooling System Improvements
- Heating System Improvements
- HVAC Distribution Systems
- Lighting Retrofit
- Lighting Control Systems
- Power Systems
- Operations and Maintenance
- Measurement and Verification

Advantages

- Renew Aging Infrastructure
- Reduce Energy Costs
- Reduce Operating Costs
- Enhance Building Comfort
- Support Sustainability Initiatives
- Achieve LEED and other Certifications
- Assist the College in meeting your sustainability initiatives



ESCO Process Milestones

Turnkey Project

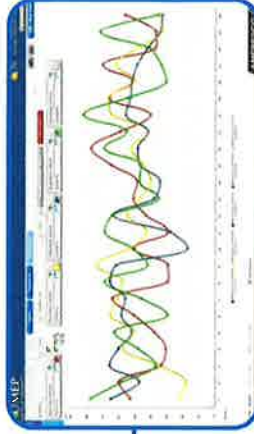
Design



Install



Guarantee



Co-Develop
Scope &
Suppliers

No Change
Orders

Arrange
Financing &
Grants

Vendor
Neutral

Minimize
Demands on
Staff

Capture All
Savings
Immediately



Contract Details

Contract Type:

Energy Savings Performance Contract, including Solar PV arrays

Construction Start & End Date:

ESPC Begin: Jul. 2014

ESPC End: Dec. 2015

Solar PV System 1 Begin: May 7, 2015

Solar PV System 1 End: Jun. 19, 2015

Solar PV System 2 Begin: Aug. 21, 2015

Solar PV System 2 End: Sept. 9, 2015

Facility Size

48 buildings covering 2,701,972 square feet, and two solar photovoltaic parking canopies covering 60 parking spaces.

Energy Performance Project Size:

\$15,865,000

Energy Savings:

\$1,315,859 Annually

Project Summary

Ameresco was awarded a comprehensive ESPC with New Mexico State University (NMSU) in Las Cruces, New Mexico through a competitive selection process and began the Investment Grade Auditing phase in early-2013. Development Engineers presented the Investment Grade Audit (IGA) to the University in September 2013. Ameresco was formally awarded the project in April 2014. The resultant project includes 46 buildings encompassing 2.7 million square feet. Construction began in July 2014 and was completed in December 2015. The project also included the design and installation of two solar photovoltaic parking canopies.



Through Ameresco's partnership with NMSU, energy conservation measures were installed in 46 buildings, saving the University over \$1.3 million annually.

Customer Benefits

The comprehensive \$15,865,000 project, including the two solar PV canopies is anticipated to save the University \$1,315,859 million annually. Additionally, Ameresco assisted the University with securing rebates from 77 separate project items which, upon receipt, total approximately \$1,459,216. The ESPC Project used multiple local subcontractors, creating an efficient project and keeping 77% of the project dollars in the local economy.

Environmental Benefits

The New Mexico State University energy saving performance contract was completed December, 2015. Installation of all the ECMs are expected to provide the university with the following benefits:

- Reduce electricity consumption by 14,612,487 kilowatt-hours (kWh) annually
- Reduce peak demand by 20,518 KW
- Reduce natural gas consumption by 9,674 Decatherms each year
- Reduce the production of 24.9 million pounds of carbon dioxide (CO₂), 13.7 thousand pounds of sulfur dioxide and 23 thousand pounds of nitrous oxides.

This project included a comprehensive lighting retrofit which upgraded over 39,000 fixtures, improvements included modifications to existing linear fluorescent lights, incandescent lamps, exit signs, and High Intensity Discharge (HID) fixtures. Retrofitting and replacing the existing fixtures with new, more efficient devices not only reduced the peak power demand and electricity consumption but also decreased the cooling requirements created by the heat dissipated by the older, existing lamp/ballast operation.

The exterior lighting replacements and upgrades included wall packs, flood lamps, cylinder lighting, and surface-mount box fixtures for building exteriors. The replacements also included exterior pole mounted lighting. By upgrading from HID, CFL, or incandescent technology to LED, the rated useful life of the devices increased from 20,000 (HID), 10,000 (CFL) or 1,000 (Incandescent) run hours to 25,000, 50,000 or 100,000 hours. New LED fixtures for all exterior pole lighting were installed and the existing thin-walled poles were replaced with new pre-stressed, spun-cast concrete lighting poles.

Retro-commissioning (RCx) was used to verify the effectiveness of the various campus facilities Direct Digital Control (DDC) systems. The measure focused on building HVAC systems and the Central Utility Plant mechanical systems with an emphasis on identifying operational or energy consumption related issues. This ECM provided a method to inspect, test, and confirm each system was working per the building design intent to deliver proper operation and energy efficiency.

Ameresco converted specific air handling systems from constant air volume (CAV) to variable-air-volume (VAV) operation. This measure retrofitted the existing CAV mixing boxes and the associated supplying air-handling systems at several University facilities with the latest VAV technology. The air distribution systems and the control strategies were optimized which resulted in lower thermal energy demand and electrical power consumption. The minimization of mixing cold and warm airstreams, and supplying only the needed quantity of air (CFM) to the occupied spaces serviced, achieved optimal occupant comfort during the off-peak load periods.

Services Provided

List of Improvements

Energy conservation measures include:

- Interior and exterior lighting
- Exterior pole-mounted lighting
- Retro-commissioning
- Variable air volume retrofit
- Economizer upgrade or repair
- Chilled water pump bypass
- Satellite plant energy savings
- Campus wide energy information system
- Solar PV System 1: 108 kW-DC PV System on Parking Lot 100
- Solar PV System 2: 73.2 kW-DC PV System on Parking Lot 100 Phase II

About Ameresco:

Ameresco, Inc. (NYSE:AMRC) is a leading energy efficiency and renewable energy solutions provider serving North America and the United Kingdom. Our energy experts deliver long-term customer value, environmental stewardship, and sustainability through energy efficiency services, alternative energy, supply management, and innovative facility renewal all with practical financial solutions.

For more information about Ameresco and our full-range of energy efficiency and renewable energy solutions, please visit www.ameresco.com.



Ameresco participated in NMSU's C.A.R.E. (Conserving and Reducing Energy), Ameresco co-sponsored an Earth Day on campus alongside the Office of Sustainability to promote energy awareness.



Ameresco installed 181.2 kW-DC amongst two solar photovoltaic carport canopy arrays covering 60 parking stalls.

Concurrent modifications to the main air distribution systems were necessary to allow modulation of the air supply; these adaptations permit the newly modified mixing boxes to respond to load changes. Strategically developed mixing box retrofit "kits" modifying the internal mechanisms were utilized to avoid removing the existing equipment from the drop ceiling and eliminate the necessity to modify any ductwork.

Ameresco refurbished, repaired, upgraded, and/or replaced the existing economizer dampers and the operating controls to current industry codes and operating practices. In the instances where pneumatic controls were in operation, the equipment was upgraded with the latest digital technology for precise system management. These changes allow the facilities included in this measure to utilize free cooling conditions and reduce energy consumption.

Ameresco installed chilled water bypass valves on tertiary (building) chilled water pumps served by the central plant. These systems included all requisite isolation valves, strainers, and other hydronic specialty equipment and devices to complete the bypass. Wherever possible, any existing chilled water coils currently equipped with three-way control valves (or wild coils) were converted to two-way DDC actuated control valves. The existing chilled water pumps remain in place and can be operated remotely in the event of central plant flow failure. These pumps will automatically energize and provide chilled water flow to the building. Recent changes to the primary chilled water pumping systems made primary variable flow possible with

this measure. (Static) water pressure sensors located at major chilled water coils and fan coil circuits make reset strategies possible for the central plant. Electrical pump energy is reduced both at the building level and at the plant level.

Ameresco proposed modifications to current SUP and CUP operations to include the energy/resource savings in the ESPC. These modifications maximize the energy savings associated with the commissioning of the SUP addition project, a new project that NMSU had installed just prior to the ESPC contract. The changes included automatic staging of thermal and ice storage charging and discharging; optimization of the secondary chilled water loop pumping through differential pressure reset; and chilled water and condenser water temperature reset.

Additionally, in response to NMSU's desire for a real-time energy information system, Ameresco used the existing Tridium Building Automation System (BAS) and installed MyEnergyPro™ (MEP) to develop and customize a web application that meets the unique requirements of the University. The three different websites that were customized as part of this project are OpsPRO, UtilityPRO, and Optimization Model (OM).

The project also included the design and installation of two solar photovoltaic parking canopies the first at 108 kilowatt and the second at 72.3 kilowatt (kW) providing shade to 60 parking spaces. Energy converted from the solar panels will directly affect the Satellite Chiller Plant, where the Las Cruces campus cooling system is controlled.



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Your Trusted Sustainability Partner.

Northern New Mexico College – Preliminary Energy Audit Questionnaire

1. *Modeling – how does your firm model the savings and infrastructure improvements when there is not a sufficient base line for a project?*

Ameresco approaches this issue by adjusting current consumption, to reflect full consumption at normal occupancy and usage. It is not uncommon to run into situations on projects where three years of utility consumption history is not available for use in the Investment Grade Audit. This often occurs in campus situations where the campus has:

- Only master metering for their buildings and no individual sub-metering.
- Partial building occupancy because of changes in class schedules and usage.
- A large percentage of burnouts or equipment failures as systems age.

There are a number of steps that Ameresco's engineers use to create a baseline that is both as accurate as possible and agreeable to both parties. This master baseline is then used to calculate energy savings. The steps used to create the master baseline include:

1. Data loggers will be installed in the building to measure operating hours of lighting and mechanical equipment. Other data loggers will be installed to measure power consumption of motors, temperature and humidity. Additional data loggers can measure when a room is occupied or unoccupied. We usually take measurements for a period of two to four weeks during a period that represents the traditional usage profile of the building. On college campuses this is usually in the spring or fall semester when the students are on campus.
2. We will perform a site survey of all the energy consuming equipment in the building including lighting, motors, mechanical cooling and heating systems, kitchen equipment, plug loads, lab equipment, toilets, showers, and lavatories.
3. We will work with the client to extrapolate the results of the measurements to define the annual operating and occupancy profile for the building. Once we have this annual operating profile and an inventory of equipment and system types we will build a computer simulation of the building using Trane Trace or eQuest building modeling software.
4. These software programs calculate the energy consumption of the building every hour of a year using the typical weather conditions from a local weather station. This weather data is usually an average of thirty years of hourly weather recordings.

5. The results of this model will produce an accurate baseline that we can then use to model the impacts of potential retrofits.

Ameresco is happy to share with Northern New Mexico College (NNMC) an actual set of documents used at another campus to establish a baseline. Ameresco has been modeling buildings and creating baselines for over twenty years and are currently averaging 103% of guaranteed savings across our portfolio of projects. We like to stay on the conservative side of the maximum target savings, since most non-private colleges and universities rely heavily for funding from the State and student tuitions.

2. Local subcontractors -- do you use them to the max extent possible? Do we have any say in who is used? How are the subcontractors supervised?

- Local Subcontractors

.. Ameresco is the only major Energy Services Company (ESCO) not directly tied to a contractor or product manufacture. Our approach to projects is much like that of a design-build general contractor. Ameresco takes a vendor agnostic approach. We don't have a product, service or contractor bias when we investigate the best solutions for our customers. This makes it easier for us to utilize local subcontractors and vendors, since we are not trying to find work for our own installation crews. Great emphasis will be placed on supporting local subcontractors and vendors in Rio Arriba county with special emphasis placed on drawing from the Española and El Rito pool of contractors and vendors. The more local dollars are spent directly into the surrounding community, the greater impact it will make on the local economy.

Additionally, Ameresco believes that community-wide, comprehensive energy projects provide the greatest benefit in terms of cost and utility savings, as well as sustainability, greenhouse gas reduction and social responsibility. Our projects most often encompass numerous facilities with diverse stakeholder groups requiring multi-jurisdictional support, approval and collaboration.

The subcontractors selected for the project will be mutually approved by Northern New Mexico College and Ameresco. The primary focus in subcontractor selection is on the proven track record and capabilities of the firms hired to perform work throughout the NNMC's facilities, whether it is installation labor only or complete turnkey service. Low-bid is not the deciding factor in Ameresco's selection and award process: Subcontractors are chosen based on a holistic evaluation of their ability to add value and enhance the service provided to NNMC. All subcontractors must be able to accomplish the specified work on time within the budget. If NNMC has an existing approved contractor/vendor list, Ameresco will be happy to work with your Facilities and Purchasing departments to verify qualifications for those contractors and vendors to be used.

Our projects are structured to benefit the broader communities which our clients service. As already mentioned, maximizing the use of local labor and vendors brings the greatest value to the wider community. Local contractors and vendors have a vested interest in the success of the project, relationships that can be leveraged in its support, and an intimate knowledge of the context in which they are working. Also, since NNMC has a College of Engineering and Technology, we will encourage our subcontractors and vendors to use both current and former students as part of their work-force where possible. Mack MacReady and other Ameresco personnel

will make themselves available to NNMC for progress presentations and tours of installed energy conservation equipment.

Examples of Ameresco's commitment to local subcontractors and vendor involvement include:

- Seventy-seven percent of all project dollars stayed within the local economy for a \$15.865 million performance contract for the [New Mexico State University](#), Las Cruces, NM
- Eighty percent of direct project costs were kept within the local community for a \$17.4 million performance contract for the [McAllen Independent School District](#) in McAllen, Texas.
- Forty-two new jobs were created for local residents for a \$30.2 million performance contract and renewable energy project for Maricopa County, Arizona.
- Ninety percent of the direct project costs were kept in the State of Nevada for a multi-phase \$18.6 million project for the City of Reno. The project also used 93 percent Nevada-based labor and created or retained 222 permanent jobs for residents.
- Over 52 percent of project costs stayed within the City of Henderson for the design and implementation of a \$23.1 million multi-phase ESPC for the City.
- Sixty-five percent of direct project costs were kept within the San Francisco Bay area for a \$41.5 million performance contract for the San Francisco Housing Authority (SFHA). The project provided approximately 100 additional jobs to San Francisco, including 30 percent MWBE (Minority and Women-Owned Business Enterprises) participation and 25 percent community resident hires. Subcontractor Supervision

Ameresco maintains detailed subcontracting procedures that help reduce the financial and legal risks associated with subcontracting. By using standard subcontracting documents, internal review and authorization procedures, holding retainage through completion (including punch-list), requiring the College's review and sign-off on subcontracted work during the construction period, and compensating our subcontractors in a timely manner, Ameresco is well-equipped to manage the inherent risks associated with subcontracting. In this manner, Ameresco assumes all of the performance and liability risks of its subcontractors; thereby, the College is sheltered from those same risks.

- **Subcontracting Plan**

Ameresco will establish subcontractor alliances for Northern New Mexico College on a case-by-case basis, as we do for virtually all our clients. This process keeps Ameresco vendor neutral and ensures that we can meet the financial, operational, utilization, and other goals identified by NNMC.

Ameresco typically solicits a minimum of three contractor quotations on all measures, in an effort to assure that NNMC receives the best goods and services delivered for the lowest price. An additional key benefit of Ameresco's [independent position in this marketplace](#) is that we have no pull-through product or service goals. Our only product is performance contracting, and we have no larger manufacturing or service-providing corporation influencing our offering. Technology and products are recommended based on their ability to best

meet the needs of our clients for the lowest possible cost and best quality. Ameresco casts a wide net to national and local suppliers and contractors for all goods and services, and works directly with many major manufacturers. Ameresco will confer with NNMC for your preferences, and pricing will be compared with what NNMC is accustomed to paying for all similar goods and services.

> Subcontractor Safety Procedures

All installation subcontractors are required to attend a pre-job safety training conducted by the onsite SPM or Site Safety Manager(s), formally sign the site-specific safety plan and comply with the policies of the Corporate Safety Manual. Once the pre-job training has been successfully completed, the subcontractor must formally agree to train its onsite employees and lower-tier subcontractors prior to start up activities. All subcontractors must also submit a list of their designated competent persons with proof of training and certification as required. Each subcontractor shall incorporate safety into the planning of each task, provide all safety devices necessary for their employees to safely accomplish tasks, establish a safe and drug-free work environment and confirm that their equipment meets the applicable safety standards.

In addition to employee training, Ameresco's Director of Construction and Safety, Mr. Kevin Nissley, regularly conducts onsite safety inspections to ensure all Ameresco staff members and installation subcontractors are following established corporate safety policies.

3. *What are the specialties of the engineers you have on staff?*

As a company with its core business solely focused on developing and implementing comprehensive energy and water projects, Ameresco has the in-house personnel to develop innovative projects of nearly any size or scope. In the Southwest Region alone, Ameresco's team members maintain qualifications that include 47 active Professional Engineer (PE) licenses, with specialties including Mechanical, Electrical, and Civil Engineers, Certified Energy Managers (CEM), and Certified Energy Auditors (CEA), Certified Demand Side Managers (CDSM), Certified Carbon Reduction Managers (CRM), Master Electricians, Licensed General Contractors, Architects, Leadership in Energy and Environmental Design (LEED) accreditations, and more. We also have a solar center for excellence in Phoenix, AZ that will support your project.

4. *How innovative are your audit plans to accommodate potential infrastructure energy saving projects for the El Rito campus? (especially considering that the campus has been mostly inactive these last few years).*

Our answers to both questions one and seven shows the frame-work we use for the investigation of traditional energy efficiency and conservation measures (EEMs and ECMs) during most audits. In the case of El Rito, it will depend more heavily on current readings with data-loggers and looking further back into historical utility data. Another check ratio we will use will be Federal data collected by the Department of Energy (DOE) and analyzed by the U.S. Energy Information Administration (EIA). This actual building data was gathered using size use and location by state and county.

Until we audit the buildings, we will not know exactly what EEMs/ECMs will lend themselves to the project.

There are some special considerations at El Rito that do stand out and must be included in any audit. Because of the history and age of many of El Rito's buildings, great care will be taken to ensure that suggested EEMs/ECMs

will be in keeping with the historic look of the Campus and town. The interior systems also need greater consideration at El Rito, specifically, replacement of any outdated heating/cooling systems. Both interior and exterior surfaces must be preserved. Any abandoned in wall piping/conduits will be made safe according to national and local codes. The historic look of lighting fixtures will also be a consideration and preserved where appropriate. If NNMC has an architectural committee, it would be of great help to have their input for both campuses.

Ameresco must also pay close attention to the modeling of the El Rito Heritage Retreat Center as well as Northern's Corporate Retreat Center. Because of usage variations, they will not follow normal curves found for most campus buildings. Over the years, Ameresco has performed audits on many large and small convention/retreat facilities. We have learned access can be limited due to scheduling considerations.

5. What renewable energy options do you have experience in? PV, biomass, wind, geothermal?

Building upon a strong reputation and over 300 MW in renewable energy experience, Ameresco develops energy solutions including solar photovoltaics (PV) and thermal, landfill-gas-to energy, biomass, biogas, geothermal and cogeneration projects to meet the client's supply needs. Ameresco has the expertise to design and install on- and off-grid renewable energy systems of nearly any size or scope. Furthermore, Ameresco can develop and finance renewable systems with no up-front capital cost, as well as own, operate and maintain the project with a portion of the energy cost savings as payment.

We have particular expertise in designing custom solar PV and thermal systems for clients with challenging operational or installation requirements. Most of our projects are installed on active, high profile public campuses that operate 24 hours a day/7 days a week. These locations require extensive coordination efforts between numerous stakeholders, including site administration, facilities and operations personnel, and permitting agencies to ensure that normal business operations are not interrupted.

In one significant example, Arizona State University (ASU) and Ameresco have developed arguably one of the most successful and elaborate energy partnerships in the country over the past 15 years. Ameresco has installed over 17.19 MW-DC of solar PV across four ASU campuses, nearly all of which utilize a PPA structure.

6. How many energy audits have you performed? With what organizations? Can you provide samples of Investment Grade Audit reports of similar type entity?

Since Ameresco performs energy projects in all types of public facilities including colleges, universities, K-12 school districts, municipal and state government facilities, correctional facilities, and federal government facilities, the number is now well over 1,000 over the last twenty years. A more critical question is, how many recent energy grade audits have been performed for Higher Education Institutions. The Answer for Ameresco is more than 50 investment grade energy audits in higher education facilities alone. A representative list of some of these organizations is shown below.

We would be happy to provide a copy of the Investment Grade Audit that we performed for New Mexico State University as an example of our work.

Higher Education Institution	Location	Project Size
Arizona State University - Mercado Complex Upgrades	Arizona	\$ 824,363
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Community College of Rhode Island (Phase 2)	Rhode Island	\$ 2,848,541
CSSS Papineau	Canada	\$ 645,550
Edmonds Community College (Phase 3)	Washington	\$ 1,369,169
Edmonton Public School Board, Edmonton AB Canada	Canada	\$ 15,000,000
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Olympic College Main Campus (Phase 3B)	Washington	\$ 3,106,776
Peel School Board	Canada	\$ 1,900,000
Pennsylvania State University (Hotels & Laundry)	Pennsylvania	\$ 2,859,239
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Seattle Central Community College	Washington	\$ 4,130,855
TCHC BERP (Phase 2)	Canada	\$ 5,000,000
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University of Kentucky	Kentucky	\$ 24,691,339
University of North Carolina, Charlotte	North Carolina	\$ 8,443,099
West Los Angeles Community College	California	\$ 497,374
Western State College	Colorado	\$ 1,732,965
	Total	\$ 395,378,461

7. *Outside of lighting and HVAC, are there any other areas in a building in which you look for potential savings?*

The short answer to this question is yes. We are constantly looking for the latest's tested technologies. At the Española Campus we noticed that there are at three buildings that appear to have large glass areas. One of the technologies that we would consider are solar windows. From a distance, they look like any other window but they actually have either PV technology sandwiched between two pieces of glass or what is known as liquid power. Liquid power is a clear electricity-generating coating that is applied to glass. We don't know what will pencil out until we model and price the measures. Another essential area for consideration and review, is the use of Building Automation (BAS) and Lighting control systems. If you have existing systems, we would be happy to work with those vendors as long as NNMC is satisfied with their products and services. BAS systems are responsible for scheduling and reporting on performance. If you already have multiple systems at NNMC we can help integrate these systems into one for reporting and control purposes.

Table 1.0 provides an overview of the typical energy and water conservation measures (ECMs) and energy supply solutions that Ameresco explores during the IGA phase. Firm-wide, Ameresco has delivered all of these measures during the past three years.

Table 1.0. Typical Energy and Water Measures Evaluated by Ameresco

Typical Energy Efficiency Measures	
Reduce Operating Hours, Temperature, and Humidity Set Points	
ECM 1	Reduce Operating Hours for Space Heating and Cooling Systems
ECM 2	Reduce Operating Hours for Ventilation Systems
ECM 3	Reduce Operating Hours for Water Heating Systems
ECM 4	Reduce Operating Hours for Lighting Systems
ECM 5	Reduce Operating Hours for Escalators and Elevators
ECM 6	Reduce Operating Hours for Equipment and Machines
ECM 7	Maintain Heating/Cooling Temperatures at Optimal Set Points
ECM 8	Maintain Humidification and Dehumidification Set Points
ECM 9	Modify Heating/Cooling Set Points During Unoccupied Periods
Reduce Heat Conduction through Ceilings, Roofs, Walls, and Floors	
ECM 10	Insulate Ceilings and Roofs
ECM 11	Ceilings and Roofs Vapor Barriers
ECM 12	Reflective Roof Services
ECM 13	Insulate Walls
ECM 14	Wall Vapor Barriers
ECM 15	Insulate Floors
Fenestration Improvements – Reduce Heat Conduction and Long-Wave Radiation	
ECM 16	Storm Windows/Multiple-Glazed Windows
ECM 17	Movable Windows
ECM 18	Operable Windows
Fenestration Improvements – Control Solar Heat Gain	
ECM 19	Exterior Shading Improvements
ECM 20	Interior Shading Improvements
ECM 21	Tinted or Reflective Glazing/Films

Table 1.0. Typical Energy and Water Measures Evaluated by Ameresco

Typical Energy Efficiency Measures	
ECM 22	Plant Shade Trees
Reduce Outside Air Infiltration	
ECM 23	Seal Vertical Shafts and Stairways
ECM 24	Caulk and Weather-Strip Doors and Windows
ECM 25	Install Revolving Doors or Construct Vestibules
Electric to Fossil Fuel Conversions	
ECM 26	Convert Electric Domestic Hot Water System to Fossil Fuel Fired or Heat Pump
ECM 27	Convert Electric Heating System to Fossil Fuel Fired Hot Water or Infrared
Improve Ventilation Efficiency	
ECM 28	Improve Ventilation Efficiency while Maintaining or Improving Indoor Air Quality
ECM 29	Reduce the Generation of Indoor Pollutants
ECM 30	Air-to-Air Heat Exchangers
ECM 31	Air Cleaners
ECM 32	Local Ventilation Systems
Chiller Efficiency Improvements	
ECM 33	Clean Fouled Evaporator and Condenser Surfaces
ECM 34	Raise Evaporator or Lower Condenser Water Temperature
ECM 35	Isolate Off-Line Chillers and Cooling Towers
ECM 36	Install Evaporative-Cooled or Water-Cooled Condensers
Cooling Systems Efficiency Improvements	
ECM 37	Economizer Cooling Systems
ECM 38	Evaporative Cooling Systems
ECM 39	Desiccant Cooling Systems
ECM 40	Cooling Tower Cooling Systems
ECM 41	Roof-Spray Cooling Systems
ECM 42	Create Air Movement with Fans
ECM 43	Exhaust Hot Air from Attics and Other Conditioned Spaces
Air Conditioner or Heat Pump Efficiency Improvements	
ECM 44	Clean Air Filters
ECM 45	Add-On Heat Pumps
ECM 46	Ground or Ground-Water Source Heat Pump
Boiler or Furnace Efficiency Improvements	
ECM 47	Clean Fouled Boiler Surfaces
ECM 48	Repair Improper Flue Draft
ECM 49	Repair Air Leaks
ECM 50	Boiler Flue Gas Analyzers
ECM 51	Preheat Combustion Air, Feed Water or Fuel Oil with Reclaimed Waste Heat
ECM 52	Isolate Off-Line Boilers
ECM 53	Automatic Vent Dampers
ECM 54	Automatic Boiler Blow-Down Control
ECM 55	Pulse or Condensing Boilers/Furnaces
ECM 56	Air-Atomizing Burners (for Oil-Fired Systems)
ECM 57	Low Excess-Air Burners (for Oil-Fired Systems)

Table 1.0. Typical Energy and Water Measures Evaluated by Ameresco

Typical Energy Efficiency Measures	
ECM 58	Use Modular Units
Reduce Supply Air Energy Requirements	
ECM 59	Install Variable Air Volume Systems
ECM 60	Reset Supply Air Temperatures
ECM 61	Reset Hot/Chilled Water Temperatures
Reduce Distribution System Energy Losses	
ECM 62	Repair Ducting and Piping Leaks
ECM 63	Repair, Replace and/or Maintain Steam Traps
ECM 64	Insulate Ducts
ECM 65	Insulate HVAC System Pipes
Reduce System Flow Rates	
ECM 66	Reduce Air Flow Rates in Ducts
ECM 67	Reduce Water or Steam Flow Rates in Pipes
Reduce Steam Resistance	
ECM 68	Clean Air Filters in Ducts
ECM 69	Remove Scale from Water and Steam Pipes
ECM 70	Rebalance Piping Systems
ECM 71	Rebalance Air Duct Systems
ECM 72	Design Air Duct Systems to Reduce Flow Resistance
ECM 73	Install Booster Pumps
Reduce Hot Water Loads	
ECM 74	Reduce Hot Water Consumption
ECM 75	Lower Hot Water Temperatures
ECM 76	Preheat Feed Water with Reclaimed Waste Heat
Reduce Hot Water System Losses	
ECM 77	Insulate Hot Water Pipes
ECM 78	Insulate Water Storage Tanks
Water Heating Systems Efficiency Improvements	
ECM 79	Decentralized Water Heaters
ECM 80	Reduce Water Heater Size as Appropriate
ECM 81	Heat Pump Water Heaters
ECM 82	Heat Water with Solar Energy
Reduce Electric Illumination Requirements	
ECM 83	Clean and Maintain Lighting Systems
ECM 84	Reduce Illumination Levels to Illuminating Engineering Society Standards
ECM 85	Reduce Operating Hours (Occupancy-Sensing/Ambient Light Controls)
ECM 86	Optimize Task Lighting
Lighting Systems Efficiency Improvements	
ECM 87	High-Efficiency, Electronic Fluorescent Lighting or LED Lighting as Appropriate
ECM 88	LED, High or Low-Pressure Sodium Lighting as Appropriate
ECM 89	LED or High Efficiency Pulse-Start Metal Halide Lighting as Appropriate
ECM 90	High-Efficiency Fluorescent/LED Lighting Systems
ECM 91	Replace Incandescent/Quartz Lighting with Fluorescent/LED Lighting Systems

Table 1.0. Typical Energy and Water Measures Evaluated by Ameresco**Typical Energy Efficiency Measures****Ambient Lighting (Daylight Harvesting)**

ECM 92	Dimming Controls for Ambient Lighting
ECM 93	Photoelectric Controls for Exterior Lighting
ECM 94	Installation of Web-Based Lighting Automation Systems
ECM 95	Base-line Lighting Level and Demand Response Capabilities / Control

Reduce Power System Losses

ECM 96	Power Factor Improvement
ECM 97	Energy-Efficient Transformers

Energy-Efficient Motors

ECM 98	Replace Oversized Motors
ECM 99	High-Efficiency Motors
ECM 100	Variable Speed Motors/Drives

Reduce Peak Power Demand

ECM 101	Demand Response/Load-Shedding Strategies
ECM 102	Cogeneration Systems
ECM 103	Thermal Storage Systems

Energy Management Systems

ECM 104	Temperature Setup/Setback Control System
ECM 105	Time-of-Day Control System
ECM 106	Duty-Cycling Control System
ECM 107	Supply Air Temperature Reset Control System
ECM 108	Hot/Chilled Water Supply Temperature Reset Control System
ECM 109	Ventilation Purging Control System
ECM 110	Economizer Cooling Control System
ECM 111	Demand Limiting Control System

Miscellaneous – Heat Reclaim Systems

ECM 112	Double-Bundle Chillers
ECM 113	Reclaim Heat from Boiler Blow Down
ECM 114	Reclaim Incinerator Heat
ECM 115	Reclaim Combustion Flue Heat
ECM 116	Water-Loop Heat Pump System
ECM 117	Reclaim Prime Mover Heat
ECM 118	Piggyback Absorption Systems
ECM 119	Recover Light System Heat
ECM 120	Reclaim Refrigerator Hot Gas Heat
ECM 121	Reclaim Steam Condensate Heat
ECM 122	Reclaim Waste Water Heat

Miscellaneous – Appliances

ECM 123	Energy-Efficient Appliances
ECM 124	Convert Electric Dryers to Natural Gas

Utility Infrastructure

ECM 125	Automatic Meter Reading (Water/Electric/Gas)
ECM 126	Advanced Metering Infrastructure (Water/Electric/Gas)

Table 1.0. Typical Energy and Water Measures Evaluated by Ameresco

Typical Energy Efficiency Measures	
ECM 127	Leak Detection
ECM 127	Transmission and Distribution System Improvements
Renewable Energy Generation	
ECM 128	Solar Photovoltaics / Thermal
ECM 129	Biomass
ECM 130	Biogas
ECM 131	Wind
ECM 132	Geothermal
ECM 133	Landfill Gas to Energy
Domestic Water Conservation	
WCM 1	Low Flow Shower Heads and Aerator
WCM 2	Low Flow/Dual Flush Toilets, Low Flow/Ultra Low Flow Urinals
WCM 3	Irrigation System Controls (Schedule, Weather and Evapotranspiration Strategies)
WCM 4	Reverse Osmosis Water Demineralizing Systems
WCM 5	Replace Once-Through Cooling with Cooling Towers

8. What type of training will we receive from your company, and how are training needs determined?

Ameresco consistently receives high marks from its clients due, in part, to the outstanding service and training provided during construction and throughout the contract period. Careful attention is paid to the abilities and experience of the client's staff who will be involved in the training and long-term operation of the new equipment and systems. A strong focus on key energy savings strategies and maintenance schedules will be provided to the individuals participating in the training process. Training is separated into the categories of technical and non-technical training.

Technical Training

Proper preventative and corrective maintenance on the newly installed ECMs can mean the difference between a project that exceeds projected savings and one that requires continuous issue resolution and extra staffing. To this end, Ameresco will provide a comprehensive training program to facilities' operation staff to ensure the energy program maximizes the College's investment for years to come. Further, we have found that encouraging a sense of ownership and accountability throughout an organization's staff acts as an efficiency multiplier over time.

The technical training categories are for those groups with direct responsibility for the management, oversight, operation and maintenance of all energy systems and equipment within the College's facilities. Staff is trained on specific components and equipment, such as lighting, building controls, chillers and boilers, as well as how the overall project operates as a system. Training is often conducted at the time of commissioning, as this is one of the best opportunities to fully understand the sequence of operation of the equipment and to review the installation.

The Senior Project Manager is responsible for developing and implementing the training program in collaboration with the College to ensure all needs and desires are achieved. Highlights of the training include:

- Onsite training will be conducted at the College's facilities and will feature a hands-on approach to ensure adequate understanding of all materials presented. Training sessions will include a review of the overall installation and performance history so that each participant understands the benefits of the program. We can digitally record these sessions for use as a refresher course or for new hires.
- An overview of the energy system will be provided, as well as a more detailed examination of specific equipment and components.
- Documentation will include a review of the O&M manuals, drawings and equipment manufacturers' specification literature. Ameresco has extensive experience preparing training manuals specific to the needs of our renewable and efficiency clients. The training class will use the O&M manuals as a primary textbook.
- Ongoing training will be conducted as needed throughout our relationship with the College. During day-to-day normal operations, questions may arise not discussed during the initial training process. Members of our staff will be available to address these questions to assure the continued success of the program.
- Operator training on new HVAC equipment like boilers and chillers will be provided by factory authorized technicians. Training conducted by the manufacture of specific equipment can include a formal certification process.
- Training is typically provided at the time of commissioning the ECMs as part of the construction costs. This training will be recorded for future use by the College. Ameresco can provide additional training services as part of the preventive maintenance or M&V services.

Non-Technical Training

Everyone who works for or within a facility can have an impact on the level of success of an energy conservation program. Therefore, training should be offered to the broadest possible range of facility groups and building occupants to the fullest extent possible. The following describes some of the types of non-technical training programs typically considered:

- **Energy Policy Development:** Ameresco works with its clients to evaluate the need for a facility-wide energy policy. A well-defined and effective energy policy provides goals, objectives and management direction and leadership for all energy or sustainability-related activities and initiatives.
- **Occupant Awareness Program:** Ameresco will work with the College to implement an outreach and awareness program to educate staff, visitors and the community about the energy and water efficiency projects being conducted. Messaging will highlight the importance of energy and water conservation, as well as how building users and the public (as applicable) can contribute to the success of the project.

9. How are your customer complaints handled?

Ameresco's [Quality Assurance Plan](#) was established to recognize, understand and rectify any issues of concern that arise during the installation and full contract term.

Our quality assurance policy states that, "Ameresco will attain 100 percent customer satisfaction by providing value-added innovative solutions that perform to their requirements every time." Thus, quality is a core goal to be addressed in an ongoing manner instead of simply addressed at the completion of a project.

To ensure that the project measures are fully functional and operating to NNMC's satisfaction by any deadlines developed at the inception of the project, Ameresco's Senior Project Manager (SPM) will collaborate with the NNMC's staff to define and mutually agree upon project and/or construction milestones. These milestones will both meet the needs of NNMC and ensure timely project completion. Because client satisfaction is Ameresco's primary goal, it is the responsibility of every staff member and subcontractor to deliver a quality product.

Throughout the project and before the date of substantial completion, the SPM will require a County representative to formally sign-off on the work completed before the next phase of work can continue. If an issue is discovered, the project manager and Ameresco's leadership team will work together to identify the root cause, analyze the consequences, and establish guidelines or other risk mitigation measures to ensure that a similar problem does not reoccur. It is Ameresco's responsibility to work with the contracting entity to determine how the issue will be resolved. It will be addressed immediately to mitigate project delays and avoid additional complications.

Ameresco's Quality Assurance Plan has the following core components:

- **Client Satisfaction Teams:** These teams are composed of a branch or department manager and select staff members. The teams' primary objective is to keep each operating unit focused on providing systems and services that result in 100 percent customer satisfaction.
- **Quality Awareness and Communication:** Special efforts are expended on an ongoing basis to keep the quality assurance plan in the forefront in all client relationships. Because we define quality improvement as a process as opposed to a program, associated activities are a continuous part of Ameresco's everyday operation philosophy.
- **Requirements:** A key element of a successful project is to clearly understand the client, as well as their goals, challenges and objectives. As a company, we work to develop long-term trust relationships with individual clients as we service their needs. Only through close, constant contact with our clients can we understand their changing requirements and exceed performance expectations.
- **Measurement:** By measurement, we track our ability to meet the unique needs of our clients. Measurements make the quality process real as opposed to simply a philosophy. A measurement, ultimately, is a tool we use as an organization to graphically display any aspect of our product or service that we believe must improve in order for us to meet the client's requirements.

- **Corrective Action:** Corrective action is a systematic method of identifying problems and addressing their causes. Our client satisfaction teams take corrective action by identifying the root of an issue and establishing measures to ensure that the particular problem will not reoccur. Clients are often requested to be members of a corrective action team to help define the solution and resolve the issue.
- **Recognition:** We formalize our appreciation of those Ameresco staff members who contribute to client satisfaction. We have several channels through which we recognize employees who deliver exemplary service to our clients.

Clients who select Ameresco as their energy partner can be certain that they are dealing with a company that recognizes the importance of delivering high-quality products, systems and services. Our experience has taught us that the long-term success of any project or relationship requires adherence to the quality process as a number-one priority and must be recognized as such at all levels in the organization. All Ameresco projects, regardless of size or scope, receive the same level quality and dedication.

10. How will you schedule all your construction work to each building during an active semester? Winter/Summer months?

Ameresco will proactively mitigate any potential disruption to the daily operations during the installation phase. NNMC staff and/or appropriate site personnel will primarily be required to support project design and installation by meeting regularly with Ameresco's construction team, providing reasonable access to the sites and facilitating the permitting process by providing its consent to the pertinent AHJ in a timely manner. Work will be scheduled to minimize the impact on the students and staff. We typically install lighting retrofits after hours. Mechanical system shutdowns will be scheduled in advance and during the time of year that best minimizes the impact of the shutdown.

- **Examples of Success**

Nearly all of Ameresco's clients are those in the public sector and are located in publicly occupied facilities where specific coordination is required with the client, local utilities, subcontractors, equipment suppliers, and facility personnel to best accommodate the needs of its staff and visitors and cause minimal, if any, disruption. In many cases, major project installations are scheduled on weekends and holidays when educational facilities are typically not in use. Recent project examples where Ameresco successfully overcame challenging installation requirements include:

- **Arizona State University** has never missed a regularly scheduled class due to the installation requirements of the 16.5MW of solar PV and thermal Ameresco has installed across 48 individual sites on four active university campuses and one research site. In some cases, interconnection occurred during campus holidays when residence halls, laboratory facilities, and educational buildings were closed as to not interrupt campus life.
- **Maricopa County's** \$30.2 million performance contract included upgrades to secure justice facilities (including correctional facilities and the courthouse) in and around Phoenix, Arizona, including the installation of 1.27 MW of solar PV at three sites and 120,727 therms of solar thermal at seven correctional facilities. Ameresco closely coordinated with County staff throughout all phases of the



MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Dr. Richard Bailey, President

Date: February 20, 2018

Re: Amended Policy – Development and Approval of Institutional Policy (1100)

Issue

Many of the current policies need to be reviewed and amended. In some areas of the college, it is also necessary to establish policies and procedures.

Overview

Policies and procedures should provide clarity when dealing with accountability issues or activities that are of critical importance to the college. Over the course of the next year, the college must work diligently to amend and establish policies. The proposed amendments to the current policy will allow subject matter experts to develop and amend policies in an effective and efficient manner.

Recommendation

Approval to Amend Policy 1100.

710 **6. Change in Employment or Affiliation with Northern**

711

712 **6.1. Separation of Employment**

713

714 **6.1.1. Staff Employees**

715 An employee who separates from Northern, must turn in his or her Eagle Card and any other
716 Northern identification to the Human Resources Office.

717

718 **6.1.2. Faculty - Main Campus**

719 A faculty member who separates from Northern, must turn in his or her Eagle Card and any other
720 Northern identification to the Human Resources Office. The Human Resources Office must sign off
721 on the Faculty Termination Checklist. Checklist forms are available from the Human Resources
722 Office.

723

724 **6.2. Change in Employment Status or Northern Affiliation Other Than Separation**

725 If the status designated on an individual's Eagle Card changes, the individual should turn in the card
726 to the Eagle Card Office. The Eagle Card Office will replace it with a card appropriate for the new
727 status. An individual whose affiliation with Northern ends must return his or her Eagle Card to the
728 department or unit where the individual was affiliated. The department will return the Eagle Card
729 to the Eagle Card Office.

730

731 **7. Revenue**

732 Revenue generated by the Eagle Card goes toward the operation of the Eagle Card Office.

733

734

1100

735

DEVELOPMENT AND APPROVAL OF INSTITUTIONAL POLICY

736

737 **1. General**

738 Institutional policies are designed to provide the College community with unifying statements that
739 describe fundamental principles, the reasoning behind the principles, and institutional procedures
740 necessary for implementation. Policies in the *Policies and Procedures Manual* serve as a resource for
741 faculty, staff, students, and other College constituencies. These policies contain governing principles
742 that mandate or constrain actions and have institution-wide application. They help ensure
743 compliance with applicable laws and regulations, enhance the College's mission, promote
744 operational efficiencies, or reduce institutional risk. Policy statements include two important
745 elements: institutional policy and any institutional procedures necessary for a comprehensive
746 understanding of the intent and application of the policy. The development of effective policy
747 statements requires both input from individuals who have extensive knowledge on the subject
748 matter of a particular policy and input from individuals affected by the policy.

749

750 All policy statements in the *College Policies and Procedures Manual* are approved in advance, in
751 writing by the College President or the President's Executive Team prior to distribution.

752 Subsequent changes to institutional policy must also be approved in advance, in writing by the

753 President or the President's Executive Team. This policy describes the process used to develop or
 754 revise policy, solicit input, and obtain approval of institutional policies and procedures.

755

756 **2. Development of New Policy**

757 • Policy Origination and Development

758 Within the institution, policy development proposals and revision requests are sent to the
 759 Policy Review Committee. Within the President's office policies specifically identified and
 760 deems necessary by the President or Board of Regents are sent to the Policy Review
 761 Committee

762 Policy Review Committee draws up a preliminary draft in conjunction with the departments
 763 requesting or most familiar with the subject matter, and works with any department or area
 764 that will be impacted by the policy.

765 • Preliminary draft of new policy will be circulated to the key areas identified in 2.a and 2.b
 766 and any other department required (Ex. Office of the Provost or Faculty Senate for academic
 767 policies) for review and comment.

768 • The preliminary draft returns to the Policy Review Committee which then edits and refines
 769 the draft and presents it to the President's Executive Team for review and endorsement

770 • Recommendations from the Executive Team are incorporated and the final draft is made
 771 available to the entire campus for review and input via the Northern web site. A Broadcast

772 will be sent out announcing the posting of new policies on the Northern website for
 773 comment along with the url pointing to the specific new policies open for comment.

774 Comment period will be thirty (30) days.

775 • The President or a designee from the Executive Team will approve all new policies in
 776 writing and present them to the Board for consideration and/or final approval when
 777 appropriate. It is the responsibility of the President of the College to present the policies to
 778 the Board for final approval.

779 • Once approved all new policies will be posted on the Northern website in the online Policy
 780 and Procedures Manual and announced via Broadcast to the entire campus community.

781

782 **2.1. Process Owner**

783 The Policy Review Committee or the President's Executive Council will assign a dean or director to
 784 serve as the process owner for the functions outlined in a given policy. The process owner is
 785 responsible for policy implementation and for notifying the Policy Review Committee of any
 786 proposed changes in practice that will require a policy change.

787

788 **3. Dean, Director, and Department Head Responsibilities**

789 Deans, directors, and department heads, or their designees are responsible for:

- 790 • informing their employees of new policies or changes to existing policies; and
- 791 • ensuring that all related departmental processes, procedures, and/or documents are
 792 updated to reflect new or revised policies.

793 Departments are strongly discouraged from maintaining printed copies of the College's *Policies and*
 794 *Procedures Manual*, but instead should use the electronic version on the Northern website. This will
 795 ensure that departments always refer to the most recent policy and will not run the risk that a

796 printed copy is not up to date. However, if departments choose to maintain a printed copy of the
797 manual, they are fully responsible for keeping the manual up-to-date by printing applicable pages
798 from the Northern website.
799

800 **4. Development and Approval of Revisions to Existing Policies**

801 Individuals wishing to propose a change to an existing policy should send their request to the Policy
802 Review Committee. Proposed changes will be reviewed based on the development history of the
803 policy and current College practice to determine what action is needed, and the Policy Review
804 Committee will work with key areas to develop a revised draft. If either the Policy Review
805 committee or the policy process owner determines that the requested change is significant, the
806 proposed changes will be sent to the campus for a thirty (30)-day comment and review period. All
807 changes to policy must be approved in writing by the President, and recommended to the Board for
808 approval.
809

810 **5. Administration of Policy**

811 The President's Executive Council is responsible for administering this policy.
812

813 **6. Policy Review Committee Responsibilities**

814 The Policy Review Committee responsibilities include

- 815 • Proofing and editing policy which include review of policy recommendations and assist in
- 816 drafting policy language at the request of the campus community.
- 817 • Ensure that policies align with federal and state law and other institution policy.
- 818 • Ensure that policy proposals are communicated and vetted with the campus community.
- 819 • Present all policies that have been processed as stated in this policy to the President.
820

822 **1310**

823 **STUDENT FEE REVIEW BOARD POLICY**

824 **1. General**

825 There are five (5) components of the mandatory tuition and fee rate paid by all students: tuition,
826 student service fee, student activity fee, instructional technology fee, and on-line access fee. Taking
827 into consideration the recommendations of the College President, the Board of Regents annually
828 approves both the total tuition and fee rates paid by the various categories of students and the
829 individual amounts for each component.
830

831 Revenue generated by the student activity fee is used to support a variety of student activities that
832 enhance the academic and intellectual environment at Northern by encouraging, contributing to, or
833 providing appropriate services which create a more complete environment for students at
834 Northern. Northern New Mexico College encourages student participation in the decisions about
835 which student activities and organizations should receive support from student activity fee
836 revenue.
837

Approved: October 25, 2012

1100

DEVELOPMENT AND APPROVAL OF POLICY

1. General

The policies of Northern New Mexico College have broad application throughout the college. They help ensure compliance with applicable laws and regulations, enhance the College's mission, promote operational efficiencies, and reduce institutional risk. To develop effective policy, the College seeks input from both subject matter experts and from individuals affected by the policy.

2. Development of Policy

Administrators, who have a lead responsibility for policies as part of his/her responsibilities will develop policies. The administrator will work with subject matter experts and individuals representing areas impacted by the policy to develop a preliminary draft. The draft is then circulated for review and comment to major campus constituent groups, such as the Faculty Senate, President's Executive Team, and Deans' Council. At the same time, legal counsel reviews the policy for legal sufficiency. Based on the received comments, the policy draft is refined and prepared for subsequent review.

3. All-Campus Review of Policy

The refined policy draft is posted on the College website for a 15-day, all-campus review and comment period. Comment periods may be shorter or longer if there is a legal, administrative, or business need. The comment period is announced on the College website. The administrator, typically in conjunction with the core group involved in the development of the draft, reviews the comments received and, as appropriate, drafts additional changes to the policy.

4. Process Owner

The administrator or designee will serve as the process owner for the functions covered by the policy. The process owner is responsible for policy implementation.

5. Approval and Distribution of Policy

All new and revised policies in must be endorsed by the President's Executive Team and approved by the College President. The College President will forward the recommended policy to the Board for approval.

6. Dean, Director, and Department Head Responsibilities

Deans, directors, and department heads, or their designees, are responsible for:

- informing their employees of new policies or changes to existing policies; and
- ensuring that all related departmental processes, procedures, and documents are updated to reflect new or revised policies.

Instead of maintaining printed copies of policies, departments and other units should refer to the online version of all college policies to ensure that they refer to the most recent versions.

7. Minor Changes or Corrections to Policy

7.1 Minor Changes

If the College determines that proposed changes are minor in nature and either required by regulatory changes or necessary to conform to current practices, an abbreviated policy revision process may be used. Such changes to policy are not sent to the campus for an all-campus review and comment period, but must still be endorsed by the Vice Presidents and approved by the College President

7.2 Corrections

Without requesting written approval of each change, the College may revise affected policies to correct departmental or other unit names, position titles, grammatical errors, typographical errors, Uniform Resource Locator (or URL) links, or other similar occurrences.

DRAFT

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: February 26, 2018

Re: Fiscal Watch Report

Issue

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

Overview

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

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

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

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

NNMC produces these 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 December 31, 2017.

Northern New Mexico College

Statement of Net Position
(Unaudited and Unadjusted)
December 31, 2017

Assets	
Current Assets:	
Cash and Cash Equivalents	2,283,424
Short-Term Investments	-
AR - Just student	1,967,107
AR - Other than student	1,332,279
Inventories	267,452
Prepaid Expenses	198,471
Loans Receivable, net	124,991
Total Current Assets	<u>6,173,723</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	33,394,259
Total Non-Current Assets	<u>33,394,259</u>
Total Assets	<u>39,567,982</u>
Deferred Outflows of Resources	
Pension Related (6/30/16 balances)	1,974,933
Total Deferred Outflows of Resources	<u>1,974,933</u>
Liabilities	
Current Liabilities	
Accounts Payable	656,523
Other Accrued Liabilities	1,323,668
Deferred Income	104,352
LT Liabilities - Current Portion	-
Total Current Liabilities	<u>2,084,543</u>
Non-Current Liabilities	
Accrued Interest Payable	-
Accrued Benefit Reserves	-
Other LT Liabilities	142,216
Net Pension Liability	20,701,991
Total Non-Current Liabilities	<u>20,844,207</u>
Total Liabilities	<u>22,928,750</u>
Deferred Inflows of Resources	
Pension Related (6/30/16 balances)	2,659,419
Total Deferred Inflows of Resources	<u>2,659,419</u>
Net Position	
Invested in Capital Assets, net of Related Debt	33,394,259
Restricted for:	
Nonexpendable:	
Endowments	-
Expendable:	
General Activities	(64,953)
Federal Student Loans	-
Term Endowments	-
Capital Projects	-
Debt Service	-
Related Entity Activities	-
Unrestricted	
Unrestricted without NFP	4,011,917
Net Fiduciary Position	(21,386,477)
Total Unrestricted (includes 6/30/16 NFP)	<u>(17,374,560)</u>
Total Net Position	<u>15,954,746</u>

Northern New Mexico College

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

Operating Funds	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals as of December 31, 2017	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,923,369	\$ 3,923,369	\$ 3,565,425	90.9%
Federal Appropriations	-	-	-	-
State Appropriations	10,438,300	10,438,300	5,218,800	50.0%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	7,120,695	7,120,695	3,143,839	44.2%
Endowment/Land & Perm Inc	163,525	163,525	99,949	61.1%
Sales & Services	724,056	724,056	337,842	46.7%
Other	32,223	32,223	129,783	402.8%
Total Revenue	22,402,168	22,402,168	12,495,639	55.8%
BEGINNING BALANCE	781,308	781,308	1,733,353	221.85%
TOTAL AVAILABLE	23,183,476	23,183,476	14,228,992	61.4%
EXPENDITURES				
Instruction & General	16,050,843	16,050,843	7,053,340	43.9%
Student Social & Cultural	87,880	87,880	36,549	41.6%
Research	-	-	12,557	-
Public Service	574,306	574,306	211,830	36.9%
Internal Services	169,739	169,739	(43,976)	-25.9%
Student Aid	4,534,943	4,534,943	2,249,215	49.6%
Auxiliary Enterprises	859,053	859,053	358,835	41.8%
Intercollegiate Athletics	676,712	676,712	315,000	46.5%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	22,953,476	22,953,476	10,193,350	44.4%
NET TRANSFERS OUT / (IN)	230,000	230,000	56,605	-
TOTAL EXPENDITURES & TRANSFERS	23,183,476	23,183,476	10,249,955	44.2%
ENDING FUND BALANCE	\$ (0)	\$ (0)	\$ 3,979,037	

Plant Funds	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals as of December 31, 2017	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts				
Interest Income				
State Appropriation	\$ 914,679	\$ 914,679	\$ 428,294	46.8%
Debt Service Transfers				
Other				
Total Revenues and Transfers	914,679	914,679	428,294	46.8%
BEGINNING BALANCE	-	-	-	
TOTAL AVAILABLE	914,679	914,679	428,294	46.8%
EXPENDITURES				
Capital Projects	914,679	914,679	462,476	50.6%
Building Renewal	230,000	230,000	50,027	21.8%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	1,144,679	1,144,679	512,503	44.8%
NET TRANSFERS OUT / (IN)	(230,000)	(230,000)	(56,605)	24.6%
TOTAL EXPENDITURES & TRANSFERS	914,679	914,679	455,898	49.8%
ENDING FUND BALANCE	\$ -	\$ -	\$ (27,605)	

Northern New Mexico College

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

Operating Funds	FY 2018 Actuals as of December 31, 2017	FY 2017 Actuals as of December 31, 2016	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 3,565,425	\$ 3,366,363	5.9%
Federal Appropriations	-	-	
State Appropriations	5,218,800	5,391,500	-3.2%
Local Appropriations	-	-	
Gifts, Grants & Contracts	3,143,839	3,975,767	-20.9%
Endowment/Land & Perm Inc	99,949	81,755	22.3%
Sales & Services	337,842	393,368	-14.1%
Other	129,783	89,003	45.8%
Total Revenue	12,495,639	13,297,756	-6.0%
BEGINNING BALANCE	1,733,353	1,432,786	21.0%
TOTAL AVAILABLE	14,228,992	14,730,542	-3.4%
EXPENDITURES			
Instruction & General	7,053,340	7,845,340	-10.1%
Student Social & Cultural	36,549	46,114	-20.7%
Research	12,557	2,384	426.8%
Public Service	211,830	242,502	-12.6%
Internal Services	(43,976)	(62,736)	-29.9%
Student Aid	2,249,215	1,998,214	12.6%
Auxiliary Enterprises	358,835	472,782	-24.1%
Intercollegiate Athletics	315,000	399,827	-21.2%
Independent Operations (NMDA)	-	-	
Total Expenditures	10,193,350	10,944,427	-6.9%
NET TRANSFERS OUT / (IN)	56,605	-	
TOTAL EXPENDITURES & TRANSFERS	10,249,955	10,944,427	-6.3%
ENDING FUND BALANCE	\$ 3,979,037	\$ 3,786,116	5.1%

Plant Funds	FY 2018 Actuals as of December 31, 2017	FY 2017 Actuals as of December 31, 2016	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Required Student Fees			
Bond Proceeds			
Gifts, Grants and Contracts			
Interest Income			
State Appropriation	\$ 428,294	\$ 1,592,303	-73.1%
Debt Service Transfers			
Other			
Total Revenues and Transfers	428,294	1,592,303	-73.1%
BEGINNING BALANCE	-	-	
TOTAL AVAILABLE	428,294	1,592,303	-73.1%
EXPENDITURES			
Capital Projects	462,476	1,592,303	-71.0%
Building Renewal	50,027	42,534	17.6%
Internal Service Renewal/Replacement			
Auxiliary Renewal/Replacement			
Debt Retirement			
Total Expenditures	512,503	1,634,837	-68.7%
NET TRANSFERS OUT / (IN)	(56,605)	-	
TOTAL EXPENDITURES AND TRANSFERS	455,898	1,634,837	-72.1%
ENDING FUND BALANCE	\$ (27,605)	\$ (42,534)	-35.1%

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)

December 31, 2017

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 1,921,229
Receipts from grants and contracts	3,103,568
Other receipts	-
Payments to or on behalf of employees	(5,869,692)
Payment to suppliers for goods and services	(3,225,985)
Receipts from Sales and Services	337,842
Payments for scholarships	(2,374,806)
Other Operating Revenue	176,401
Net cash (used) by operating activities	<u>(5,931,443)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	5,647,094
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>5,647,094</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	99,949
Net Cash provided by Investing Activities	<u>99,949</u>
Increase (Decrease) in Cash and Cash Equivalents	(184,400)
Cash and Cash Equivalents- beginning of year	2,467,824
Cash and Cash Equivalents- end of reporting period	<u>\$ 2,283,424</u>

Northern New Mexico College

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

Operating Funds	FY 2018 Original Budget	FY 2018 Revised Budget thru BAR.ID 99	FY 2018 Actuals as of December 31, 2017	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,923,369	\$ 3,923,369	\$ 3,565,425	90.9%
Federal Appropriations	-	-	-	-
State Appropriations	10,438,300	10,438,300	5,218,800	50.0%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	7,120,695	7,894,121	3,143,839	39.8%
Endowment/Land & Perm Inc	163,525	163,525	99,949	61.1%
Sales & Services	724,056	631,833	337,842	53.5%
Other	32,223	182,338	129,783	71.2%
Total Revenue	22,402,168	23,233,486	12,495,639	53.8%
BEGINNING BALANCE	781,308	781,308	1,733,353	221.85%
TOTAL AVAILABLE	23,183,476	24,014,794	14,228,992	59.3%
EXPENDITURES				
Instruction & General	16,050,843	16,418,057	7,053,340	43.0%
Student Social & Cultural	87,880	91,095	36,549	40.1%
Research	-	-	12,557	-
Public Service	574,306	537,655	211,830	39.4%
Internal Services	169,739	165,989	(43,976)	-26.5%
Student Aid	4,534,943	5,237,767	2,249,215	42.9%
Auxiliary Enterprises	859,053	859,053	358,835	41.8%
Intercollegiate Athletics	676,712	566,713	315,000	55.6%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	22,953,476	23,876,328	10,193,350	42.7%
NET TRANSFERS OUT / (IN)	230,000	264,182	56,605	-
TOTAL EXPENDITURES & TRANSFERS	23,183,476	24,140,511	10,249,955	42.5%
ENDING FUND BALANCE	\$ (0)	\$ (125,717)	\$ 3,979,037	

Plant Funds	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals as of December 31, 2017	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees	-	-	-	-
Bond Proceeds	-	-	-	-
Gifts, Grants and Contracts	-	-	-	-
Interest Income	-	-	-	-
State Appropriation	\$ 914,679	\$ 881,099	\$ 428,294	48.6%
Debt Service Transfers	-	-	-	-
Other	-	-	-	-
Total Revenues and Transfers	914,679	881,099	428,294	48.6%
BEGINNING BALANCE	-	-	-	-
TOTAL AVAILABLE	914,679	881,099	428,294	48.6%
EXPENDITURES				
Capital Projects	914,679	915,281	462,476	50.5%
Building Renewal	230,000	230,000	48,514	21.1%
Internal Service Renewal/Replacement	-	-	-	-
Auxiliary Renewal/Replacement	-	-	-	-
Debt Retirement	-	-	-	-
Total Expenditures	1,144,679	1,145,281	510,990	44.6%
NET TRANSFERS OUT / (IN)	(230,000)	(264,182)	(56,605)	21.4%
TOTAL EXPENDITURES & TRANSFERS	914,679	881,099	454,385	51.6%
ENDING FUND BALANCE	\$ -	\$ 0	\$ (26,092)	

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended December 31, 2017

11 Current Unrestricted Funds

	CURRENT YEAR	PRIOR YEAR	COMPARISON	
	12/31/2017	12/31/2016	CURRENT TO PRIOR	PERCENT
REVENUES:				
Academic Tuition	2,102,899.99	1,989,034.30	113,865.69	5.73
Continuing Educ Tuition and Fees	17,394.75	50,408.14	(33,013.39)	(65.49)
Academic Fees	1,279,278.33	1,182,113.65	97,164.68	8.22
Nursing Standardized Testing Fee	14,168.25	5,652.50	8,515.75	150.66
State Government Appropriations	5,095,200.00	5,266,900.00	(171,700.00)	(3.26)
Government Grants and Contracts	112,172.20	137,465.86	(25,293.66)	(18.40)
Endowment Land and Permanent Fund	99,949.07	83,223.01	16,726.06	20.10
Sales and Service	523.00	337.00	186.00	55.19
Other Sources of Revenue	105,635.77	143,013.19	(37,377.42)	(26.14)
Housing and Food Service	200.00	-	200.00	
TOTAL REVENUES:	8,827,421.36	8,858,147.65	(30,726.29)	(0.35)
EXPENDITURES:				
Instruction	2,392,783.05	2,447,977.83	(55,194.78)	(2.26)
Academic Support	565,603.75	553,561.59	12,042.16	2.18
Student Services	547,639.94	556,974.54	(9,334.60)	(1.68)
Institutional Support	1,818,783.43	1,362,093.94	456,689.49	33.53
Operations and Maintenance of Plant	847,322.71	857,984.21	(10,661.50)	(1.24)
Public Service	200,898.84	242,501.86	(41,603.02)	(17.16)
Internal Service Departments	(43,976.44)	(62,736.09)	18,759.65	29.90
Student Aid Grants and Stipends	46,876.48	48,621.28	(1,744.80)	(3.59)
TOTAL EXPENDITURES:	6,375,931.76	6,006,979.16	368,952.60	6.14
TRANSFERS AMONG FUNDS:				
Transfer In	130,107.36	58,119.77	71,987.59	123.86
Transfer (Out)	(249,108.89)	(34,308.16)	(214,800.73)	(626.09)
TOTAL TRANSFERS AMONG FUNDS:	(119,001.53)	23,811.61	(142,813.14)	(599.76)
NET INCREASE/DECREASE IN NET ASSETS	2,332,488.07	2,874,980.10	(542,492.03)	(18.87)
Fund Balance, Beginning of the Period	1,733,352.94	1,338,365.71	394,987.23	29.51
Fund Balance, End of the Period	4,065,841.01	4,213,345.81	(147,504.80)	(3.50)

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended December 31, 2017

12 Current Unrestricted Funds Designated

	CURRENT YEAR	PRIOR YEAR	COMPARISON	
	12/31/2017	12/31/2016	CURRENT TO PRIOR	PERCENT
REVENUES:				
Academic Fees	85,682.12	79,505.40	6,176.72	7.77
State Government Appropriations	123,600.00	124,600.00	(1,000.00)	(0.80)
Other Sources of Revenue	8,177.37	3,573.52	4,603.85	128.83
Auxiliary Enterprises	218,500.63	227,731.67	(9,231.04)	(4.05)
Housing and Food Service	83,452.00	78,227.12	5,224.88	6.68
Sostenga	-	704.50	(704.50)	(100.00)
Staff and Faculty Housing	25,462.80	21,325.83	4,136.97	19.40
Inter-Collegiate Athletics	18,344.41	9,373.57	8,970.84	95.70
TOTAL REVENUES:	563,219.33	545,041.61	18,177.72	3.34
EXPENDITURES:				
Student Aid Grants and Stipends	61,500.00	-	61,500.00	
Auxiliary Enterprises	358,834.94	471,506.03	(112,671.09)	(23.90)
Intercollegiate Athletics	315,000.31	398,530.01	(83,529.70)	(20.96)
TOTAL EXPENDITURES:	735,335.25	870,036.04	(134,700.79)	(15.48)
TRANSFERS AMONG FUNDS:				
Transfer In	117,132.87	-	117,132.87	
Transfer Out	-	-	-	-
TOTAL TRANSFERS AMONG FUNDS:	117,132.87	-	117,132.87	-
NET INCREASE/DECREASE IN NET ASSETS	(54,983.05)	(324,994.43)	270,011.38	83.08
Fund Balance, Beginning of the Period	-	94,420.55	(94,420.55)	(100.00)
Fund Balance, End of the Period	<u>(54,983.05)</u>	<u>(230,573.88)</u>	<u>175,590.83</u>	<u>(76.15)</u>

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended December 31, 2017

41 Grants

	CURRENT	PRIOR YEAR	COMPARISON	
	YEAR		CURRENT TO	PERCENT
	12/31/2017	12/31/2016	PRIOR	
REVENUES:				
Government Grants and Contracts	1,054,326.72	1,824,636.22	(770,309.50)	(42.22)
Private Gifts and Grants	45,450.95	23,671.06	21,779.89	92.01
Other Sources of Revenue	-	(207.39)	207.39	100.00
TOTAL REVENUES:	1,099,777.67	1,848,099.89	(748,322.22)	(40.49)
EXPENDITURES:				
Instruction	625,050.68	918,477.20	(293,426.52)	(31.95)
Academic Support	3,804.67	5,685.85	(1,881.18)	(33.09)
Student Services	156,534.31	269,798.56	(113,264.25)	(41.98)
Institutional Support	17,623.56	577,810.12	(560,186.56)	(96.95)
Operations and Maintenance of Plant	2,284.61	-	2,284.61	
Research	12,557.09	2,383.60	10,173.49	426.81
Public Service	10,930.77	-	10,930.77	
Student Aid Grants and Stipends	203,548.04	22,434.18	181,113.86	807.31
TOTAL EXPENDITURES:	1,032,333.73	1,796,589.51	(764,255.78)	(42.54)
TRANSFERS AMONG FUNDS:				
Transfer In	-	207.39	(207.39)	(100.00)
Transfer Out	(67,443.94)	(51,717.77)	(15,726.17)	(30.41)
TOTAL TRANSFERS AMONG FUNDS:	(67,443.94)	(51,510.38)	(15,933.56)	30.93
NET INCREASE/DECREASE IN NET ASSETS	-	-	-	-
Fund Balance, Beginning of the Period	-	-	-	
Fund Balance, End of the Period	-	-	-	

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended December 31, 2017

42 Student Aid

	CURRENT	PRIOR YEAR	COMPARISON	
	YEAR		CURRENT TO	PERCENT
	12/31/2017	12/31/2016	PRIOR	
REVENUES:				
Academic Fees	2,246.80	28.18	2,218.62	7,873.03
Government Grants and Contracts	1,821,913.28	1,857,536.52	(35,623.24)	(1.92)
Private Gifts and Grants	109,976.23	138,656.90	(28,680.67)	(20.69)
Other Sources of Revenue	1,403.07	674.75	728.32	107.94
TOTAL REVENUES:	1,935,539.38	1,996,896.35	(61,356.97)	(3.07)
EXPENDITURES:				
Instruction	-	14,745.01	(14,745.01)	(100.00)
Academic Support	-	2,767.50	(2,767.50)	(100.00)
Student Services	75,436.95	34,361.26	41,075.69	119.54
Institutional Support	472.50	3,461.25	(2,988.75)	(86.35)
Operations and Maintenance of Plant	-	2,632.50	(2,632.50)	(100.00)
Student Aid Grants and Stipends	1,937,290.76	1,927,158.92	10,131.84	0.53
Auxiliary Enterprises	-	1,586.25	(1,586.25)	(100.00)
Intercollegiate Athletics	-	10,860.00	(10,860.00)	(100.00)
TOTAL EXPENDITURES:	2,013,200.21	1,997,572.69	15,627.52	0.78
TRANSFERS AMONG FUNDS:				
Transfer In	12,707.91	27,698.77	(14,990.86)	(54.12)
Transfer Out	-	-	-	-
TOTAL TRANSFERS AMONG FUNDS:	12,707.91	27,698.77	(14,990.86)	(54.12)
NET INCREASE/DECREASE IN NET ASSETS	(64,952.92)	27,022.43	(91,975.35)	(340.37)
Fund Balance, Beginning of the Period	-	-	-	-
Fund Balance, End of the Period	(64,952.92)	27,022.43	(91,975.35)	

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended December 31, 2017

91 Unexpended Plant Funds

	CURRENT	PRIOR YEAR 12/31/2016	COMPARISON	
	YEAR 12/31/2017		CURRENT TO PRIOR	PERCENT
EXPENDITURES:				
Plant Funds	50,026.77	42,533.50	7,493.27	17.62
TOTAL EXPENDITURES:	<u>50,026.77</u>	<u>42,533.50</u>	<u>7,493.27</u>	<u>17.62</u>
TRANSFERS AMONG FUNDS:				
Transfer In	22,422.27	-	22,422.27	-
Transfer Out	-	-	-	-
TOTAL TRANSFERS AMONG FUNDS:	<u>22,422.27</u>	<u>-</u>	<u>22,422.27</u>	
<hr/>				
NET INCREASE/DECREASE IN NET ASSETS	(27,604.50)	(42,533.50)	14,929.00	35.10
Fund Balance, Beginning of the Period	-	-	-	
Fund Balance, End of the Period	<u>(27,604.50)</u>	<u>(42,533.50)</u>	<u>14,929.00</u>	<u>(35.10)</u>

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended December 31, 2017

92 Capital Projects

	CURRENT YEAR	PRIOR YEAR	COMPARISON	
	12/31/2017	12/31/2016	CURRENT TO PRIOR	PERCENT
REVENUES:				
State Government Appropriations	428,293.58	1,592,303.49	(1,164,009.91)	(73.10)
TOTAL REVENUES:	<u>428,293.58</u>	<u>1,592,303.49</u>	<u>(1,164,009.91)</u>	<u>(73.10)</u>
EXPENDITURES:				
Plant Funds	462,476.00	1,592,303.49	(1,129,827.49)	(70.96)
TOTAL EXPENDITURES:	<u>462,476.00</u>	<u>1,592,303.49</u>	<u>(1,129,827.49)</u>	<u>(70.96)</u>
TRANSFERS AMONG FUNDS:				
Transfer In	34,182.42	-	34,182.42	
Transfer Out	-	-	-	-
TOTAL TRANSFERS AMONG FUNDS:	<u>34,182.42</u>	<u>-</u>	<u>34,182.42</u>	
NET INCREASE/DECREASE IN NET ASSETS				
	-	-	-	-
Fund Balance, Beginning of the Period	<u>-</u>	<u>-</u>	<u>-</u>	
Fund Balance, End of the Period	<u>-</u>	<u>-</u>	<u>-</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: February 26, 2018

Re: Fiscal Watch Report

Issue

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

Overview

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

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

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

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

NNMC produces these 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 January 31, 2018.

Northern New Mexico College

Statement of Net Position
(Unaudited and Unadjusted)
January 31, 2018

Assets	
Current Assets:	
Cash and Cash Equivalents	2,426,587
Short-Term Investments	-
AR - Just student	2,384,891
AR - Other than student	1,101,835
Inventories	166,531
Prepaid Expenses	267,452
Loans Receivable, net	124,991
Total Current Assets	6,472,287
Non-Current Assets	
Restricted Cash and Cash Equivalents	-
Restricted Short Term Investments	-
Investments Held by Others	-
Other Long-Term Investments	-
Prepaid Expenses	-
Capital Assets, net	33,394,259
Total Non-Current Assets	33,394,259
Total Assets	39,866,546
Deferred Outflows of Resources	
Pension Related (6/30/16 balances)	1,974,933
Total Deferred Outflows of Resources	1,974,933
Liabilities	
Current Liabilities	
Accounts Payable	639,818
Other Accrued Liabilities	1,360,988
Deferred Income	102,592
LT Liabilities - Current Portion	-
Total Current Liabilities	2,103,398
Non-Current Liabilities	
Accrued Interest Payable	-
Accrued Benefit Reserves	-
Other LT Liabilities	142,216
Net Pension Liability	20,701,991
Total Non-Current Liabilities	20,844,207
Total Liabilities	22,947,605
Deferred Inflows of Resources	
Pension Related (6/30/16 balances)	2,659,419
Total Deferred Inflows of Resources	2,659,419
Net Position	
Invested in Capital Assets, net of Related Debt	33,394,259
Restricted for:	
Nonexpendable:	
Endowments	-
Expendable:	
General Activities	(51,710)
Federal Student Loans	-
Term Endowments	-
Capital Projects	-
Debt Service	-
Related Entity Activities	-
Unrestricted	
Unrestricted without NFP	4,278,383
Net Fiduciary Position	(21,386,477)
Total Unrestricted (includes 6/30/16 NFP)	(17,108,094)
Total Net Position	16,234,454

Northern New Mexico College

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

Operating Funds	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals as of January 31, 2018	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,923,369	\$ 3,923,369	\$ 4,068,175	103.7%
Federal Appropriations	-	-	-	-
State Appropriations	10,438,300	10,438,300	6,088,600	58.3%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	7,120,695	7,120,695	3,272,647	46.0%
Endowment/Land & Perm Inc	163,525	163,525	111,819	68.4%
Sales & Services	724,056	724,056	494,031	68.2%
Other	32,223	32,223	142,464	442.1%
Total Revenue	22,402,168	22,402,168	14,177,737	63.3%
BEGINNING BALANCE	781,308	781,308	1,733,353	221.85%
TOTAL AVAILABLE	23,183,476	23,183,476	15,911,090	68.6%
EXPENDITURES				
Instruction & General	16,050,843	16,050,843	8,267,608	51.5%
Student Social & Cultural	87,880	87,880	45,186	51.4%
Research	-	-	12,557	-
Public Service	574,306	574,306	250,461	43.6%
Internal Services	169,739	169,739	(59,837)	-35.3%
Student Aid	4,534,943	4,534,943	2,239,648	49.4%
Auxiliary Enterprises	859,053	859,053	467,188	54.4%
Intercollegiate Athletics	676,712	676,712	357,920	52.9%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	22,953,476	22,953,476	11,580,731	50.5%
NET TRANSFERS OUT / (IN)	230,000	230,000	84,209	-
TOTAL EXPENDITURES & TRANSFERS	23,183,476	23,183,476	11,664,940	50.3%
ENDING FUND BALANCE	\$ (0)	\$ (0)	\$ 4,246,150	

Plant Funds	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals as of January 31, 2018	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees	-	-	-	-
Bond Proceeds	-	-	-	-
Gifts, Grants and Contracts	-	-	-	-
Interest Income	-	-	-	-
State Appropriation	\$ 914,679	\$ 914,679	\$ 435,959	47.7%
Debt Service Transfers	-	-	-	-
Other	-	-	-	-
Total Revenues and Transfers	914,679	914,679	435,959	47.7%
BEGINNING BALANCE	-	-	-	-
TOTAL AVAILABLE	914,679	914,679	435,959	47.7%
EXPENDITURES				
Capital Projects	914,679	914,679	470,141	51.4%
Building Renewal	230,000	230,000	65,035	28.3%
Internal Service Renewal/Replacement	-	-	-	-
Auxiliary Renewal/Replacement	-	-	-	-
Debt Retirement	-	-	-	-
Total Expenditures	1,144,679	1,144,679	535,177	46.8%
NET TRANSFERS OUT / (IN)	(230,000)	(230,000)	(84,209)	36.6%
TOTAL EXPENDITURES & TRANSFERS	914,679	914,679	450,967	49.3%
ENDING FUND BALANCE	\$ -	\$ -	\$ (15,009)	

Northern New Mexico College

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

Operating Funds	FY 2018 Actuals as of January 31, 2018	FY 2017 Actuals as of January 31, 2017	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 4,068,175	\$ 3,734,332	8.9%
Federal Appropriations	-	-	
State Appropriations	6,088,600	6,277,100	-3.0%
Local Appropriations	-	-	
Gifts, Grants & Contracts	3,272,647	4,176,426	-21.6%
Endowment/Land & Perm Inc	111,819	93,881	19.1%
Sales & Services	494,031	608,074	-18.8%
Other	142,464	97,734	45.8%
Total Revenue	14,177,737	14,987,547	-5.4%
BEGINNING BALANCE	1,733,353	1,432,786	21.0%
TOTAL AVAILABLE	15,911,090	16,420,333	-3.1%
EXPENDITURES			
Instruction & General	8,267,608	9,063,147	-8.8%
Student Social & Cultural	45,186	51,937	-13.0%
Research	12,557	3,919	220.4%
Public Service	250,461	285,981	-12.4%
Internal Services	(59,837)	(97,288)	-38.5%
Student Aid	2,239,648	2,002,426	11.8%
Auxiliary Enterprises	467,188	621,698	-24.9%
Intercollegiate Athletics	357,920	455,409	-21.4%
Independent Operations (NMDA)	-	-	
Total Expenditures	11,580,731	12,387,230	-6.5%
NET TRANSFERS OUT / (IN)	84,209	79,861	5.4%
TOTAL EXPENDITURES & TRANSFERS	11,664,940	12,467,091	-6.4%
ENDING FUND BALANCE	\$ 4,246,150	\$ 3,953,242	7.4%

Plant Funds	FY 2018 Actuals as of January 31, 2018	FY 2017 Actuals as of January 31, 2017	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Required Student Fees			
Bond Proceeds			
Gifts, Grants and Contracts			
Interest Income			
State Appropriation	\$ 435,959	\$ 1,902,858	-77.1%
Debt Service Transfers			
Other			
Total Revenues and Transfers	435,959	1,902,858	-77.1%
BEGINNING BALANCE	-	-	
TOTAL AVAILABLE	435,959	1,902,858	-77.1%
EXPENDITURES			
Capital Projects	470,141	1,902,858	-75.3%
Building Renewal	65,035	69,504	-6.4%
Internal Service Renewal/Replacement			
Auxiliary Renewal/Replacement			
Debt Retirement			
Total Expenditures	535,177	1,972,362	-72.9%
NET TRANSFERS OUT / (IN)	(84,209)	(79,861)	5.4%
TOTAL EXPENDITURES AND TRANSFERS	450,967	1,892,501	-76.2%
ENDING FUND BALANCE	\$ (15,009)	\$ 10,357	-244.9%

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) January 31, 2018

Cash Flows from Operating Activities		
Receipts from student tuition and fees	\$	2,006,195
Receipts from grants and contracts		3,428,238
Other receipts		-
Payments to or on behalf of employees		(6,871,210)
Payment to suppliers for goods and services		(3,591,535)
Receipts from Sales and Services		494,031
Payments for scholarships		(2,365,673)
Other Operating Revenue		222,337
Net cash (used) by operating activities		<u>(6,677,615)</u>
Cash Flows from Non-Capital Financing Activities		
State Appropriations		6,524,559
Gifts for other than Capital Purposes		-
Private Gifts for Endowment		-
Other Non-operating Expense		-
Net Cash provided (used) for non-capital financing activities		<u>6,524,559</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		111,819
Net Cash provided by Investing Activities		<u>111,819</u>
Increase (Decrease) in Cash and Cash Equivalents		(41,237)
Cash and Cash Equivalents- beginning of year		2,467,824
Cash and Cash Equivalents- end of reporting period	\$	<u>2,426,587</u>

Northern New Mexico College

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

Operating Funds	FY 2018 Original Budget	FY 2018 Revised Budget thru BAR.ID_114	FY 2018 Actuals as of January 31, 2017	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,923,369	\$ 3,925,385	\$ 4,068,175	103.6%
Federal Appropriations	-	-	-	-
State Appropriations	10,438,300	10,438,300	6,088,600	58.3%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	7,120,695	7,950,121	3,272,647	41.2%
Endowment/Land & Perm Inc	163,525	163,525	111,819	68.4%
Sales & Services	724,056	631,833	494,031	78.2%
Other	32,223	181,459	142,464	78.5%
Total Revenue	22,402,168	23,290,623	14,177,737	60.9%
BEGINNING BALANCE	781,308	781,308	1,733,353	221.85%
TOTAL AVAILABLE	23,183,476	24,071,931	15,911,090	66.1%
EXPENDITURES				
Instruction & General	16,050,843	16,474,894	8,267,608	50.2%
Student Social & Cultural	87,880	91,095	45,186	49.6%
Research	-	-	12,557	-
Public Service	574,306	537,655	250,461	46.6%
Internal Services	169,739	166,019	(59,837)	-36.0%
Student Aid	4,534,943	5,250,717	2,239,648	42.7%
Auxiliary Enterprises	859,053	859,053	467,188	54.4%
Intercollegiate Athletics	676,712	552,963	357,920	64.7%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	22,953,476	23,932,395	11,580,731	48.4%
NET TRANSFERS OUT / (IN)	230,000	264,182	84,209	-
TOTAL EXPENDITURES & TRANSFERS	23,183,476	24,196,578	11,664,940	48.2%
ENDING FUND BALANCE	\$ (0)	\$ (124,646)	\$ 4,246,150	

Plant Funds	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals as of January 31, 2017	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees	-	-	-	-
Bond Proceeds	-	-	-	-
Gifts, Grants and Contracts	-	-	-	-
Interest Income	-	-	-	-
State Appropriation	\$ 914,679	\$ 881,099	\$ 435,959	49.5%
Debt Service Transfers	-	-	-	-
Other	-	-	-	-
Total Revenues and Transfers	914,679	881,099	435,959	49.5%
BEGINNING BALANCE	-	-	-	-
TOTAL AVAILABLE	914,679	881,099	435,959	49.5%
EXPENDITURES				
Capital Projects	914,679	915,281	470,141	51.4%
Building Renewal	230,000	230,000	65,035	28.3%
Internal Service Renewal/Replacement	-	-	-	-
Auxiliary Renewal/Replacement	-	-	-	-
Debt Retirement	-	-	-	-
Total Expenditures	1,144,679	1,145,281	535,177	46.7%
NET TRANSFERS OUT / (IN)	(230,000)	(264,182)	(84,209)	31.9%
TOTAL EXPENDITURES & TRANSFERS	914,679	881,099	450,967	51.2%
ENDING FUND BALANCE	\$ -	\$ 0	\$ (15,009)	

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended January 31, 2018

11 Current Unrestricted Funds

	CURRENT YEAR	PRIOR YEAR	COMPARISON	
	1/31/2018	1/31/2017	CURRENT TO PRIOR	PERCENT
REVENUES:				
Academic Tuition	2,391,154.76	2,127,321.62	263,833.14	12.40
Continuing Educ Tuition and Fees	24,704.75	61,951.89	(37,247.14)	(60.12)
Academic Fees	1,466,620.55	1,376,373.58	90,246.97	6.56
Nursing Standardized Testing Fee	14,033.25	8,082.50	5,950.75	73.63
State Government Appropriations	5,944,400.00	6,131,700.00	(187,300.00)	(3.06)
Government Grants and Contracts	122,039.86	170,692.30	(48,652.44)	(28.50)
Endowment Land and Permanent Fund	111,819.44	93,881.27	17,938.17	19.11
Sales and Service	787.00	434.00	353.00	81.34
Other Sources of Revenue	107,213.06	147,307.99	(40,094.93)	(27.22)
TOTAL REVENUES:	10,182,772.67	10,117,745.15	65,027.52	0.64
EXPENDITURES:				
Instruction	2,820,823.45	2,855,690.23	(34,866.78)	(1.22)
Academic Support	665,619.03	635,139.27	30,479.76	4.80
Student Services	637,669.50	653,084.89	(15,415.39)	(2.36)
Institutional Support	2,166,502.34	1,675,022.01	491,480.33	29.34
Operations and Maintenance of Plant	997,733.69	1,039,496.86	(41,763.17)	(4.02)
Public Service	237,705.06	285,981.38	(48,276.32)	(16.88)
Internal Service Departments	(61,595.38)	(97,288.40)	35,693.02	36.69
Student Aid Grants and Stipends	46,876.48	48,621.28	(1,744.80)	(3.59)
TOTAL EXPENDITURES:	7,511,334.17	7,095,747.52	415,586.65	5.86
TRANSFERS AMONG FUNDS:				
Transfer In	169,503.62	131,517.91	37,985.71	28.88
Transfer (Out)	(382,766.63)	(517,390.73)	134,624.10	26.02
TOTAL TRANSFERS AMONG FUNDS:	(213,263.01)	(385,872.82)	172,609.81	(44.73)
NET INCREASE/DECREASE IN NET ASSETS	2,458,175.49	2,636,124.81	(177,949.32)	(6.75)
Fund Balance, Beginning of the Period	1,733,352.94	1,338,365.71	394,987.23	29.51
Fund Balance, End of the Period	4,191,528.43	3,974,490.52	217,037.91	5.46

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended January 31, 2018

12 Current Unrestricted Funds Designated

	CURRENT YEAR	PRIOR YEAR	COMPARISON	
	1/31/2018	1/31/2017	CURRENT TO PRIOR	PERCENT
REVENUES:				
Continuing Educ Tuition and Fees	-	-	-	-
Academic Fees	97,164.67	91,785.56	5,379.11	5.86
State Government Appropriations	144,200.00	145,400.00	(1,200.00)	(0.83)
Other Sources of Revenue	11,677.37	4,430.07	7,247.30	163.59
Auxiliary Enterprises	355,941.28	424,805.92	(68,864.64)	(16.21)
Housing and Food Service	94,881.63	91,764.83	3,116.80	3.40
Sostenga	-	704.50	(704.50)	(100.00)
Staff and Faculty Housing	32,207.55	23,932.27	8,275.28	34.58
Inter-Collegiate Athletics	26,458.18	16,430.07	10,028.11	61.04
TOTAL REVENUES:	762,530.68	799,253.22	(36,722.54)	(4.59)
EXPENDITURES:				
Student Aid Grants and Stipends	61,950.00	-	61,950.00	
Auxiliary Enterprises	467,188.28	621,317.94	(154,129.66)	(24.81)
Intercollegiate Athletics	357,919.80	455,145.20	(97,225.40)	(21.36)
TOTAL EXPENDITURES:	887,058.08	1,076,463.14	(189,405.06)	(17.60)
TRANSFERS AMONG FUNDS:				
Transfer In	197,881.09	337,090.98	(139,209.89)	(41.30)
Transfer (Out)	-	-	-	
TOTAL TRANSFERS AMONG FUNDS:	197,881.09	337,090.98	(139,209.89)	(41.30)
NET INCREASE/DECREASE IN NET ASSETS	73,353.69	59,881.06	13,472.63	22.50
Fund Balance, Beginning of the Period	-	94,420.55	(94,420.55)	(100.00)
Fund Balance, End of the Period	73,353.69	154,301.61	(80,947.92)	(52.46)

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended January 31, 2018

41 Grants

	CURRENT	PRIOR YEAR	COMPARISON	
	YEAR		CURRENT TO	PERCENT
	1/31/2018	1/31/2017	PRIOR	
REVENUES:				
Government Grants and Contracts	1,159,583.01	1,967,020.66	(807,437.65)	(41.05)
Private Gifts and Grants	45,450.95	24,171.06	21,279.89	88.04
Other Sources of Revenue	-	(207.39)	207.39	100.00
TOTAL REVENUES:	1,205,033.96	1,990,984.33	(785,950.37)	(39.48)
EXPENDITURES:				
Instruction	677,546.65	1,004,972.86	(327,426.21)	(32.58)
Academic Support	4,443.48	6,634.25	(2,190.77)	(33.02)
Student Services	188,848.35	291,680.88	(102,832.53)	(35.26)
Institutional Support	17,623.56	597,165.15	(579,541.59)	(97.05)
Operations and Maintenance of Plant	2,284.61	-	2,284.61	
Research	12,557.09	3,919.48	8,637.61	220.38
Public Service	12,755.96	-	12,755.96	
Student Aid Grants and Stipends	207,439.08	27,834.18	179,604.90	645.27
TOTAL EXPENDITURES:	1,123,498.78	1,932,206.80	(808,708.02)	(41.85)
TRANSFERS AMONG FUNDS:				
Transfer In	-	207.39	(207.39)	(100.00)
Transfer (Out)	(81,535.18)	(58,984.92)	(22,550.26)	(38.23)
TOTAL TRANSFERS AMONG FUNDS:	(81,535.18)	(58,777.53)	(22,757.65)	38.72
NET INCREASE/DECREASE IN NET ASSETS	-	-	-	-
Fund Balance, Beginning of the Period	-	-	-	
Fund Balance, End of the Period	-	-	-	

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended January 31, 2018

42 Student Aid

	CURRENT	PRIOR YEAR	COMPARISON	
	YEAR		CURRENT TO	PERCENT
	1/31/2018	1/31/2017	PRIOR	
REVENUES:				
Academic Fees	2,246.80	109.14	2,137.66	1,958.64
Government Grants and Contracts	1,808,699.59	1,855,290.58	(46,590.99)	(2.51)
Private Gifts and Grants	146,127.67	166,456.90	(20,329.23)	(12.21)
Other Sources of Revenue	1,403.07	852.19	550.88	64.64
TOTAL REVENUES:	1,958,477.13	2,022,708.81	(64,231.68)	(3.18)
EXPENDITURES:				
Instruction	-	14,745.01	(14,745.01)	(100.00)
Academic Support	-	2,767.50	(2,767.50)	(100.00)
Student Services	89,394.46	46,351.89	43,042.57	92.86
Institutional Support	877.50	3,461.25	(2,583.75)	(74.65)
Operations and Maintenance of Plant	-	2,632.50	(2,632.50)	(100.00)
Student Aid Grants and Stipends	1,923,382.10	1,925,970.98	(2,588.88)	(0.13)
Auxiliary Enterprises	-	1,586.25	(1,586.25)	(100.00)
Intercollegiate Athletics	-	10,860.00	(10,860.00)	(100.00)
TOTAL EXPENDITURES:	2,013,654.06	2,008,375.38	5,278.68	0.26
TRANSFERS AMONG FUNDS:				
Transfer In	12,707.91	27,698.77	(14,990.86)	(54.12)
Transfer (Out)	-	-	-	-
TOTAL TRANSFERS AMONG FUNDS:	12,707.91	27,698.77	(14,990.86)	(54.12)
NET INCREASE/DECREASE IN NET ASSETS	(42,469.02)	42,032.20	(84,501.22)	(54.12)
Fund Balance, Beginning of the Period	-	-	-	
Fund Balance, End of the Period	<u>(42,469.02)</u>	<u>42,032.20</u>	<u>(84,501.22)</u>	

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended January 31, 2018

91 Unexpended Plant Funds

	CURRENT	PRIOR YEAR 1/31/2017	COMPARISON	
	YEAR 1/31/2018		CURRENT TO PRIOR	PERCENT
REVENUES:				
TOTAL REVENUES:	-	-	-	-
EXPENDITURES:				
Operations and Maintenance of Plant Plant Funds	-	-	-	-
TOTAL EXPENDITURES:	65,035.43	69,504.28	(4,468.85)	(6.43)
TRANSFERS AMONG FUNDS:				
Transfer In	50,026.77	79,860.60	(29,833.83)	(37.36)
Transfer (Out)	-	-	-	-
TOTAL TRANSFERS AMONG FUNDS:	50,026.77	79,860.60	(29,833.83)	(37.36)
NET INCREASE/DECREASE IN NET ASSETS	(15,008.66)	10,356.32	(25,364.98)	(244.92)
Fund Balance, Beginning of the Period	-	-	-	-
Fund Balance, End of the Period	(15,008.66)	10,356.32	(25,364.98)	(244.92)

Statement of
Revenues, Expenditures, and Other Changes in Financial Position
for the period ended January 31, 2018

92 Capital Projects

	CURRENT YEAR	PRIOR YEAR	COMPARISON CURRENT TO PRIOR PERCENT	
	43,131.00	42,766.00		
REVENUES:				
State Government Appropriations	435,958.71	1,902,857.50	(1,466,898.79)	(77.09)
TOTAL REVENUES:	<u>435,958.71</u>	<u>1,902,857.50</u>	<u>(1,466,898.79)</u>	<u>(77.09)</u>
EXPENDITURES:				
Plant Funds	470,141.13	1,902,857.50	(1,432,716.37)	(75.29)
TOTAL EXPENDITURES:	<u>470,141.13</u>	<u>1,902,857.50</u>	<u>(1,432,716.37)</u>	<u>(75.29)</u>
TRANSFERS AMONG FUNDS:				
Transfer In	34,182.42	-	34,182.42	
Transfer (Out)	-	-	-	-
TOTAL TRANSFERS AMONG FUNDS:	<u>34,182.42</u>	<u>-</u>	<u>34,182.42</u>	<u>-</u>
NET INCREASE/DECREASE IN NET ASSETS	-	-	-	-
Fund Balance, Beginning of the Period	-	-	-	
Fund Balance, End of the Period	<u>-</u>	<u>-</u>	<u>-</u>	

Office of the President

NORTHERN New Mexico College

MEMORANDUM



To: Board of Regents,
Northern New Mexico College

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

Date: February 26, 2018

Re: Monthly Budget Adjustment Requests

Issue

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

Overview

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

- Initial Budgets (0 restricted, 0 unrestricted)
- Budget Increases (1 restricted, 6 unrestricted)
- Budget Decreases (0 restricted, 1 unrestricted)
- Budget Transfers (0 restricted, 0 unrestricted)
- Total BARs – 8 (Total BARs Year to Date – FY18=113)

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

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

Recommendation

Staff recommends that the Board of Regents approve the attached Budget Adjustment Requests as prepared internally through February 19, 2017.

**Northern New Mexico College
FY18 (2017-2018)
Monday, February 19, 2018**

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

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

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

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
17180087	Unrestricted	Increase	1/12/2018	11201	3041	Financial Aid Admin Cost Allowa	0.00	\$20,961
17180088	Unrestricted	Maintenance	1/4/2018	12105	3122	Athletics Administration	0.00	\$0
17180089	Restricted	Maintenance	1/4/2018	11730	3421	Small Business Development Ctr	0.00	\$0
17180090	Restricted	Maintenance	1/4/2018	41103	3052	Upward Bound 2017	0.00	\$0
17180091	Restricted	Maintenance	1/4/2018	41101	2725	High School Equivalent Program	0.00	\$0
17180092	Restricted	Maintenance	1/4/2018	41102	3052	College Assistance Migrant Progr	0.00	\$0
17180093	Unrestricted	Increase	1/12/2018	11012	2811	Department Discretionary	0.00	\$5,246
17180094	Unrestricted	Maintenance	1/5/2018	11000	1005	Instruction & General	0.00	\$0
17180095	Unrestricted	Increase		83027	3241	Student Organizations	0.00	\$408
17180096	Unrestricted	Maintenance	1/17/2018	11000	2431	Instruction & General	0.00	\$0
17180097	Unrestricted	Maintenance	1/17/2018	12105	3122	Athletics Administration	0.00	\$0
17180098	Unrestricted	Increase		83027	3126	Student Organizations	0.00	\$380
17180099	Restricted	Maintenance	1/23/2018	40110	2268	SWNRCT Program USDA	0.00	\$0
17180100	Unrestricted	Maintenance	1/23/2018	83000	3221	Student Services Support	0.00	\$0
17180101	Foundation	Maintenance	1/23/2018	34000	1005	Foundation-Operating	0.00	\$0
17180102	Unrestricted	Maintenance	2/20/2018	12105	3123	Athletics Administration	0.00	\$0
17180103	Restricted	Maintenance	2/20/2018	41102	3052	College Assistance Migrant Progr	0.00	\$0
17180104	Unrestricted	Increase		11012	2263	Department Discretionary	0.00	\$1,137
17180105	Restricted	Increase		41224	3052	ENLACE	0.00	\$48,000
17180106	Unrestricted	Maintenance	2/20/2018	11013	2653	Continuing Ed	0.00	\$0
17180107	Foundation	Increase		35000	5100	Foundation-Unrestricted	0.00	\$17,740
17180108	Unrestricted	Increase		11012	1040	Department Discretionary	0.00	\$8,000
17180109	Unrestricted	Maintenance	2/20/2018	11000	2212	Instruction & General	0.00	\$0
17180110	Unrestricted	Maintenance	2/20/2018	11000	2571	Instruction & General	0.00	\$0
17180111	Unrestricted	Increase		11801	3501	Internal Services	0.00	\$66,111
17180112	Unrestricted	Decrease		11011	2431	Nursing Enhancement	0.00	(\$63,715)
17180113	Unrestricted	Maintenance	2/20/2018	11013	2653	Continuing Ed	0.00	\$0
BAR Net Total							0.00	\$1,151,678

Northern New Mexico College

FY18 (2017-2018)

Fund Type: Unrestricted

BAR Type: Increase

BAR Num 17180095
Monday, January 08, 2018

Fun Student Organizations	Org American Indian Student Org	Category	Account	Description	FTE	Amount
		Revenue	83027-3241-58002-151	Prior Year Revenue	0.00	\$408
Total Revenue						\$408
		Expense	83027-3241-71131-151	Supplies and Expense	0.00	\$408
Total Expense						\$408
BAR Net Total Increase						\$408

Vice President for Finance and Administration
NNMC Board of Regents Representative

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

**BAR Num 17180098
Friday, January 12, 2018**

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

Fun Student Organizations
Org Cheerleaders

Category	Account	Description	FTE	Amount
Revenue	83027-3126-58001-151	Other Revenue	0.00	\$380
Total Revenue				\$380
Expense	83027-3126-71354-151	Uniforms	0.00	\$380
Total Expense				\$380
BAR Net Total Increase				\$380

Vice President for Finance and Administration

NNMC Board of Regents Representative

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

**BAR Num 17180104
Tuesday, February 06, 2018**

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

Fun	Department Discretionary	Category	Account	Description	FTE	Amount	
	Org Trickster Literary Journal	Revenue	11012-2114-58001-604	Other Revenue	0.00	\$1,137	
Total Revenue						0.00	\$1,137
		Expense	11012-2114-71131-101	Supplies and Expense	0.00	(\$3,300)	
		Expense	11012-2114-72124-101	Out-of-State Travel	0.00	\$1,137	
		Expense	11012-2114-72124-101	Out-of-State Travel	0.00	\$3,300	
		Expense	11012-2263-72123-101	In-State Travel	0.00	\$422	
		Expense	11012-2263-72124-101	Out-of-State Travel	0.00	(\$422)	
Total Expense						0.00	\$1,137

Fun Department Discretionary
Org Biology & Chemistry

BAR Net Total Increase

0.00

\$1,137

Vice President for Finance and Administration

NNMC Board of Regents Representative

Northern New Mexico College

BAR Num 17180105
Tuesday, February 06, 2018

FY18 (2017-2018)

Fund Type: Restricted

BAR Type: Increase

Fun	ENLACE	Org	Student Support Services	Category	Account	Description	FTE	Amount
Revenue	41224-3052-54202-605		State Grant & Contract Revenue				0.00	\$48,000
Total Revenue								\$48,000
Expense	41224-3052-61401-122		Support Staff Salaries-FT				0.00	\$25,000
Expense	41224-3052-61451-122		Student Salaries				0.00	\$6,000
Expense	41224-3052-62111-122		Medicare				0.00	\$365
Expense	41224-3052-62112-122		FICA				0.00	\$1,550
Expense	41224-3052-62121-122		Retirement - ERA				0.00	\$1,900
Expense	41224-3052-62141-122		Retiree Health Care - ERA				0.00	\$300
Expense	41224-3052-62151-122		Health Insurance				0.00	\$5,000
Expense	41224-3052-62152-122		Dental Insurance				0.00	\$100
Expense	41224-3052-62153-122		Vision Insurance				0.00	\$50
Expense	41224-3052-62161-122		Basic Life				0.00	\$20
Expense	41224-3052-62180-122		Workers Compensation				0.00	\$10
Expense	41224-3052-62181-122		Workers Compensation Insurance Bill				0.00	\$605

Fun ENLACE			
Org Student Support Services			
Expense 41224-3052-62190-122	Unemployment Compensation	0.00	\$100
Expense 41224-3052-71131-122	Supplies and Expense	0.00	\$2,500
Expense 41224-3052-71148-122	Printing	0.00	\$500
Expense 41224-3052-71555-122	IS Postage Services	0.00	\$500
Expense 41224-3052-71805-122	Grant-Project Activities	0.00	\$2,000
Expense 41224-3052-72123-122	In-State Travel	0.00	\$1,500
Total Expense		0.00	\$48,000
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BAR Net Total Increase		0.00	\$48,000

Vice President for Finance and Administration
NNMC Board of Regents Representative

Northern New Mexico College
FY18 (2017-2018)

BAR Num 17180107
Friday, February 09, 2018

Fund Type: Foundation
BAR Type: Increase

Fun	Foundation-Unrestricted	Org	Director of Diversity and Equity	Category	Account	Description	FTE	Amount
Revenue	35000-1040-89999-301		Fund Balance Budgeted				0.00	\$8,000
Revenue	35000-3122-80273-301		Transfer In				0.00	\$360
Revenue	35000-5100-58003-301		Foundation Donations				0.00	\$500
Revenue	36000-3122-80273-301		Transfer In				0.00	\$2,880
Revenue	36000-3122-80273-301		Transfer In				0.00	\$1,500
Revenue	36000-5100-89999-301		Fund Balance Budgeted				0.00	\$120
Revenue	36000-6200-89999-301		Fund Balance Budgeted				0.00	\$2,880
Revenue	36000-6300-58003-301		Foundation Donations				0.00	\$1,500
Total Revenue							0.00	\$17,740
Expense	31000-5101-71311-301		Other				0.00	\$120
Expense	35000-1040-71311-301		Other				0.00	\$8,000
Expense	35000-3122-71311-301		Other				0.00	\$360
Expense	35000-5100-71311-301		Other				0.00	\$140
Expense	35000-5100-80173-301		Transfer Out				0.00	\$360

Fun Temporarily Restricted				
Org Basketball - Mens				
Expense 36000-3122-71311-301	Other	0.00	\$1,500	
Expense 36000-3122-71311-301	Other	0.00	\$2,880	
Expense 36000-6200-80173-301	Transfer Out	0.00	\$2,880	
Expense 36000-6300-80173-301	Transfer Out	0.00	\$1,500	
Total Expense		0.00	\$17,740	
BAR Net Total Increase		0.00	\$17,740	

Vice President for Finance and Administration
NNMC Board of Regents Representative

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

**BAR Num 17180108
Monday, February 12, 2018**

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

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

Category	Account	Description	FTE	Amount
Revenue	11012-1040-55005-604	Private Gifts and Grants	0.00	\$8,000
Total Revenue			0.00	\$8,000
Expense	11012-1040-71131-131	Supplies and Expense	0.00	\$4,000
Expense	11012-1040-71253-131	Honorariums	0.00	\$4,000
Total Expense			0.00	\$8,000
BAR Net Total Increase			0.00	\$8,000

Vice President for Finance and Administration

NNMC Board of Regents Representative

Northern New Mexico College

FY18 (2017-2018)

Fund Type: Unrestricted

BAR Type: Increase

BAR Num 17180111
Monday, February 19, 2018

Fun Org Category	Instruction & General Computer Services Account	Description	FTE	Amount
Revenue	11000-3501-80273-611	Transfer In	0.00	\$19,871
Revenue	11013-2653-51100-600	Tuition - Continuing Education	0.00	(\$30,500)
Revenue	11013-2653-80273-600	Transfer In	0.00	\$30,500
Revenue	11801-3501-52403-181	IT Fees Fall	0.00	\$19,871
Revenue	42110-3643-54202-191	State Grant & Contract Revenue	0.00	\$24,369
Revenue	42211-3644-54202-191	State Grant & Contract Revenue	0.00	\$2,000
Total Revenue				\$66,111
Expense	11000-1022-61511-131	Salary Contingency Restricted	0.00	(\$30,500)
Expense	11000-1022-61511-131	Salary Contingency Restricted	0.00	\$19,871
Expense	11000-2653-80173-611	Transfer Out	0.00	\$30,500
Expense	11801-3501-80173-181	Transfer Out	0.00	\$19,871
Expense	42110-3643-71713-191	SSIG-Fall	0.00	\$24,369
Expense	42211-3644-71733-191	State Nursing Loans Fall	0.00	\$2,000

Fun Nursing Loan for Service
Org Nursing Loan for Service

Total Expense 0.00 \$66,111

BAR Net Total Increase 0.00 \$66,111

Vice President for Finance and Administration
NNMC Board of Regents Representative

Northern New Mexico College
FY18 (2017-2018)
Fund Type: Unrestricted
BAR Type: Decrease

Fun	Category	Account	Description	FTE	Amount
Nursing Enhancement					
Org Nursing - Associates Degree					
Revenue	11011-2431-89999-101		Fund Balance Budgeted	0.00	(\$322)
Revenue	42111-3646-54202-191		State Grant & Contract Revenue	0.00	(\$14,000)
Revenue	42112-3642-54202-191		State Grant & Contract Revenue	0.00	(\$9,864)
Revenue	42120-3650-54202-191		State Grant & Contract Revenue	0.00	(\$529)
Revenue	42210-3647-54202-191		State Grant & Contract Revenue	0.00	(\$4,000)
Revenue	42312-3613-55005-191		Private Gifts and Grants	0.00	(\$20,000)
Revenue	42423-3666-55005-191		Private Gifts and Grants	0.00	(\$15,000)
Total Revenue				0.00	(\$63,715)
Expense	11011-2431-62121-101		Retirement - ERA	0.00	(\$322)
Expense	42111-3646-71149-191		Scholarship Expense	0.00	(\$14,000)
Expense	42112-3642-71724-191		NM College Affordability Act Schola	0.00	(\$9,864)
Expense	42120-3650-71149-191		Scholarship Expense	0.00	(\$529)
Expense	42210-3647-71149-191		Scholarship Expense	0.00	(\$4,000)
Expense	42312-3613-71149-191		Scholarship Expense	0.00	(\$20,000)

Fun Miscellaneous Scholarships
Org Misc Scholarships

Expense	42423-3666-71149-191	Scholarship Expense	0.00	(\$15,000)
Total Expense			0.00	(\$63,715)

BAR Net Total Decrease **0.00** **(\$63,715)**

Vice President for Finance and Administration
NNMC Board of Regents Representative



MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Ivan Lopez, Provost and VPAA

Date: February 26, 2018

Re: Tenure Recommendation

Issue

Tenure applications for Dr. Mario Izaguirre-Sierra, Biology faculty member from College of Arts and Sciences, and Dr. Ashis Nandy, Mechanical Engineering faculty member from the College of Engineering and Technology, have completed the tenure process and have been recommended by the Tenure Council of the Faculty Senate for tenure.

Overview

Dr. Mario Izaguirre Sierra and Dr. Ashis Nandy tenure applications have been successfully evaluated by the Tenure Council, the Provost, and the President. 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 of these two individuals in the four areas is discussed in the two letters that the Provost sent to President Bailey (see attached letters).

Recommendation

Based on the accomplishments, I recommend the Board of Regents that tenure be granted to Dr. Mario Izaguirre-Sierra and Dr. Ashis Nandy.

Office of the Provost

NORTHERN New Mexico College



February 5, 2018

President Richard J. Bailey Jr., Ph.D.
Northern New Mexico College
921 Paseo de Oñate
Española, New Mexico 87532

Dear President Bailey,

Following the tenure process as delineated in the Faculty Handbook, all deliberations have been completed. I am pleased to recommend Dr. Mario Izaguirre-Sierra be considered for tenure. As Provost, I have reviewed Dr. Izaguirre-Sierra's qualifications in the four areas as outlined in the Faculty Handbook and my recommendation is aligned with the Tenure and Promotion Council's recommendation that Dr. Izaguirre-Sierra be granted tenure. Below is a summary of Dr. Izaguirre-Sierra's achievements.

1. Dr. Izaguirre-Sierra has submitted a very thorough and extensive dossier of evidence that, in my opinion, accomplished all criteria for tenure at Northern.

2. Teaching.

Dr. Izaguirre-Sierra has consistently obtained high student evaluations (average rating of 4.7 in a 1 to 5 scale) that attest to his effectiveness in teaching. Since fall 2013, he has taught most of the program requirements for the Bachelors of Science in Biology. He has also been involved in streamlining the curriculum of the program following HED requirements and developed several elective courses. In fall 2015, Dr. Izaguirre-Sierra received the NNMC Faculty of the Year Award.

3. Advisement.

Dr. Izaguirre-Sierra has been the supervisor and advisor for more than 33 undergraduate students, 7 high school students, and two K-12 teachers. At the same time, more than 69 students that have studied or worked closely with him have been recommended by Dr. Izaguirre-Sierra for different purposes.

4. Service.

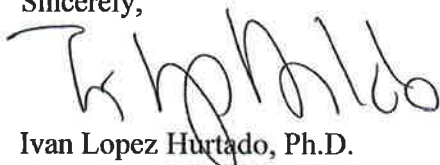
Dr. Izaguirre-Sierra has served on the HED Biology Articulation Committee and has been part of several NNMC committees that include: the Educational Policy Committee, the Undergraduate Curriculum Committee, the IRB Committee, and has Co-Chaired the Honors Committee. He developed and implemented the PEER Program for the community that allowed him to visit several middle schools in the region and worked in

science projects with the students and has developed curricular material for the kids. During this year, he has also been an active member of SACNAS.

5. Scholarly Activities.

Dr. Izaguirre-Sierra has been very active in undergraduate research projects and secured multiple grants that includes: NM IMBRE, National Institute of Health, National Science Foundation, the American Society of Plant Biologists, the American Society for Cell Biology, and IM-BECAS (with the Mexican Consulate). These grants total more than \$700K dollars. His students have benefited enormously from these grants and have attended national conferences presenting their research. He has given talks at the Max Planck Institute of Molecular Cell Biology and Genetics (Germany), Universidad de Malaga (Spain), Duke University, and the University of Maryland.

Sincerely,



Ivan Lopez Hurtado, Ph.D.
Provost and Vice-President for Academic Affairs

Office of the Provost

NORTHERN New Mexico College



February 5, 2018

President Richard J. Bailey Jr., Ph.D.
Northern New Mexico College
921 Paseo de Oñate
Española, New Mexico, 87532

Dear President Bailey,

Following the tenure process as delineated in the Faculty Handbook, all deliberations have been completed. I am pleased to recommend Dr. Ashis Nandy be considered for tenure. As the Provost, I have reviewed Dr. Nandy's qualifications in the four areas as outlined in the Faculty Handbook and my recommendation is aligned with the Tenure and Promotion Council's unanimous recommendation that Dr. Nandy is granted tenure. Below is a summary of Dr. Nandy's achievements:

1. Dr. Nandy has submitted a very thorough and extensive dossier of evidence that, in my opinion, accomplished all criteria for tenure at Northern.

2. Teaching.

Dr. Nandy has been an exemplary instructor and has been nominated twice by his students for the Faculty of the Year Award. Dr. Nandy has excellent student evaluations that attest to his effectiveness in teaching. Since 2012, he has taught more than 15 different courses in Mechanical Engineering and has been a proactive participant in Student Learning Outcomes Assessment as required by ABET and HLC. He has walked the extra mile by recording all his classes so that students have a better way to learn or listen to the material when they are absent.

3. Advisement.

Dr. Nandy has consistently advised 25 to 30 students per semester at the College of Engineering. He has helped them with petitions to graduate, course selections, career choices and has kept an open-door policy for all students. He has been a mentor for the College Assistance Migrant Program and provided guidance to them.

4. Service.

Dr. Nandy has served in multiple ways. He has been the Faculty Senator for the College of Engineering, active member of the IRB Committee, Academic Planning Taskforce, Academic Standards Committee, Undergraduate Curriculum Committee, Educational Policy, and General Education Committee. Dr. Nandy assisted the College of Engineering and Technology with the Curriculum Development of the Bachelor of

Electromechanical Engineering Technology program, the Pre-engineering associate degree and has engaged in all the accreditation activities that are required. Dr. Nandy has been very proactive with all recruitment activities including Engineering Day, internal and external career events, and participation in events such as RoboRave and tutoring events in Math and Robotics at the local high schools.

5. Scholarly Activities.

Dr. Nandy has engaged in professional development activities including PLC training, Labview training, and SolidWorks training. He has contributed to the financial well-being of the institution by obtaining the \$300K NSF IUSE grant (EDUCERE) and he has also assisted me as the Co-PI for the \$600K NSF S_STEM (PEARL) that has provided more than 50 scholarships to engineering students. Dr. Nandy has been a student mentor on several undergraduate research projects funded by the Alliance for Minority Participation.

In conclusion, after reviewing the dossier, the recommendations received from his peers, the letters of recommendation that support his candidacy, and the overwhelming abundance of his documentation, I recommend Dr. Nandy to be granted tenure.

Sincerely,



Ivan Lopez Hurtado, Ph.D.
Provost and Vice-President for Academic Affairs

Office of the President

NORTHERN New Mexico College
MEMORANDUM



To: Board of Regents
Northern New Mexico College

From: Ivan Lopez, Provost and VPAA

Date: February 26, 2018

Re: Academic Calendar

Issue

The latest approved Academic Calendar ends on July 31, 2018. The Board of Regents approves the Academic Calendar for the following two years.

Overview

The proposed Academic Calendars for AY 2018-2019 and AY 2019-2020 is attached to this memorandum. The proposed calendars have been reviewed and recommended by the academic affairs division and have been recommended by the Northern Federation of Educational Employees, AFT-NM, AFL-CIO (Faculty Bargaining Unit)

Recommendation

I recommend the Board of Regents to approve the proposed Academic Calendar for AY 2018-2019 and AY 2019-2020.

Academic Calendar 2018-2019

FALL 2018

Deadline to Petition to Graduate in Fall 2018	Fri., June 29
PAYMENT DEADLINE: pay in full, or 5% down plus a payment plan, or be disenrolled	Fri., Aug. 3
Deadline for Degree & Certificate Students to Submit an Application for Fall 2018	Fri., Aug. 10
Deadline for Non-Degree Students to Submit an Application for Fall 2018	Thur., Aug. 16
REGISTRATION	Mon., Apr 16 - Sun. Aug. 19
Convocation	Mon., Aug. 13
First day to use financial aid for bookstore charges.	Mon., Aug. 13
CLASSES BEGIN	Mon., Aug. 20
Late Registration (one day only)	Mon., Aug. 20
Last Day to Change Schedule (Drops/Adds only)	Fri., Aug. 24
Last Day to Change from CR-AU/AU-CR	Fri., Aug. 31
Last Day to Receive a Refund for Texts through the Bookstore	Thur., Aug. 30
Last Day to Drop from a Full-Term Course with 100% Refund	Fri., Aug. 31
Holiday (Labor Day)	Mon., Sept. 3
Last Day to Drop from a Full-Term Course without Record	Fri., Sept. 7
Mid-Term Week	Oct. 8-12
Fall Break (no classes)	Mon.-Tues., Oct. 15-16
Mid-Term Grades Due	Wed., Oct. 17
Faculty and Staff Development Day (no classes)	Wed., Oct. 17
REGISTRATION FOR SPRING 2019 Begins	Mon., Oct. 22
Last Day for Instructors to initiate a Withdrawal	Fri., Oct. 26
Last Day to Withdraw from a Full-Term Course	Fri., Nov. 9
Holiday (Veterans Day), No Classes	Mon., Nov. 12
Deadline to Petition to Graduate in Spring 2019	Fri., Nov. 16
Thanksgiving Break	Wed.-Sun., Nov. 21-25
Final Exams*	Sat.-Thu., Dec. 8-13
*Exam make-up days in case of bad weather	Fri.-Sat., Dec. 14-15
Last Day of Term	Fri., Dec. 14
Final Grades Due	Mon., Dec. 17
Winter Break (College Closed)	Sat – Sun., Dec. 22 - Jan 6, 2019

SPRING 2019

Deadline for Degree & Certificate Students to Submit an Application for Spring 2019	Mon., Dec. 31
PAYMENT DEADLINE: pay in full, or 5% down plus a payment plan, or be disenrolled	Mon, Jan. 7
Deadline for Non-Degree Students to Submit an Application for Spring 2019	Thur., Jan. 10

Convocation	Mon., Jan. 14
First day to use financial aid for bookstore charges.	Mon., Jan. 14
REGISTRATION FOR SPRING 2019	Mon., Oct 22 – Mon., Jan. 21
Holiday (Martin Luther King Jr's Birthday)	Mon., Jan. 21
CLASSES BEGIN	Tues., Jan. 22
Late Registration (one day only)	Tues., Jan. 22
Last Day to Change Schedule (Drops/Adds only)	Fri., Jan. 25
Last Day to Change from CR-AU/AU-CR	Fri., Feb. 1
Last Day to Drop a Full-Term Course with 100% Refund.	Fri., Feb. 1
Last Day to Receive a Refund for Text through the Bookstore	Mon., Feb. 4
Last Day to Drop a Full-Term Course without Record	Fri., Feb. 8
Mid-Term Week	Mon.-Fri., March 11-15
Mid-Term Grades Due	Tues., March 19
Spring Break	Mon.-Sun., March 18-24
Last Day for Instructors to Initiate a Withdrawal	Fri., March 29
Last Day to Withdraw from a Full-Term Course	Fri., April 12
REGISTRATION FOR SUMMER AND FALL 2019 BEGINS.	Mon., April 15
Holiday (Good Friday)	Fri., April 19
Deadline to Petition to Graduate in Summer 2019	Fri., May 10
Final Exams*	Sat.-Thur., May 11-16
Commencement Rehearsal.	Thur., May 16
Last Day of Term	Fri., May 17
*Exam make-up day in case of bad weather	Fri., May 17
COMMENCEMENT CEREMONY	Sat., May 18
Final Grades Due	Mon., May 20

SUMMER 2019

Deadline to Petition to Graduate in Summer 2019	Fri., May 3
Deadline for Degree & Certificate Students to Submit an Application for Summer 2019	Fri., May 10
PAYMENT DEADLINE: pay in full, or 5% down plus payment plan, or be disenrolled	Fri., May 17
First day to use financial aid for bookstore charges.	Tues., May. 28
Deadline for Non-Degree Students to Submit an Application for Summer 2019	Thur., May 30
REGISTRATION	Mon., Apr 8 - Sun., June 2
CLASSES BEGIN	Mon., June 3
Last Day to Change Schedule (Drops/Adds only)	Wed., June 5
Last Day to Change From CR-AU/AU-CR	Fri., June 7
Last Day to Drop a Full-Term Course with 100% Refund	Fri., June 7
Last Day to Receive a Refund for Texts through the Bookstore	Mon., June 10
Deadline to Petition to Graduate in Fall 2019	Fri., June 28
Deadline to Petition to Graduate in Fall 2019	Fri. June 28
Holiday (Independence Day)	Thur., July 4
Last Day to Withdraw from a Full-Term Course.	Fri., July 12
Last Day of Term	Fri., July 26
Final Grades Due	Mon., July 29

Academic Calendar 2019-2020

FALL 2019

Deadline to Petition to Graduate in Fall 2019	Fri. June 28
PAYMENT DEADLINE: pay in full, or 5% down plus a payment plan, or be disenrolled	Fri., Aug. 2
Deadline for Degree & Certificate Students to Submit an Application for Fall 2019	Fri., Aug. 9
Deadline for Non-Degree Students to Submit Application for Fall 2019	Thurs., Aug. 15
REGISTRATION	Mon., April 8 - Sun. Aug. 18
Convocation	Mon., Aug. 12
First day to use financial aid for bookstore charges	Mon., Aug. 12
CLASSES BEGIN	Mon., Aug. 19
Late Registration (one day only, \$35 late fee required)	Mon., Aug. 19
Last Day to Change Full-term Course Schedule (Drops/Add only)	Fri., Aug. 23
Last Day to Receive a Refund for Texts through the Bookstore	Thurs., Aug. 29
Last Day to Change Grade Option from CR-AU/AU-CR	Fri., Aug. 30
Last Day to Drop from a Full-Term Course with 100% Refund	Sun., Sept. 1
Holiday (Labor Day)	Mon., Sept. 2
Last Day to Drop from a Full-Term Course without Record	Fri., Sept. 6
Mid-Term Week	Oct. 7-11
Fall Break (no classes)	Mon.-Tues., Oct. 14-15
Mid-Term Grades Due	Wed., Oct. 16
Faculty and Staff Development Day (no classes)	Wed., Oct. 16
REGISTRATION FOR SPRING 2020 BEGINS	Mon., Oct. 21
Last Day for Instructors to Initiate a Withdrawal	Fri., Oct. 25
Last Day to Withdraw from a Full-Term Course	Fri., Nov. 8
Holiday (Veterans Day) No Classes	Mon., Nov. 11
Deadline to Petition to Graduate in Spring 2020	Fri., Nov. 15
Thanksgiving Break	Thurs.-Sun., Nov. 28 - Dec. 1
Final Exams*	Sat.-Fri., Dec. 7-13
*Exam make-up days in case of bad weather	Fri.-Sat., Dec. 13-14
Last Day of Term	Fri., Dec. 13
Final Grades Due	Mon., Dec. 16
Winter Break (College Closed)	Sat - Sun., Dec. 21 - Jan 5, 2020

SPRING 2020

Deadline to Petition to Graduate in Spring 2020	Fri., Nov. 15
Deadline for Degree & Certificate Students to Submit Admissions Application for Spring 2020	Mon., Dec. 30
PAYMENT DEADLINE: pay in full, or 5% down plus a payment plan, or be disenrolled	Mon., Jan. 6
Deadline for Non-Degree Students to Submit an Admissions Application for Spring 2020	Thurs., Jan. 16

REGISTRATION FOR SPRING 2020	Mon., Oct 21 - mon., Jan. 20
Convocation	Mon., Jan. 13
First day to use financial aid for bookstore charges	Mon., Jan. 13
Holiday (Martin Luther King Jr's Birthday)	Mon., Jan. 20
CLASSES BEGIN	Tues., Jan. 21
Late Registration (one day only, \$35 late fee required)	Tues., Jan. 21
Last Day to Change Full-term Course Schedule (Drops/Adds only)	Fri., Jan. 24
Last Day to Change Grade Option from CR-AU/AU-CR	Sun., Feb. 2
Last Day to Drop a Full-Term Course with 100% Refund	Fri., Jan. 31
Last Day to Receive a Refund for Text through the Bookstore	Mon., Feb. 3
Last Day to Drop a Full-Term Course without Record	Fri., Feb 7
Mid-Term	March 9-13
Mid-Term Grades Due	Tues., March 17
Spring Break	Mon.-Sun., March 16-22
Last Day for Instructors to Initiate a Withdrawal	Fri., March 27
Holiday (Good Friday.)	April 10
Last Day to Withdraw from a Full-Term Course	Fri., April 17
REGISTRATION FOR SUMMER AND FALL 2020 Begins	Mon., April 13
Deadline to Petition to Graduate in Summer 2020	Fri., May 8
Final Exams*	Sat.-Fri., May 9-15
Commencement Rehearsal	Thurs., May 14
Last Day of Term	Fri., May 15
*Exam make-up day in case of bad weather	Fri. May 15
COMMECEMENT CEREMONY	Sat., May 16
Final Grades Due	Mon., May 18

SUMMER 2020

Deadline to Petition to Graduate in Summer 2020	Fri., May 8
Deadline for Degree & Certificate Students to Submit Admissions Application for Summer 2020	Fri., May 15
PAYMENT DEADLINE: pay in full, or 5% down plus payment plan, or be disenrolled	Fri., May 22
First day to use financial aid for bookstore charges	Mon., June. 1
Deadline for Non-Degree Students to Submit an Admissions Application for Summer 2020	Thurs., June 4
REGISTRATION	Mon., April 13 – Sun., June 7
CLASSES BEGIN	Mon., June 8
Last Day to Change Full-term Course Schedule (Drops/Adds only)	Wed., June 10
Last Day to Change Grade Option from CR-AU/AU-CR	Fri., June 12
Last Day to Drop a Full-Term Course with 100% Refund	Sun., June 14
Last Day to Receive a Refund for Texts through the Bookstore	Mon., June 15
Deadline to Petition to Graduate in Fall 2020	Fri., June 26
Holiday (Independence Day)	Fri., July 3
Last Day to Withdraw from a Full-Term Course	Fri., July 17
Last Day of Term	Fri., July 31
Final Grades Due	Mon., Aug 3

Office of the Provost
Northern New Mexico College



Tuition Promise Retention Report

Spring 2018

Introduction

The purpose of this report is to analyze the retention trends for students who have participated in the Tuition Promise Program versus those who have not participated. Preliminary data for the first cohort's transition from fall 2015 to fall 2016, suggested a relevant higher retention rate for the participant student group compared to the non-participant. After reviewing the transition for a second cohort, fall 2016 to fall 2017, this higher retention for the participant group prevailed but at a lower level. For analysis purposes, the data was classified by controlling different relevant variables: GPA, earned number of credits, First-Time-Any College, Pell grant eligibility, and credentials. The report discusses each case and shows some probable trends although a long-term longitudinal analysis is not possible yet since the Tuition Promise Program has only existed for few years.

Retention Rates before Tuition Promise Program Implementation

Table 1 shows fall to fall retention rates for selected years before the Tuition Promise Program was implemented. Fall 2009 to fall 2010 was a year when the tuition/fees remained the same. Fall 2011 to fall 2012 is the transition where the tuition for lower division course tuition was increased 127% to match the upper division course tuition. Fall 2012 to fall 2013 is a year when no changes to tuition/fees were made. It is important to remember that in social systems, such as student retention, effects are shown after a time delay. The following table shows a 10% decrease in retention by fall 2013 compared to the previous two years. It is important to remember that there is no a control group and the change in retention could be caused by several compounding factors.

Table 1: Retention Rates for selected years before the implementation of Tuition Promise

	All Students Enrolled in first Fall semester	Graduated and left before consecutive Fall semester	Returned consecutive Fall semester	Adjusted Cohort	Retention	Tuition Changes
Fall 2009 to Fall 2010	2097	224	1071	1873	57%	7.5% for lower division and 2% for upper tuition
Fall 2011 to Fall 2012	1832	210	916	1622	56%	127% for lower division and 3 % for upper division
Fall 2012 to Fall 2013	1808	203	826	1605	51%	No changes in tuition

Retention Rates after Tuition Promise Program was Implemented

This study examines the retention of students who received the Tuition Promise vs those who were retained with no Tuition Promise. We begin with the fall 2015 semester and track those students enrolled who returned fall 2016. The fall 2015 population consisted of 930 students excluding dual credit students. Three hundred sixty-five (365) participated and 565 did not. For the non-participants, the tuition paid was 4.8% higher in fall 2016 compared to fall 2015. Figure 1 shows the retention for both cases.

Figure 1: Fall 2015- Fall 2016



Similarly, for fall 2016 we track those students enrolled who returned in fall 2017. The fall 2016 population consisted of 947 students excluding dual credit students and 537 students participated in the Tuition Promise Program and 410 did not. For the non-participants, the tuition paid was 4.5% higher in fall 2017 compared to fall 2016. Figure 2 shows the retention for both cases.

Figure 2: Fall 2016- Fall 2017



Next, we analyze these observations but considering other relevant variables to see how they may influence the retention of the students that participated in the Tuition Promise Program versus those that did not participate.

Classification by GPA

Tables 2 and 3 compare the retention of students participating in the Tuition Promise Program versus non-participants and sort them by GPA level. In reading these two tables horizontally, i.e., controlling by GPA, there is a consistent higher retention for students participating than non-participants for almost all GPA levels. The retention rates differences are higher for students with in the GPA levels between 3.0 and 4.0. In reading columns 4 and 7 vertically, for both tables, we can see that, in general, for those students retained, the retention rates for students

participating are also higher for the higher GPA levels. However, the rates do not change that much for those non-participating students. This suggests that retention rates for those students participating is less affected by the GPA they have, but participating in the Tuition Promise Program is a better incentive for the students who have higher academic performance.

Table 2: Fall 2015 to Fall 2016

GPA	No tuition promise who did NOT return	No tuition promise who returned	% of Returning Students within the No TP group	Tuition promise who did NOT return	Tuition promise who returned	% of Returning Students within the TP group
0.0 to 0.5	25	6	19%	0	1	100%
0.51 to 1.0	4	0	0%	1	1	50%
1.01 to 1.5	7	1	13%	2	2	50%
1.51 to 2.0	18	1	5%	6	0	0%
2.01 to 2.5	23	17	43%	8	12	60%
2.51 to 3.0	58	51	47%	22	72	77%
3.01 to 3.5	89	61	41%	30	93	76%
3.51 to 4.0	102	64	39%	19	84	82%
4.01 to 4.5	13	11	46%	2	10	83%
Missing GPA	8	6	43%	0	0	NA
Total	347	218		90	275	

Table 3: Fall 2016 to Fall 2017

GPA Range	No tuition promise who did NOT return	No tuition promise who returned	% Returning Students within the No TP group	Tuition promise who did NOT return	Tuition promise who returned	% of Returning Students within the TP group
0.0 to 0.5	8	2	20%	6	0	0%
0.51 to 1.0	1	0	0%	5	0	0%
1.01 to 1.5	2	0	0%	9	2	18%
1.51 to 2.0	5	6	55%	22	4	15%
2.01 to 2.5	23	14	38%	32	22	41%
2.51 to 3.0	46	33	42%	37	71	66%
3.01 to 3.5	42	61	59%	56	103	65%
3.51 to 4.0	64	63	50%	45	96	68%
4.01 to 4.5	12	16	57%	13	14	52%
Missing GPA	10	2	17%	0	0	0%
Total	213	197		225	312	

Classification by Earned Credits

Tables 4 and 5 compare the retention of students participating in the Tuition Promise Program versus non-participants and sort them by earned credits level (this is the cumulative number of

credits completed at the end of the semester). When reading these two tables horizontally, i.e., controlling by the earned credits variable, there is a consistent higher retention for participants than non-participants for all earned credits levels. When reading columns 4 and 7 vertically for both tables, we can ignore levels “zero”, “24.5 to 30”, “120.5 to 150”, and “Over 160”, because they do not have enough samples. For the remaining levels, there is not significant differences in the retention levels for Tuition Promise or non-Tuition Promise. This means that retention is mainly determined by being in one group or the other, but not by Earned Credits.

Table 4: Fall 2015 to Fall 2016

Earned Credits	No tuition promise who did NOT return	No tuition promise who returned	% of Returning Students within the No TP group	Tuition promise who did NOT return	Tuition promise who returned	% of Returning Students within the TP group
Zero	9	4	31%	0	1	100%
0.5 to 12	69	25	27%	8	11	58%
12.5 to 24	29	15	34%	20	57	74%
24.5 to 30	10	7	41%	6	14	70%
30.5 to 60	56	42	43%	23	85	79%
60.5 to 90	57	40	41%	13	59	82%
90.5 to 120	41	27	40%	20	48	71%
120.5 to 150	45	32	42%	0	0	-
Over 150	23	20	47%	0	0	-
Missing credit hours	8	6	43%	0	0	-

Table 5: Fall 2016 to Fall 2017

Earned Credits	No tuition promise who did NOT return	No tuition promise who returned	% Returning Students within the No TP group	Tuition promise who did NOT return	Tuition promise who returned	% of Returning Students within the TP group
Zero	4	2	33%	2	0	0%
0.5 to 12	41	23	36%	32	7	18%
12.5 to 24	17	12	41%	47	75	61%
24.5 to 30	9	4	31%	11	11	50%
30.5 to 60	31	50	62%	47	88	65%
60.5 to 90	27	40	60%	34	71	68%
90.5 to 120	21	25	54%	26	44	63%
120.5 to 150	27	20	43%	26	16	38%
Over 150	26	19	42%	0	0	NA
Missing credit hours	10	2	17%	0	0	NA

Classification by First-Time-Any-College (FTAC)

Tables 6 and 7 compare the retention of students participating in the Tuition Promise Program versus non-participants and sort them by FTAC status. When reading these two tables horizontally, i.e., controlling by FTAC status, there is a consistent higher retention for participants compared to non-participants for both FTAC and non-FTAC. When reading columns 4 and 7 vertically for both tables, we can see that there is no more than 3% difference for participants regardless their FTAC condition. However, for non-participants, the status of FTAC or non-FTACS makes a difference of at least 8% in retention rates. We can see that for non-participating students, the fact that they are FTAC, makes them more likely to leave NMMC.

Table 6: Fall 2015 to Fall 2016

FTAC	No tuition promise who did NOT return	No tuition promise who returned	% of Returning Students within the No TP group	Tuition promise who did NOT return	Tuition promise who returned	% of Returning Students within the TP group
No	312	209	40%	67	208	76%
Yes	35	9	20%	23	67	74%

Table 7: Fall 2016 to Fall 2017

FTAC	No tuition promise who did NOT return	No tuition promise who returned	% Returning Students within the No TP group	Tuition promise who did NOT return	Tuition promise who returned	% of Returning Students within the TP group
No	207	193	48%	166	237	59%
Yes	6	4	40%	59	75	56%

Classification by Pell Grant Eligibility

Tables 8 and 9 compare the retention of participating students versus non-participating and sort them by Pell Grant recipients or non-Pell Grant recipients. When reading these two tables horizontally, i.e., controlling by Pell Grant status, there is a consistent higher retention for participating students than non-participating both Pell recipients and non-Pell recipients. When reading columns 4 and 7 vertically for both tables, we see that Table 8 does not reveal any significant differences in retention either for Tuition Promise or for non-Tuition Promise participants. Table 9, however, shows that retention is at least 10 percentage points higher for Pell-Grants recipients, regardless of their participation on the Tuition Promise Program.

Table 8: Fall 2015 to Fall 2016

Pell Grant	No tuition promise who did NOT return	No tuition promise who returned	% of Returning Students within the No TP group	Tuition promise who did NOT return	Tuition promise who returned	% of Returning Students within the TP group
No	224	149	40%	18	59	77%
Yes	123	69	36%	72	216	75%

Table 9: Fall 2016 to Fall 2017

Pell Grant	No tuition promise who did NOT return	No tuition promise who returned	% Returning Students within the No TP group	Tuition promise who did NOT return	Tuition promise who returned	% of Returning Students within the TP group
No	160	131	45%	73	73	50%
Yes	53	66	55%	152	239	61%

Classification by Credential

Tables 10 and 11 compare the retention of participating students versus non-participating and sort them by credentials (associate, bachelor, certificate, or non-degree). When reading these two tables horizontally, i.e., controlling by Credential type, we see that number of students that are non-degree or pursuing a certificate are very small for participants and, therefore, are not appropriate for analysis. When we restrict the analysis only for students in Associate's and Bachelor's programs, then that retention is higher for participants. When reading columns 4 and 7 vertically for both tables, we can see that the retention of participants are even higher if they are in a bachelor program.

Table 10: Fall 2015 to Fall 2016

Credential	No tuition promise who did NOT return	No tuition promise who returned	% of Returning Students within the No TP group	Tuition promise who did NOT return	Tuition promise who returned	% of Returning Students within the TP group
Associate	105	63	38%	43	100	70%
Bachelor	140	103	42%	45	174	79%
Certificate	27	7	21%	1	0	0%
Non-Degree	73	45	38%	1	1	50%

Table 11: Fall 2016 to Fall 2017

Credential	No tuition promise who did NOT return	No tuition promise who did NOT return	No tuition promise who returned	% Returning Students within the No TP group	Tuition promise who did NOT return	Tuition promise who returned
Associate	54	64	54%	87	106	55%
Bachelor	85	92	52%	133	205	61%
Certificate	18	9	33%	3	0	0%
Non-Degree	56	32	36%	2	1	33%

Conclusion

Retention rate is a multifactorial variable affected by many variables that are not controlled in this analysis including, but not limited to, student services available in those years, programmatic interventions for retention, program offerings, perceived reputation of the institution, changes in administration, program accreditation, and faculty retention, among many others. The analysis in this report is not conclusive in any way since there is only two years of data for the Tuition Promise Program and there is a lack of control for the other variables that we just mentioned. Therefore, the most that can be claimed in this analysis is correlation between Tuition Promise and retention but not causality.

There are some suggested trends: a) Regardless how students are classified (GPA, FTAC, earned credits, Pell Grant, or credentials), the retention rate is higher for students who participate in the Tuition Promise Program; b) Retention rates are higher for participants when the GPA is higher, that is not the case for non-participants; c) Retention rates among Tuition Promise participants do not vary significantly in terms of earned credits and this is also true for non-participants; d) Non-participants are most likely to drop if they are FTAC; e) Tuition Promise participants have a little higher retention rates if they pursue a bachelor program, this is less evident for non-participants.

One question remains: Is it justifiable in terms of the administrative burden and inflexibility to address rising costs to keep the Tuition Promise Program if indeed retention is improved by it? To answer the question, consider the next two financial scenarios.

First, based solely on the observed retention rates in the transition fall 2015 and fall 2016, if we assume that retention rate in fact improved because of the Tuition Promise Program from 38.5% to 75%, this means a 95% improvement in retention rate. Based on the 365 students who participated in the program, the new retention rate represents an approximated 133 extra students. This is equivalent to an estimated revenue of \$439,642 per year (considering that each student generates \$3,300 in revenue when the cost of attendance is \$5,000 per year, which is an accurate assumption). If the Tuition Promise Program has not existed and instead of 75%, only

38.5% students would had been retained, then to generate the same revenue by the current 780 tuition-equivalent FTE that NNMC enrolls per year, a tuition/fee increase of \$563 dollars per year (equivalent to almost 11% increase in the cost of attendance) would had created the same revenue.

Secondly, if the scenario is now based on the retention rates in the transition from fall 2016 and fall 2017. Then the improvement from 48% to 58%, this means a 21% improvement in retention rates. This data in retention rate multiplied by the 537 students who participated in the program represents 54 extra students. This is approximately \$178,200 per year. If the Tuition Promise Program has not existed and instead of 58%, only 48% students would had been retained, then a tuition/fee increase of \$228 dollars per year (equivalent to 4.6% increase in the cost of attendance) would had created the same revenue.

In both cases, the higher retention alone generates more revenue than the tuition increases that have been approved in the last two years at NNMC.

Finally, this report does not analyze the impact of the Tuition Promise Program on new enrollment. In other words, this analysis does not address whether the Tuition Promise Program is effective in attracting new students.



MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Ivan Lopez, Provost and VPAA

Date: February 26, 2018

Re: Collective Bargaining Agreement (Faculty) Ratification

Issue

Collective Bargaining Agreement (CBA) negotiations with the Faculty Union had finalized. CBA has been ratified by the Union and need ratification by the Board of Regents. CBA was submitted to the Board of Regents electronically for review.

Recommendation

I recommend the Board of Regents to approve the CBA.