

NORTHERN NEW MEXICO COLLEGE



**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS**

MARCH 22, 2024

NORTHERN New Mexico College



NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Friday, March 22, 2024 at 9:00AM**, Via Zoom and in person at Northern New Mexico College, Board Room, Española Campus, Española, New Mexico.

Join Zoom Meeting

<https://nmmc.zoom.us/j/93884181987>

Meeting ID: 938 8418 1987

One tap mobile

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+16699006833,,93884181987# US (San Jose)

FINAL AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. RECOGNITION OF WOMEN’S AND MEN’S BASKETBALL TEAMS - Informational**
- IV. PUBLIC INPUT**
- V. COMMENTS FROM THE BOARD**
 - A. Board of Regents Subcommittee Reports
 - 1. Housing Committee – Informational
 - 2. Audit, Finance, Facilities Committee – Informational
 - 3. Academic and Student Affairs Committee – Informational
 - 4. Board Assessment Committee – Informational
 - 5. AGB Membership Renewal – Action Required
 - 6. HERC Annual Meeting update – Informational
 - 7. Assess Performance of Board President - Informational
- VI. APPROVAL OF MINUTES**
- VII. PRESIDENT’S REPORT AND ANNOUNCEMENTS**
 - A. Celebrate Northern – Informational
 - B. CUP/NMICC Report – Informational
 - C. NNMC Foundation – Informational
 - D. Introduction of Staff and Faculty – Informational
 - E. College Updates – Informational
- VIII. FACULTY SENATE PRESIDENT REPORT**
- IX. STUDENT SENATE PRESIDENT REPORT**

X. STAFF REPORTS

- A. Vice President for Finance & Administration
 - 1. Capital Outlay for Espanola Campus Drainage and Infrastructure – Action Required
 - 2. Budget Adjustment Requests (BARs) – Informational
 - 3. Guidelines for Remote and Hybrid Work – Informational

XI. EXECUTIVE SESSION

- (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee;
 - a. No items
- (2) Bargaining strategy preliminary to collective bargaining
 - a. No items
- (3) Threatened or pending litigation subject to the attorney-client privilege in which the College may be a participant; and
 - a. No items
- (4) Real estate acquisition or disposal.
 - a. No items

XII. POSSIBLE ACTION ON EXECUTIVE SESSION

XIII. ADJOURNMENT

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

Office of the President

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents,
Northern New Mexico College

From: Hector Balderas, JD, CFE
President

Date: March 22, 2024

Re: Board of Regents Meeting Minutes

Issue

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

Recommendation

Staff recommends that the Board of Regents approve the attached Board of Regents Minutes for January 25, 2024 as submitted or if applicable, as amended.

NORTHERN New Mexico College



Northern New Mexico College Board of Regents Minutes January 25, 2024

A Regular Meeting of the Board of Regents of northern New Mexico College was held on Friday, January 25, 2024, in Person and Via Zoom in the Board Room of Northern New Mexico College, Espanola. Regents Present: Michael A. Martin, Porter Swentzell, Casandra Batista Daus, Regent Archuleta and Regent Velarde.

Northern New Mexico College Staff Present: President Hector Balderas, JD, CFE, Ivan Lopez Hurtado, PhD, Provost & Vice President for Academic Affairs, Theresa Storey, Chief Financial Officer/Compliance Officer, Larry Guerrero, Provost & Vice President for Academic Affairs, Denise Montoya, Chief of Staff and Vice President for Finance, Matthew Baca, General Counsel, Scott Stokes, Chief Information Officer, Sandy Krolick, Creative Director, Communications & Marketing, Analise Lopez, IT, Carmella Sanchez, Director, Institutional Research, Juan Gallegos, IT, Ambrosia Tuero, Advisor II, Deborah Trujillo, IT, Vince Lithgow, Accountant IV, Evette Abeyta, Budget Director, Haylie Baca, Test Coordinator, Tara Downing, STEM Holistic Engineering Advisor, Julianna Barbee, Director, SBDC, Scott Stokes, CIO, Maria Cedillo, Senior Project Manager, Database Administrator, Cindy Martinez, Human Resources Admin, HR Tech, Jessica Archuleta, Associate Registrar, Janice Baca, Registrar,

Faculty Present: Scott Braley, Sandra Rodriguez, Rhiannon West,

Others Present: Jake Arnold, Felipe Martinez, Family of Past President Solano, Alejandro Lope

I. CALL TO ORDER

Board President Martin called the meeting to order at 9:04AM.

II. APPROVAL OF AGENDA

Board President Martin stated Item VI will be moved to Item I and there will be no Student Senate President Report. The Flexible Work Policy will be tabled until the February meeting.

Board President Martin entertained a motion to approve the agenda as amended.

Regent Swentzell moved to approve as amended. Second - Regent Batista Daus. A roll call vote was taken. Board President Martin – yes, Regent Velarde – not present, Regent Swentzell – yes, Regent Archuleta – yes, Regent Batista Daus – yes.

III. PUBLIC INPUT

Jake Arnold stated he is from El Rito. Just for full disclosure because he is going to speak a little bit about the name of the college. His actual name is Jean Claude Fiore Arnold but he goes by Jake. He also brings greetings from Andy Lopez the founder and former Director of Las Clinicas in El Rito. He is wintering in Costa Rica. Andy reminded Mr. Arnold about one of the former

Presidents of the Institution Alex McCury. You folks may remember him. He was from Lumberton, Rio Arriba County and Jimmy Carter appointed him as Assistant Secretary of Agriculture. At that time the school was known as the Northern New Mexico Vocational Technical School, not Technical Vocational but Vocational Technical. It operated the high school up through 1969. The actual diplomas issued to the students read Northern New Mexico State School. Which was in the bowels of bureaucracy and the statutes, it is still technically the name of the college. It was later on when University of New Mexico ceased its operations in Espanola and Santa Cruz and this school took over the Arts & Sciences curriculum that the legislature allowed the name Northern New Mexico Community College for common convenience and changed it many years later to Northern New Mexico College. There was a long history there about the names of the institution. He brings that up because of some of the historical record about what the college's name is an how it came to be Northern New Mexico Community College and later Northern New Mexico College. The naming of the college is the prerogative of the legislature, nobody else. Years ago, there was an attempt by previous members of this Board, none of which are serving now, to change the name to Northern New Mexico University. They later had to rescind that upon the discovery that the Board of Regents did not have the authority to do that, they could recommend. The name of the institution belongs to the legislature and some other bureaucratic history.

Mr. Arnold Stated he would also like to mention there is a proposed constitutional amendment introduced by two Democratic State Senators in Las Cruces and Silver City that if the legislature were to send this to the voters to the next election and it be approved there would be a whole new system for choosing the regents of all the state colleges and universities. All the four-year schools. It would basically set up, leaving up to the legislature, a nominating commission which in some way mirrors the nomination commissions for the state judges and that body would recommend regents to the Governor and the Governor would be required to choose from the slate of recommendations for the nominating commission. Mr. Arnold stated this is it and to reiterate (inaudible). Board President Martin thanked Mr. Arnold.

Felipe Martinez stated he lives in El Rito. Mr. Martinez stated he is here because every community has one person sometimes two or three and most of those people turn to those people for questions and answers. He takes pride in saying that he is one of those people, people turn to him for questions for market reports regarding livestock market, or they will call him up burials, acequias and other things. One of the other things is and the reason for his presence at the Board meeting and they asked him about issues regarding corruption. He has been asked over the course of a year if he could tell them the status of the Henrietta Trujillo case. He has the court record dated March 8, 2023. She agreed to pay \$81,910 plus an additional \$4,284 and he doesn't know who negotiated this deal on behalf of the college. She is required to pay and was ordered to pay \$200 a month. He created a little calculation last night, that is 33 years and 4 months. He does not know how old Ms. Henrietta is today but if she is 60 or so, she will not pay this bill until she is 93 if she makes it there. People in his community have been wondering if he could give them an answer. He does not have an answer but came to the Board of Regents meeting and will get back to them. He asked if there has been an accounting and how much has been paid, how much has been collected and how old is she really. He thinks this is important. That is his purpose for being at the Board of Regents meeting. If the information is not readily available, he could leave his number and someone could get back to him. His daughter will be attending Northern this fall.

President Balderas thanked Mr. Martinez for attending and stated he was not here when the issue occurred. He will be glad to look into the case and check the status. It would be his legal position as President to formally assert the college as a victim and monitor the restitution. We also took the first policy change in the history of Northern where institute our own internal legal counsel and certified law enforcement personnel. That did not quite exist in years past and so we are trying to bring reforms like that that safeguard public funds. President Balderas thanked Mr. Martinez for bringing this and stated he will get back to him.

Board President Martin stated in his tenure on the board in our deadlines with Risk Management the Board is never consulted. They just go ahead and they may say here is what we have come up with an you need to approve it. The College will get Mr. Martinez this information.

IV. COMMENTS FROM THE BOARD

A. Board of Regents Subcommittee Reports

1. Housing Committee

Nothing to report.

2. Audit, Finance, Facilities Committee

Regent Archuleta stated they had a good meeting yesterday. Nothing really to address.

3. Academic and Student Affairs Committee

Regent Swentzell stated the committee did not meeting, there was no business at this time.

4. Board Assessment Committee

Board President Board President Martin stated in the packet, we have conducted with the help of AGB a self-assessment back in October and we had five areas that received a poor vote from the Regents.

1. Review of the Mission of the College – this will be assigned Academic/Student Affairs Committee to review annually.
2. Review the Chief Executives Compensation before June 20, 2024 – he would like to set this up for a meeting in April to do this and to also assess the President’s performance from the last year. According to President’ Balderas contract as least once per fiscal year the Board will meet with the President to evaluate and discuss his performance. A written performance will be provided at the end of the meeting. The Board, the President (inaudible) oral and written reports as reasonably required by the Board. Board President Martin would like to put the Board on notice that if there is anything oral or written that you need from the President, you need to get him that information by the February meeting so he has some time to compile it by the April meeting. Board President Martin asked if there were any questions. No questions from the Board.

3. Sustainability of the Current Financial Model Endowment Performance. Board President Martin would like the Audit/Finance/Facilities Committee review that annually also. Regent Velarde and Regent Archuleta will get together and they can set a timeframe when they review the mission and the current financial situation.
4. Board Orientation. At our HERC meeting on April 23 that Regent Batista Dauz and Board President Martin attended, Patricia Salazar Ives from Cuddy & McCarthy gave a very good presentation on orientation. Board President Martin thought we would reach out to her to include that in the packet for the new Regents and if individual Regents had input, they need to get that to Mr. Baca by the 30th so we could compile an orientation guide for the new Regents.
5. Assess Performance of the Board and Board President. Board President Martin would like to set that meeting date for the March meeting. That would occur in open session. This should be included in the March agenda.

Board President asked if there were any questions about the self-assessment. No questions from the Board of Regents

5. Open Meetings Resolution

Board President Martin stated this is included

in your packet. This is something we do annually at the beginning of the year. Thank you, Counselor Baca for preparing this document for us.

Board President Martin entertained a motion to approve the 2024 Open Meetings Resolution.

Regent Batista Dauz moved to approve the 2024 Open Meetings Resolution. Second – Regent Swentzell. A roll call vote was taken. Board President Martin – yes, Regent Velarde – not present, Regent Swentzell – yes, Regent Archuleta – yes, Regent Batista Dauz – yes.

6. Recognition of Frank Anthony Serrano, III (this item was moved to Item I

Board President Martin stated Alex Serrano, Frank's wife and her brother Mr. Salazar. Board President Martin stated he went through Sigfredo Maestas book about the (inaudible) to get a little history on President Serrano. Board President Martin stated Frank Serrano was hired in March of 1972 for the purpose of preparing the (inaudible) for accreditation of the institution as a community college. At that time, it was Northern New Mexico Vocational School. In December of 1976 Representative Nick Salazar introduced HB326 creating a community college by merging the Northern Branch of University of New Mexico with the New Mexico Technical Vocational School. On July 1 of 1977 a new school was created and the Board hired Frank Serrano, III as the first president after his three-year tenure as Chief Executive Officer of the New Mexico Technical Vocational School. The budget was \$6M, resulting from combining the budget of the two preceding institutions. He served until 1983 and Board President Martin stated and would like to have them share any memories of Mrs. Serrano's husband and brother-in-law.

Mrs. Serrano thanked the Board of Regents for the invitation for being here. It makes them so proud and she wishes her husband would be here. He would have loved this. This was his love, this college, he put his all into it and even up to the latest date, every time they would pass by the college, he would say a little prayer and he would also say thank you lord, thank you for this college, thank you for the people that are still running it continue to bless them and just make it succeed as best as possible. What can we say. None of you were here, you don't remember his work but he gave 100% into it and they appreciate being here and being recognized and we miss him very much. He is gone now, two months tomorrow and that's it.

President Balderas stated he is learning that Northern has a long tradition of service and there are two areas that he thinks are remarkable about Northern. First is that it seems to be a family and we have a practice here as a Board to not only honor the service of individuals which we are doing today but really honor the families behind the public service. We would like to thank you all as being family and we would also like to recognize your niece who is a student here as well and so that tradition of service hopefully continues through our students and we want to thank you for trusting us to continue that legacy of education. Welcome back. Mrs. Serrano stated she is a product of NNMCC. She finished here, we have roots here. All three of our kids while we lived in El Rito and we are sorry they didn't come to school here and she is a product of here and this is what really started her and their businesses that they have been able to run for this many years, 40+ years and to them this is a very important and great thing.

Board President Martin presented the Serrano family with a certificate.

7. Presidential Review Date – Informational

Board President Martin stated he would like to set this up for April meeting after AGB conference in March. This will take place in closed session.

V. APPROVAL OF MINUTES

Board President Martin moved to approve the minutes of December 15, 2023

Regent Swentzell moved to approve the minutes from December 15, 2023. Regent Batista Dauz – second. A roll call vote was taken. Board President Martin – yes, Regent Velarde – not present, Regent Swentzell – yes, Regent Archuleta – yes, Regent Batista Dauz – yes.

Board President Martin moved to approve minutes of Special meeting of January 5, 2024

Regent Swentzell moved to approve. Second – Regent Batista Dauz. A roll call vote was taken. Board President Martin – yes, Regent Velarde – not present, Regent Swentzell – yes, Regent Archuleta – yes, Regent Batista Dauz – yes.

VI. PRESIDENT'S REPORT AND ANNOUNCEMENTS

Regent Velarde joined the meeting at 9:31AM

A. Celebrate Northern

President Balderas stated the following highlights for the last month:

Despite having to adapt due to a winter storm, we had a very successful Convocation week and New Student Orientation. As always, we are excited to welcome our new students to campus as they begin their educational journey, and it was a great time to gather as colleagues to share knowledge and renew our shared commitment to supporting student success this spring semester. It was a great opportunity for interim Provost and Vice President for Academic Affairs Larry Guerrero to further connect with faculty and staff as he works in his new role, and in addition to our usual trainings and meetings, we were also pleased to offer a workshop on the Power of Active Learning and a Safety and Security briefing with our new Director of Safety & Security, Geno Trujillo.

During Convocation week, we hosted the ENLACE (Engaging Latino Communities in Education) kickoff celebration. Senator Leo Jaramillo really engaged the students as the keynote speaker. We're partnering with New Mexico Highlands University, Santa Fe Community College, University of New Mexico, Hispanic Roundtable of New Mexico, McCurdy Charter School and Española Valley High School on this endeavor to create and support a seamless educational system that is more responsive, accountable, accessible, and supportive of underrepresented students' educational success.

We want to congratulate Steve Cox, the Northern Stewards and their collaborator, Simtable. The Computational Social Science Society of the Americas awarded their conference paper the 2023 Computational Social Science Impact Award. You can read the paper on the Northern Steward home page, <https://sites.google.com/nnmc.edu/northern-stewards/home>.

We once again surpassed our \$60,000 goal for our 2023 Northern Scholarship Fund campaign by \$5,925. This will provide \$1,000 scholarships to 115 eligible students. I want to thank Judith Pepper for her hard work in making this a successful campaign and our community partners for their generosity in support of our students.

President Balderas stated once again we begin to blaze trails; he believes in our capital infrastructure. When we continue to do our day jobs, we continue to pursue capital infrastructure as a social justice commitment to our students. He is pleased to report that we are conducting a facilities assessment for housing units including dormitories on the El Rito Campus. This is extremely preliminary but President Balderas stated he celebrate and announce it as a celebration because these facilities are very old. Many individuals have their opinions about E Rito but we are conducting a very technical assessment to finally get to the answer of what is truly salvageable, what is the path forward in terms of costs and would truly contribute to the overall mission of Northern New Mexico College. President Balderas is hoping to have those assessments on some of these historical buildings by the end of January. Also, HED recently approved \$322,00 to begin work on paving and stripping. President Balderas stated he gets excited about capital infrastructure because to him it is a civil rights issue. We are trying to become ADA compliant for all our students on this campus. Even little things like making sure we have ADA parking, ADA signage and more

importantly ADA sidewalks is a huge priority for President Balderas and so to get \$322,000 deployed for this campus, the Board of Regents and faculty and all of us should take pride that we are trying to fight hard that you deserve the best facilities possible. That is a big development. We are hoping to draw down \$2.2M of infrastructure and that is worth celebrating in terms of the update.

Northern New Mexico College Upward Bound Director Tobe Bott-Lyons and his fellow contributor, Hanna Negishi Levin (Davis NM Scholarship), were in conversation with Deputy Secretary of Higher Education Patricia Trujillo at Collected Works Bookstore Monday to discuss the role of education in bridging the rural/urban opportunity gap. Their chapter “Urbanormativity, College Access, and Rural First-Generation Students of Color in Northern New Mexico: A Case Study” appears in “Race and Rurality: Considerations for Advancing Higher Education Equity.”

Dr. Rhiannon West took her third research trip to The Bahamas in December 2023. Her research assistant this time was dual-credit student Anelia Holterman. Anelia graduates with her high-school diploma and her AS in Biology this spring. They spent 17 days in the field at research sites in the interior lakes of San Salvador Island, recording behavioral data to determine what behaviors are important in species diversity in groups of closely related species of fish.

Regent Swentzell asked regarding the assessment of El Rito is that internal or external. Who is doing the assessment. President Balderas stated as the Board of Regents recall there was an article written last year about the \$700,000 grant to combat student homelessness. President Balderas did not feel comfortable just deploying \$700,000 because El Rito has so many needs and it has been such a sensitive topic. We thought it was better to hire a technical expert that could go in and objectively look at all the issues. This is the gentleman who does project management on the entire State of New Mexico on public projects. He has been involved in projects at UNM and NMHU so we hired him on a limited basis with a reduced fee. President Balderas has him assessing seven buildings in El Rito to see which ones are the best to invest in and which ones are closest for student benefit and we should have the report. He is expecting to have a report we could all review.

B. CUP/NMICC Report

President Balderas stated as the Board of Regents knows we are knee deep in the legislative session. The legislative session is a 30-day budget session. Currently we are monitoring lobbying and advocating for increased funding for the college. Right now, the Governor is recommending a 3% increase to our college. The LFC is recommending 4% and there is about \$5M-\$8M capital infusion pending. All of that is speculative and it is like trying to predict the weather 10, 20 or 30 days out. He doesn't put any weight in those projects. President Balderas stated we had a phenomal discussion this week where Representative Joe Sanchez advocated in the House Appropriations Committee to put additional funding over and above the 3% to 4%. We don't know if that will survive or if that will succeed. President Balderas will be attending a legislative senate finance visit this afternoon. The budget will be going over to the Senate in a day or so. President Balderas will be able update this body in the next couple of days of what the final numbers are in the House of Representative and then we will go in defensive and try to reflect the budget in the Senate very soon.

C. NNMC Foundation

President Balderas stated he would like to skip this report at this point because there is not enough to report out.

D. Introduction of Staff and Faculty

President Balderas introduced the following staff and faculty:

Samantha Barela **Instructor, Allied Health**

Samantha Barela is a new Allied Health faculty member who will primarily teach courses for our Healthcare Career Pathways Project with Española Valley High School. Her last position was as Lead Faculty for the EMSI Paramedic Program at Santa Fe Community College. Samantha has been a New Mexico licensed paramedic and a nationally certified paramedic since 2011. In 2007, she started her career with Santa Fe County Fire Department as a firefighter/EMT and began teaching EMT courses in 2010. She has taught for Special Forces of the Air Force, the AFR/UNM EMSA paramedic program and many volunteer fire departments. She has earned several EMS education instructor credentials and a Bachelors of Applied Science with a focus in EMS Management from Eastern New Mexico University in 2014.

DezBaa' **Director of Tribal Relations**

DezBaa' has stepped into the role of Director of Tribal Relations at Northern New Mexico. She has a unique perspective of Northern's growth from its days as a community college to what it is today. She is an alumna; she holds a massage therapy certificate and currently teaches classes in the Film and Digital Media Arts Department. She is a citizen of the Diné Nation, born in and is based out of Santa Fe, and was raised in Española. DezBaa' is born for the Nooda'í Dine'e (Ute clan) and is of Basque, Spanish, and Mexican descent.

DezBaa' is SAG actor, television writer, and an indie film producer. Most recently she secured a recurring guest star role for two seasons on AMC's "Dark Winds." She was hired on as a Staff Writer for Season 2 where she was promoted to Story Editor at the end of the season. In addition, she has had supporting roles working opposite Julianne Moore, Michael Shannon, Christian Bale, Zahn McClarnon and Ciarnán Hinds. DezBaa' holds a Bachelor's degree in geology from Amherst College and two MFAs from the Institute of American Indian Arts, one for Screenwriting and the other for Creative Nonfiction.

Tara Downing **STEM Holistic Advisor**

Tara Downing is the new Holistic Advisor for the Engineering Technology Department. Her last position was Program Manager for a Residential Adolescent Treatment Center and before that she worked as a therapist supporting adults in their substance use recovery. She completed training at the University of Utah in Feminist Multi-Cultural Counseling at the Women's Resource Center while completing her Master's Degree from Westminster College. She has a Bachelor's degree in Anthropology and IDP: Community Service in Geographical Context.

Ashley Duemmler
STEM Career, Transfer, and Internships Coordinator

Ashley Duemmler joins NNMC under Title III as a STEM Career, Transfer, and Internship Coordinator. She came from Raleigh, NC, and has previous experience working with computer science graduate students at North Carolina State University as a Career Services Graduate Intern. She graduated from North Carolina State University with an M.Ed. in College Counseling and Student Development and received a B.S. in Psychology with a minor in Sociology from University of North Carolina Charlotte. During her master's experience, she held countless workshops, including job and internship search groups. She also created groups for students that focused on wellness.

Mary Ann Gilbreth, Ed.D.
Adjunct Faculty, Department of Teacher Education

Mary Ann Gilbreth joins us as adjunct faculty in the Department of Teacher Education. Her career spans 50 years in education, with 23 years teaching K – 8 +. She is a Reading Specialist, served seven years as Administration Principal and Assistant Principal in California and taught 20 years at the university level in Illinois and New Mexico. She holds certification in Illinois, California and New Mexico in Early Childhood, Elementary and Administration with TESOL Endorsement.

TJ Hilton
Coordinator for the Center of Fine Arts & Events

TJ Hilton joins Northern as the Center for the Arts and Events Coordinator. He moved here from Austin, TX where he oversaw the operations and programming of multiple galleries on the campuses of Austin Community College. He looks forward to developing quality programming at the CFA and campus-wide and supporting initiatives which will enrich us all.

Valentina Livingston
Native American Center Holistic Advisor/Veteran Resource Center Coordinator

Our new Native American Center Holistic Advisor and Veteran Resource Center Coordinator Valentina Livingston is a Diné woman, born and raised in New Mexico. She's an Army Veteran and continues her service as a part-time Staff Sergeant in the Army National Guard. She is a strategic communications professional with over 6 years of experience specializing in public health amongst the military connected community. While working with the Defense Health Agency, she's partnered with stakeholders and non-profits to secure \$300,000 of funding to address Veteran suicide in rural communities. She graduated from the University of New Mexico with her Bachelor of Arts in Journalism and Mass Communication and went on to earn a Master in Marketing from Regis University in Denver, Colorado.

India MacWeeney
Adjunct Faculty, Department of Arts & Human Sciences

India MacWeeney joins the Department of Arts & Human Sciences as adjunct faculty. She brings a diverse background in the arts, psychology and the social sciences. As an undergraduate she studied film and cultural studies at the University of Wisconsin – Madison and went on to do graduate work in sociology, psychology, and social work at Goldsmiths College – University of

London, The New School for Social Research and Florida State University. India began making personal documentary films in her 20s but for the last fifteen years has been focusing on creative nonfiction writing. She has worked as an educator in New Mexico in both the arts and in psychology and as a therapist. She is currently in the dissertation phase of her PhD in psychology at the University of West Georgia.

Jeanette Martinez
Director of Financial Aid

Jeannette Martinez is our new Director of Financial Aid. She recently retired from the State of New Mexico Department of Health after 25 years of service. She worked as a Finance/Budget Director for the Division of Health Improvement and as a Grants Management Bureau Chief with Administrative Services, where they oversaw all the federal grants within the Department of Health.

Reynold Silber
Assistant Professor, Department of Biology, Chemistry and Environmental Sciences

Dr. Reynold is a new Assistant Professor in the Department of Biology, Chemistry and Environmental Sciences. He holds master's degrees in Theoretical Physics and Geophysics and Planetary Science and a Ph.D. in Geophysics from Western University, Canada. He also holds an Honors BSc degree in Geology from Western University. Throughout his graduate studies, Dr. Silber taught courses, led labs and conducted tutorials, which earned him a prestigious teaching award. Dr. Silber held a Banting Postdoctoral Fellow position at Yale University, during which he was involved with research and mentoring students and postdoctoral researchers. During 2023, he was a Research Engineer and an acting Lab Manager at Carlsbad Environmental Monitoring and Research Center (CEMRC), operated by NMSU.

We'd also like to welcome Nichole Armijo as Instructor in our ADN Program, Chris Augster as Adjunct Faculty and STEM Holistic Advisor Jonathan Valdez.

E. College Updates

President Balderas stated he merged the updates with Celebrate Northern so he will pass on this item.

VII. FACULTY SENATE PRESIDENT REPORT

Scott Braley has nothing to report. They had a faculty association meeting but it was just a meeting. The first meeting will be the first week of February. Board President Martin thanked Mr. Braley.

VIII. STUDENT SENATE PRESIDENT REPORT

None.

IX. STAFF REPORTS

A. Vice President for Finance & Administration

1. Flexible Work Policy

This item has been tabled.

2. Fiscal Watch Reports

Ms. Storey presented the fiscal watch reports to the Board of Regents. The Fiscal Watch Report includes an extra page which includes the Branch.

Board President Martin asked where the \$700,000 from the Governor would be in the Budget. Ms. Storey stated we have not received the final executed agreement. It will likely be seen in the BARs and it will be on the branch side of things.

Board President asked about Ms. Trujillo's payments to the college. Board President Martin asked if she pays corrections and they send us the check. Ms. Storey stated this is correct. Board President Martin also asked if she doesn't pay it, they deal with it. Ms. Storey stated this is correct and so far, this fiscal year we have received \$600.00. Board President Martin asked if it is a total of \$1,200 has been received. Ms. Storey stated that is correct. Mr. Baca stated this is part of her plea and disposition and was negotiated by the District Attorney as part of the prosecution. This is a condition of the outcome of her case. That is why it is managed by Department of Corrections on the criminal side of things.

Board President Martin asked what happens if the person passes away and they owe a substantial amount of money. Mr. Baca stated in a civil judgment you could levy judgements against their estate. He will find out additional information. This was part of her punishment for the plea she accepted. Board President Martin stated we were not involved in this. Mr. Baca stated no, the District Attorney kept authority over this. At times they will take a victim impact statement but that is not exclusive. It would be the District Attorney.

Regent Swentzell asked if the decrease in cash equivalents. President Balderas just went through a lot of new employees and asked if they were filling positions.

Ms. Storey stated that is a low number to her. We are spending what we are bringing in are they new hires or vacant positions. A lot of the roofing projects that we activated; we are trying to draw down funds as fast as quickly as we expend them. Regent Swentzell stated he also saw with El Rito the same thing. years. President Balderas stated we are being very prudent as a practice. At some point, President Balderas would like after the strategic plan, with our Provost, Faculty and Staff to be able to weigh in a little bit on where are the areas of educational growth that are opportunities for growth for students and where are some departments that are understaffed or under budget. He has not engaged in that yet. We have been plugging holes and vacancy savings.

Regent Swentzell asked regarding turnover, things are settling down a little bit here, he would like something for the next meeting to look at what it looks like now that we are a few years out and the dust is settling. What is the vacancy rate here. Some areas we are having perennial difficulty in filling positions. How far away is Northern from being fully staffed.

President Balderas stated three areas he foresees opportunity of adjustment. Ultimately, as he was tracking enrollment in the last 15 years. Northern needs to be about a 1,500-student population to pay its bills. The good news is we got a shout out from the Secretary for Higher Education literally yesterday as number one per capita in enrollment growth in the State of New Mexico. We are outperforming UNM, NMSU. We are punching above our weight. We have to in about a year to figure out where we are efficient. We are struggling in some operational positions. Like accountants, competing with LANL. We need to look at technical support. This college needs more technical professionals and the only way to get more investment to compete with the labs and Santa Fe is to restructure how we compete with those positions. At some points how do we want to compete in the educational services, what degrees and are we truly meeting. We had a great conversation yesterday where the marketplace is coming to us for specific degrees. President Balderas is not sure how long that has been that the College has looked at its programs. We want to make sure students and faculty drive that conversation. If we can get students to 1,500 it would be amazing. The third area is just financials, he wants to invest in student growth and student recruitment. If we can get to 1,500 to 2,000 students this College can compete. His first year he was observing, the second year we are gathering the data and the solutions and improving and he would like to identify those areas.

Dr. Guerrero has noted if you look at our dashboard as a college, without adjustments, just plugging holes, our financials and our recruitment and the fact that like WNMU, we are out retaining our students even at WNMU is something to be proud of and is something to be proud of. President Balderas wants to honor all the work of all the faculty, staff and Regents for all the years. That is a great question and hopefully by the summer have a lot of information for the Board to weigh in on the direction you want us to go. Board President Martin asked what our enrollment is right now. Dr. Guerrero stated our enrollment as of today is 1,223 students which is 6 students shy of the fall semester. This fall we had 1,228 students and we are at 1,223 so that is an unusual turn of events that most institutions because spring enrollment is typically a lot lower. We are in line to tie it and our credit hour production; we are 616 shy this fall. Our numbers are (inaudible). Board President Martin asked about retention. Dr. Guerrero stated our retention is right at 55%, which is outstanding. He is never happy with retention or graduation rates; they could always be higher but with 55% that is wonderful and our graduation rate as of today is 40%. Most schools are between 16% and 32% so we are well above. President Balderas stated this is amazing. President Balderas stated he was in the back of the House Finance Committee. There was a bunch of Presidents and Lobbyists and he knows we are a scrappy little school and they were testifying in the House Committee yesterday and they said the number one enrollment rates are with NNMC. That is the hard work and that is without any adjustments and without any strategic. President Balderas thinks we can go out and recruit more Native American tribal students, more trade students, more business students, our teacher program and nursing. We are bringing people in but we think there are some adjustments like any that will help with enrollment growth. Just the work of faculty, staff and employees and this Board, we are per capita the number one trending college in the State of New Mexico without any additional help from the legislature.

Board President Martin asked if there were questions from the Board. No questions from the Board of Regents.

Board President Martin entertained a motion to approve the Fiscal Watch Reports.

Regent Batista Dauz moved to approve the Fiscal Watch Reports. Second – Regent Swentzell. A roll call vote was taken. Board President Martin – yes, Regent Velarde – yes, Regent Swentzell – yes, Regent Archuleta – not present. Regent Batista Dauz. Motion passed unanimously.

XI. EXECUTIVE SESSION

None.

XII. POSSIBLE ACTION ON EXECUTIVE SESSION

None.

XIII. ADJOURNMENT

Board President Martin entertained a motion to adjourn.

Regent Batista Dauz moved to adjourn. Second – Regent Swentzell. A roll call vote was taken. Board President Martin – yes, Regent Velarde – yes, Regent Swentzell – yes, Regent Archuleta – not present. Regent Batista Dauz. Motion passed unanimously.

The Board of Regents adjourned at 10:04AM

Approved:

Michael A. Martin
Board President

Erica Velarde
Vice President

Chief of Staff / VP for Finance and Administration
NORTHERN New Mexico College



MEMORANDUM

TO: Northern New Mexico College
Board of Regents

FROM: Denise Montoya, PhD, Chief of Staff/Vice President for Finance and Administration

THRU: Hector Balderas, President

DATE: March 22, 2024

RE: Capital Outlay for Espanola Campus Drainage and Infrastructure – Action Item

Background:

Northern New Mexico College (NNMC) is requesting \$2,178,750.75 from the funding allocated in Senate Bill 207 Laws 2020 for the improvement of infrastructure, drainage, and stormwater systems at the Espanola campus. On January 10, 2024, \$321,249.25 was approved by the New Mexico Higher Education Department (HED) pending the submittal of a phasing plan and final review by the Capital Outlay Committee.

The remaining funds being requested will be used to improve the infrastructure of the Northern New Mexico College stormwater drainage arroyo that runs through the entire Espanola campus. This project will ensure the safety of the campus community and eliminate the possibility of property damage during flash floods and times of extreme stormwater systems.

The HED hearing is scheduled to take place on April 10, 2024, pending NNMC board approval.

Required Action:

The New Mexico Higher Education Department Capital Project Transmittal Summary Sheet is attached for the BOR review and approval.

Thank you for your consideration.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
2044 Galisteo Street, Suite 4, Santa Fe, NM 87505-2100

CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET

Complete this summary sheet and include with project submittal. The deadline to submit project documents can be found on the NMHED Annual Calendar of Events at <http://www.hed.state.nm.us/institutions/resources.aspx>. In order to ensure your project will be considered, it must be uploaded by the deadline to the link found at the following web address: <https://cptss.hed.state.nm.us/app>

Institution: [Northern New Mexico College](#)

Date: [03/10/2024](#)

1. Project title: [Espanola Campus Drainage and Infrastructure](#)
2. HED meeting date when project consideration is requested: [04/10/2024](#)
3. Contact person: [Theresa Storey](#) Phone: [505.927.0161](#)
 Email: theresa.storey@nnmc.edu
4. Required forms for project categories (5.3.10 and 2.70.4 NMAC):
 - a) Construction, Alterations, or Demolition (All Forms)
 - b) Revenue Bond Forms (1, 1-A, 4, 5, 6)
 - c) Property Acquisition – Purchase, Lease, or Donation (Forms 1, 1-A, 3, 4, 5, 6)
 - d) Property Disposition – Sale or Trade (Forms 1 and 6)
5. A site plan or plat, as-builts or completed preliminary floor plan drawings, including elevations, with each space identified as to function. (Required for all project categories)
6. Supporting Documentation for Funding Sources. (Required for project category a, b, and c)
7. Certificate of Adequate Parking. (Only required for new construction and property acquisition)
8. Evidence of Energy Measures (Required for project category a and c)
9. [Form 1](#) – Project Information
10. [Form 1-A](#) – Institutional and General Information
11. [Form 2](#) – Space Information
12. [Form 3](#) – Estimated Utilities Costs
13. [Form 4](#) – Proposed Project Costs
14. [Form 5](#) – Proposed Project Square Footage and Funding Sources
15. [Form 6](#) – Certification by Governing Board
16. Completed Presenter Information Sheet

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1: PROJECT INFORMATION

Spell out and define all acronyms

Institution: Northern New Mexico College

Original: **Date:** 03/10/2024

Project title: Espanola Campus Drainage and Infrastructure

Revision: **Date:**

Location of Facility: Espanola, Rio Arriba County

Age of Facility: 53 Years Old

Date of Last Improvement: N/A

Types of Space within Facility: Drainage and arroyo travels throughout the entire Espanola campus

Gross Square Footage of Facility: 372,686

Gross Square Footage Offset: N/A

General Nature of Use and User Groups within Facility:

This project will improve infrastructure of our storm water drainage arroyo that runs through the entire Espanola NNMC Campus. This will ensure the safety of the campus community and eliminate the possibility of property damage during flash floods and times of extreme storm water systems.

Detailed Scope of Work and Impact to User Groups:

This project will consist of removal of existing storm runoff sediment from the entire storm water arroyo. Repair and remediation of all current structure in place. Install concrete underlining and brick structure to unfinished area of drainage infrastructure. Backfill into the new brick structure for improved structural support. Repair and raise all utility casings within the drainage arroyo. Prep and renovate all pedestrian and vehicle crossings of the drainage arroyo. East of railroad avenue plan and build retention wall to protect Sostenga Farm from flash flood storm water and channel towards the current storm water retention pond. Excavate and improve storm water retention pond at the end of NNMC property.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1: PROJECT INFORMATION (con't)

Institution: Northern New Mexico College

Original: **Date:** 03/10/2024

Project title: Espanola Campus Drainage and Infrastructure

Revision: **Date:**

Description of why this project is needed and how it satisfies program needs/enrollment/mission:

This Project will address a much needed renovation to the overall infrastructure of the storm water drainage system on the NNMC Espanola Campus for all NNMC programs. This project will aide in ensuring the entire campus community have a safe and comfortable learning and working environment.

Describe the consequences of this project not receiving approval:

If approval is not received the natural drainage arroyo will continue to deteriorate. This increases risk to the campus community and will increase the potential of damage to property. It will also put the project at risk for cost overrun considering cost escalations.

Was this project included in the annual Capital Outlay Plan submitted to HED. If yes provide year included. If not, provide reason why:

Yes, 2019

If this request was included in a previous recommendation for Legislative funding, provide information on differences from initial recommendation to current project request:

N/A

Provide detailed information on the impact this project will have on Operations and Maintenance budgets? What source of funding will be used to cover these costs?

These projects will reduce Operation and Maintenance by reducing the amount of time, resources, and materials continuously utilized to make temporary repairs and greatly improve the ability to clean and maintain sediment buildup.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION

Institution: Northern New Mexico College

Original: Date: 03/10/2024

Project title: Espanola Campus Drainage and Infrastructure

Revision: Date:

Current Total On-Campus Enrollment – Fall Semester	
Head Count: <u>864</u>	FTE: <u>524.1</u>
<u>7.9</u> % Growth from previous year	<u>15.8</u> % Average growth in previous 5-year period

Current Total Off-Campus Enrollment (web-based or Distance Ed., etc.) – Fall Semester	
Head Count: <u>450</u>	FTE: <u>280.4</u>
<u>27.5</u> % Growth from previous year	<u>552</u> % Average growth in previous 5-year period

Tuition – Fall Semester		
Current Tuition Per Credit Hour: \$ <u>211.00</u>	Current Tuition Per Semester: \$ <u>2,532.00</u>	
Month/year per semester tuition was last increased: <u>12</u> / <u>2021</u>	Amount of last per semester tuition increase: \$ <u>149.40</u>	<u>6.2</u> % Change from last increase

Program Enrollment Being Served by this Project – Fall Semester	
Head Count: <u>1314</u>	FTE: <u>792</u>
<u>14</u> % Growth from previous year	<u>24</u> % Average growth in previous 10-year period

Bonding Information (to be completed if local bond proceeds are used for project funding)	
Assessed Valuation: _____	Month/year of most recent local bond issue: _____ / _____
Outstanding Debt: _____	
Available Capacity: _____	

Project Schedule	
Month/year proposed construction start date: <u>5</u> / <u>2024</u>	Month/year proposed construction completion date: <u>12</u> / <u>2024</u>

Comments:

NEW MEXICO HIGHER EDUCATION DEPARTMENT FORM 2: SPACE INFORMATION

Institution: Northern New Mexico College

Original: **Date:** 03/10/2024

Project title: Espanola Campus Drainage and Infrastructure

Revision: **Date:**

List the Net Assignable Square Feet (NASF) and Net Usable Square Feet (NUSF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in "Postsecondary Education Facilities Inventory and Classification Manual" (FICM) published by the U.S. Department of Education.

CLASSIFICATION CODE	TYPE OF SPACE	DEMO	NEW	ALTERATION	% OF NUSF (NEW & ALT)	
100	Classroom	0	0	0	0	
200	Laboratory	0	0	0	0	
300	Office	0	0	0	0	
400	Study	0	0	0	0	
500	Special	0	0	0	0	
600	General	0	0	0	0	
700	Support	0	0	0	0	
800	Health	0	0	0	0	
900	Residential	0	0	0	0	
TOTAL NET ASSIGNABLE AREA (NASF)		0	0	0	0	
WWW	Circulation Area	0	0	0	0	
XXX	Building Services Area	0	0	0	0	
YYY	Mechanical Area	0	0	0	0	
TOTAL NONASSIGNABLE AREA		0	0	0	0	NIC SQ FT
TOTAL NET USABLE AREA (NUSF)		0	0	0	0	0
TARE		0	0	0		TOTALS
TOTAL PROJECT GROSS SQUARE FEET		0	0	0		0
FINAL PROJECT GROSS SQUARE FEET						0
ORIGINAL BUILDING GROSS SQUARE FEET						0
FINAL BUILDING GROSS SQUARE FEET						0
FINAL BUILDING GROSS SQUARE FEET DIFFERENCE						0

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 3: ESTIMATED UTILITY COSTS AND ENERGY EFFICIENCY MEASURES

Institution: Northern New Mexico College

Original: **Date:** 03/10/2024

Project title: Espanola Campus Drainage and Infrastructure

Revision: **Date:**

This form is designed to estimate the project's effect on current utilities costs, and to note submittal of supporting documentation related to Energy Saving Measures incorporated into the project.

FORMULA	CURRENT EXPENSES	PROJECTED ANNUAL EXPENSES AFTER COMPLETION	DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -)
Eligible GSF: _____ x \$3.75			

Check applicable boxes below:

Space is non I&G
(Comment Required)

Target Finder attached

LEED Checklist attached

Project Green Screen Features and Comments. Describe, in detail, the energy measures being implemented:

Projects will not have an effect on utility cost. Alterations being made are all like for like materials.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 4: PROPOSED PROJECT COSTS

Institution: Northern New Mexico College

Original: Date: 03/10/2024

Project title: Espanola Campus Drainage and Infrastructure

Revision: Date:**I. PROJECT BUDGET**

EXPENDITURES	ITEMS INCLUDED IN TOTAL COST FOR EACH EXPENDITURE	ORIGINAL SUBMISSION		BUDGET REVISION
		NEW CONSTRUCTION	ALTERATIONS	
A. Building Cost				
1. General	Building Labor, Materials, All Signage, Material Testing & Seismic Testing		\$ 1,264,699.18	
2. Mechanical/Plumbing	Controls, Fire Suppression Systems, Test & Balance		\$ 118,500.00	
3. Electrical	Lighting Control Systems, Performance Testing			
4. Special Systems (voice, data, other)	Voice/Data, Wiring Performance Testing, Audio/Video infrastructure, Access Control, Security/Camera's, Fire Alarms			
5. Demolition	Interior Demo, HAZMAT & Abatement			
BUILDING COST SUBTOTAL		\$ 0.00	\$ 1,383,199.18	\$ 0.00
B. Built-in Equipment	Equipment permanently attached to building and/or infrastructure (Fume hoods, autoclaves, and lab casework)			
C. Site Development				
1. Utilities, Infrastructure	Utilities 5' beyond new building perimeter, relocations and tunnels			
2. Landscaping/Site Improvements	Free standing lighting, hardscapes, parking		\$ 88,721.16	
3. Demolition	Building, Site or Parking Removal			
TOTAL CONSTRUCTION COST (T.C.C.)		\$ 0.00	\$ 1,471,920.34	\$ 0.00

NEW MEXICO HIGHER EDUCATION DEPARTMENT

D. Construction Contingency	Not more than 5% for new Construction or 10% for renovations of Total Construction Cost (T.C.C.)			
E. Professional Fees				
1. Architectural/Engineering	Planning, Programming, Design thru Construction and Specialized Services		\$ 33,502.92	
2. Project Administration	PM Fees, Construction Manager at Risk (CMAR) Pre-Construction Services, IT Admin Fees, Parking Mitigation, Consultant Services, Tax Segregation services fee, Project Reserve		\$ 473,500.00	
3. Surveys/Commissioning	Soils Reports, Environmental Reports, Structural Shear Reports			
F. Movable Equipment	Special Systems Equipment			
G. Other	Site acquisition, etc.			
H. Art in Public Places (1% of State Appropriation)	AIPP or N/A			
I. Gross Receipts Tax	GRT is Not Nested within Costs Above. Amount entered will be added to Total Project Budget		\$ 199,827.49	
J. Gross Receipts Tax	GRT is Nested within Costs Above. Amount entered is included in Total Project Budget			
TOTAL PROJECT BUDGET		\$ 0.00	\$ 2,178,750.75	\$ 0.00

Comments:

Provide information on how the above cost estimates were developed. If developed by an A/E firm, provide the name of the firm and method used for estimating. If developed by the institution, provide method used for estimating.

Cost estimates were developed by a vendor under the New Mexico State Price Agreement. Full engineering will take place before the project begins.

R&M Construction provided an estimate to include subcontracting with engineers and asphalt and pavement experts. Work includes the following:

Crackfill, Seal Coating, Stripping (already submitted for \$321,249.25 pending phased approached articulated below:)

Engineering and Design

Construct New Retaining Walls at Roadside Culverts

Removal and Hauling Off of all Existing Storm Runoff

Repair and Remediation of all Current Structures in Place

Install Concrete Lining to unfinished areas of Infrastructure

Construct Concrete Footings and Build Brick Retaining Walls

Importing Soil and Backfilling Brick for Improved Support

Repair and Raise all Utility Casings Within Arroyo

Prep and renovate all pedestrian and vehicle crossings of the drainage arroyo.

Build Retention Walls East of Railroad Avenue to protect Sostenga Farms from Flooding

Excavate and improve storm water retention pond at the end of NNMC property

Plumbing

Additional costs estimated by Northern New Mexico College to include landscape restoration.

NEW MEXICO HIGHER EDUCATION DEPARTMENT FORM 5: PROPOSED PROJECT SQUARE FOOTAGE AND FUNDING SOURCES

Institution: Northern New Mexico College

Original: **Date:** 03/10/2024

Project title: Espanola Campus Drainage and Infrastructure

Revision: **Date:**

COSTS PER GROSS SQUARE FOOT (GSF)			
	Cost (Items A-C on Form 4)	GSF for New Construction NUSF for Alteration	Cost per GSF
New Construction	\$ 0.00	0	NaN
Alterations	\$ 1,471,920.34	0	Infinity

RATIO OF NET USABLE TO GROSS SQUARE FEET (NUSF/GSF)			
	NUSF (same as total from Form 2)	GSF	RATIO NUSF/GSF (%)
New Construction	0	0	NaN
Alterations	0	0	NaN

FUNDING SOURCE			
Enter the source of funding for the project. Total must match the total project budget on Form 4.			
Funding Source and Description		Original Submission	Budget Revision
Appropriation Code	Description of Funding Type and Source of Funds		
E5331	Department ID: E5331; SB207; Laws 2020 - Section 10-C-10	\$ 2,178,750.75	
Total:		\$ 2,178,750.75	\$ 0.00

List State Appropriations as follows; Bond Series #: GOBxx or STBxx or GF 20xx, DFA#: A0x-xxxx), SBxxx or HBxxx, Laws of 20xx, chapter x, and section x. This information is available on the CPMS website at <http://cpms.dfa.state.nm.us/>. For all other funding, list revenue source and year budgeted.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 6: CERTIFICATION BY GOVERNING BOARD

Institution: Northern New Mexico College

Original: **Date:** 03/10/2024

Project title: Espanola Campus Drainage and Infrastructure

Revision: **Date:**

ORIGINAL CERTIFICATION

I hereby certify, on the basis of the information contained in Forms 1 through 5 of this capital project submittal and all attached supporting documentation, if appropriate, that the Governing Board approved the original submission of this project at its meeting on _____.

Certified:

Printed Name of President/Chancellor

Signature

REVISED SUBMISSION CERTIFICATION

I hereby certify that the Governing Board approved this Revised Submission at its meeting on _____.

Certified:

Printed Name of President/Chancellor

Signature

Find Budget Amendments

Company NNMC Northern New Mexico College
Plan Structure CHES Financial Plan Structure
Plan Name FY2024 Northern New Mexico College Financial Plan
Year 2024 - YE Jun
Period
Amendment ID
Amendment Type
Amendment Date On or After
Amendment Date On or Before
Status
Description

ITEM #	Originator	BAR TYPE	Budget Amendment	Amendment ID	Plan	Plan Structure	Company or Company Hierarchy for Budget Amendment	Period	Status	Amendment Date	Amendment Type	Description	Total Debits	Total Credits	Currency
1	Ellen Trabka	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 07/07/2023 : NNBA-1000000110	NNBA-1000000110	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	7/7/2023	Temporary Amendment	move funds from FT faculty to adjunct faculty	20,000.00	20,000.00	USD
2	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 07/11/2023 : NNBA-1000000111	NNBA-1000000111	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	7/11/2023	Temporary Amendment	Move scholarship funds from Women's BB to Men's BB	4,000.00	4,000.00	USD
3	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 07/12/2023 : NNBA-1000000112	NNBA-1000000112	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	7/12/2023	Temporary Amendment	Line to Line Adjustment-for Professional Development	300.00	300.00	USD
4	Stephanie Lovato	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 07/01/2023 : NNBA-1000000114	NNBA-1000000114	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	7/1/2023	Temporary Amendment	RDC Welding Program 2023 Budget	40,000.00	40,000.00	USD
5	Stephanie Lovato	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 07/01/2023 : NNBA-1000000115	NNBA-1000000115	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	7/1/2023	Temporary Amendment	Perkins Redistribution 2023 Budget	118,204.37	118,204.37	USD
6	Stephanie Lovato	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 07/01/2023 : NNBA-1000000116	NNBA-1000000116	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	7/1/2023	Temporary Amendment	NNM WIN Budget 23-24	240,570.00	240,570.00	USD
7	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 07/20/2023 : NNBA-1000000118	NNBA-1000000118	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	7/20/2023	Temporary Amendment	Line to Line Adjustment for Stipends for speakers.	500.00	500.00	USD
8	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 07/25/2023 : NNBA-1000000119	NNBA-1000000119	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	7/25/2023	Temporary Amendment	Transfer from Professional Staff to Professional Services for anticipated contracted support (College Aid Services Contractd) - Per Kathy Levine	40,000.00	40,000.00	USD
9	Sally Martinez	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 07/25/2023 : NNBA-1000000121	NNBA-1000000121	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	7/25/2023	Temporary Amendment	Moving funds to cover PSA (3rd Millennium Classroom - Title IX, Alcohol & Drugs Trainings for Students) for FY23-24 and FY24-25	7,290.00	7,290.00	USD
10	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 07/31/2023 : NNBA-1000000122	NNBA-1000000122	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	7/31/2023	Permanent Amendment	Correction of Cost Center on the Original Budget Load.	452,307.00	452,307.00	USD

ITEM #	Originator	BAR TYPE	Budget Amendment	Amendment ID	Plan	Plan Structure	Company or Company Hierarchy for Budget Amendment	Period	Status	Amendment Date	Amendment Type	Description	Total Debits	Total Credits	Currency
11	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 08/01/2023 : NNBA-1000000123	NNBA-1000000123	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	8/1/2023	Temporary Amendment	Line to Line Adjustment per David Torres Email	5,000.00	5,000.00	USD
12	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 08/02/2023 : NNBA-1000000124	NNBA-1000000124	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	8/2/2023	Temporary Amendment	Line to Line Adjustments- Transferring Salary and Benefits for Dir. of Security position into Contract Services	119,209.00	119,209.00	USD
13	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 08/07/2023 : NNBA-1000000126	NNBA-1000000126	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	8/7/2023	Temporary Amendment	Line to Line Adjustment	55,000.00	55,000.00	USD
14	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 08/08/2023 : NNBA-1000000127	NNBA-1000000127	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	8/8/2023	Temporary Amendment	Correction to Original Budget (move budget to correct cost center)	34,375.00	34,375.00	USD
15	Ellen Trabka	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 08/14/2023 : NNBA-1000000128	NNBA-1000000128	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	8/14/2023	Temporary Amendment	Move funds from professional development to travel	2,000.00	2,000.00	USD
16	Stephanie Lovato	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 08/01/2023 : NNBA-1000000129	NNBA-1000000129	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	8/1/2023	Temporary Amendment	New Grant Budget	60,459.00	60,459.00	USD
17	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 08/28/2023 : NNBA-1000000131	NNBA-1000000131	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	8/28/2023	Temporary Amendment	Line to Line Adjustment	800.00	800.00	USD
18	Stephanie Lovato	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 09/01/2023 : NNBA-1000000133	NNBA-1000000133	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	9/1/2023	Temporary Amendment	Budget FY24	69,953.46	69,953.46	USD
19	Stephanie Lovato	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 09/08/2023 : NNBA-1000000134	NNBA-1000000134	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	9/8/2023	Temporary Amendment	NAEYC Budget Load	25,000.00	25,000.00	USD
20	Martin Shupla	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 09/11/2023 : NNBA-1000000135	NNBA-1000000135	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	9/11/2023	Temporary Amendment	Move funds to cover Conference	300.00	300.00	USD
21	Ellen Trabka	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 09/12/2023 : NNBA-1000000136	NNBA-1000000136	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	9/12/2023	Temporary Amendment	move funds from professional development to out of state travel	3,500.00	3,500.00	USD
22	Ellen Trabka	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 09/12/2023 : NNBA-1000000137	NNBA-1000000137	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	9/12/2023	Temporary Amendment	Move funds from professional membership/licenses to marketing	15,000.00	15,000.00	USD
23	Stephanie Lovato	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 09/26/2023 : NNBA-1000000139	NNBA-1000000139	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	9/26/2023	Temporary Amendment	Realign HEP Budget for FY24	250,750.41	250,750.41	USD
24	Stephanie Vigil-Roybal	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 10/03/2023 : NNBA-1000000140	NNBA-1000000140	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	10/3/2023	Temporary Amendment	Budget Adjustment 2023-2024	117,207.00	117,207.00	USD
25	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 10/04/2023 : NNBA-1000000141	NNBA-1000000141	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	10/4/2023	Temporary Amendment	Line to Line Adjustment	105.00	105.00	USD

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26	Stephanie Lovato	Budget Carry Forward-Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 07/01/2023 : NNBA-1000000142	NNBA-1000000142	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	7/1/2023	Temporary Amendment	Budget Carry Forward	313,362.47	313,362.47	USD
27	Ellen Trabka	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 10/11/2023 : NNBA-1000000143	NNBA-1000000143	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	10/11/2023	Permanent Amendment	Move funds from professional development to contract services to cover increased cost of simulation mannikin warranty	245.00	245.00	USD
28	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 10/12/2023 : NNBA-1000000144	NNBA-1000000144	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	10/12/2023	Temporary Amendment	Transfer funds from Salaries & Benefits to Professional Services	155,000.00	155,000.00	USD
29	Stephanie Lovato	Budget Decrease	Budget Amendment: 2024 - CHES Financial Plan Structure on 10/16/2023 : NNBA-1000000145	NNBA-1000000145	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	10/16/2023	Temporary Amendment	Decrease amount by AIPP reduction	10,000.00	10,000.00	USD
30	Stephanie Lovato	Budget Carry Forward-Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 07/01/2023 : NNBA-1000000146	NNBA-1000000146	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	7/1/2023	Temporary Amendment	Budget Carry Forward	4,170,936.20	4,170,936.20	USD
31	Stephanie Lovato	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 10/19/2023 : NNBA-1000000147	NNBA-1000000147	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	10/19/2023	Temporary Amendment	New Budget Encantado Foundation Community Grant	2,000.00	2,000.00	USD
32	David Torres	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 10/23/2023 : NNBA-1000000148	NNBA-1000000148	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	10/23/2023	Temporary Amendment	Moving funds to pay for publication	166.00	166.00	USD
33	Evette Abeyta	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 10/25/2023 : NNBA-1000000149	NNBA-1000000149	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	10/25/2023	Temporary Amendment	Budget Increase to increase Nursing Standardized Testing Fee (Revenue & Expense) \$13,000.00	26,000.00	0.00	USD
34	Theresa Storey	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 11/07/2023 : NNBA-1000000150	NNBA-1000000150	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	11/7/2023	Temporary Amendment	Re-align existing budget	20,000.00	20,000.00	USD
35	Amy Pena	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 11/07/2023 : NNBA-1000000151	NNBA-1000000151	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	11/7/2023	Temporary Amendment	Realign budget at the spend category level	22,000.00	22,000.00	USD
36	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 11/14/2023 : NNBA-1000000152	NNBA-1000000152	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	11/14/2023	Permanent Amendment	ENLACE SB192 Load New Budget for New Cost Center CC103087	200,000.00	200,000.00	USD
37	Stephanie Lovato	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 09/15/2023 : NNBA-1000000153	NNBA-1000000153	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	9/15/2023	Temporary Amendment	Budget Subaward NMC, Inc PDWI	197,000.00	197,000.00	USD
38	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 11/14/2023 : NNBA-1000000154	NNBA-1000000154	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	11/14/2023	Temporary Amendment	Transfer Budget from Office of the President to the Board of Regents for HERC Expenditures	8,000.00	8,000.00	USD
39	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 11/15/2023 : NNBA-1000000155	NNBA-1000000155	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	11/15/2023	Temporary Amendment	Line to line adjustment	25,000.00	25,000.00	USD

ITEM #	Originator	BAR TYPE	Budget Amendment	Amendment ID	Plan	Plan Structure	Company or Company Hierarchy for Budget Amendment	Period	Status	Amendment Date	Amendment Type	Description	Total Debits	Total Credits	Currency
40	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 11/15/2023 :	NNBA-1000000156	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	11/15/2023	Temporary Amendment	Line to Line Adjustment	3,500.00	3,500.00	USD
41	Martin Shupla	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 11/20/2023 :	NNBA-1000000156	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	11/20/2023	Temporary Amendment	Line to Line Adjustment	7,900.00	7,900.00	USD
42	Stephanie Vigil-Roybal	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 11/28/2023 :	NNBA-1000000158	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	11/28/2023	Temporary Amendment	Align Budget for FY24	93,723.00	93,723.00	USD
43	Stephanie Lovato	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 10/01/2023 :	NNBA-1000000159	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	10/1/2023	Permanent Amendment	Budget Increase - GAN	9,282.00	9,282.00	USD
44	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 11/30/2023 :	NNBA-1000000160	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	11/30/2023	Temporary Amendment	Line to Line Adjustment	16,620.00	16,620.00	USD
45	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 11/30/2023 :	NNBA-1000000161	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	11/30/2023	Temporary Amendment	Budget Clean Up- Line to Line Adjustment	25,324.00	25,324.00	USD
46	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 11/30/2023 :	NNBA-1000000162	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	11/30/2023	Temporary Amendment	Line to Line Adjustment	106.00	106.00	USD
47	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 11/30/2023 :	NNBA-1000000163	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	11/30/2023	Temporary Amendment	Line to Line Adjustment	243.00	243.00	USD
48	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 12/11/2023 :	NNBA-1000000164	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	12/11/2023	Temporary Amendment	Line to Line Budget Adjustment	4,779.00	1,329.00	USD
49	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 12/14/2023 :	NNBA-1000000165	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	12/14/2023	Temporary Amendment	Line to Line Adjustment	12,568.00	12,568.00	USD
50	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/08/2024 :	NNBA-1000000166	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Canceled-Duplicate	1/8/2024	Temporary Amendment	Mid-Year Budget Clean-Up	1,805,210.00	1,489,306.00	USD
51	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/08/2024 :	NNBA-1000000167	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/8/2024	Temporary Amendment	Mid-Year Budget Clean-Up	1,805,210.00	1,489,306.00	USD
52	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/08/2024 :	NNBA-1000000168	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/8/2024	Temporary Amendment	Mid-Year Budget Clean-Up	476,477.00	476,477.00	USD
53	Stephanie Lovato	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/01/2024 :	NNBA-1000000169	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/1/2024	Temporary Amendment	SBDC Approved Budget 2024	144,790.56	144,790.56	USD
54	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/09/2024 :	NNBA-1000000170	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/9/2024	Temporary Amendment	Line to Line Adjustment	49,000.00	49,000.00	USD

ITEM #	Originator	BAR TYPE	Budget Amendment	Amendment ID	Plan	Plan Structure	Company or Company Hierarchy for Budget Amendment	Period	Status	Amendment Date	Amendment Type	Description	Total Debits	Total Credits	Currency
55	Ellen Trabka	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/10/2024 :	NNBA-1000000171	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/10/2024	Temporary Amendment	line to line adjustment	1,500.00	1,500.00	USD
56	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/12/2024 :	NNBA-1000000172	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/12/2024	Temporary Amendment	Line to Line Adjustments- to process existing transactions	1,900.00	1,900.00	USD
57	Donna Jaramillo	Budget Carry Forward-Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/19/2024 :	NNBA-1000000173	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/19/2024	Temporary Amendment	Adjustments to carryforward budget	9,000.00	9,000.00	USD
58	Donna Jaramillo	Budget Carry Forward-Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/19/2024 :	NNBA-1000000174	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/19/2024	Temporary Amendment	Adjustment to carryforward budget	9,000.00	9,000.00	USD
59	Donna Jaramillo	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/19/2024 :	NNBA-1000000175	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/19/2024	Temporary Amendment	23-24 Budget ammendment	10,000.00	10,000.00	USD
60	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/19/2024 :	NNBA-1000000176	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/19/2024	Temporary Amendment	Line to Line Adjustment	3,200.00	3,200.00	USD
61	Evette Abeyta	Budget Transfer-Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/22/2024 :	NNBA-1000000177	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/22/2024	Temporary Amendment	Transfer \$50.0 for Moving Arts	100,000.00	100,000.00	USD
62	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/23/2024 :	NNBA-1000000178	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/23/2024	Temporary Amendment	Line to Line Adjustment	43,000.00	43,000.00	USD
63	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/23/2024 :	NNBA-1000000179	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/23/2024	Temporary Amendment	Line to Line Adjustment	290.00	290.00	USD
64	Ellen Trabka	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/23/2024 :	NNBA-1000000180	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/23/2024	Temporary Amendment	line to line adjustment	7,000.00	7,000.00	USD
65	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/24/2024 :	NNBA-1000000181	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/24/2024	Temporary Amendment	Line to Line Adjustment	10,253.00	10,253.00	USD
66	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/31/2024 :	NNBA-1000000182	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/31/2024	Temporary Amendment	Line to Line Adjustment-Budget Clean Up	136,215.00	136,215.00	USD
67	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 02/01/2024 :	NNBA-1000000183	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	2/1/2024	Temporary Amendment	Line to Line Adjustment	290,590.00	290,590.00	USD
68	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 02/06/2024 :	NNBA-1000000184	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	2/6/2024	Temporary Amendment	Line to Line Adjustment	4,200.00	4,200.00	USD
69	Stephanie Lovato	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 02/06/2024 :	NNBA-1000000187	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	2/6/2024	Temporary Amendment	Budget Amendment per R. West	14,500.00	14,500.00	USD

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70	Stephanie Lovato	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/19/2024 :	NNBA-1000000188	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/19/2024	Temporary Amendment	Budget Increase INBRE Liaison	244,536.00	244,536.00	USD
71	Martin Shupla	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 09/01/2023 :	NNBA-1000000189	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	9/1/2023	Permanent Amendment	Budget Increase Upward Bound	11,880.00	11,880.00	USD
72	Stephanie Lovato	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 02/08/2024 :	NNBA-1000000190	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	2/8/2024	Temporary Amendment	Budget amendment per Dr. Nandy	3,250.94	3,250.94	USD
73	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 02/15/2024 :	NNBA-1000000191	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	2/15/2024	Temporary Amendment	Line to Line Adjustment - Budget Clean Up	188,149.00	188,149.00	USD
74	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 02/15/2024 :	NNBA-1000000192	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	2/15/2024	Temporary Amendment	Line to Line Adjustment- Budget Clean Up	10,422.00	10,422.00	USD
75	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 02/16/2024 :	NNBA-1000000193	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	2/16/2024	Temporary Amendment	Line to Line Adjustment	10,512.00	10,512.00	USD
75	Martin Shupla	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 12/14/2023 :	NNBA-1000000165	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	2/20/2024	Temporary Amendment	Move funds to cover expenses	262.62	262.62	USD
76	Stephanie Lovato	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 02/20/2024 :	NNBA-1000000195	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	2/20/2024	Temporary Amendment	Budget Amendment to clear negative balances	31,709.32	31,709.32	USD
77	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 02/21/2024 :	NNBA-1000000196	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	2/21/2024	Temporary Amendment	Line to Line Adjustment	72,239.00	72,239.00	USD
78	Ellen Trabka	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 02/23/2024 :	NNBA-1000000197	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	2/23/2024	Temporary Amendment	line to line adjustment	1,500.00	1,500.00	USD
79	Tobe Bott-Lyons	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 02/27/2024 :	NNBA-1000000198	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	2/27/2024	Temporary Amendment	Budget Alignment for FY 24 including budget increase	187,824.00	187,824.00	USD
80	Evette Abeyta	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 02/28/2024 :	NNBA-1000000199	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	2/28/2024	Temporary Amendment	Line to Line Adjustment	2,700.00	2,700.00	USD
81	Alejandra Jaramillo	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 03/05/2024 :	NNBA-1000000200	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	3/5/2024	Temporary Amendment	Budget Amendment	6,685.01	6,685.01	USD
82	Alejandra Jaramillo	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 03/05/2024 :	NNBA-1000000201	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	3/5/2024	Temporary Amendment	Adding budget line for telecommunications.	4,200.00	4,200.00	USD
83	Stephanie Lovato	Budget Increase	Budget Amendment: 2024 - CHES Financial Plan Structure on 01/31/2024 :	NNBA-1000000203	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	1/31/2024	Temporary Amendment	AE Federal Budget Increase	40,831.87	40,831.87	USD

ITEM #	Originator	BAR TYPE	Budget Amendment	Amendment ID	Plan	Plan Structure	Company or Company Hierarchy for Budget Amendment	Period	Status	Amendment Date	Amendment Type	Description	Total Debits	Total Credits	Currency
84	Stephanie Lovato	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 03/07/2024 :	NNBA-1000000204	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	3/7/2024	Temporary Amendment	TANF IET Budget Amendment	23,000.00	23,000.00	USD
85	Janice Baca	Line to Line Adjustment	Budget Amendment: 2024 - CHES Financial Plan Structure on 03/12/2024 :	NNBA-1000000205	FY2024 Northern New Mexico College Financial Plan	CHES Financial Plan Structure	NNMC Northern New Mexico College	2024 Year (FY2024 Northern New Mexico College Financial Plan)	Available	3/12/2024	Temporary Amendment	Need to purchase supplies	4,800.00	4,800.00	USD

Flexible Work Guidance

This guidance ensures that both the employee and supervisor have a shared understanding of the flexible work plan. When clearly outlined and executed, Flexible Work Agreements can prove beneficial to employees and supervisors.

1. Types of Flexible Work Agreements

1. **Flextime:** Permits flexibility in starting and ending times without changing the total hours worked in a work week.
2. **Compressed Workweek:** A full-time schedule compressed into less than the traditional five-day work week.
3. **Remote work:** Allows employees to work all of their work hours from a location other than an NNMC campus.
4. **Hybrid:** Employees work part of the standard work week at a location other than an NNMC campus. This group includes people who must be on campus either regularly or periodically but who can perform some portion of their work remotely.

2. Eligibility

1. Not all employees are eligible to request a Flexible Work Agreement and not all positions lend themselves to flexible work.
2. Departments should be consistent in the decision-making process when creating and administering Flexible Work Agreements.
3. Employees within their probation period or in corrective action may not be eligible for a Flexible Work Agreement.

3. Documenting the Flexible Work Agreement

1. Employees may be permitted to work flexible schedules and/or work locations if the Supervisor, Director, or Vice President/President approves the arrangement in advance.
2. Supervisors should maintain a copy of the agreement in departmental records and send a copy to Human Resources at humanresources@nnmc.edu.
3. A hybrid employee's off-site work should be limited to no more than two full work days per week. Exceptions must be approved by the Vice President/President.

4. **College Property and Data Security**

Reasonable steps must be taken to ensure that College property is used in compliance with the NNMC Remote Access Policy. This includes complying with all software licensing agreements. The security and confidentiality of College records must also be maintained. Sensitive data should not be placed on a personal computer or device, but instead should be accessed via secure remote access technology.

5. **Equipment Insurance**

College equipment and resources located at an alternate worksite are not automatically insured. Remote and hybrid employees may be required to sign a form acknowledging financial responsibility for College equipment damaged, stolen, or destroyed while in their possession. Remote and hybrid work employees are required to immediately report to their supervisors any damage to College equipment.

6. **Workers' Compensation**

Remote and hybrid employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment.

7. **Tax Implications**

Employees are responsible for addressing and resolving any questions about their ability to deduct expenses related to hybrid or remote work.

8. **Remote and Hybrid Workers**

1. Remote and hybrid workers must adhere to all College policies as outlined in the Staff Handbook.
2. Remote and hybrid workers must adhere to the agreed upon assigned work schedule. Northern New Mexico College operates in Mountain Standard or Mountain Daylight time. Employee-initiated changes to work schedules must be discussed and approved in advance by the supervisor.
3. Participation in meetings and one-on-ones is required via video or any other system determined by the College.
4. Remote and hybrid workers must be available via phone, email, or video conferencing and must respond promptly to all communication. Each department should establish protocols for the expected time period in which to respond to phone calls and email correspondence whether remote or on campus.

5. Remote and hybrid workers are encouraged to have a dedicated workspace with a desk or area where work will be performed.
6. Remote and hybrid workers are expected to maintain the same security procedures at home that are required by the College and that they employ at Northern, including, but not limited to, the use of locked file cabinets, password maintenance, and any other appropriate security measures as determined by the College.
7. Remote and hybrid workers must notify their supervisor immediately if there is an internet outage or if there are connectivity issues that affect the ability to work. If the issues cannot be resolved, the employee may be required to come into the office or to use annual leave if the ability to work is affected for a time period greater than four (4) hours.



Flexible Work Agreement

Employee Name (First and Last): _____	Employee Email: _____
Banner ID: _____	Job Title/Classification: _____
Supervisor Name (First and Last): _____	Supervisor Email: _____
Department: _____	Program: _____
Begin Date: _____	End Date: _____
Hybrid or Remote Work Location: _____	Employee Cell/Landline: _____

Hybrid Work: Flexible work arrangement in which an employee, under an approved Flexible Work Arrangement Agreement, performs the duties and responsibility of such employee’s position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work and is required to work in the office location at minimum three days a week.

Remote Work: Flexible work arrangement in which an employee, under an approved Flexible Work Agreement, is scheduled to perform work at an alternative worksite and is not expected to perform work at an agency worksite on a regular and recurring basis. A remote worker’s official worksite may be within or outside the local commuting area of the College.

The purpose of this Flexible Work Agreement (“Agreement”) is for the employee and supervisor to have a clear, shared understanding of the employee’s flexible work arrangement. Each remote arrangement is unique depending on the circumstances, needs of the position, supervisor, and employee. While working, you are expected to work full workdays and complete all tasks of your employee classification and job description from the site location specified below. Physical presence on a Northern New Mexico College (NNMC) campus is not routinely expected, though you may be required to come to a physical NNMC location for specific activities at the direction of your supervisor or management. Any travel from your remote site to other locations during the time period of this Agreement must follow the travel policy if applicable for reimbursement.

If not already provided for in the terms of your contract of employment, this Agreement amends your contract of employment with respect to your post of duty or location only, and it does not provide a right to continue with the Agreement as your circumstances or the needs of NNMC change. NNMC has the right to discontinue and terminate this Agreement at any time, regardless of the effective dates above. Further, NNMC reserves the right to review the terms and conditions of this Agreement at any point in time and to terminate the Agreement for any reason. All other terms and conditions of your employment remain in effect, and you remain obligated to comply with each, including but not limited to the following:

- NNMC Policies and Procedures
- Information Technologies (IT) Resources Policy
- College Handbooks
- Collective Bargaining Agreement, **if applicable**



- AGREEMENT BETWEEN THE NORTHERN NEW MEXICO COLLEGE BOARD OF REGENTS AND THE NORTHERN FEDERATION OF EDUCATIONAL EMPLOYEES, AFT-NM, AFL-CIO NON-EXEMPT STAFF BARGAINING UNIT

The foregoing policies and procedures can be accessed via the www.NNMC.edu website.

Regardless of where you are working (e.g., your regular worksite or a remote one), you remain obligated to comply with all NNMC's rules, practices, instructions, and this Agreement.

1. **Parties.** This Flexible Work Agreement between the Northern New Mexico College (the "College") and Employee establishes the terms and conditions for performing work at a remote work location (other than Northern New Mexico College or related properties). Supervisor is responsible for implementing this Agreement on behalf of the affected Program and the College.
2. **Term.** This Agreement begins on [begin date] and ends on [end date] and may be extended beyond this period if agreed to, in writing, by you and NNMC pursuant to a new Flexible Work Agreement; however, this Agreement and any other Flexible Work Agreements, may be terminated by NNMC at any time.
3. **Periodic Review of the Agreement.** This Agreement will be reviewed by Supervisor at least once during its first **three (3)** months to determine if adjustments to the schedule set forth on Exhibit A need to be made and/or if the Agreement should continue. If this Agreement continues beyond this initial period, Supervisor (or designee) will review this Agreement on at least an annual basis, or more frequently if requested by the Supervisor or Employee.
4. **Modification and Revocation of the Agreement.** This Agreement may be extended beyond this period if agreed to, in writing, by you and NNMC pursuant to a new Flexible Work Agreement; however, this Agreement and any other Flexible Work Agreement, may be terminated by NNMC at any time.
5. **Salary and Benefits.** This Agreement will have no effect on Employee's salary and eligibility for benefits from the College. However, Employee understands that if they live or relocate outside of a benefit plan's coverage area they may have limited benefits and provider options.
6. **Non-Exempt Employees.** Non-Exempt employees must:
 - a. take rest and meal breaks under this Flexible Work Agreement in full compliance with all applicable policies or collective bargaining agreements;
 - b. request Supervisor approval in advance of working any overtime hours.
7. **Reimbursable Expenses.** Legitimate business expenses may be reimbursed by the department if pre-approved in writing by the appropriate departmental approver. The following expenses will be paid for or reimbursed by the College:
 - a. Maintenance and repairs to College-owned equipment;
 - b. Office supplies normally required in the course of business;
 - c. Other business-related expenses that are compliant with College policies and regulations;
 - d. Travel expenses for mandatory on campus events only for 100% remote workers.

The College will not pay for or reimburse the following expenses:



- a. Space, telephone, printing, networking and/or high-speed Internet capabilities at the remote work location.
 - b. Maintenance or repairs of privately-owned equipment;
 - c. Setup of Employee remote work location such as remodeling, lighting, or for repairs or modifications to the home office space;
 - d. Utility costs associated with working in the remote work location;
 - e. Travel expenses for mandatory on campus events for hybrid workers.
8. **Tax Consequences and Relocating Outside of New Mexico.** Employee understands that tax and other legal implications for the business use of Employee's remote work location, if applicable, are based on IRS and state and local government restrictions. Employee is responsible for the tax consequences, if any, of this Agreement, and for conformance to any local zoning restrictions. Employee understands that the College does not provide any tax advice and they should consult with their own tax adviser to verify if they have other state tax liability if they are not residents of New Mexico.
9. **Use of Personal Vehicle.** Employee agrees that his or her personal vehicle will not be used for College business unless specifically authorized by the Supervisor.
10. **Safety of Remote Work Location.** Employee is responsible for establishing and maintaining a safe, ergonomically sound, and secure work environment and will protect the workspace from any hazards and dangers that could foreseeably affect Employee.
- a. Injuries sustained by Employee in an offsite location and in conjunction with their regular work duties, during agreed-upon working hours, must be reported within 24 hours or at the earliest reasonable opportunity by Employee to Supervisor in accordance with College policy and procedure. Such reports of injuries will be handled in the same manner as reports of injuries in the primary workplace.
 - b. If Employee experiences an ergonomics-related injury related to their remote workspace, and the remote workspace cannot be adjusted to fit Employee's needs and/or a reasonable disability accommodation cannot be provided, this Agreement will be reviewed to determine if it is necessary to reduce the number of remote work days or terminate this Agreement. If the injury involves a disability, the review of this Agreement will be part of the interactive process.
 - c. Employee agrees to hold the College harmless for injury to others occurring at the remote work location.
11. **College-owned Equipment and Materials.** The College may provide standard equipment to enable an effective remote work arrangement. College-owned equipment and materials must be returned to the College upon the termination of this Agreement or upon separation from the College.
- a. Employee agrees to provide a secure location for College-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than College business;
 - b. Proper equipment must be issued by your department through its dedicated IT support office and be able to access all documents needed to perform your job. This may include VPN (virtual private network) connectivity to access your department's network drives or other online university systems that require you to be on NNMC's local network (i.e., Banner system). A flash drive may be used in cases where VPN access is limited.
 - c. Employee agrees to report to their supervisor instances of loss, damage, or unauthorized access at the earliest opportunity;



- d. You will not be permitted to store confidential NNMC information and/or files on any resources not owned by NNMC (for example, on your own personal hard drive).
- e. All maintenance on any College-supplied equipment will be performed by a College- authorized person at the College's expense.
- f. Employee understands that, although College-owned equipment may be used for incidental personal use, such use shall not interfere with the business use of the equipment.

An inventoried list of all equipment including serial numbers or other identifying characteristics (e.g. model numbers) that Employee is using in their remote work location is set forth on Exhibit B.

12. **Information Security.** Consistent with the College's expectations of information security, Employee will ensure the protection of confidential, proprietary, private, and sensitive information accessible from their remote work location. All records created or used in furtherance of Employee's position are considered College records and are subject to the New Mexico Public Records Act and other applicable public disclosure laws. Employee must ensure that any College records in their possession are available to the Department when requested.

NNMC information security requirements apply to all devices used for work, regardless of location or ownership. Implement steps for good information security within the remote workplace and contact your supervisor with any questions or concerns. Steps to secure College data and records include the use of locked file cabinets and desks; device lock-outs; strong passphrases; patched/updated devices and applications; current anti-malware software; use of the College's Virtual Private Network or other approved remote access service; and any other appropriate measures needed to meet these requirements. Employee agrees that only such information as is necessary for the completion of their assignments will be transferred to and/or printed at their remote work location. Should there be a security incident, Employee will report it to Information Technology Services (ITS) immediately.

13. **General Terms and Conditions.** This Agreement is subject to the following terms and conditions:
 - a. The duties, obligations, responsibilities, and conditions of Employee's employment with the College remain unchanged, except for those obligations and responsibilities specifically addressed in this Agreement;
 - b. Employee will be accessible, including via email, telephone, chat and/or video conference as applicable-, to Supervisor, coworkers and customers and other College employees according to the Flexible Work Arrangement set forth in Exhibit A.
 - c. Employee's work schedule does not adversely affect other employees and/or customer service;
 - d. Employee will record their time consistent with College payroll practices;
 - e. Employee will be able to physically attend scheduled work meetings with reasonable notice based on business and operational needs, at Employee's expense;
 - f. Employee will request Supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee's primary work location.

14. **Emergency Operations**

In the event that College offices are closed due to weather or an emergency and work can proceed at Employee's remote site, employees are not excused from working. Employee must notify their immediate supervisor in the event of any emergency at or affecting the remote work site. If an emergency, such as a power failure, prevents work at the remote site, the employee may be excused from working or may be required to report to the office as instructed by



the supervisor.

- 15. **Final Agreement.** This Agreement supersedes any prior Flexible Work Arrangement or other similar agreement for a Flexible Work Arrangement or similar arrangement in place between Employee and the College, Program and/or Supervisor, if any.

Exhibit A – Flexible Work Arrangement

Instructions for Exhibit A. Use the table below to input the days and hours you propose to work onsite and offsite. If you do not anticipate having a regular schedule, you should describe the proposed schedule in the box below labeled “Additional Information/Other Considerations”.

Days and hours Employee is normally expected to work on and off site

You can input both full-day and part-day scheduling in the table below.

Calendar Sharing

The Employee and the Supervisor will agree on the maintenance of the Employee work calendar to include:
 Availability to Department Administrative Assistant and immediate Supervisor
 Privacy settings (display specific activity or simply mark “busy/free”)

Please note: the following Exhibit A can be modified by both Manager/Supervisor and Employee.

	Monday	Tuesday	Wednesday	Thursday
On site? Y or N?				
Remote? Y or N?				
On Site Start Time				
On Site End Time				
Remote Start Time				
Remote End Time				
	Friday	Saturday	Sunday	
On site? Y or N?				
Remote? Y or N?				



On Site Start Time				
On Site End Time				
Remote Start Time				
Remote End Time				

Note: Fair Labor Standards Act (FLSA) Non-Exempt - Employees designated as FLSA non-exempt are expected to adhere to overtime rules and must work during the scheduled hours, regardless of whether they are working on or off site. The breaks and meal periods should remain FLSA compliant. Overtime must be pre-approved by Employee’s supervisor.

Additional Information/Other Considerations (optional):

Exhibit B – List of Equipment

The following equipment has been procured for your remote workspace pursuant to this Agreement. You are required to maintain this and all NNMC equipment in good working condition and order at all times. You must contact ITS immediately if your equipment is not working properly and/or you are unable to access appropriate electronic resources such as email, the Virtual Private Network (VPN), Banner, computer telephone, etc. You must maintain internet access and supplies necessary to operate your equipment (i.e., paper, toner, etc.)

Instructions: Use the form below to indicate the College-owned equipment that you use at your remote location.

	On Site	Remote	Both
Windows Laptop			
Windows Desktop			
Mac Laptop			
Mac Desktop			
Tablet (iPad, Surface Pro, etc)			
Hotspot Device			
Monitor			
Docking Station			
Mouse			
Keyboard			



Printer			
Webcam			
Office Chair			
Desk			
Other:			
Other:			
Other:			

The above equipment remains the property of NNMC. Upon the termination of this Agreement, all NNMC equipment must be returned to NNMC.

Policies and Procedure Acknowledgements

Initials

I have read and understand this Flexible Work Agreement and agree to comply with all terms, conditions, and provisions contained in it.	
I have read and understand all NNMC policies and procedures that are applicable to my position.	
I certify that my remote workspace is safe.	
I certify that my remote workspace will be conducive to work.	

I hereby affirm by my signature that I have read this Flexible Work Arrangement and all Attachments or Guidelines and understand and agree to all provisions.

Employee Acknowledgement:

Signature Printed Name Date

Supervisor Approval:

Signature Printed Name Date

Vice President/President Approval:

Signature Printed Name Date

Cc: Departmental File (Supervisor)



Human Resources Official Personnel File
Employee

The employee and the supervisor should each keep a copy of this Agreement for future reference.

Acknowledgement

The parties each acknowledge that the Flexible Work Arrangement created by this Agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity, as well as that of the Program, is not diminished by the continued existence of this Agreement. It is understood that the College is not obligated to approve a proposal for a Flexible Work Arrangement or to renew an existing Flexible Work Arrangement. The decision to renew, revoke or modify is at the discretion of the College and may be terminated by NNMC at any time.

Best Practices for Video Conferencing

Northern New Mexico College does not have a policy mandating that cameras be on during video conferencing. While a default expectation of having cameras on is not in place, **having cameras on is strongly encouraged by management** for the following reasons:

- **Facial cues improve communication and build trust:** One of the primary benefits of keeping cameras on during virtual meetings is the ability to pick up on facial cues. This plays a significant role in how we understand and interpret others' emotions and intentions. Visual cues allow employees to better understand each other and build stronger relationships.
- **Better accountability and focus:** A message is conveyed to everyone that the meeting is an important and serious matter, and that everyone is expected to be fully engaged and focused.
- **Reduces distractions and multitasking:** Team members are less likely to feel tempted to get away with distractions or multitasking, as their faces and bodies are visible on the screen.
- **Improves engagement:** It's easier for team members to connect with one another and feel more invested in the meeting. This, in turn, can lead to improved outcomes for the company.
- **Shows respect:** It sends a signal that everyone fully respects the meeting and values everyone's time. This helps in building trust and camaraderie.

General Guidelines

- Cameras should be on if the meeting involves high-level executives with significant decision-making taking place.
- Cameras should be on if the meeting requires collaboration on important issues.
- In smaller meetings, have your camera on if you are speaking.
- In larger meetings, the main presenter(s) should be on camera.

Video Conferencing Etiquette

- Send a calendar invite, via Outlook or similar, to all attendees to allow your attendees to accept, reject or reschedule.
- Behave as you would in person.
- Arrive early.
- Wear professional attire.
- Test your connection, screen, and equipment before the meeting starts.
- Take note of your surroundings. Blur your background or use a professional background, if need be. Avoid too much background noise.
- Come prepared.
- Mute yourself unless you're talking.
- Keep your hands off the keyboard. Avoid typing constantly.
- Look at the camera and speak clearly.
- Don't eat during a video conference.
- Don't interrupt people.
- Avoid multitasking.
- Chat can prove a very useful function in online meetings, whether that is asking a quick question or sending notes. However, spending a large amount of time chatting with your colleagues instead of watching the presentation is inappropriate.