

NORTHERN NEW MEXICO COLLEGE



BOARD OF REGENTS MEETING

JANUARY 11, 2019



NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Friday, January 11, 2019, at 8:30AM** at the Northern New Mexico College – Espanola Campus, Espanola, New Mexico.

FINAL AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. COMMENTS FROM THE BOARD**
 - A. HERC Update – Informational
 - B. Open Meetings Resolution – Action Required
 - C. EEO Training – Informational
 - D. Sexual Harassment Training - Informational
- IV. APPROVAL OF MINUTES**
- V. PRESIDENT’S REPORT AND ANNOUNCEMENTS**
 - A. Celebrate Northern – Informational
 - B. CUP/NMICC Report – Informational
 - C. Legislative Session Preview - Informational
- VI. STAFF REPORTS**
 - A. Vice President for Finance & Administration
 - 1. Audit(s) Update – Informational
 - 2. Fiscal Watch Reports - Action Required
 - 3. Monthly Budget Adjustment Requests (BARs) – Action Required
- VII. DEEP DIVE**
 - A. Full Time Faculty Salary Study - Informational
- VIII. PUBLIC INPUT**
- IX. EXECUTIVE SESSION**
 - (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employer;
 - a. Board of Regents Self Review
 - (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
- X. 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.

BOARD OF REGENTS
OF
NORTHERN NEW MEXICO COLLEGE

2019 OPEN MEETINGS ACT NOTICE RESOLUTION

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Section 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Board of Regents of Northern New Mexico College to determine at least annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, be it resolved this 11th day of January, 2019, by the Board of Regents of Northern New Mexico College that:

1. Regular ~~scheduled~~ meetings shall be held monthly and shall begin at 8:30a.m.~~AM monthly~~, unless otherwise specified. Meetings will be held on either the Espanola or El Rito Campus as specifically indicated in the meeting notice, unless otherwise specified. The Board's schedule of regular meetings will be posted on the Northern New Mexico College Website within 10 calendar days of the Board's determination of its regular meeting schedule. If any regular meeting is rescheduled, notice shall be given of such reschedule meeting pursuant to the requirements for giving notice of special meetings.
2. While telephonic participation in meetings is permitted by law and this resolution for board members when it is difficult or impossible to attend, the board strongly encourages physical presence at all board meetings, unless there are extenuating circumstances. Each member participating telephonically must be able to be identified when speaking, all meeting participants must be able to hear each other at the same time, and members of the public must be able to hear all members participating.
3. Notice of a regular meeting and an agenda containing a list of specific items of business to be discussed or transacted at the meeting shall be given-posted at least ten (10) daysseventy two (72) hours in advance of any regular meeting.
4. Notice of a special meeting and an agenda containing a list of specific items of business to be discussed or transacted at the meeting shall be given at least three (3) daysseventy two (72) hours in advance of any special meeting called by the Chairman.

5. An Emergency meeting may be called within seventy two (72) hours of the emergency meeting in accordance with the requirements of the Open Meetings Act. If possible, Notice shall be given, ~~if possible,~~ at least twenty-four (24) hours in advance of any emergency meeting. This Board will avoid emergency meetings whenever possible. Within ten days of taking action on an emergency matter, the public body shall report to the attorney general's office the action taken and the circumstances creating the emergency; provided that the requirement to report to the attorney general is waived upon the declaration of a state or national emergency.
6. Notices and agendas as set forth in Section 2, 3, and 4 of this resolution shall state the date, time and place of the meeting and shall be disseminated by email or other means to ~~the Rio Grande Sun, local media seeking copies, to~~ and the College Community; and Notices and agendas shall be posted in publicly accessible areas on the ~~following locations:~~—El Rito Campus and on the, Espanola Campus. Digital copies shall be posted in the Board of Regents section of the Northern New Mexico College Website: www.nnmc.edu. - Copies of the written notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation in the state that have made a written request for notice of public meetings.
7. ~~The Board's meeting notices shall include an agenda of business to be discussed or transacted at the meeting. A final agenda shall be available at least 72 hours prior to the meeting at the Office of the President at the Espanola Campus. Except in an emergency, the Board shall act only on items appearing on the agenda. If any regular meeting is rescheduled, notice shall be given of such reschedule meeting pursuant to the requirements for giving notice of special meetings.~~
8. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the President's Office at (505) 747-2140 at least one week prior to the meeting or as soon thereafter as possible.
9. The Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
 - (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board taken during the open meeting. The vote shall be taken by roll call. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meetings.
 - (b) If a closed meeting is conducted when the Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

10. Publication. ~~This resolution shall be published once in the Rio Grande Sun within thirty (30) days after approval of this resolution.~~ A copy of the approved resolution shall ~~also~~ be posted in publicly accessible places on at the Espanola and El Rito Campuses. A digital copy of this resolution shall also be posted in the Board of Regents section of the Northern New Mexico College website: www.nnmc.edu.

This resolution was adopted by the Board of Regents of Northern New Mexico College at a regular Board Meeting on January 11, 2019.

BOARD OF REGENTS OF NORTHERN NEW MEXICO COLLEGE

Date: January 11, 2019

President, Board of Regents

Attest:

Date: January 11, 2019

Secretary Board of Regents



MEMORANDUM

To: Board of Regents,
Northern New Mexico College

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

Date: January 11, 2018

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 December 7, 2018 as submitted or if applicable, as amended.

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
DECEMBER 7, 2018**

I. CALL TO ORDER

A Regular Meeting of the Board of Regents of Northern New Mexico College was held on Friday, December 7, 2018, in the Board Room of Northern New Mexico College, Espanola Campus. Regents Present (Roll Call taken by Amy Pena, Executive Assistant to the President/Board Secretary): Kevin F. Powers, D. Chris Ortega, Pamela Montrose and Damian L. Martinez (Via Conference Call). Board President Powers called the meeting to order at 8:23AM.

Northern New Mexico College Staff Present: President Richard J. Bailey, Jr., Ph.D.; Ricky Bejarano, Vice President for Finance & Administration; Ivan Lopez Hurtado, Ph.D., Provost & Vice President for Academic Affairs; Vince Lithgow, Comptroller, Chris Trujillo, IT; Sally Martinez, Executive Assistant to the Provost & Vice President for Academic Affairs, Carmella Sanchez, Director, Institutional Research; Cheryl James, Compliance Officer/Chief Procurement Officer; Sandy Krolick, Creative Director Communications and Marketing; Donna Castro, Director, Human Resources; David Lindblom, Assistant Professor, FDMA, Creative Director of Canal Seis; Zeke Para, Grants Writer; Tamara Trujillo, Assessment and Accreditation Coordinator; and Amy Pena, Executive Assistant to the President/Board Secretary.

Faculty Present: Dr. Heather Winterer, Dr. Patricia Trujillo

Others Present: Jake Arnold; Rio Grande Sun Reporter; Tim Crone; Phil Duran, NNMC Student Senate President

II. APPROVAL OF AGENDA

Board President Powers stated there is an Agenda that was posted according to policy and it is in the packet and asked if there were any requests, additions, deletions, etc., and if not, he would entertain a motion to approve the Agenda as posted.

Regent Ortega moved to approve the Agenda as published and posted. Second - Regent Damian Martinez. Motion passed unanimously.

III. COMMENTS FROM THE BOARD

A. Welcome to New Regent

Board President Powers stated Regent Montrose was appointed to fill the vacancy created by Dr. Rhodes when Dr. Rhodes sold his house in New Mexico and moved to Texas. The Governor moved with lightning speed to give the College a new Regent so the College was not in a position it was in a few years ago with openings on the Board of Regents. Board President Powers asked Regent Montrose to give a little thumbnail of her qualifications for the Board of Regents.

Regent Montrose stated she was born and raised in El Rito, went to high school there, and graduated from El Rito when it was still a high school and was part of the last graduating class. Regent Montrose went to Albuquerque, met a handsome Air Force man, married him, joined the Air Force, followed him around the world and then he started following her around. She spent 20 years in the Air Force. Regent Montrose came back to El Rito and got a job at the College as the Grants, so she did most of the Grant jobs for a while and applied for other jobs because she was tired of writing the Grants and started doing GED testing and advising. Regent Montrose worked at the College for 18 years and things started changing and people told her she could retire, she checked and retired and has been home taking care of her husband. She thought she needed to do something good and she is now at the College. Regent Powers welcomed Regent Montrose to the Board of Regents and thanked her for donating her time and efforts to the cause.

B. HERC

Board President Powers stated there nothing to report since last meeting. Everyone in a holding pattern with the transition. HERC will be ready to move when they get some indication of the funding situation for next year and any potential policy changes or direction they might see from the new administration. They will be awaiting those issues.

C. BOR Meeting Dates

Board President Powers stated the Board of Regents had previously agreed on a meeting date of January 11th. That falls in the timeframe of prior to the next legislative session. The idea here is that the Board of Regents would have a meeting and then not have a meeting scheduled during the session unless something came up that needed attention. The next scheduled meeting would be the 11th of January which is a Friday and the session starts the next Tuesday and is a 60-day session which will run through March. On January 11th the Board of Regents will see if it will schedule a tentative meeting in March when the session is over. The next meeting will be January 11th at 8:30AM.

Regent Damian Martinez stated he will not be available to attend the January 11th meeting in person. The following Monday he will have a two week has a police shooting trial. Starting in the next couple of weeks through January 25th will be hectic for Regent Damian Martinez. He will try to carve out time on the 11th to make the meeting telephonically. Board President Powers stated this is not a problem and the Board of Regents will work with him on this and the Academic Affairs Committee will work around that and get it scheduled at a time that will work for Regent Damian Martinez.

Regent Chris Ortega stated every meeting the College gets a lot of papers and suggested using an iPad and eliminate the use of all the paper. Regent Ortega hates to see the waste of all this paper. Regent Powers stated he uses an iPad when there are conference call meetings. Regent Damian Martinez stated he doesn't mind using an iPad or his computer. President Bailey stated one of the things that the College will have to do to make it work is because you are not flipping through, we can announce the page number they are on. Board President Powers stated documents can be placed in a pdf searchable program. This is a great idea and Amy; Chris and IT will work on it. Regent Damian Martinez stated the only thing the pages are off by one number because there is a cover page on the binder. But it will be pretty easy to just flip to the next page. Board President Powers stated his wife purchased one for under \$400.

IV. APPROVAL OF THE MINUTES

Board President Powers asked if there were any comment on the minutes and entertained a motion to approve the minutes of the October 19, 2018 Regular Meeting as submitted (pages 2-14).

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

V. STUDENT SENATE PRESIDENT REPORT

Student Senate President Phil Duran stated the semester is coming to an end and Student Senate is doing some minor finishing up on some things, some minor PRs so students have brain food for the remainder of the semester. October and November events went well and Mr. Duran is looking forward to the new semester. Student Senate is working on nominations for new Student Regent and this is a priority. Board President Powers stated he assumes they will have multiple candidates interested. Mr. Duran stated he has a couple in mind and he will also be meeting with President Bailey about it as well.

President Bailey stated he was honored to be asked to sit on the Governor Elects transition team for higher education so there have been a couple of meetings. They are behind about thinking about Regents right now, there are a lot of other big issues they are thinking about. One of the things they are going to want is at least two and the role of the President is not to vet those candidates, it is Student Senate's decision, who do they want to represent the students on this Board of Regents. It is President Bailey's job to be the courier, he then hands this to the Governor to say this is who Student Senate is putting forward. If Student Senate has a preference and at the end of it they say here are some candidates and here are some recommendations and here is why. Mr. Duran thanked the Board of Regents. Board President Powers stated Mr. Duran is raising the bar here and doing a great job and the Board of Regents is pleased with the interest the Student Senate is developing.

VI. FACULTY SENATE PRESIDENT'S REPORT

Dr. Winterer stated faculty senate met on November 2nd and will meet again today, December 7, 2018.

1. Undergraduate Curriculum Committee – This Committee has been trying to cater to the new gen ed requirements. Moving courses from Gen. Ed. to other parts of the program. This was the case with Education, Engineering and Arts & Sciences. They have been very busy and had a little pot luck again.
2. Honors Committee – This Committee met and asked for candidates for the honorary degree by December 1, 2018. The candidates who get this do not have a Bachelor's Degree. If it does not yield a recommendation it may have to be extended.
3. Gen. Ed. Committee - Theatre I and Acting I need to be deleted from the Gen. Ed. requirements based on the fact that it is difficult to find instructors that have the proper credentials at this point. Faculty Senate voted to accept this change and all the changes to the Curriculum Committee as well.

4. Tenure Committee - This committee is working on reviewing the portfolios for Joaquin Gallegos and Mateo Frazier. The council meets next week to compare notes and make recommendations which will then come to the Board of Regents.
5. Personnel Committee – This Committee is working on the sabbatical for Mario Izaguirre Sierra which has been approved up to this point.
6. Ad Hoc Committee – This Committee has been formed including Personnel and Tenure Committees to talk about criteria for full professorship which Faculty Senate will vote on. Faculty has the document and it will be discussed.
7. Academic Standards – This Committee is talking about what to do about repeat offenders about plagiarism. It is very tricky and sticky so nothing was concluded or resolved.

Dr. Winterer thanked President Bailey for writing a letter to faculty about the importance of tenure. She did have a little bit of feedback which was very reassuring. Dr. Winterer thanked the Board of Regents. Board President Powers thanked Dr. Winterer.

VII. PRESIDENT’S REPORT AND ANNOUNCEMENTS

A. Celebrate Northern

President Bailey stated the following:

1. New Mexico Society of CPAs - New Mexico Society of CPAs voted Ricky Bejarano for State Government Employee of the Year. President Bailey wanted to acknowledge Mr. Bejarano and all the work he is doing for the College.
2. Student, Andres Romero - Andres Romero just won the first-place undergraduate poster competition at the New Mexico Academy of Science and there were 17 different colleges and universities represented and he was the top participant in the whole event. This shows the caliber of the student body the College has. For every one of those students, there are faculty members spending countless hours mentoring and advising and shepherding some every one of those students.
3. Vision for the Future – President Bailey stated as he hears about things going on at the College, there is no question the College’s faculty is among the best in the State. He would even put them above other institutions in the State because in addition to the classroom they also give emotional and inspirational support that he thinks does not happen at other colleges. Looking at what the College does in the future and improving graduation rates, retention rates and performance issues he is more convinced it is not a student and faculty issue. It is an institutional issue. This led to the question of what are the other obstacles students face, housing, transportation, internet, etc. Carmella Sanchez, Institutional Research Director has sent a very sensitive survey out to students. This is asking students some of the hard questions and the College is working on getting more responses from students. Dr. Lopez and President Bailey just returned from Chicago (Complete College America) and they are looking at innovative ways to create better pathways for educational goals. Dr. Winterer and President Bailey will talk about strategies. Dr. Lopez and President Bailey will talk about strategies at Convocation and after the holidays this will be discussed further. The College is going to throw a pretty audacious goal forward in terms of student completion and graduation rate. The College is going to set some serious benchmarks.

B. CUP

President Bailey stated it is not official yet but CUPs request for the legislature is going to be 8% new money and 5% compensation increase for all employees. The 8% would come into, it would make the Colleges whole of what was taken from Higher Education over the last 4 years. Because higher education took 44% of the state's cuts, they think it is fair that they be compensated for the tough times.

C. NMICC

NMICC has not made a recommendation yet but they are looking at the funding formula and how it works. One of the positions is that the funding formula should be run when there is new money in the budget. When there is new money in the budget, by all means run it through the formula and give those schools who are performing better in terms of what the State has a larger share of State money. When there is no new money, don't run it through the formula because all you are doing is cannibalizing from one institution to another. NMICC is leading the charge on this.

D. ENERGY AUDIT

The College has been partnering with Ameresco has been looking at both campuses and they had a 90% meeting involving the Espanola Campus and it is mostly low hanging fruit (replacing lights with LED lights, etc.). The other challenge is El Rito. One of the reasons the campus closed is because utility costs were so expensive. This is one of the things Ameresco looked at. There is a plan to replace the HVAC systems in Espanola but in El Rito the environment is right for ground source heating and cooling. This is a bold initiative but if the College gets this and in addition to the solar array, the College may partner with Ameresco for an additional solar array on the campus. If this works the campus will be Energy net zero. This is not the panacea to reopen the El Rito Campus but if the College do get there it is an opportunity to start programs again. There is an appetite from legislators to consider adding these projects to Capital outlay and if this happens there will be some interesting changes here and both campuses will lead the way to renewable energy infrastructure.

VIII. STAFF REPORTS

A. Vice President for Finance & Administration

1. Audit(s) Update

Mr. Bejarano stated the Audit Exit will take place on December 14th and there will be 20 or below findings. The remaining ones, Mr. Bejarano believes, could be knocked out in the current year or at least substantially to where the College will be in a much better position. What took a lot of time was demonstrating (48 findings are a lot of findings). Mr. Bejarano thanked Vince Lithgow, Comptroller, Cheryl James and Evette Abeyta. They have led the charge to get staff motivated and aligned to get these findings out of the way. The College is still short staff and hired a couple of contractors to help with the grunt work. next year there should be better news.

2. Fiscal Watch Reports

Vince Litghow, Comptroller stated he would first like to say that we do not get to this place without good leadership and Mr. Lithgow, Ms. James and Ms. Abeyta would like to thank Mr. Bejarano. Going forward, these numbers reflect some of the audited numbers. Unrestricted Fund Balance is at about \$1.4M and the College is starting to be standardized on the bills we pay and the College will be gathering new revenues for the upcoming semester in January and February. The current assets are nominal and there are some outstanding loans and those are basically the grant standing loans.

Board President Powers asked of the \$1.4M fund balance what percentage is it of the total. Mr. Bejarano stated the College is required about 3% but it is at 5%. Regent Powers stated the College is comfortably in the benchmark range and comfortably above the minimum requirement of where the College should be to maintain a healthy reserve.

Mr. Lithgow stated on the budget side, revenues are about 47% which is to be expected at this point in time. Expenditures are at 32.6% which is a hair under the 1/12th. The College has just been informed by DFA of a 50% rule and the College has to make sure it does not expend 50% of the budget by mid-year. The College should be in compliance for this as it is in line to spend less than that. There is a little bit of expenditures for Capital Assets and it is for the College of Fine Arts. Mr. Bejarano stated the contract price for the CFA is \$262,000 and does not include the lower level which will be in the next round. Mr. Lithgow stated compared to last year at this time we under expended revenue by 4%. This is just a historical chain, nothing too significant. The statement of cash flow is at \$4M which gets adjusted out. The bulk of expenditures are for payment of staff and operating expenditures.

Mr. Bejarano stated the cash position is good. The College is very judicious about not paying anything that is due and monitoring spending a great deal. This helps a lot when answering to oversight agencies.

President Powers stated Audit/Finance/Facilities Committee met and this was reviewed in detail and recommends approval.

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

3. Monthly Budget Adjustment Requests (BARs)

Mr. Litghow stated there are a total of 8 BARs, 6 budget increases and 2 budget decreases. Basically, they are alignments and there are new federal awards. The College is closing out old grants and the new ones get activated and realigned in the new budget. There is no major impact. 48 BARs have been submitted for the Fiscal Year and staff has been very diligent with budgets.

Board President Powers asked if there are any questions from the Board of Regents and stated this was reviewed in detail in Audit/Finance/Facilities Committee and recommend approval.

Regent Ortega recommended approval of the BARs. Second Regent Damian Martinez. Motion carries unanimously.

4. \$150 Course Fees

Mr. Bejarano stated the Audit/Finance/Facilities Committee met yesterday and they have a couple of additions to the public document (attached). They are not major and the memos have been redistributed. The additions are to point out this is a pilot project and staff will be reporting to the Board of Regents every semester as to number of students taking advantages and all the effects, any information the Board of Regents would need as to whether or not to continue. Essentially, the proposal is to allow students 55 or older to attend the first class that they sign up in the semester for \$150.00 in lieu of the regular in state tuition rate and fees which typically cost \$624.91 for a three-credit hour course or \$832.46 for a four-hour credit course. As far as how the College would allocate the opportunity costs. In other words, the \$150 and the regular tuition fee. What the College proposes is that it is allocated across all programs. This is for students who are not in already in a program. However, if they are in a program, then the proposal is to charge the cost to that program because that is where they live. With this information, Mr. Bejarano asked the Provost and/or President Bailey to comment as to why the College wants to do this.

President Bailey stated he wanted to put on the record a couple of thoughts. First, this is part of a larger strategy. When the College had 2,300 students and the College did the analysis, 800 of those students were taking one class. They were community members here taking a class. There is nothing wrong with this. The College is going to start in January talking about the crazy ambitious ideas that the College has for graduation rates, etc. but institutions of higher education are also placing in a community for someone who just wants to take a class and be with their community. How does the College make this affordable? President Bailey stated he really wants to give credit to Sandy Krolick, Creative Director, Communications and Marketing because this is her brainchild. The idea is there are seasoned members of the community who would come back if the College made it affordable. The strategy is you get these people back and start to re-cultivate a culture of education in the valley and this is going to be a net benefit. The other is, and this is strictly from a pragmatic approach, if you do bring them back and they are taking class and comfortable here, they are going to be far more likely to tell their family that there is a place for them at the College. This is the rising tide for this and the strategy. President Bailey stated the College is taking a gamble here because the College already has students who are 55 or older who are taking classes. What is going to happen for them is they are going to get their bill and it is going to be less and it is going to be a really sweet deal for those people. The College is going to lose money on them but the College is convinced that over time the College will make up for the loss in revenue. If the College brings back even a fraction of those students back, there is no stopping the College and it will be far more than the College is paying for this. If approved, the College will report to the Board of Regents and let them know how it is going. if it does not work, President Bailey will accept responsibility for it and take it off the table. President Bailey thinks this will be good for the community. Dr. Lopez ran the numbers and the College will lose some money but the College thinks it is enough to weather the storm and the long term, the wisdom of this idea will show itself.

Dr. Ivan Lopez, Provost & Vice President for Academic Affairs stated he would like to throw some numbers out so the Board of Regents knows where the College is at and about the loss in revenue it may have. Today, the College has 31 students in this range (55-65) and the College just counted this because by State there is a very low rate for 65 and above. If the College does not get one single new student, the maximum loss in revenue the College will experience is \$14,700. How

does the College break even? The College needs 99 new students coming and taking one course. However, if they come and the College convinces them to take not one but two courses, the College will break even with 19 students. The College is taking a chance with calculations that it feels comfortable. If it does not work, it will not be the end of the world, this loss of revenue will be distributed and the College will tighten its belts and then the College will stop the program if it does not work. There is a chance it will work and the College will see revenues that it does not have today.

Regent Montrose asked how the word will be sent out. President Bailey stated the College is working on a marketing campaign and the beauty of it is because it was Ms. Krolick's idea she will put some effort into this. The College will plan an aggressive marketing campaign. The idea was to get something out for the holidays. Regent Montrose stated this is excellent.

Board President Powers stated in reviewing this, the Audit/Finance/Facilities Committee felt that not only this one but the next item on the Agenda (both pilot projects), the Board wants to make sure these are studied and really look at what kind of impact it is having. Are we getting the desired outcome? Do we need to adjust a little bit? It might be that we missed the mark a little but we just need to make a tweak here or there to make the mark right and that is why the College added the report and the study to look at how it is working. Board President Powers stated he keeps going back to the tuition promise program, it was put in place but then there was no measure of what was happening and whether it was doing what we wanted it to do or not and what the impact on the finances were. The college learned a lesson there and this is one of those lessons learned.

President Bailey asked Ms. Krolick if she had anything to add. Ms. Krolick stated it is hard sometimes to quantify good will but she hopes the College gives it a little more time, a year, because it really supports family education and lifelong learning. She thinks the College needs this and she thinks the community needs this. She appreciates the analysis and the numbers and she is going to do everything she can to make this succeed. Board President Powers stated the Audit/Finance/Facilities Committee did not have a timeline in place. They want to make sure that it is not perceived to be evergreen. At this point, if it seems to be doing what they want it to do, the pilot can be taken off anytime.

President Bailey stated and Dr. Lopez has been good at teaching President Bailey this, this is an experiment but it is an experiment on a social system and it takes time. The College will do an aggressive marketing campaign but may only get a couple of students in the spring that take this up. The Administration will ask the Board of Regents to consider giving it enough time to see that momentum build and to invest enough to make that happen. Market it aggressively and get the word out and the intent is that over time it is going to pick up. President Bailey stated he would like to give credit to the IT Department for their work on this.

Board President Powers stated the College is starting this in the middle of the year and it wouldn't make much sense to look at it after one semester to say it is good thing or a bad thing. The College has to give it the following whole year, fall and spring, to see how it works. His guess is it is going to be successful. President Bailey gave a speech at the Presbyterian Espanola Hospital's Auxiliary and the average age was probably 61-71 and he talked about this idea and asked if they thought it was something, and before he asked the question there was a standing ovation and people clapping and he thinks there is some opportunity there. Regent Montrose asked if they told

President Bailey what classes they wanted. President Bailey stated they didn't but he believes it is in Humanities and Business.

Regent Ortega stated he supports this wholeheartedly and the reason the Committee wanted data is to see how many people are interested. One semester is not enough and that is why they put pilot on it. The intent is not to give it one shot. The other thing is the way he reads the memo is on the first read of it, it is looks like a one-time thing it is only for the first course and it should be every semester. Number two should say it applies to the first course in which they enroll in each semester. This would make it clearer to people.

Regent Ortega moved to approve the \$150.00 tuition for the first course in which 55-64 year olds enroll each semester as a pilot project to be studied for its effectiveness in the future. Second - Regent Montrose. Motion carries unanimously.

5. Tuition Rate for shared courses with Highlands/Scholarship for Northern students in shared courses

Mr. Bejarano stated this pilot is already going. Because of the tuition difference with NMHU and NNMC. After a while students at NMHU noticed it is much cheaper to sign up for the shared course with NNMC. President Bailey stated the general purpose of this project was because NNMC is such a small school they spoke with NMHU to share courses. The idea is one institution would teach the class the other would take the course virtually. The concept is great and the first of its kind in the State, but the challenge is NMHU tuition is a little bit higher. Mr. Bejarano stated students noticed this quickly and went to advisors and asked why they don't get the same rate. Everyone knows you can take a course at the Community College level and transfer it over and save a little money. The College does not want to impose a whole lot of additional cost on our students. What the College came up with is it will allow a scholarship amount, take it out of the regular scholarship funding the College gets to make up for the difference and grant scholarships to individual students by course to make up the differential. Because of the discussion with pilot programs and not knowing in the past how it turned out, Regents Ortega and Board President Powers wanted a tracking mechanism for this on a continuum. The College will adopt this tracking for anything done.

Board President Powers stated there was an exhaustive discussion about this and after the discussion they concluded that this really does not cost the College anything. It is really more of a paper thing. The College is raising the tuition for these courses to everybody but reducing it for our students. There is no net impact one way or another for NNMC students. It protects the integrity of the program as it was designed. President Bailey stated it also accelerates graduation for students. Mr. Bejarano stated the College set aside money for these scholarships and it comes from an existing pool. There is some cost to it but the College is trying to prevent punishing students for taking shared courses. Board President Powers stated the net effect to the College is zero.

President Powers entertained a motion to approve the pilot for the tuition scholarship mechanism to deal with the shared course offerings between NNMC and NMHU.

Regent Montrose to moved that this ongoing program be continued. Second – Regent Ortega. Motion carries unanimously.

6. Policies

a. Subrecipient Monitoring Policy

Mr. Bejarano called up Cheryl James, Compliance Officer/Chief Procurement Officer. Mr. Bejarano stated there have been changes to the procurement process and there are two levels of certification programs. One is a general and the other is a longer course which actually you get designated as a Chief Procurement Officer in the State. It is a very big deal and the College has not had one and other agencies do not have one. Mr. Bejarano asked Ms. James to explain the process. Ms. James stated the entry level process is there, there are a couple of basic state courses in procurement that are required by the State. Then you go and do a week-long training with a test and you come out of it with a certification and then you submit a request to the State that brought Ms. James into that position. Ms. James is certified by the State and she has a certification number administered by the General Services Department of the State of New Mexico and she is listed on their website as the Certified Chief Procurement Officer for the College. Part of the duties that she has sworn to do is to uphold the procurement code and the College has chosen to follow all of its regulations. Ms. James is the person responsible for upholding this for the College, making determinations for emergency, sole source, whether or not a bid process is required for best value or best price, depending on whether it is professional services and so forth. This includes construction which she knows this is something that is coming up in the future and detailed procedures to be followed for all of these. Ms. James can delegate duties but not responsibility of her post and come up with a determination and have it vetted to make sure it is sound. She will make sure the College is doing things right through the State codes.

Mr. Bejarano stated along these lines this gets us to the policies that had to be updated. Ms. James stated the two policies have to do with sponsored projects, those projects that are utilizing sponsored projects. Those projects that are utilizing federal funding. During the 2017 Audit process it became apparent that the College did not have a Subrecipient Monitoring Policy. The College had some procedures in place, it was not memorialized in a policy that was adherent to the uniform guidance. The federal grant guidance came into effect on December 26, 2014 is when it became part of the federal registrar. It replaces eight prior Federal O&B circulars. It was put in place to simplify administration of federal awards and compliance to those requirements. The first is subrecipient monitoring policy and this had never been explicitly stated and there are requirements for the College if it receives a federal award to subaward out to another institution or a nonprofit or a public body and if they pass through entities, the funds pass through the College and the College is responsible for monitoring that sub awardee. It starts with how it is written, the language, risk assessment required and again the policy says that the College is going to make sure these sub awardees are not only going to perform based on these goals and objectives but also fiscally responsible. It is also an opportunity to protect the College to some extent because if the College issues a sub awardee, the College gives out money and if they were to spend it on unallowable cost and it were found during an audit then the College would have to recoup the cost and there are legal possibilities there. This actually strengthens the purview over the sub awardee. Mr. Bejarano asked if there are any questions on the subrecipient policy.

Board President Powers stated he would like to clarify the two actions in relation to the policies, one is the subrecipient piece and the second is the 2000 series policy. They will be taken one at a time. Board President Powers asked if there were any questions related to the Subrecipient Policy. President Bailey stated this is the institutions aggressive stance on making sure it is doing

things transparently and making sure it is in line with State and Federal Regulations. This is part of the stuff the College has to do to make sure it is doing things right. Dr. Lopez and President Bailey are moving strongly down the road with the Department of Education on a collaborative Title V where the College would be the prime recipient and the sub-recipients would be UNM Taos and Los Alamos. This helps the Colleges stance with the Department of Education and some of these are high dollar grants.

Regent Ortega stated this was discussed in Audit/Finance/Facilities Committee and he fully supports it and it is worthwhile because of past issues here this helps the College always be above board and he endorses it completely. Board President Powers stated he would entertain a motion to approve.

Regent Ortega moved to approve the Subrecipient Monitoring Policy. Second – Regent Montrose. Motion carries unanimously.

b. 2000 Series Policy

Ms. James stated in keeping again with the with the Uniform Guidance Requirements the institutional policy Series 2000, within it the College has three policies, now four with the Subrecipient Monitoring, Sponsored Programs Series 2400, 2410 and 2420, within the series the revisions are affecting 35-51 and all that has been done is that the old O&B circular references have been updated with guidance and with hyperlinks to the guidance. One other thing to be added about these policies and what the College is doing in transparency and making these available to College staff, faculty and directors of grants, working with the Provost, the Grants Department is working on its page on the website that will have a link providing the various stages of a grant and the grants lifecycle and within each link there will be reference and the College will make sure these are clearly available.

Board President Powers stated there was a lively discussion about this and he walked away with this discussion – these changes are not things the College likes to see happen and what the College wants to do but thinks that the College has to do to fall under the Federal Guidelines. The College is getting in line with the feds and in most cases these monies are coming from the feds. The College does not have a choice in this but has to fall into line with it. Ms. James stated the institutional policies and doing this makes the policies living documents and this policy has not been revised since 2012. The College wants them to be relevant to where we are today.

Board President Powers stated he would entertain a motion to adopt these changes to policies 2400, 2410 and 2420 as presented.

Regent Damian Martinez moved to adopt the changes to the 2000 series policies as recommended. Second – Regent Ortega. Motion carries unanimously.

Board President Powers stated he would like to point out the green notebook the Board of Regents have and these notebooks have tabs with various information in them. The intent of this is to have a living document that will be updated as the Board of Regents adopts the policies and

makes changes to the current policies. This reflects the old policies and at the next meeting Ms. Pena will have the new section to change the old section. It is important to change and amend the policies and make sure they are up to date and current and it is important to have them for the Board of Regents to have them and use them. This will be good practice going forward.

The Board of Regents took a break from 10:00AM-10:10AM.

Board President Powers stated the items left on the Agenda are the Faculty Handbook, Deep Dive, Public Input and the Board of Regents needs to have a quick Executive Session regarding Board of Regents Self Review. Board President Powers turned the meeting over to the Provost to talk about the Faculty Handbook.

B. Provost & Vice President for Academic Affairs

1. Faculty Handbook

Dr. Lopez stated today he is recommending approval of the new version of the Faculty Handbook. The old version was approved 10 years ago. Since 2010 Faculty has been trying to come with a new Faculty Handbook. It is not just faculty, but faculty and administration. The current Faculty Handbook does not address the current challenges of the institution. Through the CBA that happened in March almost all the heavy lifting happened there. The big issues were done then. Therefore, what has been experienced is one third of current faculty are not members of the bargaining unit. All the full-time faculty members are not part of the union. Therefore, what faculty and administration has been experiencing is there are different rules for individuals in the union and the nonmembers of the union. This faculty handbook basically aligns the two documents. There is not anything really new in terms of policies that hasn't been previously addressed in the CBA. This has gone through all the internal processes and it was reviewed by both subcommittee of the Board of Regents and Dr. Lopez is recommending approval of the document which make life easier. It will bring much more accountability to faculty and protects them better. It is a win win document and very important for accreditation purposes. The College can tell them in the accreditation report that there is a new document. This brings much more accountability to faculty and also protects faculty. This document is a living document and as the College works with the union, it will need to come again to the Board of Regents to make sure the documents are aligned. Board President Powers stated he hopes there is not ten years between this and the next.

Regent Ortega reviewed this thoroughly and they have done a tremendous job in aligning these things. The attorneys review shows all the places where there were changes or realignment. This is a lot of work people put into this and it is a good thing, it is just so much information. Board President Powers stated given the fact that it was a 10-year period between previous approval and this new proposal, this led to some more difficulty. Board President Powers asked Regent Martinez if he had input and concerns as he reviewed it and where he stands on it now.

Regent Damian Martinez stated he thinks he previously made his concerns known when this first came up on the Board of Regents and it came up again. It was in his view that it was tried to be pushed by the Board of Regents without looking at documents and every box has been checked and as it stands right now it is a good document. He could have some other comments but those are comments best left offline on the legal review process. As it stands right now it is a

good document. Board President Powers asked if there were any other comments. Regent. Montrose remembers when she was at the College before there was discussion about this document getting passed and she knows they did a lot of work to get it where it is today and she does not have any problem with it. Board President Powers entertained a motion to approve the Faculty Handbook as submitted.

Regent Damian Martinez moved to adopt the Faculty Handbook as submitted. Second by Regent Montrose. Motion carries unanimously.

IX. DEEP DIVE

President Bailey stated he is very happy the Board of Regents is talking about this today. The College has a lot of things to be proud of at this institution but our greatest strength at the College lies in diversity. The College has invested in that in terms of a professional who focuses her energy not only protecting it but celebrating it as well. The College has chosen to focus on the Office of Equity and Diversity and President Bailey introduced Dr. Patricia Trujillo who presented to the Board of Regents what she does and her vision for where it is going. Dr. Trujillo thanked the Board of Regents for having her at the meeting and presented her PowerPoint presentation to the Board of Regents (attached).

Regent Damian Martinez left the meeting at 10:33AM.

President Bailey stated regarding the American Indian Center, the College is looking at how to reinstitute that support for Pueblo Students. President Bailey stated he thinks of this with an Air Force mindset. There are veteran students here who because of their experience in the military have certain special needs. Native American students also have very specific needs, complicated funding mechanisms. Faculty and staff have to understand other responsibilities they have (feast days, etc.). The AIC was the epicenter of the awareness for this. President Bailey wanted to give credit to AISO and faculty and staff members who are doing work on their own. There are a group of staff and faculty doing this on their own when before there was a functioning system. This is something the College is looking at bringing back. Dr. Trujillo stated when people were looking back at the civil rights movement and people were actually trying to bring about system change, there were big wins, the voting right legislation, the civil rights legislation of 1964 and even though laws were made, one of the big things we learned during civil rights, you can't legislate hearts and minds. When you do things like AIC or Veteran's Resource Center or Centre de la Raza, UNM is celebrating their 50th anniversary of their center. It is also about who are our students and how do we work with them. This concept of being a student ready campus (credit to Tobe Bott Lyons). Dr. Trujillo asked if there were any questions.

Mr. Lindblom stated Regent Ortega asked about participation of students. When anybody feels they are treated unfairly (faculty, staff, students) they are going to talk to Patricia and this is one of the few places you can do this. It is another way that the participation goes down. Regent Ortega thanked Mr. Lindblom. Ms. Krolick asked Dr. Trujillo to introduce her class and each student introduced themselves.

Dr. Trujillo stated she is thankful for the position she is in and regarding her background she is from the Valley and went off got her degrees and worked in Nebraska, Texas and Colorado but her goal was this campus because this is the work she wanted to do. She does not take it for granted. The Board of Regents and President Bailey thanked Dr. Trujillo for her presentation.

Tamara Trujillo stated she would like to make a comment as Regent Ortega asked about student participation. Some of the committee work that goes on campus, a lot of the committee members serve on multiple committees. They are working hard to try to connect the dots so that the College puts students first. She is wanting to highlight this because a lot of this work is supported by the Office of Diversity and Equity and the Women's Council as well.

X PUBLIC INPUT

Board President Powers asked if there was anyone who would like to present public input. Hearing none, Board President Powers moved on to Executive Session.

XI. EXECUTIVE SESSION

Board President Powers stated the Board of Regents needs to go into Executive Session for a few minutes for Limited Personnel Matters relating to the Board of Regents and just a little piece of background, when the Board of Regents went through the process of searching for a President, the Board of Regents utilized services of Dr. Hugh Prather to conduct that search and upon completion of the search they did a little Board workshop with Dr. Prather to get the Board and new President on board together and figure how best to work together. Within that framework they established a process by which the Board would evaluate the President on a regular basis and they also discussed and put into place a requirement for the Board to evaluate itself and they are at the point to do this. They need to go into Executive Session to discuss this a little bit. They will not actually do the evaluation today but will arrive at a process to do it and then they will do it and it would be Board President Powers intention to share this with the public. Board President Powers stated during the deep dive Regent Damian Martinez had to get off the phone. He is actually out of the State on family issues and had to leave. He was on the line for about half of the deep dive. The Board down to three members to continue. Board President Powers stated he would entertain a motion to enter into Executive Session.

Regent Ortega moved to enter into Executive Session to discuss limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employer for Board of Regents Self Review. Second – Regent Montrose. Roll Call vote was taken, Regent Ortega – yes, Regent Montrose – yes, Board President Powers – yes. Motion passed unanimously. The Board of Regents entered into Executive Session at 11:17AM.

Regent Ortega moved to return from Exec. Session. Second – Regent Montrose – Roll call Vote was taken. Regent Ortega – yes, Regent Montrose – yes, Board President Powers – yes. Motion passed unanimously. Regent Ortega stated no action was taken and discussion was limited to the item advertised and announced.

XIII. ADJOURNMENT

Regent Ortega moved to adjourn. Second – Regent Montrose. Motion passed unanimously. The Board of Regents adjourned at 11:42AM.

APPROVED:

Kevin F. Powers, Board President

D. Chris Ortega, Vice President



MEMORANDUM

To: Board of Regents
Northern New Mexico College

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

Date: January 3, 2019

Re: Fiscal Watch Report

Issue

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

Overview

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

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

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

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

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

Recommendation

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

Northern New Mexico College

Statement of Net Position

(Unaudited and Unadjusted)

November 30, 2018

Assets		
Current Assets:		
Cash and Cash Equivalents	3,749,455	
Short-Term Investments	-	
AR - Student	157,133	
AR - Other than student	213,698	
Inventories	238,418	
Prepaid Expenses	6,962	
Loans Receivable, net	543,035	
Total Current Assets	<u>4,908,701</u>	
Non-Current Assets		
Restricted Cash and Cash Equivalents	-	
Restricted Short Term Investments	-	
Investments Held by Others	-	
Other Long-Term Investments	-	
Prepaid Expenses	-	
Capital Assets, net	32,640,691	
Total Non-Current Assets	<u>32,640,691</u>	
Total Assets	<u>37,549,392</u>	
Deferred Outflows of Resources		
Pension Related (6/30/18 balances)	10,400,615	
Total Deferred Outflows of Resources	<u>10,400,615</u>	
Liabilities		
Current Liabilities		
Accounts Payable	450	
Other Accrued Liabilities	518,737	
Deferred Income	90,446	
LT Liabilities - Current Portion	-	
Total Current Liabilities	<u>609,632</u>	
Non-Current Liabilities		
Accrued Interest Payable	-	
Accrued Benefit Reserves	-	
Other LT Liabilities	136,900	
OPED Liability	7,815,776	
Net Pension Liability	30,865,435	
Total Non-Current Liabilities	<u>38,818,111</u>	
Total Liabilities	<u>39,427,742</u>	
Deferred Inflows of Resources		
Pension Related (6/30/17 balances)	2,523,457	
Total Deferred Inflows of Resources	<u>2,523,457</u>	
Net Position		
Invested in Capital Assets, net of Related Debt	32,640,691	
Restricted for:		
Nonexpendable:		
Endowments	-	
Expendable:		
General Activities	(74,507)	
Federal Student Loans	-	
Term Endowments	-	
Capital Projects	-	
Debt Service	-	
Related Entity Activities	-	
Unrestricted		
Unrestricted without NFP	1,157,628	
Net Fiduciary Position	(21,789,852)	
Total Unrestricted (includes 6/30/17 NFP)	<u>(20,632,224)</u>	
Total Net Position	<u>11,933,960</u>	

Northern New Mexico College
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2019

Operating Funds	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2019 Actuals as of November 30, 2018	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,732,074	\$ 3,807,748	\$ 2,095,630	55.0%
Federal Appropriations	-	-	-	-
State Appropriations	10,739,000	10,739,000	4,576,193	42.6%
Local Appropriations	-	-	-	-
Gifts, Grants & Contracts	6,906,223	8,359,633	3,061,520	36.6%
Endowment/Land & Perm Inc	163,525	163,525	131,595	80.5%
Sales & Services	706,716	726,072	284,246	39.1%
Other	160,789	160,789	108,209	67.3%
Total Revenue	22,408,327	23,956,767	10,257,394	42.8%
BEGINNING BALANCE	1,706,327	1,706,327	1,791,221	104.98%
TOTAL AVAILABLE	24,114,654	25,663,094	12,048,615	46.9%
EXPENDITURES				
Instruction & General	16,291,603	16,392,299	5,949,038	36.3%
Student Social & Cultural	87,865	91,334	34,858	38.2%
Research	-	-	-	-
Public Service	591,110	591,110	168,976	28.6%
Internal Services	169,739	169,739	131,257	77.3%
Student Aid	4,554,146	4,846,400	2,362,478	48.7%
Auxiliary Enterprises	823,869	823,869	366,686	44.5%
Intercollegiate Athletics	506,025	506,025	207,322	41.0%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	23,024,357	23,420,776	9,220,616	39.4%
NET TRANSFERS OUT / (IN)	230,000	230,000	133,171	57.9%
TOTAL EXPENDITURES & TRANSFERS	23,254,357	23,650,776	9,353,788	39.5%
ENDING FUND BALANCE	\$ 860,297	\$ 2,012,318	\$ 2,694,827	

Plant Funds	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2019 Actuals as of November 30, 2018	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts				
Interest Income				
State Appropriation	\$ 1,050,679	\$ 1,017,090	\$ 89,593	8.8%
Debt Service Transfers				
Other				
Total Revenues and Transfers	1,050,679	1,017,090	89,593	8.8%
BEGINNING BALANCE	-	-	-	
TOTAL AVAILABLE	1,050,679	1,050,679	89,593	8.5%
EXPENDITURES				
Capital Projects	1,050,679	1,050,679	89,593	8.5%
Building Renewal	230,000	230,000	50,642	22.0%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	1,280,679	1,280,679	140,235	11.0%
NET TRANSFERS OUT / (IN)	(230,000)	(230,000)	-	0.0%
TOTAL EXPENDITURES & TRANSFERS	1,050,679	1,050,679	140,235	13.3%
ENDING FUND BALANCE	\$ -	\$ -	(50,642)	

Northern New Mexico College
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year's 2019 and 2018

Operating Funds	FY 2019 Actuals as of November 30, 2018	FY 2018 Actuals as of November 30, 2017	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 2,095,630	\$ 1,985,314	5.6%
Federal Appropriations	-	-	
State Appropriations	4,576,193	4,349,000	5.2%
Local Appropriations	-	-	
Gifts, Grants & Contracts	3,061,520	2,977,564	2.8%
Endowment/Land & Perm Inc	131,595	84,068	56.5%
Sales & Services	284,246	321,593	-11.6%
Other	108,209	127,029	-14.8%
Total Revenue	10,257,394	9,844,568	4.2%
BEGINNING BALANCE	1,791,221	1,730,249	3.5%
TOTAL AVAILABLE	12,048,615	11,574,817	4.1%
EXPENDITURES			
Instruction & General	5,949,038	6,019,633	-1.2%
Student Social & Cultural	34,858	30,849	13.0%
Research	-	12,557	-100.0%
Public Service	168,976	157,520	7.3%
Internal Services	131,257	8,251	1490.8%
Student Aid	2,362,478	2,204,198	7.2%
Auxiliary Enterprises	366,686	330,442	11.0%
Intercollegiate Athletics	207,322	265,826	-22.0%
Independent Operations (NMDA)	-	-	
Total Expenditures	9,220,616	9,029,276	2.1%
NET TRANSFERS OUT / (IN)	133,171	56,605	135.3%
TOTAL EXPENDITURES & TRANSFERS	9,353,788	9,085,881	2.9%
ENDING FUND BALANCE	\$ 2,694,827	\$ 2,488,936	8.3%

Plant Funds	FY 2019 Actuals as of November 30, 2018	FY 2018 Actuals as of November 30, 2017	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Required Student Fees	\$ -	\$ -	0.0%
Bond Proceeds	-	-	0.0%
Gifts, Grants and Contracts	-	-	0.0%
Interest Income	-	-	0.0%
State Appropriation	-	428,294	-100.0%
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
Total Revenues and Transfers	-	428,294	-100.0%
BEGINNING BALANCE	-	-	
TOTAL AVAILABLE	-	428,294	-100.0%
EXPENDITURES			
Capital Projects	89,593	462,476	-80.6%
Building Renewal	50,642	48,514	4.4%
Internal Service Renewal/Replacement	-	-	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
Total Expenditures	140,235	510,990	-72.6%
NET TRANSFERS OUT / (IN)	-	(56,605)	-100.0%
TOTAL EXPENDITURES AND TRANSFERS	140,235	454,385	-69.1%
ENDING FUND BALANCE	\$ (140,235)	\$ (26,091)	437.5%

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

Northern New Mexico College

Statement of Cash Flows

(Unaudited and Unadjusted)

November 30, 2018

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 1,938,497
Receipts from grants and contracts	2,847,822
Other receipts	-
Payments to or on behalf of employees	(4,811,441)
Payment to suppliers for goods and services	(2,294,505)
Receipts from Sales and Services	284,246
Payments for scholarships	(911,976)
Other Operating Revenue	108,209
Net cash (used) by operating activities	<u>(2,839,147)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	4,665,786
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>4,665,786</u>
Cash Flows from Capital and Related Financing Activities	
Proceeds from Capital Debt	-
Capital Gifts, Grants and contracts	-
Purchase/Construction/Renovation of Capital Assets	-
Principal Received/Paid on Capital Debt and Leases	-
Interest and Fees Paid on Capital Debt and Leases	-
Building Fees Received from Students	-
Net Cash provided (used) for capital financing activities	<u>-</u>
Cash Flows from Investing Activities	
Investment Earnings	131,595
Net Cash provided by Investing Activities	<u>131,595</u>
Increase (Decrease) in Cash and Cash Equivalents	1,958,234
Cash and Cash Equivalents- beginning of year	1,791,221
Cash and Cash Equivalents- end of reporting period	<u>\$ 3,749,455</u>

Office of the President

NORTHERN New Mexico College

MEMORANDUM



To: Board of Regents,
Northern New Mexico College

From: Ricky Bejarano, Vice President for Finance & Administration

Date: January 11, 2019

Re: Monthly Budget Adjustment Requests

Issue

On a monthly basis, Northern New Mexico College (NNMC) provides all Budget Adjustment Requests (BARs) for review and approval by the Board of Regents (BOR). Included in the packet are BARs for FY19 for the months of December, 2018.

Overview

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

- Initial Budgets (0 restricted, 0 unrestricted)
- Budget Increases (1 restricted, 2 unrestricted)
- Budget Decreases (0 restricted, 0 unrestricted)
- Budget Transfers (0 restricted, 0 unrestricted)
- Total BARS Y-T-D = 57

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

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

Recommendation

Staff recommends that the Board of Regents approve the attached Budget Adjustment Requests as prepared internally through December 21, 2018 for FY19.

Northern New Mexico College
 FY19 (2018-2019)
 Friday, December 21, 2018

BAR No.	Fund Type	BAR Type	Approved Budget	Approved	Fund	Org	Fund Title	FTE	Amount
18190000	Combined	Approved Budget		4/24/2018	11000	1005	Instruction & General	202.86	\$25,898,488
18190001	Restricted	Increase		9/28/2018	41460	2355	Northern New Mexico STEM	0.00	\$9,180
18190002	Unrestricted	Increase		9/28/2018	42110	3643	NMSIG	0.00	\$14,886
18190003	Unrestricted	Decrease		9/28/2018	42112	3642	NM College Affordability Act	0.00	\$11,189
18190004	Foundation	Increase		9/28/2018	34000	1005	Foundation-Operating	0.00	\$30,750
18190005	Restricted	Increase		9/28/2018	41193	2053	Carl Perkins - Vocational Services	0.00	\$35,898
18190006	Unrestricted	Maintenance		7/20/2018	11000	2355	Instruction & General	0.00	\$0
18190007	Unrestricted	Maintenance		7/20/2018	11000	1077	Instruction & General	0.00	\$0
18190008	Unrestricted	Increase		9/28/2018	11000	4014	Instruction & General	0.00	\$3,000
18190009	Unrestricted	Maintenance		7/20/2018	12105	3121	Athletics Administration	0.00	\$0
18190010	Unrestricted	Increase		9/28/2018	11012	1007	Department Discretionary	0.00	\$27,992
18190011	Unrestricted	Maintenance		9/7/2018	11000	1080	Instruction & General	0.00	\$0
18190012	Unrestricted	Increase		9/28/2018	83027	3281	Student Organizations	0.00	\$3,470
18190013	Unrestricted	Transfer		9/28/2018	91110	4521	Building Repair & Replacement	0.00	\$0
18190014	Unrestricted	Maintenance		9/19/2018	11000	2054	Instruction & General	0.00	\$0
18190015	Restricted	Increase		9/28/2018	40114	2268	USDA OASCR	0.00	\$252,434
18190016	Restricted	Increase		9/28/2018	41101	2725	High School Equivalent Program	0.00	\$165,687
18190017	Restricted	Increase		9/28/2018	40111	2263	NSF BEST	0.00	\$107,903
18190018	Restricted	Maintenance		9/19/2018	40112	2355	NSF INCLUDES	0.00	\$0
18190019	Restricted	Transfer		9/28/2018	40104	2355	NSF DUE PEARL	0.00	\$0
18190020	Unrestricted	Increase		10/19/2018	36000	6300	Temporarily Restricted	0.00	\$286
18190021	Unrestricted	Increase		10/19/2018	42211	3644	Nursing Loan for Service	0.00	\$18,000
18190022		Maintenance		10/8/2018	41102	3052	College Assistance Migrant Progr	0.00	\$0
18190023	Restricted	Decrease		10/19/2018	41170	2212	Alliance for Minority Participatio	0.00	(\$66,368)
18190024	Restricted	Increase		10/19/2018	40117	2571	AFRL-NM Technology Transfer	0.00	\$18,528
18190025	Unrestricted	Maintenance		10/8/2018	11303	1020	Indirect Cost Funds	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
18190026	Restricted	Increase	10/19/2018	40119	2212	STEM Pathways: NM AMP	0.00	\$15,000
18190027	Restricted	Increase	10/19/2018	40110	2268	SWNRCT Program USDA	0.00	\$91,607
18190028	Restricted	Maintenance	10/8/2018	41101	2725	High School Equivalent Program	0.00	\$0
18190029	Unrestricted	Increase	10/19/2018	83027	3126	Student Organizations	0.00	\$2,406
18190030	Restricted	Maintenance	10/10/2018	40113	2355	NSF EDUCERE	0.00	\$0
18190031	Unrestricted	Maintenance	10/30/2018	11012	2355	Department Discretionary	0.00	\$0
18190032	Unrestricted	Maintenance	10/10/2018	11000	2355	Instruction & General	0.00	\$0
18190033	Restricted	Increase	12/7/2018	41104	2815	Title V CASSA	0.00	\$549,101
18190034	Restricted	Increase	12/7/2018	41103	3052	Upward Bound 2017	0.00	\$86,503
18190035	Restricted	Maintenance	10/30/2018	40106	2263	NM INBRE	0.00	\$0
18190036	Restricted	Maintenance	10/30/2018	11012	1040	Department Discretionary	0.00	\$0
18190037	Restricted	Decrease	12/7/2018	11730	3421	Small Business Development Ctr	0.00	(\$96,402)
18190038	Foundation	Maintenance	10/30/2018	34000	4206	Foundation-Operating	0.00	\$0
18190039	Unrestricted	Maintenance	10/30/2018	11000	2053	Instruction & General	0.00	\$0
18190040	Unrestricted	Increase	12/7/2018	11733	3422	SBDC Program Income	0.00	\$100
18190041	Restricted	Increase	12/7/2018	41461	4522	LANS Investment 2017	0.00	\$56,435
18190042	Combined	Decrease	12/7/2018	11012	3666	Department Discretionary	0.00	(\$2,500)
18190043	Restricted	Maintenance	11/19/2018	41103	3052	Upward Bound 2017	0.00	\$0
18190044	Unrestricted	Maintenance	11/19/2018	11012	2212	Department Discretionary	0.00	\$0
18190045	Unrestricted	Increase	12/7/2018	83027	3281	Student Organizations	0.00	\$4,880
18190046	Unrestricted	Maintenance	11/28/2018	11302	1005	President's Discretionary	0.00	\$0
18190047	Restricted	Maintenance	11/28/2018	40114	2268	USDA OASCR	0.00	\$0
18190048	Combined	Increase	12/7/2018	41455	2263	The Grass Foundation	0.00	\$31,578
18190049	Foundation	Maintenance	12/21/2018	34000	4206	Foundation-Operating	0.00	\$0
18190050	Restricted	Maintenance	12/21/2018	41102	3052	College Assistance Migrant Progr	0.00	\$0
18190051	Unrestricted	Maintenance	12/21/2018	11000	1022	Instruction & General	0.00	\$0
18190052	Unrestricted	Increase		83027	3251	Student Organizations	0.00	\$4,226
18190053	Unrestricted	Maintenance	12/21/2018	11012	2212	Department Discretionary	0.00	\$0
18190054	Restricted	Increase		40120	2355	UNM IC-CAE	0.00	\$34,615
18190055	Restricted	Maintenance	12/21/2018	41102	3052	College Assistance Migrant Progr	0.00	\$0

BAR No.	Fund Type	BAR Type	Approved	Fund	Org	Fund Title	FTE	Amount
18190056	Combined	Maintenance	12/21/2018	41224	3052	ENLACE	0.00	\$0
18190057	Unrestricted	Increase		11201	3041	Financial Aid Admin Cost Allowa	0.00	\$29,281
BAR Net Total							202.86	\$27,368,973

Northern New Mexico College
FY19 (2018-2019)

BAR Num 18190052
 Tuesday, December 18, 2018

Fund Type: Unrestricted
BAR Type: Increase

Fun Student Organizations
 Org Cheerleaders

Category	Account	Description	FTE	Amount
Revenue	83027-3126-58001-151	Other Revenue	0.00	\$729
Revenue	83027-3251-57010-151	Cosmetology	0.00	\$456
Revenue	83027-3251-58002-151	Prior Year Revenue	0.00	\$3,041
Total Revenue			0.00	\$4,226
Expense	83027-3126-71131-151	Supplies and Expense	0.00	\$229
Expense	83027-3126-71354-151	Uniforms	0.00	\$500
Expense	83027-3251-71123-151	Professional Development	0.00	\$70
Expense	83027-3251-71123-151	Professional Development	0.00	\$350
Expense	83027-3251-71131-151	Supplies and Expense	0.00	\$179
Expense	83027-3251-71131-151	Supplies and Expense	0.00	\$84
Expense	83027-3251-72124-151	Out-of-State Travel	0.00	\$207
Expense	83027-3251-72124-151	Out-of-State Travel	0.00	\$2,607
Total Expense			0.00	\$4,226

Fun Student Organizations
Org Cosmetology Club

BAR Net Total Increase

0.00

\$4,226

Vice President for Finance and Administration
NNMC Board of Regents Representative

Northern New Mexico College
FY19 (2018-2019)

BAR Num 18190054
Wednesday, December 12, 2018

Fund Type: Restricted
BAR Type: Increase

Fun Indirect Cost Funds Org Engineering Category	Account	Description	FTE	Amount
Revenue	11303-2355-80278-132	Transfer In Indirect	0.00	\$4,615
Revenue	40120-2355-54103-161	Federal Grants and Contracts Rev	0.00	\$8,000
Revenue	40120-2355-54103-608	Federal Grants and Contracts Rev	0.00	\$22,000
Total Revenue			0.00	\$34,615
Expense	11303-1020-71951-131	Indirect Cost	0.00	\$4,615
Expense	40120-2355-61106-101	Faculty Sal-Ovrld Non-Teaching	0.00	\$11,400
Expense	40120-2355-62111-101	Medicare	0.00	\$166
Expense	40120-2355-62112-101	FICA	0.00	\$707
Expense	40120-2355-62121-101	Retirement - ERA	0.00	\$228
Expense	40120-2355-62141-101	Retiree Health Care - ERA	0.00	\$1,596
Expense	40120-2355-62180-101	Workers Compensation	0.00	\$10
Expense	40120-2355-62181-101	Workers Compensation Insurance Bill	0.00	\$500
Expense	40120-2355-62190-101	Unemployment Compensation	0.00	\$778
Expense	40120-2355-71823-161	Stipend	0.00	\$8,000

Fun UNMIC-CAE				
Org Engineering				
Expense 40120-2355-72124-101	Out-of-State Travel	0.00	\$2,000	
Expense 40120-2355-80178-101	Transfer Out Indirect	0.00	\$4,615	
Total Expense		0.00	\$34,615	
<hr/>				
BAR Net Total Increase		0.00	\$34,615	

Vice President for Finance and Administration
NNMC Board of Regents Representative

Northern New Mexico College
FY19 (2018-2019)

BAR Num 18190057
 Tuesday, December 18, 2018

Fund Type: Unrestricted
BAR Type: Increase

Fun	Instruction & General	Org	I-G Revenue	Category	Account	Description	FTE	Amount
Revenue	11000-4014-58001-124		Other Revenue				0.00	\$452
Revenue	11201-3041-54108-124		Federal Administrative Cost Allowance				0.00	\$28,829
Total Revenue							0.00	\$29,281
Expense	11000-2053-61451-101		Student Salaries				0.00	\$452
Expense	11201-3041-61505-124		Other Salaries - Temp				0.00	\$890
Expense	11201-3041-62111-124		Medicare				0.00	\$10
Expense	11201-3041-62112-124		FICA				0.00	\$30
Expense	11201-3041-62151-124		Health Insurance				0.00	\$30
Expense	11201-3041-62152-124		Dental Insurance				0.00	\$15
Expense	11201-3041-62153-124		Vision Insurance				0.00	\$15
Expense	11201-3041-62161-124		Basic Life				0.00	\$10
Expense	11201-3041-71123-124		Professional Development				0.00	\$2,425
Expense	11201-3041-71131-124		Supplies and Expense				0.00	\$2,000
Expense	11201-3041-71552-124		IS Motor Pool Services				0.00	\$1,000

Fun	Financial Aid Admin Cost Allowance				
Org	Financial Aid Administration				
Expense	11201-3041-71552-124	IS Motor Pool Services	0.00	\$379	
Expense	11201-3041-72123-124	In-State Travel	0.00	\$2,500	
Expense	11201-3041-72124-124	Out-of-State Travel	0.00	\$10,000	
Expense	11201-3041-73104-124	Electronics-Computer up to 4999.99	0.00	\$9,525	
Total Expense			0.00	\$29,281	
BAR Net Total Increase			0.00	\$29,281	

Vice President for Finance and Administration
NNMC Board of Regents Representative

Full-Time Faculty Salary Study

December 2018



NORTHERN New Mexico College

Purpose of this Study

- To learn the current faculty salary trends of comparable institutions that offer similar programs of studies to the ones offered at Northern.
- The intend of this study is to GUIDE future salary negotiations for full-time faculty. However, it does not substitute negotiation on how to implement salary increases.
- This study fulfills the commitment of NNMC administration to identify the faculty salaries discrepancies with the market, according to the CBA.

Methodology

- What institutions are comparable/similar to NNMC?



Methodology

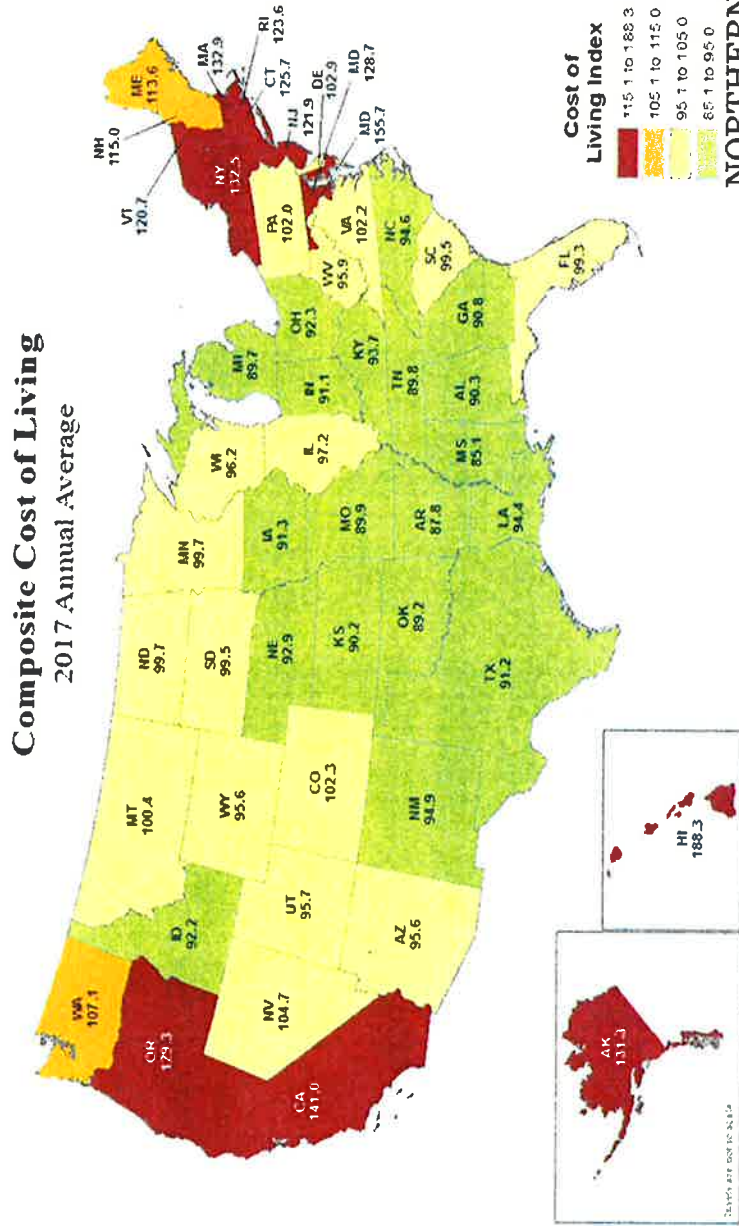
- College and University Professional Association for Human Resources (CUPA-HR) reports were the main source of the analysis. For obvious reasons, only institutions that report data to CUPA-HR were included.
- "Similar" was defined as:
 - Baccalaureate Institutions (same Carnegie Classification)
 - Similar Annual Expenses (Budget)
 - Similar Enrollment (FTE)
 - Location (Similar Cost of Living)
- The study is based on terminal degrees and faculty rank (Assistant Professor, Associate Professor, and Professor)
- Salaries reported are based on 9-month contract.

Assumptions

- CUPA-HR defines institutional groups by their annual expenses range and by their FTE range.
- NNMC belongs to the group of institutions with annual expenses less than \$46,756,246 (NNMC's annual expense are around \$24M)
- NNMC belongs to the group of institutions with FTE less than 1789 (NNMC FTE is around 800)

Assumptions

- Location: Institutions in the group were located in States within a +/- 2.5 points range of the Cost of Living Index of NM (Council for Community & Economic Research)



Assumptions

- From the previous map, institutions from the following States were selected:

State	Cost of Living Index
ID	92.2
OH	92.3
NE	92.9
KY	93.7
LA	94.4
NC	94.6
NM	94.9
AZ	95.6
WY	95.6
UT	95.7
WV	95.9
WI	96.2
IL	97.2

Comparison Group

The following institutions are the ones included in the Comparison Group.

Note: there may be other institutions with the same characteristics but they do not report data to CUPA.

In this group, all but one are private institutions.

In general, private vs public institutions Salaries are comparable when we control size, budget, and Carnegie Classification.

Barton College (Wilson, NC)
Bluefield State College (Bluefield, WV)
Centenary College of Louisiana (Shreveport, LA)
Doane University (Crete, NE)
Eureka College (Eureka, IL)
Georgetown College (Georgetown, KY)
Hastings College (Hastings, NE)
Kentucky Christian University (Grayson, KY)
Kentucky Wesleyan College (Owensboro, KY)
Lees-McRae College (Banner Elk, NC)
MacMurray College (Jacksonville, IL)
Marietta College (Marietta, OH)
Midland University (Fremont, NE)
Principia College (Elsah, IL)
Salem Academy and College (Winston-Salem, NC)
The Defiance College (Defiance, OH)
Transylvania University (Lexington, KY)
Trinity Christian College (Palos Heights, IL)

Important Observation

When ALL participant CUPA institutions (including all sizes, public, private, research institutions, comprehensive, community colleges, all states, etc.) are included in the analysis.

How does a salary in OUR Comparison Group compared to a national average for ALL CUPA institutions?

The Average Factor is 0.77

In other words, the salaries in our Comparison Group are 77% of the National Average salary for ALL CUPA-HR institutions. This average factor is very important in this analysis for certain fields as it will be explained later.

Academic Fields identified in the Group

Unfortunately, the institutions in our Comparison Group do not offer the same exact programs. Within this Group most of NNMC academic fields were identified. Those are the following:

- Biology
- Business Administration
- Chemistry
- Education
- Journalism
- Language & Letters
- Math
- Physics
- Psychology
- Sociology

Statistics

The salary study include the different academic fields offered at NNMC.

The statistical indicators included are: Median, Mean (average), Standard Deviation, 5 Percentile, and 95 Percentile.

Salary Factor: According to CUPA-HR, it is the ratio, for a given academic rank and discipline, of the average salary to the average salary across all disciplines. It estimates a relative “market value” for each discipline. Disciplines/ranks with salary factors greater than 1.00 pay more than average. Those with salary factors less than 1.00 pay less than average.

PhD vs Master's Degree/non-terminal degree

The CUPA-HR reports are based on terminal degrees, actually tenured and tenure-track positions require terminal degrees, non-terminal degrees qualify for "non-tenured instructor" positions. Therefore, to determine the salary difference between Master's degrees holders and PhD degree holders was calculated using another report.

The report was the 2017-2018 Salaries of Instructional and Administrative Nursing Faculty in Baccalaureate and Graduate Programs in Nursing.

This report distinguishes between the two categories. The average difference is a **factor of 0.85**. In other words, the salary for a Master degree holder is **85%** of the salary for a PhD holder. Therefore, this factor will be used to calculate the salary range for our faculty with Master's degrees.

Academic Fields identified in the Group

BIOLOGY	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	68416	69168	11336	1.02	53720	87119
Associate Professor	58861	58294	6679	1	49484	68535
Assistant Professor	51000	51259	4259	0.96	45172	58390

BUSINESS ADMINISTRATION	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	NA	NA	NA	NA	NA	NA
Associate Professor	NA	NA	NA	NA	NA	NA
Assistant Professor	66300	68472	13964	1.29	52309	85360

Academic Fields identified in the Group

CHEMISTRY	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	67517	68817	10375	1.02	56009	86482
Associate Professor	NA	NA	NA	NA	NA	NA
Assistant Professor	53919	51699	5498	0.97	43450	58368

EDUCATION	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	79065	77559	8165	1.15	67920	88475
Associate Professor	NA	NA	NA	NA	NA	NA
Assistant Professor	56805	55930	4300	1.05	49751	60900

Academic Fields identified in the Group

ENGLISH LANGUAGE AND LETTERS	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	65688	65502	13058	0.97	48848	86206
Associate Professor	55492	56276	10158	0.96	44592	73680
Assistant Professor	50375	49667	5416	0.93	41940	56721

MATHEMATICS	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	72860	70938	10444	1.05	54910	85074
Associate Professor	57593	60039	8602	1.03	51738	75172
Assistant Professor	50500	51182	4060	0.96	46176	58017

Academic Fields identified in the Group

PHYSICS	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	NA	NA	NA	NA	NA	NA
Associate Professor	60085	61085	4144	1.05	56126	66649
Assistant Professor	NA	NA	NA	NA	NA	NA

PSYCHOLOGY	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	70563	71115	9,242	1.05	60737	85694
Associate Professor	55000	57051	7,951	0.98	48069	69923
Assistant Professor	48702	50380	5,897	0.95	44196	59195

Academic Fields identified in the Group

SOCIOLOGY	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	65648	67636	9,302	1	59079	82019
Associate Professor	NA	NA	NA	NA	NA	NA
Assistant Professor	47904	44915	6642	0.84	34693	50093

RELIGIOUS STUDIES	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	68,416	72,535	18,209	1.07	53,507	99,834
Associate Professor	55,880	62,015	9,511	1.06	53,361	75,331
Assistant Professor	NA	NA	NA	NA	NA	NA

Academic Fields NOT identified in the Group

The following NNMC academic fields were NOT identified in the Group:

Electrical Engineering
Environmental Sciences
Film and Digital Media
Foreign Language
Information Technology
Mechanical Engineering
Nursing⁽¹⁾
Pueblo Indian Studies (Ethnic Cultural)
Cosmetology⁽²⁾
Office Administration⁽³⁾

⁽¹⁾Nursing report came from the report “Salaries of Instructional and Administrative Nursing Faculty in Baccalaureate and Graduate Programs in Nursing”.

⁽²⁾Cosmetology report came from PayScale and compared with San Juan College

⁽³⁾Office administration report came from the ACBSP salary report.



Academic Fields not identified in the Group

For these academic fields, the methodology was to collect the national average salaries for all institutions that participated in CUPA-HR and multiply them by the **average factor**, mentioned before, equal to **0.77**

All statistical indicators (median, mean, etc.) in the following tables were adjusted (multiplied) by **0.77**.

Academic Fields not identified in the Group

ELECTRICAL ENGINEERING	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	100410	101088	18498	1.04	72480	132751
Associate Professor	77929	78091	10578	1.08	59990	96195
Assistant Professor	68512	68207	7896	1.08	54772	80516

MECHANICAL ENGINEERING	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	98766	100336	20155	1.11	69619	134349
Associate Professor	77432	77132	10854	1.08	59459	93747
Assistant Professor	66490	66895	7009	1.09	55358	78717

Academic Fields not identified in the Group

FDMA	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	74,099	74,580	16,382	0.98	48,640	106,242
Associate Professor	57,159	58,272	11,078	0.97	42,901	76,611
Assistant Professor	47,683	48,504	8,180	0.91	37,825	65,456

INFORMATION TECHNOLOGY	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	90007	92612	17200	1.21	73694	120266
Associate Professor	NA	NA	NA	NA	NA	NA
Assistant Professor	66564	69890	15426	1.30	50153	94705

Academic Fields not identified in the Group

PUEBLO INDIAN STUDIES	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	79616	84961	20460	1.11	59988	118781
Associate Professor	60179	61731	10534	1.03	46614	78938
Assistant Professor	50050	50907	7077	0.95	40138	62508

ENVIRONMENTAL SCIENCES	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	77210	80833	20371	1.06	52415	121627
Associate Professor	61779	62496	11158	1.04	43906	80082
Assistant Professor	52130	53099	8424	0.99	40316	65596

Academic Fields not identified in the Group

FOREIGN LANGUAGE	Median	Average	Std. Dev.	Salary Factor	5 Percentile	95 Percentile
Professor	70704	72693	14700	0.92	50391	95285
Associate Professor	56025	56560	9358	0.9	41158	68960
Assistant Professor	47548	47971	6443	0.86	36138	57514

Academic Fields not identified in CUPA Report

NURSING	Median	Average	Std. Dev.	Salary Factor	25 Percentile	100 Percentile
Professor	85109	86,576	25151	1.08	71500	98816
Associate Professor	75954	76977	13314	1.08	67670	85285
Assistant Professor	69878	70017	10222	1.04	63609	75842
Instructor	61385	61524	10791	NA	54444	69513

OFFICE ADMINISTRATION	Median	Average
Professor	80,000	80126
Associate Professor	65000	65349
Assistant Professor	49800	48543

COSMETOLOGY	Average
Instructor	41692

How were the missing ranks calculated?

In some of the previous tables, data was not available for some ranks within the same field. In those cases, estimation (interpolation/extrapolation) was used to calculate for the missing ranks, i.e., we used *known data* to estimate the missing data.

The way to do it was based on the average ratio between Associate and Assistant Professor (and Professor and Associate) for those academic fields that were available.

Interpolation used for the Ranks not found

Analysis						
9-month contract	Assistant	Associate	Professor	Associate/Assistant	Professor/Associate	
Field	Initial	Initial	Initial	Ratio	Ratio	Ratio
Biology	51000	58861	68416	1.15	1.16	1.16
Language & Letters	50375	55492	65688	1.10	1.18	1.18
Mathematics	50500	57593	72860	1.14	1.27	1.27
Psychology	48702	55000	70563	1.13	1.28	1.28
Foreign Language	47548	56025	70704	1.18	1.26	1.26
Nursing	69878	75954	85109	1.09	1.12	1.12
Pueblo Indian Studies	50050	60179	79616	1.20	1.32	1.32
Electrical Engineering	68512	77929	100410	1.14	1.29	1.29
Mechanical Engineering	66490	77432	98766	1.16	1.28	1.28
FDMA	47683	57159	74099	1.20	1.30	1.30
Environmental Science	52130	61779	77210	1.19	1.25	1.25
Office Administration	49800	65000	80000	1.31	1.23	1.23
Average				1.17	1.24	1.24

Missing Ranks

Field	Missing Rank	Initial Salary
Business Administration	Associate	77262
Business Administration	Professor	96072
Chemistry	Associate	62834
Education	Associate	66198
Information Technology	Associate	77570
Physics	Assistant	51560
Physics	Professor	74713
Religious Studies	Associate	47951
Sociology	Associate	55825

Salary Matrix Considerations

- To build a Salary Matrix for faculty the idea is to create one that determines **minimum salaries** for each field and rank.
- This minimum salaries will take into account years of service in increments of 5 years.

How to account for years of service

Salary ranges for years of service were determined for each rank:

- For Assistant Professor: a) 1- 5 Years; b) More than 5 Years.
 - ❖ The difference between (a) & (b) is 5.1%
- For Associate Professor: a) 1- 5 Years; b) 5-10 Years; c) More than 10 years.
 - ❖ The difference between (a) & (b) is 5.1%, the difference between (b) and (c) is 5.1%
- For Full Professor: a) 1- 5 Years; b) 5-10 Years; c) More than 10 years.
 - ❖ The difference between (a) & (b) is 5.1%, the difference between (b) and (c) is 5.1%
- For Instructors: a) 1- 5 Years; b) 5-10 Years; c) More than 10 years; d) More than 15 years; e) More than 20 years; f) More than 25 years
 - ❖ The difference between (a) & (b) is 5.1%, the difference between (b) and (c) is 5.1%



Salary Matrix

9-month contract	Assistant		Associate			Full Professor		
	0 to 5 years	> 5 years	0 to 5 years	> 5 years	> 10 years	0 to 5 years	> 5 years	> 10 years
Academic Field								
Electrical Engineering	68512	72007	77929	81904	86082	100410	105532	110915
Information Technology	66564	69959	77570	81527	85686	90007	94598	99424
Mechanical Engineering	66490	69882	77432	81382	85533	98766	103804	109099
Business Administration	66300	69682	77262	81204	85346	96072	100973	106124
Nursing	69878	73442	75954	79828	83900	85109	89450	94013
Education	56805	59703	66198	69574	73123	79065	83098	87337
Office Administration	49800	52340	65000	68316	71800	80000	84081	88370
Chemistry	53919	56669	62834	66040	69408	67517	70961	74581
Environmental Science	52130	54789	61779	64930	68242	77210	81149	85288
Pueblo Indian Studies	50050	52603	60179	63249	66475	79616	83677	87946
Physics	51560	54190	60085	63150	66371	74713	78524	82530
Biology	51000	53602	58861	61864	65019	68416	71906	75574
Mathematics	50500	53076	57593	60531	63619	72860	76577	80483
FDMA	47683	50115	57159	60075	63139	74099	77879	81851
Foreign Language	47548	49973	56025	58883	61886	70704	74311	78101
Religious Studies	47951	50397	55880	58730	61726	68416	71906	75574
Language & Letters	50375	52945	55492	58323	61298	65688	69039	72560
Psychology	48702	51186	55000	57806	60754	70563	74162	77945
Instructors								
	0 to 5 years	> 5 years	> 10 years	> 15 years	> 20 years			
Cosmetology	41692	43819	46054	48403	50872			
Nursing	61385	64516	67807	71266	74901			

Lessons learned

- It is not uncommon that some faculty members, in other institutions, have higher earnings than chairs, or even administrators like deans, provosts, or presidents.
- Salaries for different academic fields are different. This is a reflection of the market trends (supply and demand). This is the norm in all academic institutions.

Lessons learned

The cost to fully implement the matrix for all full-time faculty members is approximately \$429K (including compensation adjustments and benefits for members in the union and outside the union).

- Distribution of faculty (43 members): female faculty (60% female and 40% male)
- 35 full-time faculty members are currently UNDER paid (60% female and 40% male)
- 8 full-time faculty members are OVER paid (63% female and 37% male)
- Therefore, we do NOT have a GENDER GAP.

Lessons learned

- The highest INDIVIDUAL *relative* discrepancies with the market (defined as those where the current salary is less than 25% -or higher- compared to the market) are in the following fields: Barbering and Cosmetology, Language and Letters, Mathematics, Nursing, Physics, Pueblo Indian Studies, and Teacher Education.
- 12 faculty members are affected by the highest *relative* differences with the market (more than 25%). The cost to fix the worst cases will be approximately \$195K (including benefits)
- The highest INDIVIDUAL *absolute* discrepancies with the market (defined as those where the current salary is less than \$11K -or higher- compared to the market) are in the following fields: Barbering and Cosmetology, Information Technology, Language and Letters, Mathematics, Mechanical Engineering, Nursing, Physics, Pueblo Indian Studies, and Teacher Education.
- 15 faculty members are affected by the highest *absolute* differences with the market salaries (more than 11K). The cost to fix the worst cases will be approximately \$246K (including benefits)

Considerations for the future

College administration will negotiate a one-step-at-a-time approach since it is impossible to increase all salaries in one year. The approach could be done by increasing the salaries proportionally to the current discrepancies in the proposed matrix. Another approach is to address the discrepancies by rank (start first associate professors and then assistant professors). Any approach will have to be negotiated.

Any approach that College administration takes will mean that some faculty members will not get similar increases until the largest discrepancies (which are the most costly) are addressed first.

The College is still operating with a very high deficit (approx. \$800K) and there is too much uncertainty today in terms of the I&G allocation that will be assigned to NNMC in FY 20. This may slow down the ability to address these salary discrepancies, but at least we have defined a goal.

Adjunct faculty members have not received a raise in at least 11 eleven years. Even a 10% increase to adjuncts will represent \$150K in new money that the college needs to find. This is another competing priority that needs to be considered.