

NORTHERN NEW MEXICO COLLEGE



**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS**

FEBRUARY 27, 2025

NORTHERN New Mexico College



NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Thursday, February 27, 2025 at 9:00AM**, Via Zoom and in person at Northern New Mexico College, Board Room, Española Campus, Española, New Mexico.

Join Zoom Meeting

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

FINAL AGENDA

- I. SWEARING IN CEREMONY (Ron Lovato, Erica Velarde, Dolores Gurulé)**
- II. CALL TO ORDER**
- III. APPROVAL OF AGENDA**
- IV. PRESENTATION OF AUDIT BY EXTERNAL FINANCIAL AUDITORS - Action Required**
- V. PUBLIC INPUT**
- VI. COMMENTS FROM THE BOARD**
 - A. Recognition of Regent Porter Swentzell and Regent Casandra Batista Dauz
 - B. Board of Regents Subcommittee Reports
 - 1. Selection of Board Officers - Action Required
 - 2. Committee Assignments - Action Required
 - 3. Housing Committee – Informational
 - 4. Audit, Finance, Facilities Committee – Informational
 - 5. Academic and Student Affairs Committee – Informational
 - 6. Governance Committee
 - a. Open Meetings Act Resolution - Action Required
 - 7. HERC Committee - Informational
 - 8. AGB Board Professionals Conference - March 29-31, 2025 - Action Required
- VII. APPROVAL OF MINUTES - Action Required**
- VIII. PRESIDENT’S REPORT AND ANNOUNCEMENTS**
 - A. Celebrate Northern – Informational
 - B. CUP/NMICC Report – Informational
 - C. NNMC Foundation – Informational
 - D. Introduction of Staff and Faculty – Informational

IX. FACULTY SENATE PRESIDENT REPORT

X. STUDENT SENATE PRESIDENT REPORT

XI. STAFF REPORTS

A. Provost & Vice President

1. Solar Certificate - Action Required
2. Biotechnology Certificate - Action Required
3. Addendum to the Academic Calendar - Action Required
4. Data and Enrollment Report - Informational
5. Tenure and Promotion Approval - Action Required
6. Amendment to Academic Chair Appointment Policy - Action Required

B. Vice President for Finance & Administration

1. Removal of HED Enhanced Fiscal Oversight - Informational
2. P-Card Policy - Action Required
3. Fiscal Watch Report - Action Required
4. Inventory Deletions - Action Required

XII. EXECUTIVE SESSION

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

XIII. VOTE TO REOPEN MEETING - Certification that only those matters described in the Executive Session Agenda were discussed in the closed session; if necessary, final action with regard to certain matters will be taken in Open Session

XIV. 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.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE**

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT
FOR THE YEAR ENDED
JUNE 30, 2024**

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
TABLE OF CONTENTS
FOR THE YEAR ENDED JUNE 30, 2024**

	<u>Page No.</u>
Official Roster (Unaudited).....	iii - iv
 FINANCIAL SECTION	
Independent Auditors' Report.....	1 – 4
Management's Discussion and Analysis	5 – 8
 BASIC FINANCIAL STATEMENTS	
Statement of Net Position – Proprietary Fund	10 – 11
Statement of Revenues, Expenses and Changes in Net Position – Proprietary Fund.....	12
Statement of Cash Flows – Proprietary Fund.....	13 – 14
Statement of Fiduciary Net Position	15
Statement of Changes in Fiduciary Net Position	16
NOTES TO FINANCIAL STATEMENTS.....	18 – 64
 REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of the Proportionate Share of Net Pension Liability (ERB).....	66
Schedule of Contributions (ERB)	67
Notes to Required Supplementary Information (ERB).....	68
Schedule of the Proportionate Share of Net OPEB Liability (NMRHCA).....	69
Schedule of Contributions (NMRHCA)	70
Notes to Required Supplementary Information (NMRHCA).....	71

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
TABLE OF CONTENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2022**

SUPPLEMENTARY INFORMATION

Statement of Revenues and Expenditures – Budget and Actual (Budgetary Basis) Unrestricted and Restricted – All Operations	73
Statement of Revenues and Expenditures – Budget and Actual (Budgetary Basis) Unrestricted Instruction.....	74
Statement of Revenues and Expenditures – Budget and Actual (Budgetary Basis) Restricted - Instruction.....	75
Schedule of Deposit Accounts	76
Schedules of Collateral Pledged by Institution	77-78
Schedule of Special, Deficiency, Specific And Capital Outlay Appropriations.....	79

SINGLE AUDIT SECTION

Schedule of Expenditures of Federal Awards.....	81 - 82
Notes to Schedule of Expenditures of Federal Awards	83

COMPLIANCE SECTION

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	85 – 86
Independent Auditors' Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance Required by the <i>Uniform Guidance</i>	87 – 89
Schedule of Findings and Questioned Costs.....	90 - 94
Corrective Action Plan.....	95 - 96
Exit Conference	97

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
OFFICIAL ROSTER (UNAUDITED)
FOR THE YEAR ENDED JUNE 30, 2024**

BOARD OF REGENTS

Michael A. Martin Board President
Erica Rita Velarde, PE, Board Vice-President
Dr. Porter Swentzell, PhD, Board Secretary/Treasurer
Ruben Archuleta Board Member
Casandra Batista-Duaz Student Regent and Member

ADMINISTRATIVE OFFICIALS

Hector Balderas, JD, CFE President
Vacant Chief of Staff/VP for Finance and Administration
Dr. Larry Guerrero, E.d.D. Interim Provost and Associate VP for Student Success
Theresa Storey Chief Financial Officer
Matthew Baca General Counsel

STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
OFFICIAL ROSTER (UNAUDITED) (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

FOUNDATION BOARD MEMBERS

Alfred Herrera Board President
Tania Sanchez Board Vice-President/Treasurer/Secretary
James Owen Board Member
Leo Valdez Board Member
Hector Balderas Ex-Officio Board Member
Vacant Ex-Officio Board Member

ADMINISTRATIVE OFFICIALS

Hector Balderas Interim Executive Director

FINANCIAL SECTION



Independent Auditors' Report

Joseph M. Maestas, P.E., CFE
New Mexico State Auditor
and
The Board of Regents
Northern New Mexico College
Española, New Mexico

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the business-type activities, the discretely presented component unit, and the aggregate remaining fund information of the Northern New Mexico College (College), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents. We also have audited the budgetary schedules presented as supplementary information, as defined by the Governmental Accounting Standards Board, as of and for the year ended June 30, 2024, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities, the discretely presented component unit, and the aggregate remaining fund information of the College as of June 30, 2024, and the respective changes in financial position, the budgetary comparisons for the business-type activities and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. In addition, in our opinion, the accompanying budgetary schedules referred to above present fairly, in all material respects, the respective budgetary position of the College, as of June 30, 2024, and the respective changes for the year then ended in accordance with accounting principles generally accepted in the United States of America.



www.tkm.cpa



(505) 822 5100



(505) 822 5106



Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in *Note 1*, the financial statements of the College are intended to present the net position, and the changes in net position and cash flows of only that portion of the business-type activities and the aggregate remaining fund information of the State of New Mexico that is attributable to the transactions of the Northern New Mexico College. They do not purport to, and do not, present fairly the net position of the State of New Mexico as of June 30, 2024, and the changes in its net position and its cash flows, where applicable, for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 8 and the *Schedule of the Proportionate Share of Net Pension Liability*, and the *Schedule of Proportionate Share of Net OPEB Liability* on pages 66 and 69, the *Schedule of Contributions (ERB)*, and the *Schedule of Contributions (NMRHCA)* on pages 67 and 70, and the notes to the required supplementary information on pages 68 and 71 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information identified above in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the College's basic financial statements. The supplementary information listed in the table of contents, and the schedule of expenditures of federal awards as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information as listed in the table of contents, and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 28, 2024, on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

TKM, LLC

TKM, LLC
Auditors | Advisors | CPAs

Albuquerque, New Mexico
October 28, 2024

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024**

Overview of Financial Statements

The following discussion and analysis provides an overview of the financial position and activities of Northern New Mexico College (College) as of and for the fiscal years ended June 30, 2024 and 2023. This discussion should be read in conjunction with the accompanying financial statements and notes. Management has prepared the basic financial statements and the related note disclosures along with this discussion and analysis. As such, the basic financial statements, notes, and this discussion are the responsibility of College management. This Management's Discussion and Analysis (MD&A) includes comparative financial information of the primary institution for fiscal years 2024 and 2023. The MD&A does not include information of the discretely presented component unit, for which separately issued financial statements are available.

The College has one supporting Foundation, Northern New Mexico College Foundation, a not-for-profit organization. The financial information of the Foundation is presented in the financial statements as a "discretely presented component unit."

Financial Highlights

The College received several capital appropriations and was able to commence work on both roofing repairs and parking lot/drainage enhancement projects throughout the Espanola campus along with increases in several grants, which was an increase of operating revenue of \$1,885,840 over the prior period.

The College received additional appropriations totaling \$425,000 for enhancements to student outreach, recruitment, career development and for minority success programs.

During the current period the enhanced New Mexico Opportunity Scholarships amended by the New Mexico Legislature expanded opportunity scholarships amounts that were distributed to eligible students. The increase over the prior year in available funding was \$1,092,944.

Student enrollment continued to increase and did so significantly during the current period. The increases were 15.6% in headcount and a 16.8% increase in student credit hours.

Using the Basic Financial Statements

The Statement of Net Position presents the assets, liabilities and net position of the College as of the end of the fiscal year 2024. It is a point-in-time financial statement, the purpose of which is to give readers a quick view of the financial condition of the College. The statement presents end of year data concerning current and non-current assets, current and non-current liabilities and net position.

Changes in total net position as presented on the Statement of Net Position are based on the activity presented in the Statement of Revenue, Expenses and Changes in Net Position. The purpose of this statement is to present the revenue received by the College as well as the expenses, gains and losses received or incurred.

The Statement of Cash Flows presents the inflows of cash, summarized by operating, capital, financing and investing activities. The statement is prepared using the direct method of cash flows, presenting gross amounts for the year's activities.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024**

Restatement for Correction of an Error

During fiscal year 2024, the College identified an error related to the over accrual of payroll liabilities as of June 30, 2023. This error resulted in an overstatement of accrued payroll liabilities and expenses by \$284,145 in the prior year's financial statements. This error was corrected by restating the summarized 2023 financial statements included in the College's MD&A. See *Note 21* of the notes to the financial statements for further clarification.

**CONDENSED SUMMARY OF COMPARATIVE NET POSITION
AS OF JUNE 30:**

ASSETS	2024	Restated 2023
Current Assets	\$ 21,243,116	\$ 14,140,656
Noncurrent Assets	40,936,360	38,208,981
Deferred Outflows of Resources	<u>5,021,614</u>	<u>8,806,927</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 67,201,090</u>	<u>\$ 61,156,564</u>
LIABILITIES		
Current Liabilities (<i>Note 21</i>)	\$ 8,232,379	\$ 4,655,326
Noncurrent Liabilities	28,383,724	28,663,385
Deferred Inflows of Resources	<u>9,679,557</u>	<u>19,754,648</u>
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	<u>46,295,660</u>	<u>53,073,359</u>
Investment in Capital Assets	39,092,090	36,641,576
Restricted - Endowments	-	-
Unrestricted (Deficit) (<i>Note 21</i>)	<u>(18,186,660)</u>	<u>(28,558,371)</u>
TOTAL NET POSITION	<u>20,905,430</u>	<u>8,083,205</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u>\$ 67,201,090</u>	<u>\$ 61,156,564</u>

Current assets include cash and other assets that are deemed to be consumed or convertible to cash within one year. The current assets of the College as of June 30, 2024, increased over the prior year by \$7,102,460. Non-current assets include capital assets, net of accumulated depreciation, of \$40,936,360 which is an increase of \$2,727,379 over fiscal year 2023.

Current liabilities are generally defined as amounts due collectively within one year, and include accounts payable, payroll accruals and accrued annual leave, which collectively increased by \$3,577,053 over the prior year.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024**

Net position may serve as a useful indicator of the College's financial position. For the College, assets exceeded liabilities by \$20,905,430 at the close of June 30, 2024, as compared to \$8,083,205 as of June 30, 2023.

At June 30, 2024, the College's current ratio, the amount of current assets of \$21,243,116 available to cover current liabilities of \$8,232,379, was 2.58.

**CONDENSED SUMMARY OF COMPARATIVE STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN NET POSITION
FOR THE YEAR ENDED:**

	2024	Restated 2023
OPERATING REVENUES	\$ 20,944,008	\$ 19,058,168
OPERATING EXPENSES (NOTE 21)	(30,000,819)	(32,726,235)
NON-OPERATING REVENUES AND EXPENSES		
State General Fund / Capital Appropriations	18,684,987	13,776,139
Mill Levy	2,795,929	3,003,004
Gain (Loss) on Investments	398,120	570,922
TOTAL NON-OPERATING REVENUES AND EXPENSES	<u>21,879,036</u>	<u>17,350,065</u>
CHANGE IN NET POSITION	12,822,225	3,681,998
NET POSITION, BEGINNING OF YEAR (NOTE 21)	<u>8,083,205</u>	<u>4,401,207</u>
NET POSITION, END OF YEAR	<u>\$ 20,905,430</u>	<u>\$ 8,083,205</u>

Current year operating revenues, shown by the source of funding increased by \$1,885,840 over the prior period with the significant increases in grants and from funding for the enhanced opportunity scholarship the College received during the year. Other sources of funding are the non-operating revenues from state appropriations and mill levy for the Trades program.

Operating expenses for the College are grouped by function with the majority of expenditures being related to instruction, student support and student financial aid. The decrease over the prior fiscal year of \$2,725,416 was mainly attributable to pension expense with reduced outlays associated for the implementation of the new financial management, payroll and human resources system that were concluded in FY2023.

Total net position is classified by the College's ability to use those assets to meet operating needs. Net position that is restricted as to their use is generally made by an awarding entity (i.e. a federal grant or third-party scholarship award, etc.). The difference of unrestricted net position is generally used to meet the operating needs of the College. The net position increased by \$12,822,225 over the prior year.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024**

Economic Outlook

The College is largely dependent upon appropriations made by the state legislature for both operating and student financial aid. The College has been able to secure long-term federal grant funding over the course of five years, which has increased its ability to provide additional student programs. Expenditures are conservative given the schools dependence upon legislative funding, the current local and national economic conditions and New Mexico's dependence upon crude oil and natural gas extractions.

Component Unit

Northern New Mexico College Foundation (Foundation) is a legally separate, tax-exempt component unit of the College and is discretely presented in the College's financial statements. The Foundation acts primarily as a fund-raising organization to supplement the resources that are available to the College in support of its programs

Contacting the College's Financial Management

The financial report is designed to provide the public, customers, and creditors with a general overview of the College's finances and demonstrate the College's accountability for the money it receives. For any questions regarding this report, contact the NNMC Chief Financial Officer at:

Northern New Mexico College
Attention: Chief Financial Officer
921 N. Paseo De Oate
Española, NM 87532

BASIC FINANCIAL STATEMENTS

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
STATEMENT OF NET POSITION – PROPRIETARY FUND
JUNE 30, 2024**

ASSETS	Primary Government	Northern New Mexico College Foundation
Current Assets		
Cash and Cash Equivalents	\$ 15,568,731	\$ 121,250
Restricted Cash and Cash Equivalents	-	838,773
Receivables:		-
Accounts Receivable	4,981,558	-
Student, Net	345,343	-
Due From Component Units	288,545	-
Due From Custodial Fund	6,449	-
Prepaid Expenses	21,765	-
Lease Receivable, Current	21,468	-
Inventory	9,257	-
Total Current Assets	<u>21,243,116</u>	<u>960,023</u>
Noncurrent Assets		
Restricted Endowment Investments	-	9,762,354
Lease Receivable, Noncurrent	1,253,900	-
Lease Right-to-Use Assets, Net	150,422	-
Subscription Assets, Net	438,758	-
Capital Assets, Net	39,093,280	-
Total Noncurrent Assets	<u>40,936,360</u>	<u>9,762,354</u>
TOTAL ASSETS	<u>62,179,476</u>	<u>10,722,377</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred Outflows - Pension	3,257,594	-
Deferred Outflows - OPEB	1,764,020	-
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>5,021,614</u>	<u>-</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 67,201,090</u>	<u>\$ 10,722,377</u>

See Independent Auditors' Report and Notes to Financial Statements

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
STATEMENT OF NET POSITION – PROPRIETARY FUND (CONTINUED)
JUNE 30, 2024**

LIABILITIES	Primary Government	Northern New Mexico College Foundation
Current Liabilities		
Accounts Payable	\$ 1,070,440	\$ -
Accrued Expenses	1,107,299	-
Due to Primary Government	-	288,545
Interest Payable	9,482	-
Unearned Revenue	5,169,080	-
Compensated Absences, Current	545,625	-
Lease Liability, Current	52,270	-
Subscription Liability, Current	278,183	-
Total Current Liabilities	<u>8,232,379</u>	<u>288,545</u>
Noncurrent Liabilities		
Lease Liability, Noncurrent	99,342	-
Subscription Liability, Noncurrent	144,499	-
Net Pension Liability	24,708,528	-
Net OPEB Liability	3,431,355	-
Total Noncurrent Liabilities	<u>28,383,724</u>	<u>-</u>
TOTAL LIABILITIES	<u>36,616,103</u>	<u>288,545</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred Inflows - Pension	4,263,518	-
Deferred Inflows - OPEB	4,104,171	-
Deferred Inflows - Leases	1,311,868	-
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>9,679,557</u>	<u>-</u>
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	<u>46,295,660</u>	<u>288,545</u>
NET POSITION		
Investment in Capital Assets	39,092,090	-
Restricted - Endowments	-	10,601,127
Unrestricted (Deficit)	(18,186,660)	(167,295)
TOTAL NET POSITION	<u>20,905,430</u>	<u>10,433,832</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u>\$ 67,201,090</u>	<u>\$ 10,722,377</u>

See Independent Auditors' Report and Notes to Financial Statements

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
STATEMENT OF REVENUES AND EXPENSES AND CHANGES IN NET POSITION
– PROPRIETARY FUND
FOR THE YEAR ENDED JUNE 30, 2024**

	Primary Government	Northern New Mexico College Foundation
OPERATING REVENUES		
Student Tuition, Fees and Trainings	\$ 4,821,222	\$ -
Grants and Contracts	15,501,827	-
Sales and Services - Auxiliary Enterprises	353,345	-
Gifts Bequests and Endowments	-	258,118
Other	267,614	-
TOTAL OPERATING REVENUES	20,944,008	258,118
OPERATING EXPENSES		
Instruction and General:		
Institutional Support	27,764,385	198,923
Student Aid Grants and Stipends	7,278,970	-
Scholarships	-	82,500
Pension Expense (Income)	(5,858,630)	-
OPEB Expense (Income)	(976,619)	-
Amortization	388,882	-
Depreciation	1,403,831	-
TOTAL OPERATING EXPENSES	30,000,819	281,423
NET OPERATING INCOME (LOSS)	(9,056,811)	(23,305)
NON-OPERATING REVENUES AND EXPENSES		
State General Fund Appropriations / Capital Appropriations	18,684,987	-
Mill Levy	2,795,929	-
Investment Income	398,120	838,416
TOTAL NON-OPERATING REVENUES AND EXPENSES	21,879,036	838,416
CHANGE IN NET POSITION	12,822,225	815,111
NET POSITION, BEGINNING OF YEAR	7,799,060	9,618,721
RESTATEMENT (Note 21)	284,145	-
NET POSITION, BEGINNING OF YEAR, AS RESTATED	8,083,205	9,618,721
NET POSITION, END OF YEAR	\$ 20,905,430	\$ 10,433,832

See Independent Auditors' Report and Notes to Financial Statements

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
STATEMENT OF CASH FLOWS – PROPRIETARY FUND
FOR THE YEAR ENDED JUNE 30, 2024**

	Business-Type Activities	Northern New Mexico College Foundation
CASH FLOWS FROM OPERATING ACTIVITIES		
Tuition, Fees and Trainings	\$ 4,544,701	\$ -
Grants and Contracts	19,925,008	258,118
Sales and Services of Auxiliary Enterprises	353,345	-
Other Operating Receipts	214,481	-
Payments for Employee Wages and Benefits	(19,695,614)	-
Payments to Suppliers for Good and Services	(16,177,127)	(300,561)
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	(10,835,206)	(42,443)
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES		
State Appropriations, Non-Capital	18,684,987	-
Mill Levy	2,795,929	-
NET CASH PROVIDED BY (USED IN) NON-CAPITAL FINANCING ACTIVITIES	21,480,916	-
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES		
Purchases of Capital Assets	(3,851,506)	-
Payments of Leases and Subscriptions	(407,798)	-
NET CASH PROVIDED BY (USED IN) CAPITAL AND RELATED FINANCING ACTIVITIES	(4,259,304)	-
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Investments	-	(356,565)
Investment Management Fees	-	(133,435)
Interest and Dividends Received on Investments	401,373	342,356
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	401,373	(147,644)
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	6,787,779	(190,087)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	8,780,952	1,150,110
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 15,568,731	\$ 960,023

See Independent Auditors' Report and Notes to Financial Statements

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
STATEMENT OF CASH FLOWS – PROPRIETARY FUND (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024**

	Business-Type Activities	Northern New Mexico College Foundation
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Net Operating Income (Loss)	\$ (9,056,811)	\$ (23,305)
Adjustments to reconcile operating income (loss) to Net cash used by operating activities:		
Depreciation Expense	1,403,831	-
Amortization Expense	388,882	-
Noncash Pension Expense (Income)	(5,858,630)	-
Noncash OPEB Expense (Income)	(976,619)	-
Restatement (<i>Note 21</i>)	284,145	-
Changes in assets, deferred outflows, liabilities, and deferred inflows:		
(Increase) / Decrease in Receivables	(350,111)	-
(Increase) / Decrease in Due To/From Component Units	19,138	(19,138)
(Increase) / Decrease in Prepaid Expenses	6,195	-
(Increase) / Decrease in Inventory	9,650	-
Increase / (Decrease) in Accounts Payable	(813,246)	-
Increase / (Decrease) in Accrued Expenses	(284,549)	-
Increase / (Decrease) in Unearned Revenue	4,423,181	-
Increase / Decrease in Lease / Subscription Activity	-	-
Increase / (Decrease) in Compensated Absences	(30,262)	-
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	\$ (10,835,206)	\$ (42,443)

See Independent Auditors' Report and Notes to Financial Statements

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
STATEMENT OF FIDUCIARY NET POSITION
JUNE 30, 2024**

	<u>Custodial Funds</u>
ASSETS	
Cash and Cash Equivalents	\$ -
Total Assets	<u>\$ -</u>
 LIABILITIES	
Due to College	<u>8,888</u>
Total Liabilities	<u>8,888</u>
 NET POSITION	
Restricted for:	
Student Activities	<u>(8,888)</u>
Total Net Position	<u>(8,888)</u>
Total Liabilities and Net Position	<u>\$ -</u>

See Independent Auditors' Report and Notes to Financial Statements

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FOR THE YEAR ENDED JUNE 30, 2024**

	Custodial Funds
ADDITIONS	
Miscellaneous Revenue	\$ 5,990
Total Additions	5,990
 DEDUCTIONS	
Student Activities	8,429
Total Deductions	8,429
Net Increase (Decrease) in Fiduciary Net Position	(2,439)
Net Position, Beginning of Year	(6,449)
Net Position, End of Year	\$ (8,888)

See Independent Auditors' Report and Notes to Financial Statements

NOTES TO FINANCIAL STATEMENTS

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 1: ORGANIZATION AND OPERATIONS

Northern New Mexico College (the “College”) was created under Section 21-4-1 New Mexico Statutes Annotated (NMSA) 1978, Article XII, Section 11 of the New Mexico State Constitution. Under Article XII, Section 13 of the New Mexico Constitution, the College is governed by a five-member Board of Regents appointed by the Governor, with the advice and consent of the Senate, for six-year terms.

The College was originally founded in 1909 by the New Mexico Territorial Legislature. The original mission of the College was to teach English to Spanish speaking teachers in the area. Technical-vocational programs were instituted during the 1960s. In 1969, the College became a full-time postsecondary technical-vocational school. In 1977, the New Mexico Legislature passed enabling legislation to merge the College and the Northern Branch of the University of New Mexico. In 2005, the College changed its name and it began offering four-year degree programs.

The College offers degrees in biology, business administration, elementary education, engineering, environmental science, information technology, and nursing. The College’s main campus is located in Española, New Mexico, and its original campus is located in El Rito, New Mexico.

This summary of significant accounting policies of the College is presented to assist in the understanding of the College’s financial statements. The financial statements and notes are the representation of College’s management who is responsible for their integrity and objectivity. The financial statements of the College have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental entities.

Reporting Entity

The College is part of the primary government of the State of New Mexico; however, these basic financial statements are intended to present the net position, changes in net position and cash flows, where applicable, of only that portion of the State of New Mexico that is attributable to the transactions of the College and its’ discretely presented component unit. They do not purport to and do not, present fairly the net position of the State of New Mexico as of June 30, 2024, and the changes in net position and its cash flows, where applicable, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Governmental Accounting Standards Board (GASB) Statements No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*, and No. 35, *Basic Financial Statements – and Management’s Discussion and Analysis – for Public Colleges and Universities*, the accompanying financial statements present the statement of net position, statement of revenues, expenses, and changes in net position, and statement of cash flows of the College and the statement of net position, statement of revenues, expenses, and changes in net position of its discretely presented component unit.

In evaluating how to define the government for financial reporting purposes, the College has considered all potential component units. The decision to include any potential component units in the financial reporting entity was made by applying the criteria set forth in GASB Statement No. 14, as amended by GASB Statement No. 39, GASB Statement No. 61, GASB Statement No. 80, and GASB Statement No. 90.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 1: ORGANIZATION AND OPERATIONS (CONTINUED)

Blended component units, although legally separate entities, are in substance part of the College's operations. Each discretely presented component unit is reported in a separate column in the College's financial statements to emphasize that it is legally separate from the College.

The basic-but not the only-criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters.

A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the College.

A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the College is able to exercise oversight responsibilities. Finally, the nature and significance of a potential component unit to the College could warrant its inclusion within the reporting entity.

Based upon the application of these criteria, the College has one component unit required to be reported under GASB Statements No. 14, No. 39, No. 61, No. 80, and No. 90.

Discretely Presented Component Unit

An agreement between the Northern New Mexico College Foundation (the "Foundation") and the College was entered into on March 12, 1997. This agreement formalizes the relationship between the Foundation and the College and establishes the sole purpose of the Foundation as raising supplementary funds for the College. The Foundation is a component unit of the College discretely presented and reported upon as a part of the basic financial statements of the College. Separately issued financial statements can be obtained by writing to the Northern New Mexico College Foundation at 921 Paseo de Oñate, Española, NM 87532.

Basis of Accounting and Financial Statement Presentation

The accounting and reporting policies of the College reflected in the accompanying financial statements conform to accounting principles generally acceptable in the United States of America applicable to state and local governments. Accounting principles generally accepted in the United States of America for local governments are those promulgated by the Governmental Accounting Standards Board (GASB) in *Governmental Accounting and Financial Reporting Standards*. The GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

As a public institution, the College is considered a special purpose government under the provisions of GASB Statement No. 35. The College records revenue in part from fees and other charges for services to external users and, accordingly, has chosen to present its financial statements using the reporting model for special-purpose governments engaged in business-type activities. This model allows all financial information for the College to be reported in a single column in each of the financial statements, accompanied by the financial information for the Foundation. The effect of internal activity between funds or groups has been eliminated from these financial statements.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 1: ORGANIZATION AND OPERATIONS (CONTINUED)

The accompanying financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when incurred. All significant intra-entity transactions have been eliminated.

Fiduciary Funds are used to report assets held in a trustee or agency capacity for others that cannot be used to support the government's own programs. The custodial fund is purely custodial and does not involve measurement of results of operations. The College's fiduciary fund is used to account for the collection and payment of student clubs.

Budgetary basis of accounting

The College follows the requirements established by the New Mexico Higher Education Department (HED) in formulating its budgets and in exercising budgetary control. It is through the HED's policy that, when the appropriation has been made to the College, its Board can, in general, adopt an operating budget within the limits of available income.

These budgets are prepared on the Non-GAAP cash basis, excluding encumbrances, and secure appropriation of funds for only one year. Carryover funds must be re-appointed in the budget of the subsequent fiscal year. The budget process in the State of New Mexico requires that the beginning cash balance be appropriated in the budget of the subsequent fiscal year, such appropriated balance is legally restricted and is therefore presented as restricted fund balance.

To amend the budget, the College requires the following order of approval: (1) College President, (2) College Board Members, (3) New Mexico Department of Higher Education, and (4) State Department of Finance and Administration.

Unexpended state appropriations do not revert to the State of New Mexico at the end of the fiscal year, and are available for expenditures to the College in subsequent years pursuant to the General Appropriation Act of 2004, Section 4, J (Higher Education).

Budgetary Control. Total expenditures or transfers may not exceed the amount shown in the approved budget. Expenditures used as the items of budgetary control are as follows: (1) unrestricted and restricted expenditures are considered separately; (2) total expenditures in instruction and general; (3) total expenditures of each budget function in current funds other than instruction and general; and (4) within the plant funds budget, the items of budgetary control are major projects, library bonds, equipment bonds, minor capital outlay, renewals and replacements, and debt service.

Budgets are adopted on a basis of accounting that is not in accordance with accounting principles generally accepted in the United States of America. The purpose of the budget comparison is to reconcile the change in net position as reported on a budgetary basis to the change in net position as reported using generally accepted accounting principles. The reporting of actuals (budgetary basis) is a non-GAAP accounting method that excludes depreciation expense and includes the cost of capital equipment purchases.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 1: ORGANIZATION AND OPERATIONS (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position

Cash and cash equivalents

Cash and cash equivalents include cash on hand and cash in banks with various financial institutions. For purposes of the statement of cash flows, the College considers all highly liquid investments with original maturities of three months or less to be cash equivalents.

Receivables

The College has the following types of receivables:

Grants and Contracts and Other Receivables. Grants and contracts and other receivables are amounts due from the federal government, state and local governments, or private sources in connection with reimbursement of allowable expenditures made pursuant to the College's grant awards. Grants and contracts receivable are recorded net of estimated uncollectible amounts.

Student Accounts Receivable. The College records student accounts receivable at the time a student registers for classes. Provisions for uncollectible student accounts are recorded to maintain an adequate allowance for possible losses.

Lease Receivables. Lease receivables are amounts leased to Companies for the utilization of solar panels and telecommunications. Receivables consist primarily of amounts due from federal and state governmental entities for grants and contracts, local government entities for unremitted district mill levy collections, and oil and gas sales, and student and third-party payers for student tuition and fees. The allowance for doubtful accounts is maintained at a level which, in the administration's judgment, is sufficient to provide for possible losses in the collection of these accounts.

Prepaid Expenses. Prepaid expenses include postage and bookstore refunds, which reflect costs applicable to future accounting periods and are recorded as prepaid items.

Restricted Assets. Certain assets of the College are classified as restricted assets on the statement of net position because their use is limited by law through constitutional provisions or enabling legislation; or by restrictions imposed externally by creditors, grantors, contributors or laws or regulations of other governments.

Special restricted asset accounts have been established to account for the sources and uses of these limited use assets as follows:

Bustos Memorial Account. This account was established prior to the existence of the Foundation and is donor restricted.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 1: ORGANIZATION AND OPERATIONS (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)

Capital Assets

Capital assets are recorded at cost at the date of acquisition or acquisition value at the date of donation in the case of gifts. Pursuant to the College's capitalization policy, capital assets with a unit cost greater than \$5,000 are capitalized. The College includes software purchased with a piece of equipment in the cost of capitalization. Software purchased for internal use is capitalized and depreciated. Renovations to buildings, infrastructure, or land improvements that significantly increase the value, increase the productivity, or extend the useful life of the structure are capitalized. Routine repairs and maintenance are charged to operating expense in the year in which the expense was incurred.

Beginning with fiscal year 2024, in accordance with GASB Implementation Guide No. 2021-1, the College has implemented a policy to capitalize capital asset acquisitions based on aggregate costs. Capital assets will be capitalized if the total acquisition cost of similar assets exceeds \$200,000, even if individual asset costs fall below the state's \$5,000 threshold. This policy ensures large-scale acquisitions are appropriately reflected in the College's financial statements.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest costs incurred during construction of capital assets are not considered material and are not capitalized as part of the cost of construction. There was no interest expense capitalized by the College during the current fiscal year. No interest was included as part of the cost of capital assets under construction.

Capital assets of the College are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and Improvements	40
Furniture, Fixtures and Equipment	5 -9
Library Materials	10
Vehicles and Heavy Equipment	5

Right of Use (ROU) Lease Assets

ROU lease assets are intangible assets that represents a lessee's, the College, right to use an underlying asset over the lease term. This ROU asset is recognized on the lessee's financial statements at the commencement of the lease. The right to use lease assets are initially measured at an amount equal to the initial measurement of the related lease liability. The right to use lease assets are amortized on a straight-line basis over the term of the related lease or useful life, whichever is shorter. See Note 6 for more information.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 1: ORGANIZATION AND OPERATIONS (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)

Subscription Assets

The College accounts for Subscriptions in accordance with Governmental Accounting Standards Board (GASB) Statement No. 96, Subscription-Based Information Technology Arrangements (SBITAs). A SBITA is a contract that conveys control of the right to use another party's information technology (IT) software, alone or in combination with tangible capital assets, as specified in the contract for a period of time in an exchange or exchange-like transaction. The subscription assets is measured at the present value of subscription expected to be made during the subscription term payments (initial subscription liability), adding any payments made to the vendor at or before the commencement of the subscription term, and subtracting any vendor incentives received.

Deferred Outflows of Resources

In addition to assets, the statement of net position report a separate section for deferred outflows of resources. This separate financial statement element represents a use of net position that applies to future periods and so will not be recognized as an outflow of resources (expenses) until that time. The College has transactions that qualify for reporting in this category related to reporting under GASB 68 and reporting under GASB 75, which total \$3,257,594 and \$1,764,020, respectively, in the statement of net position. The amounts are further detailed in Note 10 and Note 11. These amounts are deferred and recognized as outflows of resources in future periods and will reduce the net pension liability and other post-employment benefit liability, respectively, in future periods.

Deferred Inflows of Resources

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The College has transactions present on the statement of net position that qualify for reporting in this category related to reporting under GASB 68 and reporting under GASB 75. The deferred inflows of resources total \$4,263,518 and \$4,104,171, respectively, in the statement of net position, and are further detailed in Note 10 and Note 11. In addition, the College has deferred inflows of \$1,311,868 of rent revenue at June 30, 2024. This item is further detailed in Note 3. These amounts are deferred and recognized as inflows of resources in the period that the amounts become available.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 1: ORGANIZATION AND OPERATIONS (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)

Unearned Revenues

Unearned revenue relates to student tuition, fees, and bookstore sales received during the current fiscal period for classes to be held in the following period. Revenue for each academic session is reported within the fiscal year during which the session is completed. Receipts for the summer session beginning in April and amounts charged to the accounts of students pre-registering for fall semester, are reported as unearned revenue in the accompanying financial statements.

In addition, unearned revenues relate to property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Property tax receivables are recognized in the period for which the taxes are levied, net of estimated refunds and uncollectible amounts.

Long-term Liabilities

Compensated Absences. The College recognizes the value to the institution and to its staff for providing them the opportunity of relaxation and recreation for an extended period during the course of their employment. Regular probationary full-time, regular part-time, and temporary full-time staff hired for six months or more earn annual leave. Annual leave is earned during actual time worked and during paid sick leave and annual leave, holidays and paid leaves of absence. Annual leave is not earned during unpaid absence. Regular part-time employees earn annual leave on a prorated basis. Full-time employees accrue eight hours of annual leave per pay period or 192 hours per year (24 days). All regular employees will be permitted to carry over accrued annual leave from one fiscal year to the next not to exceed a total of 192 hours or 24 days for exempt staff and 240 hours or 30 days for nonexempt employees. Leave in excess of those hours will be lost if not taken before June 30 of each year. Upon discharge or other termination of employment, staff members are paid for unused annual leave based on the employee's contracted hourly pay rate to a maximum of 192 hours for exempt staff or 24 days or 240 hours of 30 days for non-exempt employees. According to College policy, conversion of sick leave accrual to cash is not permitted and no liability is recorded for non-vesting accumulating rights to receive sick leave.

Leases. The College has entered into lease agreements for equipment and facilities. A lease liability is recognized for leases at the commencement of the lease term with a present value of \$5,000 or more and a minimum noncancelable lease term of 12 months or more. Leases that do not meet these criteria are considered immaterial and are expensed as incurred. The lease liability is measured at the present value of these payments. See *Note 7* for more information.

Subscription Liability. The College has entered into SBITAs for IT software. A subscription liability is recognized for SBITAs at the commencement of the subscription term with a present value of \$5,000 or more and a minimum noncancelable subscription term of 12 months or more. SBITAs that do not meet these criteria are considered immaterial and are expensed as incurred. The subscription liability is measured at the present value of these payments. See *Note 7* for more information.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 1: ORGANIZATION AND OPERATIONS (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)

Long-term Liabilities (Continued)

Incremental Borrowing Rate (IBR). An IBR reflects the rate of interest that the Office would have to pay to borrow funds over a similar term and with similar security to obtain an amount equal to the subscription payments in a similar economic environment. When the interest rate in a SBITA or lease contract is not readily determinable, the College use an IBR to discount the related payments to their present value. The College has adopted the following IBRs:

<u>Lease Term</u>	<u>2023</u>	<u>2024</u>
> 1 year to 5 years	2.21%	2.13%
>5 years to 10 years	2.86%	2.06%
Over 10 years	3.27%	2.41%

Pension

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Educational Retirement Board (ERB) and additions to/deductions from ERB's fiduciary net position have been determined on the same basis as they are reported by ERB, on the economic resources measurement focus and accrual basis of accounting. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other Post-Employment Benefits (OPEB)

For purposes of measuring the post-employment liability, deferred outflows of resources and deferred inflows of resources related to post-employment, and postemployment expense, information about the fiduciary net position of the Retiree Health Care Act (RHCA) and additions to/deductions from RHCA's fiduciary net position have been determined on the same basis as they are reported by RHCA, on the economic resources measurement focus and accrual basis accounting. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 1: ORGANIZATION AND OPERATIONS (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)

Net Position

The College's net position is classified into the following categories:

Net investment in capital assets – Capital assets, net of accumulated depreciation, amortization, and outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets. The College does not have any related debt associated with its investment in capital assets.

Restricted – Net position is reported as restricted when constraints placed on net position use are either (1) externally imposed by creditors, grantors, contributions or laws and regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislation.

Unrestricted – All other categories of net position. In addition, unrestricted net position may be designated for use by management of the College. This requirement limits the area of operations for which expenditures of net position may be made, and require that unrestricted net position be designated to support future operations in these areas. College housing programs are a primary example of operations that have unrestricted net position with designated uses.

When an expense is incurred that can be paid using either restricted or unrestricted resources, the College's policy is to first apply the expense towards restricted, and then toward unrestricted resources.

Revenues and Expenses

Operating revenue include activities that have the characteristics of exchange transaction, such as (1) student tuition and fees, net of scholarship discounts and allowances; (2) sales and services; (3) federal, state and local grants and contracts and federal appropriations, and (4) interest on institutional student loans and other income.

Non-operating revenue include activities that have the characteristics of non-exchange transactions, such as (1) appropriations, (2) gifts, and (3) investment income. These revenue streams are recognized under GASB Statement No. 33 – *Accounting and Financial Reporting for Nonexchange Transactions*. Revenues are recognized when all applicable eligibility requirements have been met.

Mill Levy

Santa Fe County – Current year taxes are levied on November 1 and are payable in two equal installments on December 10th and May 10th. Mill levies attach as an unsubordinated enforceable lien on property as of January 1 of the assessment year. Taxes become delinquent 30 days after the due dates unless the original levy date has been formally extended. The mill levy is collected by the respective County Treasurers and is remitted to the College.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 1: ORGANIZATION AND OPERATIONS (CONTINUED)

Revenues and Expenses (Continued)

Rio Arriba County - Current year taxes are levied on November 1 and are payable in two equal installments on November 10th and April 10th. Mill levies attach as an unsubordinated enforceable lien on property as of January 1 of the assessment year. Taxes become delinquent on May 10th after the due dates unless the original levy date has been formally extended. The mill levy is collected by the respective County Treasurers and is remitted to the College.

Taos County - Current year taxes are levied on November 1 and are payable in two equal installments on November 10th and April 10th. Mill levies attach as an unsubordinated enforceable lien on property 30 days after the due dates unless the original levy date has been formally extended. The mill levy is collected by the respective County Treasurers and is remitted to the College.

Tax Abatements

The College does not have any tax abatements at June 30, 2024.

Income Tax Status

The income generated by the College, as an instrumentality of the State of New Mexico, generally is excluded from federal income taxes under Section 115(a) of the Internal Revenue Code. However, the College is subject to taxation on income derived from business activities not substantially related to the College's exempt function (unrelated business income under Internal Revenue Code Section 511); such income is taxed at the normal corporate rate. Contributions to the College are deductible by donors as provided under Section 170 of the Internal Revenue Code.

Economic Dependency

The College depends on financial resources flowing from, or associated with, both the Federal Government and the State of New Mexico. Because of this dependency, the College is subject to changes in specific flows of intergovernmental revenues based on modifications to Federal and State laws and Federal and State appropriations.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ significantly from those estimates. Significant estimates for the College are management's estimate of depreciation on assets over their estimated useful lives, net pension liability, net OPEB liability, pension and OPEB related deferred inflows and outflows of resources, the current portion of accrued compensated absences and estimates related to lease and subscription terms, discount rates, and variable payments.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 2: DEPOSITS AND INVESTMENTS

Deposits

State statutes authorize the investment of College funds in a wide variety of instruments, including certificates of deposit and other similar obligations, state investment pool, money market accounts, and United States Government obligations. All invested funds of the College properly followed State investment requirements as of June 30, 2024. Deposits of funds may be made in interest or non-interest bearing checking accounts in one or more banks or savings and loan associations within the geographical boundaries of the College. Deposits may be made to the extent that they are insured by an agency of the United States or collateralized as required by statute. The financial institution must provide pledged collateral for 50% of the deposit amount in excess of the deposit insurance.

Excess funds may be temporarily invested in securities which are issued by the State or by the United States government, or by their departments or agencies, and which are either direct obligations of the State or the United States or are backed by the full faith and credit of those governments. All of the College's accounts at an insured depository institution, including non-interest bearing accounts are insured by the FDIC up to the standard maximum deposit insurance amount of \$250,000.

Custodial Credit Risk - Custodial credit risk is the risk that in the event of a bank failure, the College's deposits may not be returned to it. The College does not have a deposit policy for custodial credit risk, other than following state statutes as set forth in the Public Money Act (Section 6-10-1 to 6-10-63, NMSA 1978). As of June 30, 2024, \$15,068,731 of the College's bank balances of \$15,568,731 were exposed to custodial credit risk. \$15,068,731 was uninsured and collateralized by the collateral held by the pledging bank's trust department, not in the College's name.

	Century Bank	New Mexico Bank & Trust	Total
Checking Accounts	\$ 15,859,011	\$ 419,094	\$ 16,278,105
Reconciling Items	(711,140)	1,766	(709,374)
	15,147,871	420,860	15,568,731
Less: FDIC Coverage	(250,000)	(250,000)	(500,000)
Total Uninsured Public Funds	\$ 14,897,871	\$ 170,860	\$ 15,068,731
50% Collateralization Requirement	7,448,936	85,430	7,534,366
Pledged Securities	16,184,079	277,980	16,462,059
(Over) Under Collateralized	\$ (8,735,143)	\$ (192,550)	\$ (8,927,693)

The collateral pledged is listed on the schedule of collateral pledged by depository in this report. The types of collateral allowed are limited to direct obligations of the United States Government, all bonds issued by any agency, District or political subdivision of the State of New Mexico, securities, including student loans, that are guaranteed by the United States or the state of New Mexico, revenue bonds that are underwritten by a member of the financial industry regulatory authority, known as FINRA, and are rated BAA or above by a nationally recognized bond rating service, or letter of credit issued by a federal home loan bank.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 3: RECEIVABLES

Accounts receivable. The College's accounts receivable balance at June 30, 2024 represent revenues earned from student tuition and fees, loans, advances to students, federal government grants and contracts, and State of New Mexico agencies that include pass through federal and state grants. All amounts are expected to be collected within sixty days after year-end. An allowance for uncollectible accounts has been established for student accounts judged to be uncollectible due to the age of the receivables.

A schedule of receivables and allowance for uncollectible accounts is as follows:

			Balance June 30, 2024
Receivables			
Grants and Contracts Receivable		\$	4,733,369
Student Accounts Receivable	2,335,087		
Less: Allowance for Doubtful Accounts	<u>(1,989,744)</u>		
Student Accounts Receivable, Net			345,343
General			209,584
Other Receivables			<u>38,605</u>
Total Receivables, Net		\$	<u>5,326,901</u>

Lease Receivables. The College has recorded a lease receivable as a result of the implementation of GASB Statement No. 87. The lease receivable is initially measured at an amount equal to the initial measurement of the related deferred inflows of resources. A deferred inflow of resources is recorded for the lease. The deferred inflow of resources is recorded at the initiation of the lease in an amount equal to the initial recording the lease receivable. The deferred inflow of resources is amortized on a straight-line basis over the term of the lease. The following lease agreements were in effect on July 1, 2023:

			Lease Receivable Balance June 30, 2024	Deferred Inflows- Leases June 30, 2024
Description	Term (Years)	Interest Rate		
<i>Lease receivables</i>				
Tower Structure	43	1.75%	\$ 430,685	\$ 417,155
Tower Structure	25	1.75%	34,084	23,706
Tower Structure	30	2.41%	500,099	495,899
Solar	45	1.80%	<u>310,500</u>	<u>375,108</u>
Total Lease Receivables			\$ <u>1,275,368</u>	\$ <u>1,311,868</u>

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 3: RECEIVABLES (CONTINUED)***Lease Receivables (Continued)***

During the year ended June 30, 2024, the following changes occurred in lease receivables reported in the statement of net position:

	Balance July 1, 2023	Additions	Deletions	Balance June 30, 2024	Due Within One Year
Lease Receivables	<u>\$ 788,981</u>	<u>\$ 501,455</u>	<u>\$ (15,068)</u>	<u>\$ 1,275,368</u>	<u>\$ 21,468</u>

The future minimum lease payments to be received as June 30, 2024 are as follows:

Year Ended June 30,	Lease Revenue	Interest Revenue	Total
2025	\$ 21,468	\$ 25,388	\$ 46,856
2026	22,350	24,962	47,312
2027	23,260	24,516	47,776
2028	24,201	24,051	48,252
2029	25,281	23,565	48,846
2030-2034	142,839	109,718	252,557
2035-2039	150,265	95,030	245,295
2040-2044	180,379	77,974	258,353
2045-2049	215,372	57,300	272,672
2050-2054	246,230	32,451	278,681
2059-2059	120,564	14,532	135,096
2060-2064	103,159	3,768	106,927
Total	<u>\$ 1,275,368</u>	<u>\$ 513,255</u>	<u>\$ 1,788,623</u>

NOTE 4: DUE FROM/TO COMPONENT UNITS

At June 30, 2024, the College had the following due from and due to component units:

	Due from Component Unit
Northern New Mexico College Foundation	<u>\$ 288,545</u>

NOTE 5: INVENTORY

The College's inventory at June 30, 2024 is as follows:

Inventory	
Bookstore Inventory	\$ 9,257
Total Inventory	<u>\$ 9,257</u>

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 6: CAPITAL ASSETS / LEASE AND SUBSCRIPTION RIGHT-TO-USE ASSETS

Capital Assets, Net

The following table summarizes the changes in the College's capital assets during the fiscal year ended June 30, 2024. Land, art, and construction in progress are not subject to depreciation:

	Balance July 1, 2023	Additions	Deletions	Transfers	Balance June 30, 2024
Capital Assets Not Being Depreciated:					
Art	\$ 55,296	\$ -	\$ -	\$ -	\$ 55,296
Land	10,156,231	-	-	-	10,156,231
Construction in Progress	3,508,841	3,111,087	-	(3,444,514)	3,175,414
Total Capital Assets Not Being Depreciated	<u>13,720,368</u>	<u>3,111,087</u>	<u>-</u>	<u>(3,444,514)</u>	<u>13,386,941</u>
Capital Assets Being Depreciated:					
Buildings	62,708,035	57,692	-	3,444,514	66,210,241
Furniture, Fixtures, and Equipment	4,592,693	412,157	-	-	5,004,850
Library Materials	3,197,924	22,048	-	-	3,219,972
Vehicles and Heavy Equipment	613,121	248,522	-	-	861,643
Total Capital Assets Being Depreciated	<u>71,111,773</u>	<u>740,419</u>	<u>-</u>	<u>3,444,514</u>	<u>75,296,706</u>
Total Capital Assets	<u>84,832,141</u>	<u>3,851,506</u>	<u>-</u>	<u>-</u>	<u>88,683,647</u>
Accumulated Depreciation:					
Buildings	(40,879,976)	(1,011,826)	-	-	(41,891,802)
Furniture, Fixtures, and Equipment	(3,638,186)	(343,453)	-	-	(3,981,639)
Library Materials	(3,175,228)	(9,878)	-	-	(3,185,106)
Vehicles and Heavy Equipment	(493,146)	(38,674)	-	-	(531,820)
Total Accumulated Depreciation	<u>(48,186,536)</u>	<u>(1,403,831)</u>	<u>-</u>	<u>-</u>	<u>(49,590,367)</u>
Capital Assets, Net	<u>\$ 36,645,605</u>	<u>\$ 2,447,675</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 39,093,280</u>

Depreciation expense for the year ended June 30, 2024, was \$1,403,831.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

**NOTE 6: CAPITAL ASSETS / LEASE AND SUBSCRIPTION RIGHT-TO-USE ASSETS
(CONTINUED)**

Lease Right-To-Use Assets, Net

The following table summarizes the changes in the College's lease right-to-use assets during the fiscal year ended June 30, 2024:

	Balance July 1, 2023	Additions	Deletions	Balance June 30, 2024
Lease Right-to-Use Assets				
Leased Copiers	\$ 188,186	\$ 183,072	\$ 188,186	\$ 183,072
Leased Vehicles	85,773	-	85,773	-
Leased Postage Meter	34,791	-	-	34,791
Total Lease Right-to-Use Assets	<u>308,750</u>	<u>183,072</u>	<u>273,959</u>	<u>217,863</u>
Accumulated Amortization for:				
Leased Copiers	(153,478)	(80,476)	(188,186)	(45,768)
Leased Vehicles	(69,095)	(16,678)	(85,773)	-
Leased Postage Meter	(14,829)	(6,844)	-	(21,673)
Total Accumulated Amortization	<u>(237,402)</u>	<u>(103,998)</u>	<u>(273,959)</u>	<u>(67,441)</u>
Lease Right-to-Use Assets, Net	<u>\$ 71,348</u>	<u>\$ 79,074</u>	<u>\$ -</u>	<u>\$ 150,422</u>

Lease right-to-use assets amortization expense for the year ended June 30, 2024, was \$103,998.

Subscription Right-To-Use Assets, Net

The following table summarizes the changes in the College's subscription right-to-use assets during the fiscal year ended June 30, 2024:

	Balance July 1, 2023	Additions	Deletions	Balance June 30, 2024
Subscription Right-to-Use Assets				
IT Subscriptions	\$ 999,653	\$ -	\$ -	\$ 999,653
Total Subscription Right-to-Use Assets	<u>999,653</u>	<u>-</u>	<u>-</u>	<u>999,653</u>
Accumulated Amortization for:				
IT Subscriptions	(276,010)	(284,885)	-	(560,895)
Total Accumulated Amortization	<u>(276,010)</u>	<u>(284,885)</u>	<u>-</u>	<u>(560,895)</u>
Subscription Right-to-Use Assets, Net	<u>\$ 723,643</u>	<u>\$ (284,885)</u>	<u>\$ -</u>	<u>\$ 438,758</u>

Subscription right-to-use assets amortization expense for the year ended June 30, 2024, was \$284,885.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 7: LONG-TERM LIABILITIES

Lease Liability

During the year ended June 30, 2024, the following changes occurred in lease liabilities reported in the statement of net position:

	Balance July 1, 2023	Additions	Deletions	Balance June 30, 2024	Due Within One Year
Lease Liability	\$ 97,208	\$ 183,072	\$ (128,668)	\$ 151,612	\$ 52,270

The College's was party to the following lease agreements during the year ending June 30, 2024:

Copiers

On July 1, 2019, the College entered into a lease agreement for copiers for use in its central operations. The lease was for a 4-year term with no option to renew. The College has recorded this lease liability on a retroactive basis. The College is responsible for monthly lease payments of \$6,179. There are no escalating or variable payments related to this lease. There are no residual value guarantees that are not included in the lease liability calculation. Pursuant to MAPs, the incremental borrowing rate of 2.75% was used to calculate the present value of the future payments. This lease has terminated and was paid off as of June 30, 2024.

Copiers

The College leases copiers for its central operations on July 1, 2023. The lease is for a 4-year term. There are no escalating or variable payments related to this lease. There are no residual value guarantees that are not included in the lease liability calculation. The College is responsible for monthly principal and interest payments of \$3,975.12 at the end of each month. The College utilized the IBR of 2.13% to calculate the present value of the future payments.

Postage Meter

The College leases a postage meter for its central operations on May 26, 2021. The lease is for a 5-year term. The College has recorded this lease liability on a retroactive basis. There are no escalating or variable payments related to this lease. There are no residual value guarantees that are not included in the lease liability calculation. The College is responsible for monthly principal and interest payments of \$587.00 at the end of each month. P The College utilized the IBR of 0.50% to calculate the present value of the future payments.

Vehicles

The College leases vehicles for its central operations on February 1, 2021. The lease is for a 3-year term. The College has recorded this lease liability on a retroactive basis. There are no escalating or variable payments related to this lease. There are no residual value guarantees that are not included in the lease liability calculation. The College is responsible for monthly principal and interest payments of \$2,400.00 at the end of each month. The College utilized the IBR of 0.50% to calculate the present value of the future payments.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 7: LONG-TERM LIABILITIES (CONTINUED)

Lease Liability (Continued).

The future minimum lease payments as of June 30, 2024 are as follows:

Year Ended June 30,	Principal	Interest	Total Lease Payment
2025	\$ 52,270	\$ 2,491	\$ 54,761
2026	52,104	1,468	53,572
2027	47,238	462	47,700
2028	-	-	-
2029	-	-	-
Total	\$ 151,612	\$ 4,421	\$ 156,033

Subscription Liability

The following is a summary of the changes in the subscription liability:

	Balance July 1, 2023	Additions	Deletions	Balance June 30, 2024	Due Within One Year
Subscription Liability	\$ 701,812	\$ -	\$ (279,130)	\$ 422,682	\$ 278,183

The College has entered into IT subscription agreements for various software applications. The subscription agreements have been recorded at the present value of the future subscription payments as of the date of their inception or, for subscriptions existing prior to the implementation year at the remaining terms of the agreement, using the facts and circumstances available at July 1, 2022. These subscriptions are for periods between 36 to 72 months. The College utilizes the adopted IBRs listed in *Note 1*. The College has not identified any renewal options that it is certain of exercising. There are no applicable variable payments or annual escalation clauses included in the College's calculations.

The future minimum subscription payments as of June 30, 2024 are as follows:

Year Ended June 30,	Principal	Interest	Total Lease Payment
2025	\$ 278,183	\$ 5,519	\$ 283,702
2026	82,554	3,999	86,553
2027	61,945	286	62,231
2028	-	-	-
2029	-	-	-
Total	\$ 422,682	\$ 9,804	\$ 432,486

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 7: LONG-TERM LIABILITIES (CONTINUED)

Compensated Absences

Accumulated unpaid vacation is accrued when incurred. All employees entitled to earn vacation pay both exempt and non-exempt earn it at the same rate per pay period. Up to 192 hours of vacation may be accrued and paid out upon termination for exempt staff. Up to 240 hours of vacation may be accrued and paid out to non-exempt employees. Sick leave is not paid out upon termination: accordingly, no liability for sick leave is recorded by the College.

	Balance			Balance	Due Within
	July 1, 2023	Additions	Deletions	June 30, 2024	One Year
Compensated Absences Payable	<u>\$ 550,148</u>	<u>\$ 572,420</u>	<u>\$ 576,943</u>	<u>\$ 545,625</u>	<u>\$ 545,625</u>

NOTE 8: RISK MANAGEMENT

New Mexico statutes (section 15-7-2 NMSA 1978) require the Risk Management Division (the "RMD") to be responsible "for the acquisition and administration of all insurance purchased by the State." Various statutes allowed RMD to insure, self-insure and use a combination of both for all risks administered by it. RMD operates under the supervision of the Secretary of the New Mexico General Services Department.

The College is exposed to various risks of loss related to general, automobile and aircraft liabilities, including those relating to civil rights (torts); theft of, damage to and destruction of state property assets; errors and omissions; injuries to employees; group insurance; and natural disasters, all of which are insured against by participation in the public entity risk pool described above, subject to limits of coverage set by RMD. All employees of the College are covered by a blanket fidelity bond up to \$5,000,000, with a \$1,000 deductible per occurrence, by the State of New Mexico for the period of July 1, 2022 to June 30, 2024.

NOTE 9: OTHER REQUIRED DISCLOSURES

Generally accepted accounting principles require disclosure of certain information concerning individual funds including:

- A. Deficit net position. The College does not maintain a deficit net position.
- B. Excess of expenses over appropriations. The College is not aware of any expenses in excess of budgetary authority.
- C. Designated cash appropriation in excess of available balances. The College is not aware of any designated cash appropriations in excess of available balances.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 10: PENSION PLAN – NEW MEXICO EDUCATIONAL RETIREMENT BOARD

The College offers three retirement plans. All eligible employees working more than 25% full-time equivalent are required to participate in one of the first two plans described below. Student employees do not participate in these plans.

General Information about the Pension Plan

Educational Retirement Plan

Plan description - The New Mexico Educational Retirement Act (“ERA”) was enacted in 1957. The act created the Educational Employees Retirement Plan (Plan) and, to administer it, the New Mexico Educational Retirement Board (NMERB). The Plan is included in NMERB’s annual comprehensive financial report. The report can be found on NMERB’s Web site at https://www.nmerb.org/Annual_reports.html.

The Plan is a cost-sharing, multiple-employer pension plan established to provide retirement and disability benefits for certified teachers and other employees of the state’s public schools, institutions of higher learning, and state agencies providing educational programs. Additional tenets of the ERA can be found in Section 22-11-1 through 22-11-52, NMSA 1978, as amended.

The Plan is a pension trust fund of the State of New Mexico. The ERA assigns the authority to establish and amend benefit provisions to a seven-member Board of Trustees (Board); the state legislature has the authority to set or amend contribution rates and other terms of the Plan. NMERB is self-funded through investment income and educational employer contributions. The Plan does not receive General Fund Appropriations from the State of New Mexico.

All accumulated assets are held by the Plan in trust to pay benefits, including refunds of contributions as defined in the terms of the Plan. Eligibility for membership in the Plan is a condition of employment, as defined in Section 22-11-2, NMSA 1978. Employees of public schools, universities, colleges, junior colleges, technical-vocational institutions, state special schools, charter schools, and state agencies providing an educational program, who are employed more than 25% of a full-time equivalency, are required to be members of the Plan, unless specifically excluded.

Return to Work Program - Effective January 1, 2002, the ERB implemented a retiree Return-to-Work (RTW) program whereby the College is required to make regular employer contributions on eligible retiree wages. As of July 1, 2011, House Bill 129 was passed requiring returning retirees to contribute the employee portion.

Benefits provided - A member’s retirement benefit is determined by a formula, which includes three component parts: 1) the member’s final average salary (“FAS”), 2) the number of years of service credit, and 3) a 0.0235 multiplier. The FAS is the average of the member’s salaries for the last five years of service or any other consecutive five-year period, whichever is greater. A brief summary of plan coverage provisions follows:

For members employed before July 1, 2010, a member is eligible to retire when one of the following events occurs: the member’s age and earned service credit add up to the sum of 75 or more; the member is at least sixty-five years of age and has five or more years of earned service credit; or the member has service credit totaling 25 years or more.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 10: PENSION PLAN – NEW MEXICO EDUCATIONAL RETIREMENT BOARD (CONTINUED)

General Information about the Pension Plan (Continued)

Chapter 288, Laws of 2009 changed the eligibility requirements for new members first employed on or after July 1, 2010 and before July 1, 2013. The eligibility for a member who either becomes a new member on or after July 1, 2010 and before July 1, 2013, or at any time prior to that date refunded all member contributions and then became, or becomes, reemployed after July 1, 2010 is as follows:

the member's age and earned service credit add up to the sum of 80 or more; the member is at least sixty- seven years of age and has five or more years of earned service credit; or the member has service credit totaling 30 years or more.

Section 2-11-23.2, NMSA 1978 added eligibility requirements for new members who were first employed on or after July 1, 2013, or who were employed before July 1, 2013 but terminated employment and subsequently withdrew all contributions and returned to work for an NMERB employer on or after July 1, 2013. These members must meet one of the following requirements: the member's minimum age is 55 and has earned 30 or more years of service credit; the member's age and earned service credit add up to the sum of 80 or more; or the member's age is 67 and has earned five or more years of service credit.

Forms of Payment - The benefit is paid as a monthly life annuity with a guarantee that, if the payments made do not exceed the member's accumulated contributions plus accumulated interest, determined as of the date of retirement, the balance will be paid in a lump sum to the member's surviving beneficiary. There are three benefit options available: single life annuity; single life annuity monthly benefit reduced to provide for a 100% survivor's benefit; or single life annuity monthly benefit is reduced to provide for a 50% survivor's benefit.

Disability Benefit – A member is eligible for disability benefits if they have acquired at least ten years of earned service credit and is found totally disabled. The disability benefit is equal to 2% of the member's FAS multiplied by the number of years of total service credits. However, the disability benefit shall not be less than the smaller of (a) one-third of the member's FAS or (b) 2% of the member's FAS multiplied by total years of service credit projected to age 60.

Contributions – For the fiscal years ended June 30, 2024 and 2023, educational employers contributed to the Plan based on the following rate schedule.

<u>Fiscal Year</u>	<u>Date Range</u>	<u>Wage Category</u>	<u>Member Rate</u>	<u>Employer Rate</u>	<u>Combined Rate</u>	<u>Increase Over Prior Year</u>
2024	7/1/23 to 6/30/24	Over \$24K	10.70%	18.15%	28.85%	1.00%
2024	7/1/23 to 6/30/24	\$24K or less	7.90%	18.15%	26.05%	1.00%
2023	7/1/22 to 6/30/23	Over \$24K	10.70%	17.15%	27.85%	2.00%
2023	7/1/22 to 6/30/23	\$24K or less	7.90%	17.15%	25.05%	2.00%

The contribution requirements of plan members and the College are established in state statute under Chapter 10, Article 11, NMSA 1978. The requirements may be amended by acts of the legislature. For the fiscal year ended June 30, 2024, the College paid employee and employer contributions of \$2,330,647, which equal the amount of the required contributions for the fiscal year.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 10: PENSION PLAN – NEW MEXICO EDUCATIONAL RETIREMENT BOARD (CONTINUED)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

The total ERB pension liability, net pension liability, and sensitivity information were based on an annual actuarial valuation performed as of June 30, 2022. The total ERB pension liability was rolled forward from the valuation date to the Plan year ending June 30, 2023, using generally accepted actuarial principles. Therefore, the employer's portion was established as of the measurement date June 30, 2022. At June 30, 2024, the College reported a liability of \$24,708,528 for its proportionate share of the net pension liability. The College's proportion of the net pension liability is based on the employer contributing entity's percentage of total employer contributions for the fiscal year ended June 30, 2023. The contribution amounts were defined by Section 22-11-21, NMSA 1978. At June 30, 2023, the College's proportion was 0.28452 percent, which was an increase of 0.00278 percent from its proportion measured as of June 30, 2022.

For the year ended June 30, 2024, the College recognized pension income of \$3,827,983. At June 30, 2024, the College reported deferred outflows of resources and deferred inflows or resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 700,348	\$ 223,410
Changes of assumptions	-	3,666,685
Net difference between projected and actual earnings on pension plan investments	-	154,787
Changes in proportion and differences between the School's contributions and proportionate share of contributions	226,599	218,636
Employer contributions subsequent to the measurement date	2,330,647	-
Total	\$ 3,257,594	\$ 4,263,518

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 10: PENSION PLAN – NEW MEXICO EDUCATIONAL RETIREMENT BOARD (CONTINUED)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

\$2,330,647 was reported as deferred outflows of resources related to pensions resulting from College contributions subsequent to the measurement date of June 30, 2023, will be recognized as a reduction of the net pension liability in the year ended June 30, 2024.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending June 30,	Amount
2025	\$ (3,698,389)
2026	(607,344)
2027	946,173
2028	22,989
2029	-
Total	\$ (3,336,571)

The total pension liability, net pension liability, and certain sensitivity information shown in this report are based on actuarial valuation and performed as of June 30, 2022. The total pension liability was rolled forward from the valuation date to the Plan's year ending June 30, 2023, using generally accepted actuarial principles. The roll forward incorporated the recent legislation changes that were not available for the actuarial valuation performed as of June 30, 2023 but were made during the fiscal year. Specifically, the total pension liability measured as of June 30, 2023, incorporates the following changes to the Plan's provisions:

1. Employers contribute 0.25% more per employees,
2. Short-term substitute teachers working over quarter time and their employers make contributions,
3. Members beginning employment on or after July 1, 2020, have a new tiered retirement calculation increasing the credited service requirement to receive a full benefit,
4. Return to work members are required to make non-refundable contributions, and
5. Reduction of pay spiking in the final average salary calculation.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 10: PENSION PLAN – NEW MEXICO EDUCATIONAL RETIREMENT BOARD (CONTINUED)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

The actuarial methods and assumptions used to determine contributions rates included in the measurement are as follows:

Asset Valuation Method	5-year smoothed market
Inflation	2.30%
Salary Increases	Composed of 2.30% inflation, 0.70% productivity increase rate, plus step-rate promotional increases for less than 15 years of service
Investment Rate of Return	7.00%
Retirement Age	Experience-based table of rates based on age and service. Adopted by the Board on April 17, 2020, in conjunction with the six-year experience study for the period ending June 30, 2019.
Mortality	Healthy Males: 2020 GRS Southwest Region Teacher Mortality Table, set back one year and scaled at 95%. Generational mortality improvements in accordance with the Ultimate MP scales are projected from the year 2020. Healthy Females: 2020 GRS Southwest Region Teacher Mortality Table, set back one year. Generational mortality improvements in accordance with the Ultimate MP scales are projected from the year 2020.

The target long-term expected rate of return on pension plan investments is determined annually using a building-block approach that includes the following: (1) rate of return projections are the sum of current yield plus projected changes in price (valuation, defaults, etc.), (2) application of key economic projections (inflation, real growth, dividends, etc.), and (3) structural themes (supply and demand imbalances, capital flows, etc.). These items are developed for each major asset class.

Plan assets are managed on a total return basis with a long-term objective of achieving and maintaining a fully funded status for the benefits provided through the pension plan. The following schedule shows the current asset allocation policy adopted on August 2019:

Asset Class	Target Allocation	Long-Term Expected Rate of Return
Equities	25%	
Fixed Income	23%	
Alternatives	51%	
Cash	1%	
Total	100.0%	7.0%

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 10: PENSION PLAN – NEW MEXICO EDUCATIONAL RETIREMENT BOARD (CONTINUED)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Discount rate - A single discount rate of 7.00% was used to measure the total ERB pension liability as of June 30, 2023. This single discount rate was based on an expected rate of return on pension plan investments of 7.00%. Based on the stated assumptions and the projection of cash flows, the Plan's fiduciary net position and future contributions were sufficient to finance all projected future benefit payments of current plan members. As a result, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the College's proportionate share of the net pension liability to changes in the discount rate - The following table shows the sensitivity of the net pension liability to changes in the discount rate as of June 30, 2023. In particular, the table presents the (employer's) net pension liability under the current single rate assumption, as if it were calculated using a discount rate one percentage point lower (6.00%) or one percentage point higher (8.00%) than the single discount rate.

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
The College's proportionate share of the net pension liability	\$ 33,589,143	\$ 24,708,528	\$ 17,372,095

Pension plan fiduciary net position - Detailed information about the pension plan's fiduciary net position is available in the separately issued audited financial statements as of and for June 30, 2021, which are publicly available at www.nmerb.org.

Payables to the pension plan - The College remits the legally required employer and employee contributions on a monthly basis to ERB. The ERB requires that the contributions be remitted by the 15th day of the month following the month for which contributions are withheld. At June 30, 2024, the College recorded a payable to NMERB in the amount of \$194,900 for the contributions withheld in the month of June 2024, which is included in the accrued expense on the statement of net position.

Alternative Retirement Plan

Effective October 1991, the New Mexico legislature established an Alternative Retirement Plan (ARP) through the enactment of ERA Sections 22-11-47 through 52 NMSA 1978 to provide eligible employees an election to establish an alternative retirement investment plan. In contrast to the defined benefit plan administered by NMERB, the ARP is a defined contribution plan. NMERB is the trustee of the ARP which is administered by two third-party contractors for NMERB. The two administrators approved to offer ARP plans to eligible participants are Teachers Insurance and Annuity Association (TIAA) and Fidelity Investments.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 10: PENSION PLAN – NEW MEXICO EDUCATIONAL RETIREMENT BOARD (CONTINUED)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

These administrators have the authority to perform record keeping, enrollment education services, and other administrative duties for the ARP. The administrators are delegated any and all powers as may be necessary or advisable to discharge their duties under the ARP and have certain discretionary authority to decide matters under the ARP. As the ARP trustee NMERB is responsible for selecting investment options that provide a prudent rate of return, and to ensure that all investments, amounts, property, and rights under the executed Plan-Trust are held for the exclusive benefit of Plan participants and their beneficiaries, as defined in the Plan Document.

Eligibility - Certain employees of the University of New Mexico, New Mexico State University, New Mexico Institute of Mining and Technology, New Mexico Highlands University, Eastern New Mexico University, Western New Mexico University, Central New Mexico Community College, Clovis Community College, Luna Community College, Mesalands Community College, New Mexico Junior College, Northern New Mexico College, San Juan College and Santa Fe Community College are eligible to make an election to participate within ninety days of employment. Information about the ARP is distributed by the employer. Those who do not elect to participate in the ARP remain members of the regular defined benefit retirement plan. Section 22-11-47(D) NMSA 1978 allows an ARP participant a one-time option to make an irrevocable switch to the defined benefit retirement plan after seven years of ARP participation.

Form of Payment - Retirement, death, and other benefits are based upon contributions made and earnings accumulated on those contributions, in accordance with the terms of the applicable vendor contracts and Internal Revenue Service Code. Retirement benefits shall, at the option of the employee, be paid in the form of:

1. A lifetime income, if held in an annuity contract,
2. Payments for a term of years, or
3. A single-sum cash payment.

ARP retirement benefits, death benefits, and other benefits, including disability benefits, cannot be paid from funds administered by NMERB.

ARP Contributions

For the year ended June 30, 2024, colleges and universities contributed 10.90% of participating employees' gross salary to the ARP vendor on behalf of the participant, and 7.25% of the employees' gross salary to NMERB, for a total of 18.15%. The colleges and universities are responsible for submitting the balance of the employers' contribution, and the employees' contributions directly to the ARP vendors. Employees participating in the ARP do not accrue rights to benefits in the defined benefit pension plan based on the 7.25% contributions to the Plan.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 10: PENSION PLAN – NEW MEXICO EDUCATIONAL RETIREMENT BOARD (CONTINUED)

Employer contributions reported in the statement of changes in fiduciary net position include amounts remitted on behalf of both the ARP defined contribution plan and the defined benefit plan. The 7.25% contribution remitted for fiscal year ended June 30, 2024, was \$55,498.

NOTE 11: OTHER POST-EMPLOYMENT BENEFITS (OPEB) – NEW MEXICO STATE RETIREE HEALTH CARE PLAN

General Information about the Other Post-Employment Benefits Plan

Plan Description - Substantially all of the College's full-time employees are provided with other postemployment benefits (OPEB) through the New Mexico Retiree Health Care Authority (NMRHCA). NMRHCA was created by the state's Retiree Health Care Act, Section 10-7C-1 through 10-7C-16, NMSA 1978, as amended, to administer the New Mexico Retiree Health Care Fund (Plan). The Plan is a cost-sharing, multiple employer defined benefit healthcare plan established to provide comprehensive core group health insurance for persons who have retired from certain public service in New Mexico.

The purpose is to provide eligible retirees (including terminated employees who have accumulated benefits but are not yet receiving them), their spouses, dependents and surviving spouses and dependents with health insurance consisting of a plan or optional plans of benefits that can be purchased by funds flowing into the retiree health care fund and by co-payments or out-of-pocket payments of eligible retirees.

Eligible retirees are: (1) retirees who make contributions to the fund for at least five years prior to retirement and whose eligible employer during the period of time made contributions as a participant in plan on the person's behalf, unless that person retires before the employer's effective date, in which event the time period required for employee and employer contributions shall become the period of time between the employer's effective date and the date of retirement; (2) retirees defined by the Act who retired prior to July 1, 1990; (3) former legislators who served at least two years; and (4) former governing authority members who served at least four years.

The Authority issues a publicly available stand-alone financial report that includes financial statements and required supplementary information for the postemployment healthcare plan. That report and further information can be obtained by writing to the NMRHCA at 6300 Jefferson St., Suite 150, Albuquerque, NM 87109.

Benefits provided

The Act authorizes the NMRHCA Board to establish the monthly premium contributions that retirees are required to pay for healthcare benefits. Each participating retiree pays a monthly premium according to a service-based subsidy rate schedule for the medical, plus basic life plan, plus an additional participation fee of five dollars (\$5) if the eligible participant retired prior to the employer's effective date or is a former legislator or former governing authority member. Former legislators and governing authority members are required to pay 100% of the insurance premium to cover their claims and the administrative expenses of the plan. The monthly premium rate schedule can be obtained from the NMRHCA or viewed on their website at www.nmrhca.state.nm.us.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 11: OTHER POST-EMPLOYMENT BENEFITS (OPEB) – NEW MEXICO STATE RETIREE HEALTH CARE PLAN (CONTINUED)

General Information about the Other Post-Employment Benefits Plan (Continued)

Employees covered by benefit terms - At June 30, 2023, the Fund's measurement date, the following employees were covered by the benefit terms:

Plan Membersip	
Current retirees and surviving spouses	52,978
Inactive and eligible for deferred benefits	12,552
Current Active Members	<u>93,595</u>
	<u>159,125</u>
Active Membersip	
State General	18,462
State Police and Corrections	1,260
Municipal General	17,283
Municipal Police	3,169
Municipal FTRE	2,419
Educational Retirement Board	<u>51,002</u>
	<u>93,595</u>

Contributions

The employer, employee and retiree contributions are required to be remitted to the NMRHCA on a monthly basis. The statutory requirements for the employer and employee contributions can be changed by the New Mexico State Legislature. Employers that choose to become participating employers after January 1, 1998, are required to make contributions to the fund in the amount determined to be appropriate by the Board.

The Act is the statutory authority that establishes the required contributions of participating employers and their employees. For employees that were members of an enhanced retirement plan (state police and adult correctional officer member coverage plan 1; municipal police member coverage plans 3, 4 or 5; municipal fire member coverage plan 3, 4 or 5; municipal detention officer member coverage plan 1; and members pursuant to the Judicial Retirement Act) during the fiscal year ended June 30, 2015, the statute required each participating employer to contribute 2.5% of each participating employee's annual salary; and each participating employee was required to contribute 1.25% of their salary.

For employees that were not members of an enhanced plan during the fiscal year ended June 30, 2021, the statute required each participating employer to contribute 2% of each participating employee's annual salary; each participating employee was required to contribute 1% of their salary. In addition, pursuant to 10-7C- 5(G) NMSA 1978, at the first session of the Legislature following July 1, 2014, the legislature shall review and adjust the distributions pursuant to Section 7-1-6.1 NMSA 1978 and the employer and employee contributions to the authority in order to ensure the actuarial soundness of the benefits provided under the Act.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 11: OTHER POST-EMPLOYMENT BENEFITS (OPEB) – NEW MEXICO STATE RETIREE HEALTH CARE PLAN (CONTINUED)

General Information about the Other Post-Employment Benefits Plan (Continued)

The College's contributions to the plan for the year ended June 30, 2024, totaled \$260,086, which equals the required contributions for the year.

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2024, the College reported a liability of \$3,431,355 for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of June 30, 2023, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The College's proportion of the net OPEB liability was based on actual contributions provided to the Fund for the year ending June 30, 2023. At June 30, 2023, the College's proportion was 0.19461 percent, which was an decrease of 0.00790 percent from June 30, 2022.

For the year ended June 30, 2024, the College recognized OPEB benefit of \$977,377. At June 30, 2024, the College reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 58,007	\$ 621,248
Changes of assumptions	660,352	3,236,918
Net difference between projected and actual earnings on OPEB plan investments	73,367	-
Changes in proportion and differences between the School's contributions and proportionate share of contributions	712,208	246,005
The College's contributions subsequent to the measurement date	260,086	-
Total	\$ 1,764,020	\$ 4,104,171

\$260,086 reported as deferred outflows of resources related to OPEB resulting from the College's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in OPEB expense as follows:

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 11: OTHER POST-EMPLOYMENT BENEFITS (OPEB) – NEW MEXICO STATE RETIREE HEALTH CARE PLAN (CONTINUED)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

Actuarial assumptions - The total OPEB liability as of June 30, 2024 was determined by an actuarial valuation as of June 30, 2023. The mortality, retirement, disability, turnover and salary increase assumptions are based on the PERA annual valuation as of June 30, 2023 and the ERB actuarial experience study as of June 30, 2023. The following actuarial assumptions were applied to the actuary's measurement.

Valuation Date	June 30, 2023
Actuarial Cost Method	Entry age normal, level percent of pay, calculated on individual employee basis
Asset valuation method	Market value of assets
Actuarial assumptions:	
Inflation	2.30% for ERB members; 2.50% for PERA members
Projected payroll increases	3.00% to 13.00%, based on years of service, including inflation
Investment rate of return	7.00%, net of OPEB plan investment expense and margin for adverse deviation including inflation
Health care cost trend rate	8% graded down to 4.5% over 14 years for Non-Medicare medical plan costs and 8.5% graded down to 4.5% over 16 years for Medicare medical plan costs
Mortality	ERB members: 2020 GRS Southwest Region Teacher Mortality Table, set back one year (and scaled at 95% for males). Generational mortality improvements in accordance with the Ultimate MP scales are projected from the year 2020. PERA members: Headcount-Weighted RP-2014 Blue Collar Annuitant Mortality, set forward one year for females, projected generationally with Scale MP-2017 times 60%.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 11: OTHER POST-EMPLOYMENT BENEFITS (OPEB) – NEW MEXICO STATE RETIREE HEALTH CARE PLAN (CONTINUED)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

The best estimates for the long-term expected rate of return is summarized as follows:

<u>Asset Class</u>	<u>Long-term Rate of Return</u>
U.S core fixed income	1.6%
U.S equity - large cap	6.9%
Non U.S. - emerging markets	8.7%
Non U.S - developed equities	7.2%
Private equity	10.0%
Credit and structured finance	3.7%
Real estate	3.6%
Absolute return	3.2%
U.S equity - small / mid cap	6.9%

Discount Rate

The discount rate used to measure the total OPEB liability is 6.22% as of June 30, 2023. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made at rates proportional to the actuary determined contribution rates. For this purpose, employer contributions that are intended to fund benefits of current plan members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs for future plan members and their beneficiaries are not included. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments for current plan members through the fiscal year ending June 30, 2070. The 7.00% discount rate, which includes the assumed inflation rate of 2.30% for ERB members and 2.50% for PERA members, was used to calculate the net OPEB liability through 2070. Beyond 2070, the index rate for 20- year, tax exempt general obligation municipal bonds with an average rating of AA/Aa or higher (3.65%) was applied. Thus, 6.22% is the blended discount rate.

Basis for Allocation

The employers' proportionate share, reported in the Schedule of Employer Allocations, is calculated using employer contributions for employers that were members of the Authority as of June 30, 2023.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 11: OTHER POST-EMPLOYMENT BENEFITS (OPEB) – NEW MEXICO STATE RETIREE HEALTH CARE PLAN (CONTINUED)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

Sensitivity of the College's proportionate share of the net OPEB liability to changes in the discount rate - The following presents the College's proportionate share of the net OPEB liability, calculated using the discount rate of 6.22%, as well as what the College's proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.22 percent) or 1-percentage-point higher (7.22 percent) than the current discount rate:

	<u>1% Decrease (5.22%)</u>	<u>Current Discount (6.22%)</u>	<u>1% Increase (7.22%)</u>
The College's proportionate share of the net OPEB liability	\$ 4,326,092	\$ 3,431,355	\$ 2,706,087

The following presents the net OPEB liability of the College, as well as what the College's net OPEB liability would be if it were calculated using health cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	<u>1% Decrease</u>	<u>Current Trend Rates</u>	<u>1% Increase</u>
The College's proportionate share of the net OPEB liability	\$ 2,840,814	\$ 3,431,355	\$ 4,109,576

OPEB plan fiduciary net position

Additional financial information supporting the preparation of the Schedule of Employer Allocations and the Schedule of OPEB Amounts by Employer, including the disclosure of the net OPEB liability and the unmodified audit opinion on the financial statements, is located in the New Mexico Retiree Health Care Authority financial statements for the fiscal year ended June 30, 2021. Additional financial information is available at www.nmrhca.state.nm.us or by contacting New Mexico Retiree Health Care Authority at 6300 Jefferson St, Suite 150, Albuquerque, NM 87109.

Payables to the OPEB Plan

The NMRHCA requires that the contributions be remitted by the 15th day of the month following the month of which contributions are withheld. At June 30, 2024, the College recorded a payable to NMRHCA in the amount of \$26,384 for the contributions withheld in the month of June 2024, which is included in the accrued expense on the statement of net position.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 12: GROUP INSURANCE PROGRAM

The College participates in the State of New Mexico Public Schools Insurance Authority group health insurance plan. The Authority's two primary insurance underwriters are Blue Cross/Blue Shield of New Mexico and Presbyterian. The Authority's primary insurance underwriters are Blue Cross/Blue Shield of New Mexico, Presbyterian and SIGNA. The plan covers all eligible employees of the College who choose to participate in the plan. The plan covers all full-time employees of the College who choose to participate in the plan. The College pays premiums under the plan and employees contribute based on percentage splits established by 10-7-4 NMSA 1978 for public employees.

NOTE 13: DEFERRED COMPENSATION PLAN

The College offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all College employees, permits them to defer a portion of their salary until future years. The plan is administered by Voya Deferred. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the individuals who participate in the deferred compensation plan and are not subject to the claims of the College's general creditors. The College does not contribute to the plan.

NOTE 14: LAND GRANT PERMANENT FUND

Beneficial Interest. The New Mexico Land Grant Permanent Fund (LGPF) was originally established pursuant to the Enabling Act for New Mexico passed by the U.S. Congress on June 20, 1910 (which encompassed the Ferguson Act of 1898) and was made the law of New Mexico by its reference in the New Mexico Constitution. The Enabling Act (and its acceptance in the New Mexico Constitution) set forth certain parcels of land granted by the United States in trust to the state for the purposes of establishing a permanent fund, which could only be used for the purposes set out in the Enabling Act, namely, the funding of schools and state institutions throughout New Mexico. Highly restrictive criteria governing permitted uses of the assets of the LGPF are specifically prescribed in the New Mexico Constitution. The beneficiaries of the LGPF are also specifically prescribed in the New Mexico Constitution and in state statute. The College is one of the specific entities identified that has a beneficial interest in the LGPF.

On July 1, 2016 the State of New Mexico (the "State") changed its policy regarding the presentation of the College's beneficial interest in the LGPF within the State's Annual Comprehensive Financial Report. As a result of the State's change in policy the College no longer presents its beneficial interest in the LGPF in its stand-alone statement of net position. The income received from the beneficial interest by the College continues to be presented in its stand-alone statement of revenues, expenses, and changes in net position. For more information regarding the LGPF, please refer to the New Mexico State Investment Council's financial statements at <https://www.sic.state.nm.us/publications-reports/sicannual-audit-reports>.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 14: LAND GRANT PERMANENT FUND (CONTINUED)

As an entity with a beneficial interest, the College receives monthly distributions of income from the LGPF as required by law. The College's beneficial interest and income received from this beneficial interest as of and for the year ended June 30, 2024, was as follows:

Balance of the College's beneficial interest	\$ 4,029,880
Income received from the College's beneficial interest in the LGPF	\$ 153,742

The amount of income received from the College's beneficial interest in the LGPF is recorded in the accompanying financial statements under state land and permanent fund income.

NOTE 15: CONTINGENT LIABILITIES

During the ordinary course of its operation, the College is party to various claims, legal actions, and complaints.

NOTE 16: COMMITMENTS

The various federal and state grants and programs are subject to audit by governmental agencies. These audits may result in disallowance of claimed reimbursable expenditures under rules and regulations of the various grants and programs. Management believes that the amounts of potential disallowances, if any, will not be material to the financial position or the operations of the College.

NOTE 17: CONCENTRATIONS

The College depends on financial resources flowing from, or associated with, both the Federal Government and the State of New Mexico. Because of this dependency, the College is subject to changes in specific flows of intergovernmental revenues based on modifications to Federal and State laws and Federal and State appropriations. It is also subject to changes in investment earnings and asset values associated with U.S. Treasury Securities because of actions by foreign governments and other holders of publicly held U.S. Treasury Securities.

NOTE 19: RELATED PARTY TRANSACTIONS

The Northern New Mexico College Foundation (the "Foundation") is a not-for-profit corporation established to acquire and manage charitable gifts, including endowed funds, to be used solely for the benefit of the College. The Foundation incurs certain expenses including various scholarships and programs that are paid through the College. The Foundation will reimburse the College for these items it has paid on behalf of the Foundation.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 19: RELATED PARTY TRANSACTIONS (CONTINUED)

The following transactions occurred during fiscal year ended June 30, 2024, between the College and the Foundation:

	Foundation to College	College to Foundation
Scholarships	\$ 66,500	\$ -
ECMC Grant Reimbursement	-	86,878
Investment Direct Payments to College	-	47,000
Other Expenses	1,168	-
Total	\$ 67,668	\$ 133,878

NOTE 20: NEW ACCOUNTING STANDARDS

The College conforms to the pronouncements of the Governmental Accounting Standards Board (GASB), which are the primary authoritative statements of accounting principles generally accepted in the United States of America applicable to state and local governments.

The following pronouncements have been issued but are not yet effective and will be evaluated in year of implementation:

- GASB Statement No. 101, *Compensated Absences*
- GASB Statement No. 102, *Certain Risk Disclosures*
- GASB Statement No. 103, *Financial Reporting Model Improvements*

The following pronouncements that are issued and effective and have been adopted by the College but do not impact the College's financial statements:

- GASB Statement No. 99, *Omnibus 2022, (paragraphs 4 – 10)*

The following pronouncements that are issued and effective and have been adopted by the College and have an impact on the College's financial statements:

- GASB Statement No. 100, *Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62*

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 21: RESTATEMENT

Restatement for Correction of an Error

During fiscal year 2024, the College identified and corrected an error related to the over accrual of its payroll liability as of June 30, 2023. The error resulted in an overstatement of accrued payroll liabilities and related expenses by \$284,145 in the financial statements for the fiscal year ended June 30, 2023.

Nature of the Error and Its Correction:

The error occurred due to the over accrual of payroll expenses, which led to an overstatement of liabilities and expenses in the prior year's financial statements. This overstatement did not reflect the actual payroll obligations of the College as of June 30, 2023.

Effect on Financial Statements:

As a result of correcting this error, the beginning net position as of July 1, 2023, has been restated. The correction decreases the accrued payroll liabilities and increases the net position by \$284,145. The restated amounts are as follows:

• Net Position as of July 1, 2023, as previously reported:	\$ 7,799,060
• Adjustment for correction of error:	\$ 284,145
• Net Position as of July 1, 2023, as restated:	\$ 8,083,205
• Cumulative Effect on fiscal year 2024 Changes in Net Position:	\$ -

The cumulative effect of this correction is an increase in the net position of \$284,145 for periods prior to fiscal year 2024.

Restatement of Prior Periods:

Due to the impracticality of restating the financial statements for the fiscal year ended June 30, 2023, the prior period financial statements have not been restated. The adjustment has been reflected as a restatement of the beginning net position in the fiscal year 2024 financial statements, in accordance with GASB Statement No. 100, *Accounting Changes and Error Corrections*.

NOTE 22: SUBSEQUENT EVENTS

The College has evaluated subsequent events through October 28, 2024, which is the date the financial statements were available to be issued. There are no other matters identified for recognition in the accounts.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 23: NORTHERN NEW MEXICO COLLEGE FOUNDATION – NOTES TO THE FINANCIAL STATEMENTS

FOUNDATION NOTE 1: ORGANIZATION

Northern New Mexico College Foundation (the “Foundation”) is a legally separate, tax-exempt component unit of the Northern New Mexico College (the “College”). The Foundation acts primarily as a fund raising organization to supplement the resources that are available to the College in support of its programs. The five member board of the Foundation consists of community members and friends of the Foundation as well as the President of the College and the Vice President for Finance and Administration. Although the College does not control the timing or amount of receipts from the Foundation, the majority of its resources or income thereon that the Foundation holds and invests is restricted to the activities of the College by donors.

The Foundation is a component unit of Northern New Mexico College. Northern New Mexico College issues separately issued financial statements. Additional information regarding Northern New Mexico College may be obtained directly from their administrative office as follows: 921 N. Paseo de Oñate, Española, New Mexico 87532.

These financial statements include those activities and functions related to the Foundation, which are controlled by or dependent upon its Board. The accompanying financial statements do not present the financial position and results of operations of the College, taken as a whole in accordance with generally accepted accounting principles (GAAP).

FOUNDATION NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

In evaluating how to define the Foundation for financial reporting purposes, management has considered all potential component units. The decision to include any potential component units in the financial reporting entity was made by applying the criteria set forth in GASB Statements No. 14, as amended by GASB Statement No. 39, GASB Statement No. 61, GASB Statement No. 80, and GASB Statement No. 90. Blended component units, although legally separate entities, are in substance part of the government’s operations. Each discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the government.

The basic, but not the only, criterion for including a potential component unit within the reporting entity is the governing body’s ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters.

A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 23: NORTHERN NEW MEXICO COLLEGE FOUNDATION – NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOUNDATION NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Entity (Continued)

A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the government is able to exercise oversight responsibilities.

Finally, the nature and significance of a potential component unit to the primary government could warrant its inclusion within the reporting entity.

Based upon the application of these criteria, the Foundation has no component units required to be included in these financial statements.

Basis of Accounting and Financial Statement Presentation

As a component unit of the College, the Foundation presents its financial statements in accordance with accounting standards generally accepted in the United States as established by the Governmental Accounting Standards Board (GASB).

The Foundation applies the business-type activity accounting and the Foundation's financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. The significant accounting policies utilized by the Foundation in the preparation of the financial statements are described below.

Budgetary Information

The Foundation does not have a legally adopted budget; and therefore, does not present budgets.

Assets, Liabilities, and Net Position

Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand and all highly-liquid investments with original maturities of three months or less. For purposes of the statement of cash flows, cash and cash equivalents include demand deposits and money market accounts with an original maturity of three months or less.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 23: NORTHERN NEW MEXICO COLLEGE FOUNDATION – NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOUNDATION NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Net Position (Continued)

Receivables and Payables

The Foundation has the following types of receivables:

Accounts Receivable. Contributions and promises to give are recognized as revenues when received or pledged. If there are no time or donor restrictions placed on these contributions and promises to give, the revenue is reflected as an increase in unrestricted net position; however, if such restrictions do exist, the revenue is classified as restricted expendable or restricted unexpendable, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or a purpose restriction is accomplished), restricted net position is reclassified to unrestricted net position and reported in the statement of revenues, expenses and changes in net position as “net position released from restrictions.” The carrying amount of unconditional promises to give to be received in less than one year approximate the fair value because of the short maturity of those financial instruments. All promises to give expected to be received in more than one year are computed using the present value technique applied to anticipated cash flows.

Allowance for Doubtful Accounts

Generally accepted accounting principles (GAAP) include the use of the valuation method for estimating the allowance for doubtful accounts. The Foundation uses the direct write-off method in recognizing uncollectible pledges receivable. Under this method, pledges are charged to operations when they are deemed by management to be uncollectible. The Foundation’s use of the direct write-off method does not result in a material change to the financial statements in comparison to the valuation method. The Foundation does not have any receivables that might require an allowance as of June 30, 2024.

Investments

Investments are presented in the financial statements in accordance with GASB Statement No. 40, *Deposits and Investment Risk Disclosures*, which addresses common deposit and investment risks related to credit risk, concentration of credit risk, interest rate risk and foreign currency risk.

The Foundation also reports investments under the provisions of GASB Statement No. 72, *Fair Value Measurement and Application*. Fair value is the amount that would be received on the sale of an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement for financial report purposes. The statement also provides guidance for applying fair value to certain investments and disclosures. Changes in the unrealized gain (loss) on the carrying value of investments are reported as a component of investment income (loss) in the statement of revenues, expenses, and changes in net position.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 23: NORTHERN NEW MEXICO COLLEGE FOUNDATION – NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOUNDATION NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Net Position (Continued)

Investments (Continued)

The Foundation originally records marketable securities purchased at cost. Marketable securities received by gift are recorded at estimated fair value at the date of donation. Marketable securities are carried by the Foundation at fair value. Third-party investment managers administer substantially all marketable securities of the Foundation. Gains and losses resulting from securities transactions are recorded in investment income.

Donor restricted endowment disbursements of the net appreciation of investments are permitted in accordance with the Uniform Management of Institutional Funds Act (46-9-1 to 46-9-12 NMSA), except where a donor has specified otherwise.

Endowments

The Foundation's endowments consist of funds established for tuition assistance and institutional support. As required by generally accepted accounting principles, restricted assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions. The Foundation's endowment policy requires the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as restricted assets (a) the original value of the gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the donor restricted endowment fund is classified as restricted assets until those amounts are appropriated for expense by the Foundation in a manner consistent with State laws and internal policies.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 23: NORTHERN NEW MEXICO COLLEGE FOUNDATION – NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOUNDATION NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Net Position (Continued)

Categories and Classification of Net Position

The Foundation's net position is classified into the following net position categories:

Restricted Net Position

Endowments. Restricted net position consists of endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal. In addition, these balances consists of resources that the Foundation is legally or contractually obligated to spend in accordance with imposed restrictions by third parties, such as donors.

Unrestricted Net Position

Unrestricted net position represents resources whose use is not limited or restricted by donors. Unrestricted net position has risen from exchange transactions and receipt of unrestricted contributions.

Revenues and Expenses

Operating revenues include activities that have the characteristics of exchange transactions, such as unrestricted gifts. Revenue on contracts and grants are recognized to the extent that the underlying exchange transaction has occurred.

Nonoperating revenues include activities that have the characteristics of nonexchange transactions, such as gifts and contributions, investment income, and other revenue sources that are defined as nonoperating revenues by GASB 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Fund and Governmental Entities That use Proprietary Fund Accounting*, and GASB 34, such as investment income. Gifts and contributions are recognized when all applicable eligibility requirements have been met.

When an expense is incurred that can be paid using either restricted or unrestricted resources, the Foundation's policy is to first apply the expense towards restricted, and then toward unrestricted resources.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 23: NORTHERN NEW MEXICO COLLEGE FOUNDATION – NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOUNDATION NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Income Tax Status

The Foundation is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. The Foundation had no material unrelated business income during the year ended June 30, 2024; therefore, no provision for income taxes has been included in the financial statements.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of management's estimates. Actual results could differ from those estimates. Significant estimates of the Foundation include the allowance for promises to give not considered collectible.

FOUNDATION NOTE 3: DEPOSITS AND INVESTMENTS

Deposits

A summary of cash and cash equivalents as of June 30, 2024, is as follows:

	<u>Total</u>
Cash and Cash Equivalents	
Deposits with Financial Institutions	\$ 711,008
Money Market Mutual Funds	259,015
Less: Reconciling Items	<u>(10,000)</u>
Total Cash and Cash Equivalents	<u>\$ 960,023</u>
Statement of Net Position	
Cash and Cash Equivalents	\$ 121,250
Restricted Cash and Cash Equivalents	<u>838,773</u>
Total Investment	<u>\$ 960,023</u>

Custodial Credit Risk - The custodial credit risk for deposits is the risk that, in the event of a depository institution failure, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 23: NORTHERN NEW MEXICO COLLEGE FOUNDATION – NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOUNDATION NOTE 3: DEPOSITS AND INVESTMENTS (CONTINUED)

At June 30, 2024, the Foundation's deposits in the Century Bank accounts had carrying amounts of \$711,008 and bank balances of \$711,108. The Foundation does not have a policy for custodial credit risk. However, as of June 30, 2024, the Foundation's deposits with Century Bank were insured up to \$250,000 and the remaining uninsured balance of \$461,008 was fully collateralized by \$834,678 in pledged collateral.

In addition, at June 30, 2024, the Foundation had money market mutual funds invested through Asset Mark in the amount of \$259,015, which were fully insured through the Securities Investor Protection Corporation (SIPC).

Restricted Cash - At June 30, 2024, \$838,773 was restricted based on donor restrictions.

Investments

Investment Policy - The Foundation's investment policy authorizes monies to be invested in equity and fixed income securities of United States institutions, corporate and government securities. All investments the Foundation has are less than one year.

Credit Risk - Generally, credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. This is measured by assignment of a rating by a nationally recognized rating organization. U.S. government securities or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk exposure.

Presented below is the credit rating for each type of investment:

Rating	Equity	EFTs & CEFs	Mutual Funds	Corporate Fixed		REIT	Total
				Income			
AAA	\$ -	\$ -	\$ -	\$ 506,089	\$ -	\$ -	\$ 506,089
AA+	-	-	-	-	-	-	-
AA	-	-	-	103,820	-	-	103,820
AA-	-	-	-	-	-	-	-
A+	-	-	-	321,293	-	-	321,293
A	-	-	-	240,210	-	-	240,210
A-	-	-	-	376,559	-	-	376,559
BBB+	-	475,848	-	242,216	-	-	718,064
BBB	-	-	-	275,126	-	-	275,126
BBB-	-	-	-	-	-	-	-
BB-	-	172,978	-	-	-	-	172,978
B+	-	230,803	-	-	-	-	230,803
Unrated	4,405,815	33,356	2,338,117	-	40,124	-	6,817,412
Total	\$ 4,405,815	\$ 912,985	\$ 2,338,117	\$ 2,065,313	\$ 40,124	\$ -	\$ 9,762,354

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 23: NORTHERN NEW MEXICO COLLEGE FOUNDATION – NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOUNDATION NOTE 3: DEPOSITS AND INVESTMENTS (CONTINUED)

Investments (Continued)

Interest Rate Risk - Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Foundation does not have formal investment policies that limit investment maturities as a means of managing its exposure to changing interest rates.

The Foundation's investments were not interest-bearing obligations, so they were not subject to interest rate risk at June 30, 2024.

Concentration of Credit Risk - Concentration of credit risk is the risk of loss attributable to the magnitude of the Foundation's investment in a single issuer. Investments in any one investment type that represent 5% or more of total investments are considered to be exposed to concentrated credit risk and are required to be disclosed. Investments issued and explicitly guaranteed by the U.S. Government and investments in mutual funds, external investment pools, and other pooled investments are excluded from this requirement. At June 30, 2024, the Foundation did not have any investments exposed to concentrated credit risk.

Custodial Credit Risk - The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment of collateral securities that are in the possession of another party. Of the investments in federal agency and corporate obligations and marketable securities, the Foundation had custodial credit risk exposure at June 30, 2024, because the related securities are held by the Foundation's brokerage firm, which is also the counterparty for these securities.

Fair Value Measurements - The Foundation adopted Governmental Accounting Standards Board (GASB) Statement No. 72, *Fair Value Measurement and Application*, which establishes fair value standards for certain investments held by governmental entities. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 23: NORTHERN NEW MEXICO COLLEGE FOUNDATION – NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOUNDATION NOTE 3: DEPOSITS AND INVESTMENTS (CONTINUED)

Investments (Continued)

U.S. generally accepted accounting principles establish a framework for measuring fair value. The framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described as follows:

Level 1. Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the entity has the ability to access.

Level 2. Inputs to the valuation methodology include:

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical or similar assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

Level 3. Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used maximize the use of observable inputs and minimize the use of unobservable inputs. There have been no changes in the methodologies.

Investments held in cash and cash equivalents, certificates of deposit, and money market funds were valued using quoted market prices in active markets for identical assets under Level 1 of the hierarchy.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 23: NORTHERN NEW MEXICO COLLEGE FOUNDATION – NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOUNDATION NOTE 3: DEPOSITS AND INVESTMENTS (CONTINUED)

Investments (Continued)

Investments in common stock, mutual funds, and debt securities are valued using quoted market prices in active markets for identical assets under Level 1 of the hierarchy.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while management believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

Investments held in Level 3 of the hierarchy are valued at a pass-through of the Fund's published NAV per share at June 30, 2024 for Class E shares.

The following table presents the fair value measurements of the assets at June 30, 2024:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Balances at June 30, 2024</u>
Equity	\$ 4,405,815	\$ -	\$ -	\$ 4,405,815
ETFs & CEFs	912,985	-	-	912,985
Mutual Funds	2,338,117	-	-	2,338,117
Fixed Income Securities	-	2,065,313	-	2,065,313
Real Estate Investment Trust (REIT)	40,124	-	-	40,124
Total Investments at				
Fair Market Value	<u>\$ 7,697,041</u>	<u>\$ 2,065,313</u>	<u>\$ -</u>	<u>\$ 9,762,354</u>

FOUNDATION NOTE 4: ENDOWMENTS

Donor restricted endowment disbursements of net appreciation of investments are permitted in accordance with the Uniform Prudent Management of Institutional Funds Act (46-9A-1 to 46-9A-12 NMSA 1978), except where a donor has specified otherwise. The Board of Directors of the Foundation review the investment earnings designed to support distributions from the Endowment and to protect the purchasing power of the endowment principal. Distributions from the Endowment are made available to students through scholarships.

The Foundation has not made any distributions from the Maley, SERPA or General Endowments in the fiscal year. The College and Board of Directors set the annual distribution from the Endowments each year.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 23: NORTHERN NEW MEXICO COLLEGE FOUNDATION – NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOUNDATION NOTE 5: RELATED PARTY TRANSACTIONS

The Foundation is a not-for-profit corporation established to acquire and manage charitable gifts, including endowed funds, to be used solely for the benefit of the College. The Foundation incurs certain expenses including various scholarships and programs that are paid through the College. The Foundation will reimburse the College for these items it has paid on behalf of the Foundation. The following transactions occurred during fiscal year ended June 30, 2024, between the College and the Foundation related to expenditures.

	Foundation to College	College to Foundation
Scholarships	\$ 66,500	\$ -
ECMC Grant Reimbursement	-	86,878
Investment Direct Payments to College	-	47,000
Other Expenses	1,168	-
Total	\$ 67,668	\$ 133,878

The Foundation owes the College money related to scholarship expenses from both previous fiscal years and the current year, software expense, reimbursement for a grant, etc. The following transactions were outstanding as of June 30, 2024, between the College and the Foundation.

	Due to Northern New Mexico College
Various Items	\$ 288,545
Total	\$ 288,545

FOUNDATION NOTE 6: RISK MANAGEMENT

The Foundation is physically housed within the College that provides office space, personnel, utilities, and general operating expenses to the Foundation. The Foundation's exposure to various risks of loss related to torts; theft, damage, or destruction of assets; errors and omissions; injuries to employees; and natural disasters fall within the College's insurance coverage. The College uses the Risk Management Division (RMD), which operates under the supervision of the Secretary of New Mexico, General Services Department (GSD). Settled claims have not exceeded this coverage in any of the three preceding years.

FOUNDATION NOTE 7: CONTINGENT LIABILITIES

The Foundation is party to various litigation and other claims in the ordinary course of business. The Foundation is unaware of any material pending or threatened litigation, claims, or assessments against the Foundation that are not covered by the Foundation's insurance.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 23: NORTHERN NEW MEXICO COLLEGE FOUNDATION – NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOUNDATION NOTE 8: COMMITMENTS

The Foundation did not enter into any agreements with contractors or architects on any projects for the year ended June 30, 2024.

FOUNDATION NOTE 9: CONCENTRATIONS

The Foundation depends on financial resources flowing from, or associated with, private donors. Because of this dependency, the Foundation is subject to changes in specific flows of private donor donations. It is also subject to changes in investment earnings and asset values associated with U.S. Treasury Securities because of actions by foreign government and other holders of publicly held U.S. Treasury Securities.

FOUNDATION NOTE 10: NEW ACCOUNTING STANDARDS

The Foundation conforms to the pronouncements of the Governmental Accounting Standards Board (GASB), which are the primary authoritative statements of accounting principles generally accepted in the United States of America applicable to state and local governments.

The following pronouncements have been issued but are not yet effective and will be evaluated in year of implementation:

- GASB Statement No. 101, *Compensated Absences*
- GASB Statement No. 102, *Certain Risk Disclosures*
- GASB Statement No. 103, *Financial Reporting Model Improvements*

The following pronouncements that are issued and effective and have been adopted by the Foundation but do not impact the Foundation's financial statements:

- GASB Statement No. 93, *Replacement of Interbank Offered Rates (Paragraph 11b)*
- GASB Statement No. 99, *Omnibus 2022, (paragraphs 4 – 10)*

The following pronouncements that are issued and effective have been adopted by the Foundation and have an impact on the Foundation's financial statements:

- GASB Statement No. 100, *Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62*

FOUNDATION NOTE 11: SUBSEQUENT EVENTS

The Foundation has evaluated subsequent events through October 28, 2024, which is the date the financial statements were available to be issued. There are no other matters identified for recognition in the accounts.

REQUIRED SUPPLEMENTARY INFORMATION

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULE OF THE PROPORTIONATE SHARE OF NET PENSION LIABILITY
(ERB)
LAST 10 FISCAL YEARS**

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
The College's proportion of the net pension liability	0.28452%	0.28174%	0.28559%	0.28873%
The College's proportion of the net pension liability	\$ 24,708,528	\$ 23,727,330	\$ 20,241,096	\$ 58,513,704
The College's covered employee payroll	\$ 13,319,542	\$ 11,521,493	\$ 9,623,508	\$ 8,827,590
The College's proportionate share of the net pension liability as a percentage of its covered employee payroll	<u>185.51%</u>	<u>205.94%</u>	<u>210.33%</u>	<u>662.85%</u>
Plan fiduciary net position as a percentage of the total pension liability	65.19%	64.87%	69.77%	39.11%
	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
The College's proportion of the net pension liability	0.28980%	0.2924%	0.2777%	0.2928%
The College's proportion of the net pension liability	\$ 21,959,024	\$ 34,773,819	\$ 30,865,435	\$ 21,071,157
The College's covered employee payroll	\$ 8,808,103	\$ 8,377,976	\$ 8,117,792	\$ 8,726,377
The College's proportionate share of the net pension liability as a percentage of its covered employee payroll	<u>249.30%</u>	<u>415.06%</u>	<u>380.22%</u>	<u>241.47%</u>
Plan fiduciary net position as a percentage of the total pension liability	64.13%	52.17%	52.95%	61.58%
	<u>2016</u>	<u>2015</u>		
The College's proportion of the net pension liability	0.3196%	0.35400%		
The College's proportion of the net pension liability	\$ 20,701,991	\$ 20,198,280		
The College's covered employee payroll	\$ 9,820,806	\$ 9,067,933		
The College's proportionate share of the net pension liability as a percentage of its covered employee payroll	<u>210.80%</u>	<u>222.74%</u>		
Plan fiduciary net position as a percentage of the total pension liability	63.97%	66.54%		

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULE OF CONTRIBUTIONS
(ERB)
LAST 10 FISCAL YEARS**

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
Contractually required contribution	\$ 2,417,497	\$ 1,745,506	\$ 1,446,230	\$ 1,295,515
Contributions in relation to the contractually required contribution	<u>2,330,647</u>	<u>1,745,506</u>	<u>1,446,230</u>	<u>1,295,515</u>
Contributions deficiency (excess)	\$ 86,850	\$ -	\$ -	\$ -
The College's covered employee payroll	\$ 13,319,542	\$ 11,521,493	\$ 10,108,129	\$ 9,623,508
Contributions as a percentage of covered employee payroll	18.15%	15.15%	14.31%	13.46%
	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Contractually required contribution	\$ 1,227,035	\$ 1,224,326	\$ 1,177,155	\$ 1,077,546
Contributions in relation to the contractually required contribution	<u>1,227,035</u>	<u>1,224,326</u>	<u>1,177,155</u>	<u>1,077,546</u>
Contributions deficiency (excess)	\$ -	\$ -	\$ -	\$ -
The College's covered employee payroll	\$ 8,827,590	\$ 8,808,103	\$ 8,377,976	\$ 8,117,792
Contributions as a percentage of covered employee payroll	13.90%	13.90%	14.05%	13.27%
	<u>2016</u>	<u>2015</u>		
Contractually required contribution	\$ 1,262,881	\$ 1,283,113		
Contributions in relation to the contractually required contribution	<u>1,262,881</u>	<u>1,283,113</u>		
Contributions deficiency (excess)	\$ -	\$ -		
The College's covered employee payroll	\$ 8,726,377	\$ 9,820,806		
Contributions as a percentage of covered employee payroll	14.47%	13.07%		

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
(ERB)
FOR THE YEAR ENDED JUNE 30, 2024**

Pension Plan

Changes in benefit provisions: Other than the employer contribution increases attributable to Senate Bill 42, there were no modifications to the benefit provisions with an actuarial impact that were reflected in the actuarial valuation as of June 30, 2021.

Changes in assumptions and methods: Actuarial assumptions and methods are set by the Board of Trustees, based upon recommendations made by the plan's actuary. The Board adopted new assumptions on April 17, 2020, in conjunction with the six-year actuarial experience study period ending June 30, 2019. No changes have been made to the assumptions since the prior valuation. The calculation of the funding policy contribution has been updated to reflect an open group projection, recognizing new hire benefits as well as anticipated cost-of-living adjustments less than the assumed 1.80% while the plan is less than fully funded.

Additional Financial and Actuarial Information: Additional financial information supporting the preparation of the Schedule of Employer Allocations and the Schedule of Pension Amounts by Employer, including the disclosure of the net pension liability and the unmodified audit opinion on the financial statements, is located in the New Mexico Educational Retirement Board's Annual Report for the fiscal year ended June 30, 2021. The supporting actuarial information is included in the GASB Reporting and Disclosure Information for NMERB's Fiscal Year Ending June 30, 2021 actuarial valuation for the retirement plan. The additional financial and actuarial information is available at www.nmerb.org or by contacting the Educational Retirement Board at 701 Camino de los Marquez, P.O. Box 26129, Santa Fe, New Mexico 87502-0129.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULE OF THE PROPORTIONATE SHARE OF NET OPEB LIABILITY
(NMRHCA)
LAST 10 FISCAL YEARS***

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
The College's proportion of the net OPEB liability	0.20150%	0.19461%	0.20251%	0.18987%
The College's proportionate share of the net OPEB liability	\$ 3,431,355	\$ 4,498,696	\$ 6,663,287	7972467
The College covered employee payroll	\$ 9,978,131	\$ 9,234,644	\$ 9,779,486	9098728
The College's proportionate share of the net OPEB liability as a percentage of its covered employee payroll	34.39%	48.72%	68.14%	0.8762
Plan fiduciary net position as a percentage of the total OPEB liability	44.16%	33.33%	25.39%	0.165
	<u>2020</u>	<u>2019</u>	<u>2018</u>	
The College's proportion of the net OPEB liability	0.17870%	0.18143%	0.0017247	
The College's proportionate share of the net OPEB liability	\$ 5,794,149	\$ 7,889,220	7815776	
The College covered employee payroll	\$ 8,954,050	\$ 7,891,350	7184492	
The College's proportionate share of the net OPEB liability as a percentage of its covered employee payroll	64.71%	99.97%	1.0879	
Plan fiduciary net position as a percentage of the total OPEB liability	18.92%	13.14%	0.1134	

* This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the College will present information for available years.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULE OF CONTRIBUTIONS
(NMRHCA)
LAST 10 FISCAL YEARS***

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
Contractually required contribution	\$ 260,075	\$ 230,799	\$ 197,467	178982
Less: Contributions in relation to the contractually required contributions	<u>260,086</u>	<u>230,799</u>	<u>197,467</u>	178982
Contribution Deficiency (Excess)	\$ (11)	\$ -	\$ -	0
The College's covered employee payroll	\$ 13,003,767	\$ 11,539,979	\$ 9,887,204	9779486
Contributions as a percentage of covered employee payroll	2.00%	2.00%	2.01%	0.0184
	<u>2020</u>	<u>2019</u>	<u>2018</u>	
Contractually required contribution	\$ 181,416	\$ 179,081	\$ 157,827	
Less: Contributions in relation to the contractually required contributions	<u>181,416</u>	<u>179,081</u>	<u>157,827</u>	
Contribution Deficiency (Excess)	\$ -	\$ -	0	
The College's covered employee payroll	\$ 9,098,728	\$ 8,954,050	7891350	
Contributions as a percentage of covered employee payroll	2.00%	2.00%	0.02	

* This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the College will present information for available years.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
(NMRHCA)
FOR THE YEAR ENDED JUNE 30, 2024**

In the total OPEB liability measured as of June 30, 2023, changes in assumptions include adjustments resulting from an increase in the discount rate from 3.62% to 6.22%.

SUPPLEMENTARY INFORMATION

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL (BUDGETARY BASIS) –
UNRESTRICTED INSTRUCTION
FOR THE YEAR ENDED JUNE 30, 2024**

	<u>Budgeted Amounts</u>		<u>Actual (Modified Accrual)</u>	<u>Variance Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
Beginning net position	\$ 11,084,031	\$ 14,670,627	14,670,627	-
Unrestricted and restricted revenues:				-
Student tuition, fees and trainings	4,523,995	5,049,161	4,821,223	(227,938)
Federal grants and contracts	8,199,563	10,900,982	8,931,840	(1,969,142)
State and local grants and contracts	850,309	5,925,503	5,561,160	(364,343)
Other grants and contracts	273,205	676,246	624,974	(51,272)
Sales and services of auxiliary enterprises	312,876	291,763	642,800	351,037
Other	198,334	319,315	379,728	60,413
State general fund appropriations	16,035,865	16,035,865	16,035,865	-
Capital appropriations	10,950,000	11,061,000	2,649,123	(8,411,877)
Mill levy	2,420,583	2,400,000	2,795,929	395,929
State land and permanent fund income	289,990	250,364	380,402	130,038
Investment income	-	-	-	-
Total unrestricted and restricted revenues	<u>44,054,720</u>	<u>52,910,199</u>	<u>42,823,044</u>	<u>(10,087,155)</u>
Unrestricted and restricted expenses:				
Instruction	10,130,890	12,826,149	11,135,485	1,690,664
Institutional support	5,780,048	6,690,092	5,483,823	1,206,269
Student aid, grants, and stipends	4,850,935	7,925,867	7,607,570	318,297
Operation and maintenance of plant	2,366,901	2,491,802	2,397,790	94,012
Student services	5,825,067	6,412,813	5,082,444	1,330,369
Academic support	845,106	738,703	681,570	57,133
Intercollegiate Athletics	666,531	747,096	775,417	(28,321)
Public service	899,818	960,802	918,081	42,721
Student activities	111,538	120,677	80,354	40,323
Research	55,138	427,322	265,554	161,768
Auxiliary enterprises	436,698	423,466	397,163	26,303
Internal service	1,505,829	1,809,851	984,722	825,129
Renewal and Replacement	605,070	561,281	66,450	494,831
Capital outlay	<u>10,950,000</u>	<u>11,061,000</u>	<u>151,653</u>	<u>10,909,347</u>
Total unrestricted and restricted expenses	<u>45,029,569</u>	<u>53,196,921</u>	<u>36,028,076</u>	<u>17,168,845</u>
Net transfers	-	-	-	-
Change in net position	<u>(974,849)</u>	<u>(286,722)</u>	<u>6,794,968</u>	
Ending net position	<u>\$ 10,109,182</u>	<u>\$ 14,383,905</u>	<u>\$ 21,465,595</u>	
Change in Net Position (Budgetary Basis)			6,794,968	
Depreciation			(1,403,831)	
Amortization			(388,883)	
Internal Service			984,722	
Pension Income			5,858,630	
Retiree Health Care Income			976,619	
Change in Net Position (GAAP Basis)			<u>\$ 12,822,225</u>	

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL (BUDGETARY BASIS) –
UNRESTRICTED INSTRUCTION
FOR THE YEAR ENDED JUNE 30, 2024**

	Budgeted Amounts		Actual (Modified Accrual)	Variance Favorable (Unfavorable)
	Original	Final		
Beginning net position	\$ 9,659,764	\$ 12,724,077	\$ 12,724,077	\$ -
Unrestricted revenues:				
Student tuition, fees and trainings	3,731,329	4,150,259	4,434,685	284,426
Federal grants and contracts	3,075	3,075	40,928	37,853
Sales and services of auxiliary enterprises	643	-	600	600
Other grants and contracts				-
Other	82,331	198,967	383,853	184,886
State general fund appropriations	14,778,665	14,778,665	14,566,100	(212,565)
Local Government Appropriations	-	-	-	-
Mill levy	2,420,583	2,400,000	2,795,929	395,929
State land and permanent fund income	289,990	250,364	380,402	130,038
Investment income	-	-	-	-
Total unrestricted revenues	21,306,616	21,781,330	22,602,497	821,167
Unrestricted expenses:				
Instruction	9,264,834	8,977,971	8,299,740	678,231
Institutional support	5,780,048	6,465,092	5,324,595	1,140,497
Operation and maintenance of plant	2,366,901	2,311,802	2,217,802	94,000
Student services	2,350,390	2,140,884	1,809,701	331,183
Academic support	845,106	738,703	681,570	57,133
Total unrestricted expenses	20,607,279	20,634,452	18,333,408	2,301,044
Net transfers	(1,063,628)	(1,378,059)	(406,830)	(971,229)
Change in net position	(364,291)	(231,181)	3,862,259	
Ending net position	\$ 9,295,473	\$ 12,492,896	\$ 16,586,336	

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL (BUDGETARY BASIS) –
RESTRICTED INSTRUCTION
FOR THE YEAR ENDED JUNE 30, 2024**

	Budgeted Amounts		Actual (Modified Accrual)	Variance Favorable
	Original	Final		(Unfavorable)
Beginning net position	\$ -	\$ -	\$ -	\$ -
Restricted revenues:				
Federal grants and contracts	4,237,929	6,335,003	5,963,687	(371,316)
State and local grants and contracts	217,988	2,087,193	5,776,351	3,689,158
Other grants and contracts	63,205	453,246	666,450	213,204
Investment income	-	-	-	-
Total restricted revenues	4,519,122	8,875,442	12,406,488	3,531,046
Restricted expenses:				
Instruction	866,056	3,848,178	2,825,252	1,022,926
Institutional support	-	225,000	146,224	78,776
Operation and maintenance of plant	-	180,000	179,988	12
Student services	3,474,677	4,271,929	3,272,744	999,185
Academic support	-	-	-	-
Total restricted expenses	4,340,733	8,525,107	6,424,208	2,100,899
Net transfers	(178,389)	(350,335)	(255,874)	-
Change in net position	-	-	5,726,406	-
Ending net position	\$ -	\$ -	\$ -	-

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULE OF DEPOSIT ACCOUNTS
JUNE 30, 2024**

Account Name	Type	Century Bank	New Mexico Bank & Trust	Total
Restricted and Unrestricted Cash				
General Fund	Checking	\$ 14,864,023	\$ -	\$ 14,864,023
Payroll	Checking	994,988	-	994,988
Bustos	Checking	-	-	-
General	Checking	-	219,048	219,048
P-Card *	Money Market	-	200,046	200,046
Total Amounts on Deposit		<u>15,859,011</u>	<u>419,094</u>	<u>16,278,105</u>
Reconciling Items		<u>(711,140)</u>	<u>1,766</u>	<u>(709,374)</u>
Reconciled Balance		<u>\$ 15,147,871</u>	<u>\$ 420,860</u>	<u>15,568,731</u>
Total Cash and Cash Equivalents				<u>\$ 15,568,731</u>
Reconciliation to the financial statements				
Cash and Cash Equivalents				\$ 15,568,731
Restricted Cash and Cash Equivalents				-
Total Cash and Cash Equivalents				<u>\$ 15,568,731</u>

* Interest-bearing account

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULES OF COLLATERAL PLEDGED BY DEPOSITORY
JUNE 30, 2024**

Northern New Mexico College

<u>Name of Depository</u>	<u>Description of Pledged Collateral</u>	<u>CUSIP</u>	<u>Maturity Date</u>	<u>Fair / Par Market Value at June 30, 2024</u>	<u>Name and Location of Safekeeper</u>
New Mexico Bank & Trust	FNMA Pool #BF0485	3140FXRF1	1/1/2050	\$ 95,967	Raymond James; Santa Fe, NM
New Mexico Bank & Trust	FNMA Pool #BF0141	3140FXEP3	9/1/2056	182,013	Raymond James; Santa Fe, NM
Total New Mexico Bank & Trust				<u>277,980</u>	
Century Bank	FHLBD-1441 Century Bank- 3RD	013519AQ6		1,855,560	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	249015C89		1,024,480	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	41423PAZ0		1,371,633	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	454898TY3		1,208,688	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	14169FAM6		226,499	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	3133KYV48		2,037,562	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	3133KYWT2		2,214,112	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	3137A1GQ0		225,123	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	3137H0GE2		1,244,266	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	3137H6AV7		1,948,231	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	43232RBR0		1,521,477	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	517462HD2		275,883	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	67920QWC8		213,130	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	694138FB9		300,465	FHL BANK Dallas
Century Bank	FHLBD-1441 Century Bank- 3RD	801901LG2	1/1/2037	516,970	FHL BANK Dallas
Total Century Bank				<u>16,184,079</u>	
Total Pledged Collateral				<u>\$ 16,462,059</u>	

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULES OF COLLATERAL PLEDGED BY DEPOSITORY (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024**

Northern New Mexico College Foundation

Name of Depository	Description of Pledged Collateral	CUSIP	Fair / Par Market Value at June 30, 2024	Name and Location of Safekeeper
Century Bank	FHLBD-1441 Century Bank- 3RD	0000024672	834,678	FHL BANK Dallas
Total pledged collateral			\$ 834,678	

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULE OF SPECIAL, DEFICIENCY, SPECIFIC AND CAPITAL OUTLAY APPROPRIATIONS
FOR THE YEAR ENDED JUNE 30, 2024**

Description	SHARE Identifier #	Original Appropriation	Appropriation Period	Expenditures to Date	Outstanding Encumbrances	Unencumbered balance
Special, Deficiency, Specific and Capital Outlay Appropriations						
NNMSS-El Rito Fire Alarm Sys	E2881	\$ 100,000	6/29/2020 TO 6/30/2024	\$ 71,398	\$ -	\$ 28,602
NNMSS Parking Drain & Infra Improve	E5331	2,500,000	2020 to 6/30/24	143,579	2,356,421	-
NNMSS HVAC Sys & Control Improve	F3132	1,000,000	2021 to 6/30/25	-	-	1,000,000
NNMSS Ben Lujan Library Ren	F3133	50,000	2021 to 6/30/25	50,000	-	-
NNMSS Infra & Roofs Improve	G3243	3,000,000	2023 to 6/30/26	2,501,606	-	498,394
NNMSS Espanola Sportsplex Bleachers Improve	G3244	100,000	2023 to 6/30/26	-	-	100,000
NNMSS Sostenga Farm Equipment	G3245	150,000	2023 to 6/30/24	150,000	-	-
NNMSS Campuswide Infra Upgrade	G5398	3,000,000	2023 to 6/30/26	-	-	3,000,000
NNMSS-Espanola Campus Beautification Plan	H3434	100,000	2023 to 6/30/25	-	-	100,000
NNMSS-Espanola Campus Improve	H3435	500,000	2023 to 6/30/27	-	-	500,000
NNMSS-Espanola Office & Classroom Improve	H3436	500,000	2023 to 6/30/27	-	-	500,000
Total Special, Deficiency, Specific and Capital Outlay Appropriations		\$ 11,000,000		\$ 2,916,583	\$ 2,356,421	\$ 5,726,996

SINGLE AUDIT SECTION

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2024**

Federal Agency/Pass-Through Agency/Name of Program	Pass-Through Number	Assistance Listing Number	Federal Expenditures
U.S. Department of Commerce			
<i>Passed-through Northern New Mexico Economic Development District</i>			
Economic Adjustment Assistance	GJC-2023-07	11.307	\$ 76,523
Total U.S. Department of Commerce			<u>76,523</u>
U.S. Department of the Treasury			
<i>Passed-through State of New Mexico</i>			
Coronavirus Local Fiscal Recovery Fund *		21.027	696,833
Total U.S. Department of the Treasury			<u>696,833</u>
Research and Development Cluster *			
National Institutes of Health			
<i>Passed-through New Mexico State University</i>			
Biomedical Research and Research Training *	5P20GM103451	93.859	374,830
Total National Institutes of Health			<u>374,830</u>
National Science Foundation			
<i>Direct programs</i>			
Geosciences *		47.050	47,269
Biological Sciences *		47.074	50,273
<i>Passed-through New Mexico State University</i>			
Education and Human Resources *	HRD-1826758	47.076	16,356
Total National Science Foundation			<u>113,898</u>
U.S. Department of Energy			
<i>Passed-through Northern New Mexico Consortium</i>			
Academic Programs	NA0004103	81.252	111,058
Total U.S. Department of Energy			<u>111,058</u>
U.S. Department of Education			
<i>Direct Programs</i>			
Student Financial Assistance Cluster			
Federal Supplemental Education Opportunity Grant *		84.007	100,505
Federal Work Study Program *		84.033	110,410
Federal Pell Grant Program *		84.063	2,507,687
Federal Direct Student Loans-Subsidized *		84.268	143,333
Federal Direct Student Loans-Unsubsidized *		84.268	200,554
Total Student Financial Assistance Cluster			<u>3,062,489</u>
Higher Education Emergency Relief Fund Institutional Portion *		84.425F	366,427
Higher Education Emergency Relief Fund Minority Serving Institutions *		84.425L	9,519
Total Higher Education Emergency Relief Fund			<u>375,946</u>

* - Denotes Major Program

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - CONTINUED
FOR THE YEAR ENDED JUNE 30, 2024**

Federal Agency/Pass-Through Agency/Name of Program	Pass-Through Number	Assistance Listing Number	Federal Expenditures
Higher Education Institutional Aid *		84.031	2,361,948
TRIO Upward Bound (TRIO Cluster)		84.047	284,894
TRIO EOC Program		84.066	241,733
Migrant Education High School Equivalency Program		84.141	470,230
Migrant Education College Assistance Migrant Program		84.149	610,876
<i>Passed-through State of New Mexico</i>			
Career and Technical Education - Basic Grants to State Grants		84.048	201,498
Adult Education Basic Grants to States		84.002	106,393
Total U.S. Department of Education Programs			<u>7,716,007</u>
U.S. Department of Health and Human Services			
<i>Passed-through State of New Mexico</i>			
Every Student Succeeds Act		93.434	12,772
Temporary Assistance for Needy Families		93.558	51,171
Total U.S. Department of Health and Human Services			<u>63,943</u>
Total schedule of expenditures of federal awards			<u><u>\$ 9,153,092</u></u>

* - Denotes Major Program

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 1: BASIS OF PRESENTATION

The Schedule of Expenditures of Federal Awards contains federal grant activity of the College was prepared using the modified accrual basis of accounting. The information in the schedule is presented in accordance with the requirements of *Title 2 US Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

NOTE 2: NON-CASH ASSISTANCE

The College did not receive any federal awards in the form of noncash assistance during the year.

NOTE 3: RECONCILIATION OF EXPENDITURES

The following is a reconciliation of expenditures reported on the schedule of expenditures of federal awards to the expenditures reported in the governmental fund financial statements:

Federal Expenditures	\$ 9,153,092
Other Expenditures	<u>20,847,727</u>
Total Expenditures	<u>\$ 30,000,819</u>

NOTE 4: SUBRECIPIENTS

There are no sub-recipients of federal funds as of and for the year ended June 30, 2024.

NOTE 5: INDIRECT COST RATE

The College did not elect to utilize the 10% minimum indirect cost rate.

NOTE 6: LOANS

The College did not expend federal awards related to loans or loan guarantees for the year ended June 30, 2024.

COMPLIANCE SECTION



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Joseph M. Maestas, P.E., CFE
 New Mexico State Auditor
 and
 The Board of Regents
 Northern New Mexico College
 Española, New Mexico

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities, the discretely presented component unit, and the aggregate remaining fund information as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Northern New Mexico College's (College) basic financial statements, and have issued our report thereon dated October 28, 2024. We also have audited the budgetary schedules presented as supplementary information, as defined by the Governmental Accounting Standards Board, as of and for the year ended June 30, 2024, as listed in the table of contents.

Report on Internal Control Over Financial Reporting

In planning and performing our audit, of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion of the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



www.tkm.cpa



(505) 822 5100



(505) 822 5106



Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2024-001 that we consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The College's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the College's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The College's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



TKM, LLC
Auditors | Advisors | CPAs

Albuquerque, New Mexico
October 28, 2024



INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Joseph M. Maestas, P.E., CFE
New Mexico State Auditor
and
The Board of Regents
Northern New Mexico College
Española, New Mexico

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Northern New Mexico College's (College), compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on each of College's major federal programs for the year ended June 30, 2024. The College's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.



www.tkm.cpa



(505) 822 5100



(505) 822 5106



We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the College's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the College's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on College's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the College's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the College's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the College's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

TKM, LLC
TKM, LLC
Auditors | Advisors | CPAs

Albuquerque, New Mexico
October 28, 2024

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024**

Section I. Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

Material weaknesses identified? Yes

Significant deficiencies identified? No

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

Material weaknesses identified? No

Significant deficiencies identified? No

Type of auditors' report issued on compliance
for major programs: Unmodified

Any audit findings disclosed that are required
to be reported in accordance with section 200.516
of OMB Uniform Guidance – Subpart F? No

STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

Section I. Summary of Auditors' Results (Continued)

Identification of major programs:

Assistance Listing Number	Name of Program
21.027	Coronavirus Local Fiscal Recovery Fund
Research and Development Cluster	
47.050	Geosciences
47.074	Biological Sciences
47.076	Education and Human Resources
84.031	Higher Education Institutional Aid
93.859	Biomedical Research and Research Training
Student Financial Assistance Cluster	
84.007	Federal Supplemental Education Opportunity Grant
84.033	Federal Work Study Program
84.063	Federal Pell Grant Program
84.268	Federal Direct Student Loans
COVID-19 Higher Education Emergency Relief Fund	
84.425F	Higher Education Emergency Relief Fund Institutional Portion
84.425L	Higher Education Emergency Relief Fund Minority Serving Institutions

Dollar threshold used to distinguish
between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee under 200.520 of OMB
Uniform Guidance – Subpart F?.....No

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024**

SECTION II. FINANCIAL STATEMENT FINDINGS

2024-001 – Improper Accrual of Payroll Expenses (Material Weakness)

Condition: During fiscal year 2024, the College corrected a \$284,145 error related to the over accrual of its payroll liability at June 30, 2023, and related expenses for the year then ended.

Criteria: Per the 2013 COSO Framework, management is responsible for establishing and maintaining internal controls to ensure accurate financial reporting, which includes controls surrounding the College's accrual of its year-end payroll liability.

Cause: The Office did not identify through its internal controls the over accrual of its payroll liability at June 30, 2023, and related expenses for the year then ended.

Effect: A restatement of \$284,148 was made to net position to properly state the College's payroll liability at June 30, 2023, and related expenses for the year then ended.

Auditors' Recommendations: The Department should design and implement internal controls to accurately accrue its year-end payroll liability.

Management's Response: Management concurs with the finding, and as stated reported such through its continuous process of evaluating controls in accordance with the COSO framework. Additionally, the College implemented a new financial accounting management system and was not fully familiar with the systems' payroll reporting process, which has been rectified.

Management's Timeline to Correct: Fiscal Year 2025.

Responsible Party: Chief Financial Officer and accountants.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024**

SECTION III. FEDERAL AWARD FINDINGS

None.

SECTION IV. NEW MEXICO STATE AUDIT RULE SECTION 12-6-5 NMSA 1978 FINDINGS

None.

SECTION V. COMPONENT UNIT FINDINGS

Northern New Mexico College Foundation

None.

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024**

SECTION VI. SUMMARY OF PRIOR YEAR AUDIT FINDINGS

<u>Prior Year Audit Findings</u>	<u>Status</u>
<i>Financial Statement Findings</i>	
<i>2023-001 (2021-003) – Trial Balance Maintenance and Account Reconciliation – (Material Weakness)</i>	Resolved
<i>Federal Award Findings</i>	
<i>2023-002 (2022-012) – Activities Allowed or Unallowed, Allowable Costs/Cost Principles, and Period of Performance – Payroll – (Material Weakness and Material Noncompliance)</i>	Resolved
<i>2023-002 (2022-012) – Activities Allowed or Unallowed, Allowable Costs/Cost Principles, and Period of Performance – Payroll – (Material Weakness and Material Noncompliance)</i>	Resolved
<i>2023-003 (2022-013) – Activities Allowed or Unallowed, Allowable Costs/Cost Principles, and Period of Performance – Payroll – (Significant Deficiency)</i>	Resolved
<i>2023-004 – Special Tests and Provisions – Gramm-Leach-Bliley Act - Student Information Security – (Significant Deficiency and Other Noncompliance)</i>	Resolved
<i>New Mexico State Audit Rule Section 12-6-5 NMSA 1978 Findings</i>	
<i>2023-005 (2022-014) – Late Audit Report – (Other Noncompliance)</i>	Resolved
<i>Component Unit Findings - Foundation</i>	
<i>2023- 006 (2022- 022) – Late Audit Report – (Other Noncompliance)</i>	Resolved

Chief Financial Officer
NORTHERN New Mexico College



CORRECTIVE ACTION PLAN June 30, 2024

Northern New Mexico College respectfully submits the following corrective action plan for the year ended June 30, 2024.

Name and address of independent public accounting firm:

TKM, LLC
 6747 Academy Rd NE STE A
 Albuquerque, NM 87109

Audit period: Year ended June 30, 2024.

The findings from the June 30, 2024 schedule of findings are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

FINDINGS – FINANCIAL STATEMENT AUDIT

2024-001 – Improper Accrual of Payroll Expenses – Material Weakness

Condition: During fiscal year 2024, the College corrected a \$284,145 error related to the over accrual of its payroll liability at June 30, 2023, and related expenses for the year then ended.

Criteria: Per the 2013 COSO Framework, management is responsible for establishing and maintaining internal controls to ensure accurate financial reporting, which includes controls surrounding the College's accrual of its year-end payroll liability.

Cause: The Office did not identify through its internal controls the over accrual of its payroll liability at June 30, 2023, and related expenses for the year then ended.

Effect: A restatement of \$284,148 was made to net position to properly state the College's payroll liability at June 30, 2023, and related expenses for the year then ended.

Auditors' Recommendation: The Department should design and implement internal controls to accurately accrue its year-end payroll liability.

FINDINGS – FINANCIAL STATEMENT AUDIT (CONTINUED)

2024-001 – Improper Accrual of Payroll Expenses – Material Weakness (Continued)

Management’s Response: Management concurs with the finding, and as stated reported such through its continuous process of evaluating controls in accordance with the COSO framework. Additionally, the College implemented a new financial accounting management system and was not fully familiar with the systems’ payroll reporting process, which has been rectified.

Timeline to Correct: Fiscal Year 2025.

Responsible Party: Chief Financial Officer and accountants.

If there are questions regarding this plan, please contact Theresa Storey, Chief Financial Officer, at 505-927-0161.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Storey', with a stylized flourish at the end.

Theresa Storey
Chief Financial Officer Northern New
Mexico College

**STATE OF NEW MEXICO
NORTHERN NEW MEXICO COLLEGE
EXIT CONFERENCE
FOR THE YEAR ENDED JUNE 30, 2024**

An exit conference was held on October 28, 2024, to discuss the results of the audit.

Representing the Northern New Mexico College:

Michael A. Martin, Board of Regents, Chair
Hector Balderas, JD, CFE - President
Dr. Larry Guerrero, EdD, Interim Provost / Associate Vice President for Student Success
Theresa Storey, Chief Financial Officer / Compliance Officer
C. Vince Lithgow III, CGFM, Accountant IV
Stephanie Lovato, Grants Accountant
Jessica Ortiz, CPO, CPFP, Accountant III
Josephine Velasquez, Chief Procurement Officer
Nick Eckert, Grants Manager & Special Projects
Scott Stokes, Chief Information Officer
Matthew Baca, General Counsel

Representing the Northern New Mexico College Foundation:

Alfredo Herrera, Board President

Representing the Independent Auditors:

Mark Santiago, CPA - Audit Manager
Jose "Joe" J. Ortiz, CPA – Audit Manager
Saudy Moreno Esparza – Senior Auditor

Preparation of Financial Statements

The audited financial statements of the Northern New Mexico College were prepared by the independent certified public accountants performing the audit. Management is responsible for ensuring the books and records adequately support the preparation of the financial statements in accordance with generally accepted accounting principles and that the information is current and in balance. Management has reviewed and approved the financial statements as presented.

NORTHERN New Mexico College



Memorandum

To: Board of Regents, Northern New Mexico College
From: Matt Baca, General Counsel
Date: February 27, 2025
Re: 2025 Open Meetings Act Resolution

As required by the New Mexico Open Meetings Act, the attached Open Meetings Notice Resolution establishes the public notice to be given prior to the Board's meetings. The attached resolution is similar to the Board's Resolution 2024-01 adopted last year.

Notices for meetings are distributed through the College's email broadcast system and posted on the NNMC Regent's website ten days in advance for regular meetings, three days in advance for special meetings, and 24 hours or more, if feasible, for emergency meetings.

Meeting agendas are also made available to the public by posting them on the NNMC Regents' website, at least 72 hours in advance of regular and special meetings, and concurrent with the notice for emergency meetings. If an emergency meeting is called that is not as a result of a declared state or federal emergency, a report will also be sent to the Office of the Attorney General.

In addition to meeting agendas, meeting minutes and board packets are also made available to the public on the NNMC Regents' website.

**BOARD OF REGENTS
OF
NORTHERN NEW MEXICO COLLEGE**

2025 OPEN MEETINGS ACT NOTICE RESOLUTION

WHEREAS, Section NMSA 1978, Section 10-15-1(B) of the Open Meetings Act 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 by the Board of Regents of Northern New Mexico College that:

1. Regular meetings shall be held monthly and shall begin at 9:00AM, unless otherwise specified. Meetings will be held on either the Española 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 rescheduled meeting pursuant to the requirements for giving notice of special meetings.
2. While remote 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 remotely 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 posted at least seventy-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 seventy-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 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 local media seeking copies, and the College community. Notices and agendas shall be posted in publicly accessible areas on the El Rito Campus and on the Española 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. 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.
8. 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.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board in an open public meeting.

9. Publication. 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 _____.

BOARD OF REGENTS OF NORTHERN NEW MEXICO COLLEGE

Date:

President, Board of Regents

Attest:

Date:

Secretary Board of Regents

Office of the President

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents,
Northern New Mexico College

From: Hector Balderas, JD, CFE
President

Date: February 27, 2025

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 November 21, 2024 and January 7, 2025 as submitted or if applicable, as amended.

NORTHERN New Mexico College



BOARD OF REGENTS MINUTES NOVEMBER 21, 2024

A Regular Meeting of the Board of Regents of northern New Mexico College was held on Friday, November 21, 2024, In Person and Via Zoom in Cutting Hall, Northern New Mexico College, El Rito Campus. Regents Present in person and Viz Zoom: Michael A. Martin, Porter Swentzell, Regent Ruben Archuleta and Regent Erica Velarde. Regent Casandra Batista Daus was not present.

Northern New Mexico College Staff Present: President Hector Balderas, JD, CFE, Larry Guerrero, EdD, Interim Provost & Vice President for Academic Affairs, Theresa Storey, Chief Financial Officer/Compliance Officer, Matthew Baca, General Counsel, Scott Stokes, Chief Information Officer, Cindy Martinez, Human Resources, Jessica Archuleta, Associate Registrar, Haylie Baca, Academic Advisor, Patrice Trujillo, Health & Safety Manager, Juan Gallegos, Windows Systems/Information Security Administrator/Information Technologies, Arin McKenna, Staff Writer Reporter, Communications & Marketing, Kristy Alton, Director, Title V, Christian Gomez, Technical Trades Academic Advisor, Vince Lithgow, Accountant III, Edwina Romero, Dual Credit Coordinator, Valentina Livingston, Native American Center Director/Veterans Resource Center Director, Farjahan Shawon, Director, Center for Teaching and Learning, Shawn Madrid, Capital Projects Coordinator, Frank Loera, Director of Career Technical Education, Sara McCormick, Career Services Specialist, Martin Shupla, Director of Library, Carmella Sanchez, Director, Institutional Research, Stephanie Sandoval, Interim Director, Human Resources, Deborah Trujillo, IT, Janice Baca, Registrar, Sally Martinez, Executive Assistant to the Provost & Vice President for Academic Affairs, Stephanie Lovato, Accountant III, Grants, Geno Trujillo, Director of Safety & Security, Amy Peña, Executive Offices Director

Faculty Present: Scott Braley, and Joseph Padilla

Others Present: Tim Crone

I. CALL TO ORDER

Chair Martin called the meeting to order at 11:18AM.

Chair Martin apologized the Board of Regents got carried away on the tour. They saw lots and lots of progress and they are very impressed. Chair Martin asked for any other comments from the Board.

Regent Swentzell stated it was a great tour and he also apologize for keeping everyone waiting.

Regent Archuleta stated it was really impressive for everything that has been done. Thank you staff and faculty for all the hard work.

Regent Batista Dauz stated she would like to also apologize for being late but it was amazing to see everything that is getting done on campus. Regent Batista Dauz would like to applaud everyone's hard work and their dedication to Northern.

II. APPROVAL OF AGENDA

Chair Martin entertained a motion to approve the agenda.

Regent Swentzell entertained a motion to approve the agenda. Second – Regent Archuleta. A roll call vote was taken. Chair Martin – yes, Regent Velarde – yes, Regent Swentzell - yes, Regent Archuleta – yes, Regent Batista Dauz – yes. Motion passed unanimously.

III. PUBLIC INPUT

None.

IV. COMMENTS FROM THE BOARD

A. Board of Regents Subcommittee Reports

1. Housing Committee

Regent Archuleta stated there is not much to report. We have a meeting on December 13th in Albuquerque to get the ball rolling for the spring. El Rito has a couple of dorms that will be remodeled.

2. Audit, Finance, Facilities Committee

Regent Velarde stated there was not a meeting of the committee. If there is something presented, it will be new to her as well.

3. Academic and Student Affairs Committee

Regent Swentzell was not able to attend the meeting but the items will be up for discussion.

4. Governance Committee

Chair Martin stated the committee did not meet.

5. HERC Committee

Chair Martin stated they had a meeting on Tuesday with 11 of the 14 Regents and 4 of the Presidents including President Balderas, Chair Martin and Regent Velarde. They reviewed the budget requests with the Council of University Presidents along with the New Mexico Association of Community Colleges. This is the first time all three organizations getting together to provide a unified priority. (inaudible). There is the formative funding. There is a 5% increase and a minimum of 4% compensation for employees. Chair Martin stated he did not quite understand so he asked President Balderas to elaborate on this. President Balderas stated that is just for special programming. Sometimes we have some. President Balderas stated he would defer to his finance people, but it's more like supplemental funding which one we can use for discretionary items. Ms. Storey stated maybe a different way to be targeted and outside of the funding formula that we have never seen. Chair Martin stated and then we also have the nonpermanent adjustment and asked if that is supplemental faculty. President Balderas stated yes, sometimes there's adjunct issues larger than them, so that they at least recognize that institutions have different needs when we're trying to make adjustments there. These are all our requests, and we're hoping that they well do will but they could be adjusted by then. Chair Martin stated as he understands it, LFC will have their Budget, Higher Ed will have their Budget and we will have our budget. President Balderas stated exactly, these are our unified requests and a lot of related formula and we will be pursuing our own priorities and competing with other institutions. Chair Martin stated President Balderas mentioned this one of the first times that all three organizations have gotten together and been unified. He applauds CUP for doing this. President Balderas stated yes, there used to be three different budget submissions from the different groups. Historically, the Regents have had a separate agenda, CUP has pursued their own and then now we have unity among community colleges, even branch campus and university presidents, and of course the regents. And it was historically that Chair Martin and President Balderas participated in a strategy meeting with such a diverse group because that wasn't built in the past. We wouldn't do that.

Chair Martin asked about the 1% funding formula increase would be a 2.9% tuition increase. It would be a 14.5% tuition increase. They didn't discuss the unfunded mandates; we have some of those that aren't covered. President Balderas stated there has been a historic tension between funding formula and what the legislature funds. There are a lot of costs, we just got back from a tour but let's say we need staff to move furniture instead. We have staff here moving furniture for a construction contract and the legislature has said, if we're going to give you funding formula or lottery, you don't get to raise tuition. Institutions have gotten offended because they've not been able to

do certain things. So, there's been a historic tension between taking State money and then the State telling you, don't raise tuition. This College has done a great job in not raising tuitions. There are good reasons for it but to Chair Martin's point, the institutions are getting very smart because they are also, in their proposal request, saying if you give us more money in the funding formula this will result. We will not have to increase tuition by 1%. So, they're being very student centric in terms of what tuition would cost and President Balderas thinks they are really trying to get out of the blame game and just show the practical reality of it an institution has to invest more in public safety or if an institution has to market better, because now they're competing with private institutions in Phoenix. Don't blame us for raising tuition, but also give us money to market or. So, President Balderas thinks they are hopefully getting along better but that what the formula means is. If you give us an increase in the funding formula, it will, it will result in a net savings to not raise tuition by that percentage.

Chair Martin asked Regent Velarde if she had any comments. She also attended the meeting.

Regent Velarde stated it is good to see all the institutions working together for the common goal.

V. APPROVAL OF MINUTES

Chair Martin entertained a motion to approve the minutes of October 24, 2024

Regent Swentzell moved to approve the minutes of October 24, 2024. Second – Regent Batista Daus. A roll call vote was taken. Chair Martin – yes, Regent Velarde – yes, Regent Swentzell - yes, Regent Archuleta – yes, Regent Batista Daus – yes. Motion passed unanimously.

VI. PRESIDENT'S REPORT AND ANNOUNCEMENTS

A. Celebrate Northern

President Balderas thanked the Board of Regents for taking the time to take a tour of the campus and stated there is a lot to celebrate.

President Balderas stated he is pleased to announce that GO Bond 3 passed, and we'll be receiving \$5 million to address some of our critical deferred maintenance needs on the Española campus. Thanks to the efforts of Arin McKenna, Matt Baca, Sandy Krolick and Amy Peña to reach out to our supporters, alumni, community and to school superintendents, the bond passed by 66 percent in Rio Arriba County. I also want to thank all the voters who voted "yes" for the bond, placing Rio Arriba among the top third of the counties in the state that approved the measure.

President Balderas stated we had an incredible Indigenous Peoples' Day celebration, with Native dance, poetry, live music and inspiring talks from community leaders. I want to thank our Director of Tribal Relations, Valentina Livingston, and every member of the Indigenous Peoples' Day Committee for all their hard work in organizing this even. I want to give a special shout out to Alicia Naranjo, who made the extra effort to prepare a delicious Oven Bread Demonstration.

Northern had a chance to participate in the New Mexico Epic Poem Project last week. New Mexico Poet Laureate Lauren Camp and Michelle Laflamme-Childs, the Executive Director of New Mexico Arts, shared some of their poetry and our students and faculty participated in an open mic. Then participants were given index cards and asked to write six lines about Española, one for each of the five senses and one starting "I remember." Lauren and Michelle will assemble those responses into a poem about our community, which will be published as a broadside by the Palace Press. Our community will receive one copy of that broadside, and another will be included in an exhibit at the Palace of the Governors showcasing community broadsides from all over the state.

We had great fun at Eagle Mania last month, with our men's and women's basketball teams showing off their skills in scrimmages, a Dunk Competition, a 3-Point Shootout and a Skills Challenge. We cheered on our teams Wednesday at the Friendsgiving Feast & Eagles Pep Rally, and we have to keep supporting our teams. Our Lady Eagles have won four games this season, and our Men's team has one win.

President Balderas stated he wanted to recognize our Advisement staff for their efforts to register students for the Spring 2025 semester. They hosted "Know Your Program of Study" events last week and Registration Open Houses this week. They've been able to accommodate both walk-ins and students with appointments and get them all registered. As of November 15, we had 229 students registered.

Congratulations to Arts & Human Sciences, Language & Letters, and Nursing for creating one of the most innovative haunted houses I've seen, where participants were given clues to solve the cause of death of some really gruesome corpses, challenging them to think like forensics experts while having a good time.

President Balderas thanked all our staff and students who brightened up campus by participating in Student Life's Halloween Door Decorating and Costume contests.

We also commemorated our lost loved ones with an ofrenda in honor of Dia de los Muertos. Thanks to Brenda Janot for organizing that

B. CUP/NMICC Report

President Balderas stated CUP recently held its fall meeting, where we heard updates from LFC, DFA, and HED. There is nothing substantive to report, the main focus is moving toward the upcoming session. To this end, NMICC and CUP continue to work toward finalizing higher ed unified priorities for the upcoming session. As an FYI, the higher ed. LFC hearing will take place on December 11, and we will report back to the Board how that goes. Also, as an FYI, the funding formula study from HED is anticipated to have a completed draft of the results in December and are communicating that it may be finalized by January. Although the report may be released prior to the 2025 Legislative Session, it is not intended to influence decision making this year. We will keep the Board apprised as it progresses.

C. NNMC Foundation

President Balderas report the following for the Foundation:

Judith Pepper is working with Fluor and they are meeting this afternoon with the college and are very interested. They are a megacorporation.

1. FY25 Philanthropic Donations: July 2, 2024 to November 1, 2024 - \$303,765
2. Financial Aid will distribute Northern Scholarships and Endowed Scholarships held by NNMC Foundation in January 2025, totaling \$300,000.

D. Introduction of Staff and Faculty

President Balderas introduced the following:

Barbara Heming Library Clerk

Barbara Heming is joining us as a Library Clerk. Barbara received her BA from Kalamazoo College, an MA in Spanish from The American University, and a Ph.D. in Hispanic Languages & Literature from SUNY Stony Brook. She brings years of teaching in both large university and small liberal arts college settings and spent more than a decade offering tours to visitors to Georgia O’Keeffe’s Home and Studio in Abiquiu.

Alma Rivera CAMP Advisor

I want to welcome Alma Rivera back to Northern as the Academic Advisor for the College Assistance Migrant Program (CAMP). She brings over 20 years of experience working in New Mexico with students and families, specializing in educational leadership and community engagement. She is a 5th generation Northern New Mexican born and raised in Santa Fe. Alma graduated from the University of New Mexico with a Bachelors in

University Studies. Her future educational goals include to one day pursue a doctorate at the University of Peace in Costa Rica.

E. Branch Community College Board Meeting.

President Balderas stated they had a wonderful time, not only preparing a phenomenal presentation to the Branch Community College. To our community leaders, we have two board organizations, our Board of Regents here, which is legally tasked to not only set policy and fiscal compliance, and they serve as our primary fiduciaries, and we get guidance from them on the policy direction of the institution and they're our primary oversight board and then we have an advisory board which provides guidance to what's called the Branch Community College, which not to be confused with Northern New Mexico College but they're one of the same. We have many high school locations, and we have the historic El Rito location and then we have an amazing trades program here as well. To that advisory board, we presented at the direction of President Martin, we had a great informational meeting with them. This story presented the latest fiscal watch report to the Branch Community College Board. Joe Padilla, Frank Loera and our Provost presented some amazing programmatic updates overall. The conclusions of those programmatic updates were that they were blown away with how much world class curriculum is being certified. The expansion of our new programming caught them by surprise, and also the expansion in resources as far as faculty. They have not seen the infrastructure expansion that the Board of Regents did today but they were already blown away that we're trending in the right direction. We did disclosure to them Mr. President, that the Branch Community College does have growing pains that we're going to have to address at some point. We're going to have to figure out that we need an investment in our fleet. We have some wonderful student leaders the other day, just this morning asks if we are going to rebuild housing in El Rito, are students going to have access to transportation. President Balderas believes we are going to have to modernize those fleet resources. Those are things that the institution has never really budgeted for but those are exciting issues to have and that's how we are bringing it all together. So, the Branch Community College Board, while they were excited that we are scaling up, they are also overwhelmed that they know we don't have enough Mill Levy money to provide transportation, fleet housing, security. So, it's a little bit overwhelming but President Balderas told them that a plan is coming and that there is potential revenue generation scaling of other resources, but that the most important thing is that we are going to govern and make sure we are growing sustainably, that we don't overspend but that we balance the growth.

President Balderas stated we also presented for this Board and he has for the community and the rest of the Board today a very extensive packet of the Branch Community College, and some of the vision and growth and it alludes also to maybe some of the opportunities and challenges of moving forward. President Balderas stated to Chair Martin he has this in his packet as well.

President Balderas stated they also talked about how this college and the Branch College can do more to partner with our high schools because if there are legal pitfalls that are unknown to the general community, this community has been so historically damaged by the old fight of El Rito versus Espanola or Mill Levy versus no Mill Levy, those are the old fights. There new fights are why don't we service all our high schools and rebuild both our campuses and we have not really united around that proposition, but that is what we owe a duty to our students. That is where all the growth is to be able to take high school students in Espanola or Mesa Vista and make sure we have a world class campus here and in El Rito, but also partner better with high schools. It will be an ongoing discussion we will have with counselors, superintendents and principals. It will be one of those things we will track data to see how many students by eight grade who take dual credit. It is a scary situation but we don't have any data. It is going to be something we have to track. But many people don't know that right now. If a high school switches principal, Dr. Loera can go to Chama and all of the sudden his phone call or his appointment can be cancelled at the drop of a wand and so whose responsibility is that to change the legal framework that is not just us. We're so we're going now doing mobile classrooms and we're getting funding and we're building up our curriculum and we're getting sleep for our instructors. But we have a system right now that we are. Nobody is paying for dual credit. High school students, or no one is ensuring that there's cooperative accountability between the high schools and the colleges so we think Northern is going to be a leader but those legal things need to be changed. President Balderas stated to Chair Martin, at the legislative level, and those are kind of conversations we're having with the Branch College and the high school leaders, and then finally, President Balderas stated he will close with we continue to reach out to Chair Serrano and the board to ensure they're driving the direction of the branch college campus and studying a funding formula. What is the right share to share the mill levy? What is the right investment level? What should be the priority? Should we invest the first welder on this campus, the Espanola campus or a more rural campus. Those are the decisions we never had the opportunity to address. That's a good problem to have but we still need to build out the policies and the framework for that. So, those are the things we're going to be working on with the Branch Community College in the next week

Chair Martin stated he watched the Zoom meeting and one of the points Board Member Velasquez made was his question about spending capital money for their construction at Pojoaque. He was asking if we could have a deep dive in January about this and how we are going to go forward. Also, he understands Dual Credit to graduate from high school is dropped from the legislature. He also understands from the HERC meeting that the requirement has changed. That might change some of our demand for dual credit if that is no longer a requirement. Mr. Guerrero we are certainly looking at that and so where it is going to affect us, where it really is going to take effect is that the 8th graders, moving up through their classifications up to the 12th graders. That's who it truly affects. So, the 9th and 12, still, in that certain area where it is certainly offered as a requirement. We are

also going to track in that same sense, the dual credit students will now have options to take AP credit courses. Those type of classes, or they can take an extracurricular course if they want. But more times than not, a lot of these students will actually trend back to dual credit, because some of these students are actually looking to gain more credits in college. And so, it would behoove them and their parents to continue to take psychology, sociology, technical trades, those types of courses, if they're trying to get a license, certificate or degree. So, it would be an ongoing discussion that we are going to have with counselors, principals, and superintendents, because where it's really going to start is with this 8th grade, these 8th graders that are due by the time they're seniors. So, it's going to have to be one of those things where it's going to be data. We're going to have to track the data to see how many of these 8th graders, by the time they get to their senior year, are actually taking dual credit classes. But you are absolutely right, it is a new law. It's our new policy that they're no longer going to be required to take your credit as they are right now. It's a scary situation but at the same time we also, we don't have any data to kind of reference it. You know, as far as what the results are anymore. I know, probably anecdotal, just type of evidence. Or just, if I had a child, I would probably want him or her to take some dual credit classes to get ahead in their college transfer curriculum versus not taking any college credit. So, it's just going to be one of those things that we're just going to have to track.

Chair Martin stated he is concerned that the five school districts are going to approach us and say, we want to have offer these classes at our campus, and we want you to pay for it. Board Member Velasquez mentioned the possibility of getting Congressional directed funding to find that, could we, do you think that is something appropriate to discuss next year as to the decision, as to the direction the board would like to go and the President wants to go.

President Balderas stated yes, he thinks that this Board has been very clear and the Branch Board has been very clear that they want to expand and offer those students additional opportunities in CTE and so you can see that we're meeting those mandates, the enrollment growth to a credit. The staffing levels are going. What President Balderas is concerned about is the Presidents across the State but we'll lead in our own region and the Superintendents have to come up with a more predictable framework about who invests in the equipment. Dr. Loera and our instructors are trying to use and make sure that we don't undermine the paying college students on this campus, especially when they're the ones paying for credit and they're the ones that are job ready to speak, you know, and so these are good issues to have but the legislature has not weighed in and so it's the wild wild west and Dr. Loera has stories where like Pojoaque, for instance. The board member was asking, can you start investing some of the mill levy that could go here or any other sites in this classroom. But we currently right now, they're not taking advantage of the trade student pathway. Those are the conversations President Balderas has to have with the Superintendent of Pojoaque. You're going to another college for dual credit trades so I can't put a welder in your classroom until we service the other

classrooms that we are delivering trades. So, President Balderas is going to defer a lot to our trades instructors but those formulas really need to be set at the superintendent level not necessarily the board level. The Board level is already giving good direction. President Balderas thinks the legislature needs to make certain law in around funding formulas the way they restrict our, some of our funding. There's restricted and non-restricted. He thinks they need to weigh in on the dual credit and on the capital outlay investment infrastructure. President Balderas will be coming to the board soon with at least a framework that the Board can weigh in on. For instance, what would be the priority of capital investment for Mill Levy? Once we lay out all our priority sites for the year or two- or three-year plan. What do you think is equitable? Again, those are good problems to have, because President Balderas thinks the old problems where the community is asking. When are we going to see more classes, or what are you doing with our money? Now that we're ready to scale up, we need to make sure that we're scaling into the right investments that deliver the most bang for our buck

Chair Martin stated he would like to share with everyone at the meeting they discussed that carpentry had already been approved by the HLC and you're going to talk to Higher Ed next week and you also have HVAC and Welding in the pipeline and getting permission from the HLC and the Higher Education Department. Chair Martin asked when we would get that approval. Interim Provost Guerrero stated it starts today with approval from the Board of Regents and then once we receive the approval, then we submit it to the HLC. Pretty much effective immediately. We'll receive a response back from the HLC in about two weeks and then after that we send it to HED, probably another two weeks, so this will allow us to perhaps start classes as soon as spring semester. Chair Martin stated he was getting ahead of himself on the agenda. President Balderas stated he would like to add because that is a great point. In addition to the campus locations and the great curriculum growth and offerings, we also have a working group that is, looking at expansion of CTE in healthcare and cosmetology. Those are coming under the auspices of CTE, so that's where President Balderas thinks the sustainability and the planning question is very exciting.

Chair Martin is concerned high schools are going to ask us to have those classes at their schools. Is this a discussion of where the board would like to go and the President would like to go. President Balderas stated this board and the branch board ... who invests in the equipment Dr. Loera and instructors are trying to use and make sure we don't undermine the paying students on campus especially because they are paying. These are good issues to have but the legislature has not weighed in. The Board member of Pojoaque was asking if we could spend Mill Levy for their school but Pojoaque is currently not using the trades. President Balderas will defer to the trades instructors and it will be done at the superintendent level and not the board level. The legislature needs to weigh in on the dual credit and capital outlay infrastructure. President Balderas will come to the board with a framework. Now that we are ready to scale, we need to make sure we are scaling to the right investments.

Chair Martin stated at the meeting we discussed carpentry was approved at the HLC and have HVAC and Welding. When will this permission get approved. Mr. Guerrero stated it starts today with approval from the Board and it will then go to the HLC. Best case HLC will respond in a couple of weeks and HED a couple of weeks after that.

Dr. Loera stated he met with HED and they fully support the carpentry program.

Chair Martin asked if there were questions from the Board. No questions from the Board.

VII. ADVISORY REPORTS

A. Faculty Senate President Report

Faculty Senate Braley stated his only action is what Dr. Guerrero is going to brief the Board on.

B. Student Senate President Report

Jasie Green, Student Senate President stated they finished their leadership training. It was very informational. The toy drive will be done and they will officially vote on it. They are also working on coats for kids and they are working with athletics, the first 100 people will get in to the games free with a coat.

VIII. STAFF REPORTS

A. Provost & Vice President for Academic Affairs

1. Certificate in Technical Trades (HVAC)

Dr. Guerrero presented the certificate in Technical Trades (HVAC) to the Board of Regents (attached). Regent Guerrero stood for questions.

Chair Martin asked for questions from the Board.

Regent Velarde stated she understands it is a certificate program and asked if we are going to need equipment to train on. Dr. Guerrero stated yes and deferred to Frank Loera and Joseph Padilla who are the experts. Joseph Padilla stated we currently do not have equipment. We are in talks with an individual right now that we want to start some camps up, some HVAC Camps this summer with AGB funding. A lot is testing equipment which will be needed. They sell kits that come HVAC that you can turn on. You can create a troubleshooting scenario with those systems and then, you know, with our plumbing and

pipefitting, we do have the equipment. Electrical we have equipment. The HVAC system is what we would need.

Regent Velarde asked what our plans and if we already have a plan in place to get funding, what is the plan. The HVAC equipment is not cheap. In all the trade programs, this is the one thing that is expensive, the equipment we will be training on. She wants to make sure we thought out that plan as well. Dr. Guerrero stated the committee has written a grant for the HED workforce grant and it was approved and we were able to pick up \$367,000 from this grant. We have used some but will continue to use some of those funds. We will continue to use some of the equipment in our electrical but as time goes by, we will determine what equipment we need.

Regent Velarde stated \$300,000 does not go far for this type of equipment. When that funding runs out do you have a backup plan. Do we have a plan to seek from the legislature these funds on a permanent basis. When you have these amazing teachers teaching HVAC, they can make three times the money on the hill. Being able to make an argument to the legislature that not only do we need equipment, we need support for that because they're the ones also ringing the bell of, we need trades so we need that support. CNM has had an HVAC program open for the last two semesters and they have had to cancel the program because they could not find an instructor. She does not want us to start a program where we can be with the labs trying to get teachers and we don't pay them as much. That is the problem. This is thinking in advance of maybe we can get together with other institutions who have trades and ask them how they are doing and are they having the same issues that CNM is having and can go together in a concerted effort to the legislature to say we need support, fiscal support to launch and sustain the programs.

President Balderas thanked Regent Velarde for her concern and also, he hears her urgency and tone. You can see the historical critique and trades is very expensive in terms of programming. We will have a couple of planning opportunities where regents can weigh in. You hear President Balderas message early about fiscal sustainability and formulas and legal frameworks, because it is very easy to blow through a budget. One of the things we are addressing first is before we address fiscal sustainability and planning, and those are already in development. So, we will have options for you now in the spring. But the first one is our infrastructure crisis could not even sustain upgrading our old welders and we have buildings right now that have inadequate HVAC systems to heat and cool for our faculty. We are taking baby steps but as soon as we remediate the infrastructure in the buildings, in the spring we are measuring the bandwidth of how quickly we can expand the programs. They actually were not being delivered any services. The initial evil was that we were collecting tax revenue from a community and saying we're a trade school and we didn't even have the buildings for the trade school and so we stood those up this year. The second thing we are trying to remedy before the fiscal sustainability is we have high school and trade students that we need to get classrooms

today. We think we have enough funding for that very basic emergency expansion. Regent Velarde, you are raising a very good question that while we are remediating the crisis on our campus and delivering dual credit, we already have at our doorstep very tough financial decisions that we need to make one of them being how many students and how many locations. Two questions President Balderas has and hopes to answer with the Boards leadership. The first is what is the actual cost and who is going to contribute into those costs? We already have philanthropy partnerships. We have a company here today. This is part of President Balderas ask, is you want to help us invest? You have to do an equipment donation; the plumbers and pipefitters has agreed to donate hundreds of thousands of dollars of one year old equipment. The embarrassing thing is, we have nowhere else. We had no place to put that equipment, and, thanks to Joe Padilla and them, they literally are cleaning out warehouses that we can put some of these antiquated welders, and then, finally, besides, the fiscal sustainability question. What is the appropriate level of trade school and academic programming that we want to market, and Dr. Guerrero and other faculty are now starting to have that conversation, which is, how do we want to recruit? Retain students? And what kind of programming do we want to offer? Is it teaching nursing trades? President Balderas stated he believes that will answer a lot of Regent Velarde's and President Balderas would expect that the Regents would help lead that conversation because we can never go backwards again and not only blow our budget, but we have to have the right classrooms, the amount of faculty and the right level of equipment. There are some other funding sources that are unknown to this Board and to Dr. Guerrero that we are working on and those vehicles are related to legislative proposal requests. Regent Velarde we are already having those channels develop. One of them that I will disclose right now is a \$1M ask. That's an anti-violence reduction program due to the recent shooting of a young man about three or four years ago. President Balderas is working with a mother but we are going to use that funding for equipment. We are going to use that for counseling and run it through some of our current programs. President Balderas really appreciates Regent Velarde's passion about the potential pitfalls of the growth and how expensive these programs are. He applauds the Regents because they have seen these issues. But we are barely scratching the surface of how much this equipment is going to cost. So, we are going to absolutely have to lean on public private partnerships and we are going to actually have to get nasty with the legislature and get into the inequity argument. President Balderas really believes that's what Regent Velarde is kind of getting to is that we are not quite at the real fist fight yet that we are going to have to get into to make sure that we can adequately deliver these programs without going bankrupt because the mill will not be enough. The \$3M will go the minute we start going paying for payroll, travel and buying, we just left the trades building with \$2M in HVAC by itself. Regent Velarde's questions are definitely well positioned.

Regent Velarde thanked President Balderas for his answers and would like to keep the pay on the horizon. We have two great champions for the trades programs and we are lucky to have them and they are doing a lot for us. The thing is that if we start these trades programs, and we cannot get a teacher in there, and we cannot get a professor in there, and we cannot get a champion in there because of pay reasons. That's the conversations. Regent Velarde thinks we need to start having with legislators as far as these trades' programs go. She is afraid like she mentioned before, CNM, they had to cancel an HVAC program two semesters in a row. That's two semesters that they discourage students. You know, they lost students and it's something that Regent Velarde wants to make sure that we don't end up doing because she knows the trades are really important to rule New Mexico and so, being able to have the conversations of, I know that we got, and I don't know if it was an increase of an RPSP or a PSP or, she doesn't remember the acronym right now because her mind is a little clouded by medication but for nursing, because the nursing program is so vital and the pay equities and then being able to keep our own faculty in the nursing program we got, we're able to give them more of an increase, she wonders if there is the same argument for trades, just wondering and putting that on your horizon so that we can, you know, maybe start lobbying and start having those conversations and maybe even speaking to Tracy at CNM. There's a lady, she's the Assistant Vice President for trades and her name is Amar Deep. We could even have a conversation with her and know the other frustrating things that the other institutions are having as well.

Regent Swentzell stated the concerns Regent Velarde brought up are important concerns, but also that this institution has a history of being sort of audacious and being a little bit risky to do some of these things, these, these trades were one of the things that really caused a rift in the community in terms of their removal some decade plus years ago, right and prior to that they served that incredibly valuable service and programs here to, not just Espanola, but the larger community bringing them back has been, you know, a pipe dream and just because this, just because it's difficult and that there are pitfalls and that there will be fights. Regent Swentzell thinks the fight should be had, you know, and he thinks, he thinks we have a good President here and good leadership team to go bat to battle on that. Regent Swentzell stated he encourages that those fights still happen, because as Regent Velarde brought up in comparing with nursing, he thinks, about these trades a lot of in similar way as nursing. How many times have we had to increase the fees or make different changes because nursing is also one of those programs, incredibly expensive, incredibly difficult to find instructors, because if we just look at pay alone, here are not great incentives for you to stop being in that field and come and teach, unless that's what you really want to do. Same challenges with the trades. So, we have to look at it in the same way. But because the past is challenging doesn't mean that it should be done. So, Regent Swentzell just wants to encourage that, and with that he would go ahead and make a motion to approve the certificate.

Regent Swentzell moved to approve the Certificate in Technical Trades (HVAC). Second – Regen Velarde. A roll call vote was taken. Chair Martin – yes, Regent Velarde – yes, Regent Swentzell – yes, Regent Archuleta – yes, Regent Batista Daus – yes. Motion passed unanimously.

2. Certificate in Technical Trades (Welding)

Dr. Guerrero brought this forward to the Board of Regents (attached) the Certificate in Technical Trades (Welding). This is a 24-hour certificate program offered in two semesters offered at Espanola and El Rito Campus.

Chair Martin asked for questions from the Board.

Regent Velarde stated same concerns but she supports it. No other questions from the Board.

Chair Martin entertained a motion to approve.

Regent Batista Daus moved to approve the Certificate in Technical Trades (Welding). Second – Regent Archuleta. A roll call vote was taken. Chair Martin – yes, Regent Velarde – yes, Regent Swentzell – yes, Regent Archuleta – yes, Regent Batista Daus – yes. Motion passed unanimously.

3. Program Elimination Exemption (Post Baccalaureate Certificate in Information Technology)

Dr. Guerrero stated the department chair in Engineering has recommended the elimination for the Post Baccalaureate Certificate in Information Technology (attached). According to our academic program elimination policy, our department chair in engineering has requested that we go through an elimination, program elimination exemption for the post baccalaureate certification in information technology and this is due primarily to low enrollment. This has been in our catalogs in our programs for at least 8 years and we have had very little to no enrollment over the last 8 years, and so, therefore, Interim Provost Guerrero is requesting that we go to the program elimination exemption. It first went through our Educational Policy Committee, and it was approved through that committee. Interim Provost Guerrero was able to approve it and he eventually submitted it to the President's Office and he approved it so it is now on the Board of Regents for questions.

Chair Martin asked if there were questions from the Board.

No questions from the Board.

Regent Batista Dauz moved to approve the Program Elimination Exemption (Post Baccalaureate Certificate in Information Technology). Regent Swentzell – Second. A roll call vote was taken. Chair Martin – yes, Regent Velarde – yes, Regent Swentzell – yes, Regent Archuleta – yes, Regent Batista Dauz – yes. Motion passed unanimously.

IX. DEEP DIVE

A. Safety and Possible Law Enforcement

President Balderas introduced Geno Trujillo, Security Director and Matt Baca, General Counsel to present the Safety and Possible Law Enforcement topic. Mr. Baca and Mr. Trujillo gave the Board a view of what that would look like.

Chair Martin asked when the dorms are fixed in El Rito, is the goal to have 24-hour security. Mr. Trujillo stated that is the goal and when we get to level two it is not going to be that much harder to go to level three. There is still a lot of things that have to happen like our legal counsel stated, to be able to cover us. Chair Martin asked if we have had a very good response from our supporting agencies. Mr. Trujillo stated we have a very good response from our supporting police agencies and Mr. Trujillo stated he believes that the Sheriff is in discussion with our President to see if maybe there's something they can work out, an MOU or something to be able to, maybe house one of the deputies up there full time, which would certainly enhance the visibility and serve as a deterrent by having that unit up there and then they live there. So, things like that really help us. The other thing that we could consider eventually down the road is maybe doing an MOU with the police department or sheriff's department to get a school resource officer, or maybe we pay half of their salary. They pay half a salary, and then we have a school resource officer here full time. That's another option. We can fix it.

Chair Martin asked if there were questions from the Board.

Regent Velarde thanked Mr. Baca and Trujillo for the presentation and she is glad we were able to get the grant. She is hesitant about having police on campus, our own police force. At this point, she thinks it is really jumping the gun and she thinks we need to have a working group meeting to talk about how we put it in our permanent budget after this one year. Mr. Trujillo is not headed about getting a Level III officer or anything like that. She stated the expiration of the grant. Mr. Trujillo stated it is a LERF grant and it is we three-year grant and we have exhausted one year of that. Regent Velarde stated we need to plan it and want to make sure our students are safe and we don't want to be putting a whole lot of money that is going to students, we need to do this in a purposeful manner and at the same time ensuring we are keeping our campus and students safe and she knows it will be a dynamic issue especially as we start to get student housing in the equation. She is glad we are one of the safest campuses and not seeing any of these things. She would like to see a deep dive manner as a board and with the leadership of

the fiscal team to tell and show us what we will be looking at in terms of costs in the next years, what are we going to be look at in terms of cost.

Regent Swentzell thanked Mr. Trujillo and Mr. Baca and he is glad we have been able to increase security services. He agrees with Regent Velarde that this has to be a sober and judicious approach to this issue because as was brought up, those costs can multiply and just knowing about some of the local police departments, it is a continuous turnover once stop, because, as mentioned, they're cherry picking. Regent Swentzell stated he doesn't even bother to learn the officers name at their local department because he doesn't know if he will ever see them again. No, it is that fast. They're just snatching them now, the clock every day, so if you look at employee turnover, the cost on that is usually marked at one and a half times their salary, because you've already invested all of this in their equipment, uniform and any kind of training is specialized to your organization. Regent Swentzell doesn't really in the current climate where the officers are getting snatched up incessantly. He doesn't think there's any reasonable, you know, as fiduciary responsible individuals that we've been put by the governor's office in this position. It doesn't really make any sense, especially if we can find other ways to support a secure school environment without going down that much more expense track and we're not even talking about the liability that police forces tend to also connect with right. So, Regent Swentzell thinks having a security force scaling it up in a way that's reasonable, that matches funding sources right to continue to look at ways to mitigate, you know those through cameras, through fences, things of that. That's the way to go. You know that a lot of times you're just looking at what does it take to dissuade somebody. A desperate person, right, who is trained to commit these sorts of crimes, what are the ways, techniques that can start to mitigate that and some of those are just having a person there. Having a police force, that is many years down the road and a very different situation and more relevant if there are student residence halls.

Regent Archuleta – no questions.

Regent Batista Daus stated she does not have questions but she does appreciate everything they are doing on campus for safety. She sees all the marker, like the, this is what you in a lockdown, this is what you do in a shelter in place and she does appreciate that as a student, having such a clear example of ok, there's a shelter in place, this is what I need to do and then the fire drills and it just seems like they are actually really concerned about our safety. Thank you.

Chair Martin stated he would like to commend Mr. Trujillo at the basketball games the security force is very well organized. They're very easily identified and they weren't in the past. Chair Martin commended Mr. Trujillo on all his efforts for getting the Blue Towers going back again here and in El Rito. That was a huge liability to us if somebody hit the blue power and it didn't work right. Mr. Trujillo stated we did get them repaired a few months back and three of the four down here are down again. He assured the

Board this is one of the priorities because coming from a law enforcement background, people or a victim in some type of traumatic situation should be able to push that button and it work. They need to be reassured of that and it is one of Mr. Trujillo's priorities and we have APEC coming back out to help us resolve that. He is trying to be totally transparent and not tell the board something that is not true. He is going to get it fixed again.

President Balderas stated Mr. Trujillo is also the first responder at 3:00AM and 4:00AM in the morning when he's determining whether employees take that hour to commute so he doesn't know if the guy sleeps, but we should thank him for that as well. Chair Martin thanked Mr. Trujillo for that.

X. EXECUTIVE SESSION

None.

XI. VOTE TO REOPEN MEETING - Certification that only those matters described in the Executive Session Agenda were discussed in the closed session; if necessary, final action with regard to certain matters will be taken in Open Session

None.

XI. ADJOURNMENT

Chair Martin entertained a motion to adjourn.

Regent Batista Dauz moved to adjourn. Second – Regent Archuleta. A roll call vote was taken. Chair Martin – yes, Regent Velarde – yes, Regent Swentzell – yes, Regent Archuleta – yes, Regent Batista Dauz – yes. Motion passed unanimously.

The Board of Regents adjourned at 12:35PM.

Approved:

Michael A. Martin
Chair

Erica Velarde
Vice President

NORTHERN New Mexico College



BOARD OF REGENTS MINUTES JANUARY 7, 2025

A Special Meeting of the Board of Regents of northern New Mexico College was held on Friday, January 7, 2025, In Person and Via Zoom in Cutting Hall, Northern New Mexico College, El Rito Campus. Regents Present in person and Viz Zoom: Michael A. Martin, Porter Swentzell, Regent Ruben Archuleta and Regent Erica Velarde. Regent Casandra Batista Daus was not present.

Northern New Mexico College Staff Present: President Hector Balderas, JD, CFE, Larry Guerrero, EdD, Interim Provost & Vice President for Academic Affairs, Theresa Storey, Chief Financial Officer/Compliance Officer, Matthew Baca, General Counsel, Scott Stokes, Chief Information Officer, Juan Montoya, Facilities Director, Shawn Madrid, Capital Projects Coordinator, Betty Espinoza, Assistant Technical Professor, Cosmetology, Gloriadell Gonzalez, Cosmetology/Barber Instructor, Patrice Trujillo, Health & Safety Manager, Cindy Martinez, Human Resources, Vince Lithgow, Accountant III, Sara McCormick, Career Services Specialist, Sally Martinez, Executive Assistant to the Provost & Vice President for Academic Affairs, Alejandra Jaramillo, Director, HEP, Sandy Krolick, Creative Director, Communications & Marketing and Amy Peña, Executive Office Director.

Faculty Present: David Torres, Rhiannon West, Frank Loera, Lori Baca

I. CALL TO ORDER

Chair Martin called the meeting to order at 9:05AM.

II. APPROVAL OF AGENDA

Chair Martin entertained a motion to approve the agenda.

Regent Swentzell Moved to approve the agenda. Regent Velarde – second. A roll call vote was taken. Chair Martin – yes, Regent Velarde – yes, Regent Swentzell – yes, Regent Archuleta – yes. Motion passed unanimously.

III. BCES LAB RENOVATION

President Balderas stated he will start with the top line. This is really the vision of the board who put an aggressive mandate to improve and modernize the campus. President Balderas stated he is very proud because it also builds upon the strategic partnership pillar. This is a great project where this facility is nearly 30 years since it had a renovation. But, more importantly, its leveraging, grant funding, and under the very aggressive mission that even though we're not a research institution per se, we are partnering with visionaries that believe that the Northern should have the finest research facilities, and that's an aggressive mandate. We need your approval, sir, to do about half a million dollars in lab renovation upgrades, and this is something that President Balderas knows the BCES program is very excited about. President Balderas stated we do have Theresa Storey and other experts on standby if there are any other questions. This is going to be a strong milestone for the community. President Balderas stated he knows many of the Regents want to provide the best research opportunities for our students here on campus. So, this is a very successful place where we are at with a fork in the road. President Balderas stated that what also makes this project unique is this is a representative shared governance. There was not enough funding in the initial proposal to have the build out and construction because of excessive costs with the economy and so what we are Northern are also contributing is \$224,000 of State funding to get us across the finish line. We are also asking a lot of our staff facilities to volunteer per se within their traditional scope and salary to serve as kind of project managers and guides. This project would not come to fruition if it was not for the faculty, staff and a lot of other supports that we have that are really stepping up to make sure that we get this project underway, and that we have an aggressive build out for the spring. President Balderas stood for questions and stated this is an exciting moment.

Chair Martin asked if the board had questions.

Regent Velarde had no questions and thanked President Balderas for getting on this so quickly and bringing this for approval. So, then it can get through all the other proper channels and approvals so that we can get this done ASAP. So, this is exciting. Thank you for everybody who is working on this and all their support.

Regent Swentzell stated he had no questions and glad to see movement in terms of renovating. We had the tour at the last board meeting and looking at some of these places and there is a great deal of need. So glad to see that moving forward. Regent Swentzell thanked everyone for their work and pushing this forward.

Chair Martin entertained a motion to approve the President's recommendation. Regent Velarde – second. A roll call vote was taken. Chair Martin – yes, Regent Velarde – yes, Regent Swentzell – yes, Regent Archuleta – yes. Motion passed unanimously.

IV. COSMETOLOGY LAB AND CLASSROOM RENOVATION – Informational

President Balderas stated this is a story of bringing the best facilities to our students. The cosmetology program has been around many years and have been moved around due to mold and health issues before the President assumed the presidency. Their facilities were initially shut down before the President assumed Presidency and he stated that if it hasn't, if it wasn't for the faculty leadership, their own instructors that they trusted. We have developed a very strong relationship with the student body because they were very frustrated to be getting moved around to other facilities that they, they clearly knew were inadequate or were not their own space and so this project is requiring a lot of health and safety remediation and we are working closely with the faculty leaders who have the trust of the students and we are developing student leaders who are now becoming part of the process. They are really shifting their frustrations into a plan of action where they're helping advocate their own renovation. We have asked them to be very patient. They're actually gaining instruction in facilities right now that are temporary. These students have sacrificed and have shown real leadership in terms of how to make themselves part of the solution and to show they are part of the environment. The cosmetology department has not been remodeled in nearly 35 years or have had new facilities. They have inherited facilities from the Nursing program. This is the first time we are including the students and faculty in the design of their own facility. He thinks some of the individuals don't believe him because we have not gone through the process where they have been able to design new sinks, lighting, there is deficiencies in there that they are not learning in a salon/studio environment. Our goal is to have them train and learn in an environment in where they are similar to their work environment. This is also an aggressive construction we are hoping to build in the spring. We are hoping this current cohort of students will see these renovations before they graduate. We are hoping to have a remodeled new look to the cosmetology program by the end of the summer. President Balderas stated he would like to thank faculty, students and facilities and staff leadership who have had to sit down and explain the numerous issues we were facing. He believes this is going to be evidence of a model of shared governance. We are not including faculty and staff but we are also including students in the development of the process and understanding and seeing the construction through. President Balderas stood for questions. Again, over 35 years, this is how old these are facilities are so this is exciting.

Chair President Martin asked if there are any questions from the Board.

Chair Martin stated he sees Ms. Espinoza and asked her how things are going.

Ms. Espinoza stated we have been displaced since March 12, 2020. The Faculty, Gloriadell, Elain and Ms. Espinoza loved what they do and have made it work for them. First, they were online for many years. There were students that came in online and left online and that was very difficult because the are a practicum career and it has been difficult for the students. Teaching in a place that is not suitable for them does not meet

the needs of the students and working in or teaching them in a place where it is not suitable for them and to their environment is not, it does not meet the needs of students. If we have the students and not giving them what they are paying them for it is not right. Ms. Espinoza stated she feels for the past five years we have not done any justice for the students. We have done the best we can under the circumstances, because they do have great belief that this profession is something that our communities need. So therefore, we don't want our program to go away. Ms. Espinoza stated they are happy now that they are having buildings renovated. She knows it's probably be another semester that they are going to be out having to make sacrifices but at the same time, at least, there's light at the end of the tunnel. So, therefore, they are very pleased that the President and his staff, they are working with them to make this dream happen.

Ms. Espinoza read into this program and it started in 1930 in El Rito and in the early 2000's it was moved to Espanola because they needed to be in a location to access more students because El Rito was far out. It has been nice having it hear. We are counting on 25 students this coming semester. Ms. Espinoza stood for questions.

Chair Martin asked if there were questions from the Board.

Regent Velarde had no questions and thanked Ms. Espinoza you for her continued support of the students. She appreciates it and appreciates her patience and the Board was unaware of the facilities back in 2020 and how long it has been since they have had inadequate facilities. This is an everyday needed service for the community and it is great to continue to get this education at Northern. Regent Velarde asked where the permanent home will be. Ms. Espinoza stated Portable A, B and C. The three portables and they will be working on them all at the same time so they will be able to have a place to go in and learn.

President Balderas stated once we get the input in terms of what type of classrooms they want, sinks, lighting. We are going to let them run with us in developing their style. There are other infrastructure challenges they are coming up to. We do not want to patch up any of these projects. We want to get to the core initial challenge of what caused them to decay in the first place. This one was poor water management in terms of the roofs, HVAC. We are not only going to do all the roofs and to stucco, these facilities, we will make them more permanent and so they can endure weather and different challenges. We are re-engineering the power and we are really redoing electrical, plumbing and engineering. Another issue, President Balderas would like to bring to the Regents. They have limited parking in the front, in this remodel we are going to try to use the athletic department on the traffic corridor, because there is not a bridge, the elderly were walking far distances. We will have additional parking for students and closer parking for customers. There is a lot of other positive areas we are attacking so we don't think there will be such a decline in these facilities. The mold was created by poor moisture management and inadequate HVAC. We are trying to redesign and re-engineer and build

something that will sustain through the test of time. President Balderas is really proud of this potential project and all these ideas came from the instructors.

Regent Swentzell stated he appreciates the background and patience as Regent Velarde had mentioned. One of the things that is a question and comment and he realizes an operational concern, not necessarily the purview of the Regents, but in terms of some of the older buildings. You know, we look forward to the future proofing, and though you can't totally future proof anything, right. And you are looking at the structures that are last renovated 35 years ago. What is, you know and forgive the pun, but you don't want those updates to be purely cosmetic right? So, that you want the sort of guts of the infrastructure to be built in to really last long. You know, the next 35 years, and maybe wont we are looking for future proofing. In terms of the technology and tools and equipment is there adequate electrical support within the building, not just cabinets and paint, but something much more future proof. He knows it is an operational concern. It is a pet peeve to him when the building is purely cosmetic and the guts are not updated for the next 30 years. Regent Swentzell stated this is his question/comment.

President Balderas stated this is what he was getting at. In just about every project, we always start with electrical and plumbing. We have such an issue with leaky roof and mold across the campus. We are remodeling the event center now, as we speak as well to modernize the theater but we were forced to start with the leaky roofs and deal with some of the plumbing issues in the restrooms. He can assure the Board we are starting and addressing and building out in each remodel project, usually what would even be more fixing the code violation. This school will get completely new power distribution and wea are also having to do little things but this is important to the health and safety has to be the priority and not just a coat of paint. There are a lot of projects we are inheriting that are legacy. So, there is transparency, President Balderas is one of the things that is different with us, it is not that any administration is different, we are involving engineers, contractors and diverse contractors in HVAC and lighting. We didn't even have LED lighting across the campus. President Balderas is convinced the facilities department Juan and Shawn and these department that had to deal with past challenges did not have a construction team and planning team and so they would patch a lot of things up. We involve the facilities department in all the communication and planning. So, this is more for the information for the faculty that is listening. One of the governance approaches that we have changed is we have really brought all the parties together. One of the governing approaches we have brought. A lot of times President Balderas gets frustration but it works out when we have everyone involved in the planning and identification on how to engineer these projects. This is why we have been so successful in some of the legacy issues we have faced.

Regent Archuleta stated he is a big supporter of the program. He was a benefitted by getting free haircuts for years, and his mom attended the Cosmetology School in El Rito. That's where she met his dad and you know the rest is history. Regent Archuleta stated he did go get a haircut a couple of months ago. He got a good haircut and was really impressed by the professionalism of the students and the instructors. It was a nice building but it was a little rough and could be updated. Regent Archuleta stated he is a big supporter of that and he knows there is a lot of people right now that are very interested in this program. Thank you for making this happen and thank you to all the instructors for getting this done and being persistent and calling the Regents and asking questions.

Chair Martin asked if there will be a dedication in the summer once this is completed.

President Balderas stated we are in the double digits of construction that is ongoing. They are all going to want to do ribbon cuttings and celebrations. It really is, we have had faculty in tears when they see renovations happening. We will need the Board of Regents to get the word out and celebrate and invite guests. From trades we are talking about a grand opening and cosmetology they would like to work with the Board for these celebrations and make them community celebrations.

XII. ADJOURNMENT

Chair Martin will entertain a motion to adjourn.

Regent Swentzell moved to adjourn. Regent Archuleta – second. Regent Velarde – second. A roll call vote was taken. Chair Martin – yes, Regent Velarde – yes, Regent Swentzell – yes, Regent Archuleta – yes. Motion passed unanimously.

The Board of Regents adjourned at 9:30AM.

Approved:

Michael A. Martin
Chair

Erica Velarde
Vice President

*Office of the Provost***NORTHERN New Mexico College****MEMORANDUM**

To: Board of Regents - Northern New Mexico College

From: Dr. Larry Guerrero, Interim Provost, and VP for Academic Affairs

Date: January 24, 2025

Re: Approval of a Certificate in Technical Trades - Solar Electric PV

Issue

Northern New Mexico Branch Community College wants to offer a Certificate in Technical Trades (Solar Electric PV).

Overview

The attached document discusses the needs and characteristics for this Certificate in this region. These programs were developed in an effort to address the human resource needs of this growing industry and continue to offer our students access to the emerging trends in Solar Electric PV. The certificate is an essential step for NNMC to respond to this demand.

Moreover, students who graduate with this certificate will help NNMC acquire credit for these accomplishments in the NM funding formula.

This certificate has been vetted and recommended by the Faculty Senate, the Provost and the President.

Recommendation

I recommend that the Board of Regents approve the new Certificate in Technical Trades - Solar Electric PV.

Office of the Provost

NORTHERN New Mexico College



Branch Community College

Academic Program Policy

Purpose

To provide a consistent methodology for developing and implementing new academic programs, including certificates, associate degrees, and bachelor's degrees.

Policy

The Board of Regents approves all new academic programs offered by the Northern New Mexico College (NNMC). All new academic programs proposals must follow the procedure developed by the NNMC Administration (described in the **NNMCC New Academic Program Flow Chart**). Proposals will follow the template **NNMCC Academic Program Approval Form** in this policy. All Proposals shall comply at a minimum with the **Criteria for New Academic Program Approval** of this policy.

Procedures

New Academic Proposals are to be submitted on **New_Acad_Program_Form** and will follow the steps of the New Academic Program Approval Process Flow Chart in this policy. Upon completion of all the steps in the flowchart, the Board of Regents will make one of three recommendations regarding the Proposal:

1. Denial
2. Approval Pending Additional Planning
3. Approval

A partially completed proposal may be submitted to obtain an "Approval Pending Additional Planning" status to the Office of the Provost, which will determine the degree of the feasibility of offering a particular academic program. If the Office of the Provost approves "pending additional planning," then a complete proposal may be submitted to the rest of the process in the Flow Chart.

When all steps have been completed, the Office of the President will submit all Academic Program Proposals to the Board of Regents at their next regularly scheduled meeting for their first reading. When the Board of Regents has no significant concerns or suggested changes, the Office of the President will re-submit the Proposal to them at their next regularly scheduled meeting for final approval.

Denial will be recommended for proposals that do not meet the criteria for new program development or which are missing key data elements or contain concerns that may be addressed in a resubmission.

Approval Pending Additional Planning will be recommended for proposals that, while meeting other of the criteria, provide evidence that key programmatic components and/or resources are not in place to implement the program.

In order to receive implementation approval, relevant evidence must be presented to the Office of the Provost in a subsequent status report that the key programmatic components and/or resources are no longer missing. After such evidence has been provided, the Proposal may continue with the approval process

Approval will be recommended for proposals that meet all criteria for new program development. No further submissions will be required, and, subsequent to Board approval, institutions may offer the new program at a date no sooner than that stipulated in the Proposal.

Implementation A new academic program will be implemented after the Higher Education Department, the Higher Learning Commission, and the U.S. Department of Education have approved the program for implementation. Depending on the nature of the program, other agencies may need to support or approved the program before implementation. The program shall not be marketed in any form until all external approvals have been granted.

Criteria for New Academic Program Approval

1. The proposed program relates to the institutional mission statement as contained in the Strategic Plan.
2. The proposed program does not duplicate other NNMCC offerings or, otherwise, provides a convincing rationale for doing so.
3. There is evidence that planning for the proposed program has been a collaborative process involving academic units and offices of planning and budgeting at the institutional level, as well as external advisory committees, representatives of the community, surveys and/or other analysis which verifies the demand and support for said Proposal, etc.
4. The Proposal provides a reasonable timetable of events leading to the implementation of the proposed program.
5. The Proposal provides evidence that there is a need for more people to be educated in this program at this level.
6. The Proposal contains reasonable estimates of headcount and FTE students who will major in

the proposed program.

7. The Proposal provides an appropriate, sequenced, and described course of study.
8. For bachelor's programs, the total number of credit hours does not exceed 120;; otherwise, the Proposal provides a reasonable argument for an exception to the 120 credit hours maximum.
9. The program meets the General Education requirements in New Mexico, when applicable, and maximizes the number of courses that are included in the common course system in New Mexico.
10. The proposed program relates to specific institutional strengths such as programs of emphasis, other academic programs, and/or institutes and centers.
11. If there have been program reviews or accreditation visits in the discipline pertinent to the proposed program or in related disciplines, the Proposal cites recommendations that were made and provides evidence that progress has been made in implementing those recommendations.
12. The Proposal provides evidence that the institution has analyzed the feasibility of providing all or a portion of the proposed program through distance learning technologies via its own technological capabilities as well as through collaboration with other universities.
13. The Proposal provides evidence of sustainability in terms of enrollment revenues versus the cost of the program. It also provides a complete and reasonable budget, reflecting the text of the Proposal. Costs for the program should reflect costs associated with similar programs at other HED institutions.
14. The Proposal provides evidence that the faculty, in aggregate, have the necessary experience and research activity to sustain the program.
15. The Proposal provides evidence that, if appropriate, there is a commitment to hiring additional faculty in later years, based on estimated enrollments.
16. The Proposal provides evidence that library resources are sufficient to initiate the program.
17. The Proposal provides evidence that classroom, teaching laboratory, research laboratory, office, and any other type of space that is necessary for the proposed program is sufficient to initiate the program.
18. The Proposal provides evidence that necessary and sufficient equipment to initiate the program is available.

19. The Proposal provides evidence that, if appropriate, fellowships and scholarships are sufficient to initiate the program.
20. The Proposal provides evidence that, if appropriate, clinical and internship sites have been arranged.
21. The Proposal provides a complete and reasonable budget, reflecting the text of the Proposal. Costs for the program should reflect costs associated with similar programs at other Higher Education institutions.
22. In the event that resources within the institution are redirected to support the new program, the Proposal indicates the source from which funds will be redirected and provides evidence that such redirection will not have a negative impact on other programs.
23. The Proposal provides evidence that community college articulation has been addressed and ensured, when applicable.
24. For disciplines where specialized accreditation is available, the Proposal indicates whether the institution will seek such accreditation for the proposed program. If the institution indicates that specialized program accreditation will not be sought, adequate justification is provided.
25. The Proposal provides evidence that the academic unit(s) associated with a new degree has been productive in teaching, service, scholarship, and research, where appropriate.

NOTE: The website will have the most current version.
New_Acad_Program_Form

Northern New Mexico College
New Degree Program Approval Form
Version Fall 2025

Type in the designated areas. Please do not alter any element of the form.

- | | | | |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| 1 | Initiator: | Joseph Padilla | Date: 9-18-2024 |
| 2 | Subject area: | Skilled Trades | |
| 3 | Academic division: | Technical Trades | |
| 4 | Proposed title for New Curriculum Program: Solar Electric PV | | |
| 5 | To begin: 2025 | Semester: Fall | Academic Year: 2025 |
| 6 | Degree or certificate to be offered: Solar Electric PV Certificate | | |
| 7 | Provide the Program Catalog Description: The Solar Electric Certificate of Achievement offers students a chance to acquire the knowledge and technical skills necessary for exploring careers in the Solar Electric (Photovoltaic) field. Participants will receive a comprehensive overview of solar systems used in residential, commercial, large commercial, and industrial settings. The curriculum covers the principles of solar electricity generation and strategies for optimizing energy production. Additionally, there will be a strong focus on code-compliant design, installation, commissioning, operation, and maintenance practices. | | |
| 8 | Please provide a tentative timeline for program implementation (including a Gantt Chart) | | |
| NEED | | | |
| 9 | Describe and provide evidence that the program is needed by the local and regional community (including job availability data) and provide evidence that there is student demand for the program. Respond to what are opportunities, external to the College, that support the new program (e.g., employer data, demographics, numbers of prospective students, market trends for the field, etc.)? The U.S. Department of Labor States that 'Employment of solar photovoltaic installers is projected to grow 48 percent from 2023 to 2033, much faster than the average for all occupations. About 4,100 openings for solar photovoltaic installers are projected each year, on average, over the decade' . https://www.bls.gov/ooh/construction-and-extraction/solar-photovoltaic-installers.htm
Additionally, Solar Photovoltaic Installers are ranked as the third highest occupation by projected growth to 2032 by the New Mexico Workforce Connection Agency.
See Appendix D. | | |
| 10 | Provide evidence and explain how the degree/credential proposed (bachelor vs associate vs certificate) is the correct fit for the program proposed. Provide the complete degree sheet of the program in Appendix A (Part I). Additionally, provide the Curriculum Efficiency Analysis in Appendix A (Part II).
Choosing between a certificate and a degree in Solar PV (Photovoltaics) depends on various factors, including career goals, time commitment, cost, and specific industry needs. Here are some reasons why a certificate in Solar PV might be considered more beneficial than a degree in the field:

Shorter Duration: Certificate programs typically require less time to complete than associate or bachelor's degree programs. This allows individuals to enter the workforce faster, picking up the necessary skills in a more condensed timeframe. | | |

Cost-Effective: Certificates usually cost less than degree programs, making them more financially accessible. For those looking to minimize educational expenditures while still gaining relevant expertise, certificates can be a better option.

Focused Curriculum: Certificate programs often concentrate on specific skills and practical applications related to Solar PV. This targeted training equips students with the hands-on skills and knowledge demanded by employers, making graduates more immediately employable.

Industry Recognition: Many employers in the renewable energy sector value certification as a demonstration of proficiency. Industry-recognized certification can reassure potential employers of a candidate's skills without requiring a full degree.

Flexibility: Many certificate programs offer online or part-time options, allowing working professionals or those with other commitments to upgrade their skills without having to commit to a full-time degree program.

Immediate Job Opportunities: The solar industry often emphasizes skills and competencies rather than formal educational credentials. A certificate can convey readiness to enter the workforce in entry-level positions, such as installation, maintenance, or sales, much more quickly than a degree.

Continuous Learning and Professional Development: Certificates are often part of continuing education and professional development, allowing individuals to update their skills as technology evolves. This can be particularly relevant in a rapidly changing field like solar energy.

Networking Opportunities: Certificate programs often provide direct access to industry professionals and organizations, facilitating valuable networking opportunities that can lead to jobs or collaborations.

Entry into a Growing Field: As renewable energy, specifically solar PV, continues to grow, the demand for trained workers in this area is increasing. Certificate holders may find abundant opportunities in installation, maintenance, and sales, as industries look for qualified personnel quickly.

Complementing Other Qualifications: For individuals who already have degrees in related fields (such as engineering, environmental science, or sustainability), a certificate in Solar PV can serve as a valuable supplement to enhance their qualifications and make them more competitive in the job market.

Ultimately, the choice between a certificate and a degree in Solar PV should be guided by individual circumstances, career aspirations, and the specific skills or knowledge one wishes to acquire.

- 11** What are the College's strengths that would support offering the program (e.g., trained staff, facilities, adequate budget, sustainability, etc.)?

NNMCC currently has trade pathways in Electrical Trades. Solar PV technology fits well with This building trades as an extension of a complete electrical building trades Skilled Training agenda.

Solar photovoltaic (PV) training can provide numerous benefits for electricians, enhancing their skills, knowledge, and career prospects. Here are several key ways in which such training can help electricians:

Specialized Knowledge: Solar PV training equips electricians with a solid understanding of solar energy systems, including the workings of PV cells, inverters, mounting systems, and energy storage solutions. This specialized knowledge is essential for the proper installation and maintenance of solar systems.

Increased Job Opportunities: As the demand for renewable energy solutions grows, there is an increasing need for qualified electricians who can install and maintain solar energy systems. Completing solar PV training can open up new job opportunities and potentially lead to higher pay.

Licensing and Certification: Many regions require specific certifications or licensing to work with solar PV systems. Training programs can provide the education needed to obtain these credentials, ensuring electricians meet regulatory and safety standards.

Understanding of Codes and Standards: Solar PV systems must comply with local and national building codes, electrical codes, and safety standards. Training helps electricians understand these requirements, reducing the risk of non-compliance and promoting safer installations.

Hands-On Experience: Many solar PV training programs offer hands-on training, allowing electricians to practice skills in a controlled environment. This practical experience is invaluable for building confidence and competence in working with solar technology.

Troubleshooting Skills: Solar PV systems can face various issues due to weather, wear, or installation errors. Training provides electricians with the skills to diagnose and troubleshoot problems effectively, ensuring systems operate efficiently.

Integration with Other Systems: For electricians working in residential or commercial settings, understanding how solar PV systems integrate with other electrical systems is essential. Training provides insights into grid-tied systems, battery storage solutions, and energy management technologies.

Environmental Awareness: Training in solar PV systems also fosters a broader awareness of sustainability and environmental issues. Electricians can play a crucial role in promoting renewable energy and helping clients reduce their carbon footprint.

Networking Opportunities: Engaging in solar PV training often opens doors to networking opportunities with industry professionals, enabling electricians to connect with others in the field, share knowledge, and potentially find job leads.

Future-Proofing Skills: As renewable energy technologies continue to evolve, ongoing training helps electricians stay current with the latest advancements, trends, and best practices, ensuring their skills remain relevant in a rapidly changing industry.

In summary, solar PV training enhances an electrician's capabilities, increases their marketability, and positions them for success in the growing renewable energy sector.

- 12 What are the College's weaknesses that must be overcome to offer the program?
The college has only recently provided lab space at the Espanola campus and still has not provided classroom space for the Technical trades department. Space usage and facility support.
- 14 What are the threats external to the College that would need to be dealt with (e.g., demographic shifts, new regulations, new infrastructure, etc.)?
Secondary Dual Credit programs insistent Faculty drive to their remote locations for instruction
- 15 Describe how the program fits with College's mission, strategic goals, and strategic initiatives

CURRICULUM

Program mission:

- 16 **To provide comprehensive, high-quality Solar PV training that equips students with the technical skills, industry knowledge, and practical experience necessary to excel in the Solar PV. Our program aims to foster a deep understanding of Solar PV, enhance problem-**

- solving abilities, and ensure students are prepared for certification and career advancement in a rapidly evolving industry.**
- 17 Provide the program objectives, provide the [curricular degree sheet](#), and syllabi for all courses (syllabi are needed before it goes to the (BCC faculty Committee) **Curricular Degree Sheet and Syllabi Attached**
- 18 List the Program-level Student Learning Outcomes
Knowledge Acquisition: Ensure students gain a thorough understanding of HVAC principles, systems, and components.
Practical Skills: Develop hands-on skills through lab exercises and real-world simulations.
Certification Readiness: Prepare students for HVAC certification exams with focused training and practice.
Career Preparation: Equip students with the tools and knowledge necessary for a successful HVAC career, including resume writing and job interview techniques.
Industry Relevance: Stay current with industry standards and technological advancements to provide up-to-date training.
 Also: **See Program Assessment Plan Appendix B part II**
- 19 Curriculum matrix (outcomes by courses in the major). Provide this as Appendix B (Part I) **See Appendix B part I**
- 20 Describe the coordination with other College programs:
Coordination with other college programs includes scheduling academic core content courses required of this program that does not conflict with core content scheduled courses. Additionally, coordination with other trade programs will be done to limit the space use of Laboratory facilities and needed lecture space. Where possible, use of learning equipment will be shared with other departments and courses that offer like core content will be considered for course substitutions on an individual basis.
- 21 Explain the articulation agreements that the program will have with programs offered by other institutions:
The New Mexico Higher Education Department is currently adopting a common course identifier program in Trade courses. This pathway has been completed. Courses identified in this pathway have the same course description and learning outcomes of these trade courses in all post-secondary institutions in New Mexico for transferability purposes.
 What plans is the plan for the delivery of courses modalities (e.g., distance education, face to face, hybrid, others)? Please provide an analysis of the competition that the program will have based on the selected delivery modality.
- 22 **Trade courses are more successful face to face with direct, hands on learning. Online modalities will be utilized only for theoretical lectures and descriptive examples. Hybrid modalities will be used for student cohorts that have distance gaps for attendance. Laboratory lessons will occur face to face with lessons leading, describing and explaining a hands-on function with practical experience on welding equipment.**
- 23 Describe the standards and practices that will be implemented for Prior Learning Assessment (PLA) within this program. **See Credit for Prior Learning Addendum attached** and at: https://nnmc.edu/wpcontent/uploads/2023/09/Credit_for_Prior_Learning_Guidelines_9.23.pdf
- 24 Describe the membership of the External Advisory Committee and the role that they have played in the development of Curriculum and Program-Level Student Learning Outcomes.
An External Advisory Committee includes the IBEW 611 Local Electrical Union that have reviewed with the Chair of Trades to the curriculum and instructional pathway that will meet the needs of industry and have pledged to continue serve as an external program review committee. A Second External Committee is the Workforce Integration network (WIN)
- 25 Please indicate if this program falls within the umbrella of another program currently offered (for example, if the new program is an associate degree that consists of a subset of courses already offered by one or more bachelor programs, or whether the program is the result of

a combination of courses already offered by the institution through other programs). Please indicate if a new CIP code is needed or already exists under the CIP codes approved for NNMC. **This program will reside in the Electrical Trade AAS degree program but will require a separate CIP number of: 15.0505- Solar Energy Technology/Technician/ Manufacturing**

ASSESSMENT

- 26 Plan for program assessment and evaluation of program-level student learning outcomes. Provide this section in Appendix B (Part II) See **Appendix B (Part II)**

SUPPORT AND SUSTAINABILITY

- 27 Describe the faculty will serve in this program and their credentials. Please describe if new faculty is needed. If no new faculty members are needed, please describe how the current faculty will serve this program and what will be the impact in the current areas that those faculty members are serving **0.5 faculty member will be required for this program.**

Describe precisely facility needs including, but not limited to identifying the office space for full-time faculty, adjunct faculty, administrative assistants. Identify the classrooms, labs, and instrumentation that this program will be required

- 28 **The program has two locations identified to operate. The El Rito campus. The CTE Building being restored exists with plumbing/pipefitting and welding equipment, there are donated pieces of equipment. This shop serves the dual credit programs of NNMC High School Dual Credit partners.**

The Espanola campus can serve the Espanola Valley High School dual credit trade program and adults form surrounding communities. The shop here has been undergoing clean up and modifications and is now ready to accept equipment for this proposed Solar PV program Office space availability exists at either campus

- 29 Describe the annual budget for this program for the first five years, the projected enrollment per year (including new headcounts part-time, full-time, graduates, dropouts), and the projected revenue. Include spreadsheets and explain clearly the assumptions. Please provide this section in **Appendix C.**

- 30 Describe the plans for sustainability (including a five-year enrollment projection with revenue and cost projections) **Appendix C**

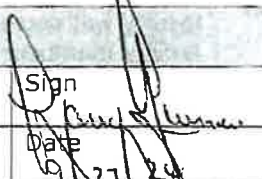
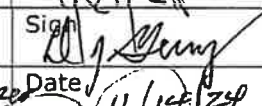
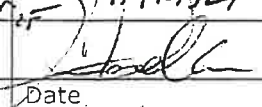
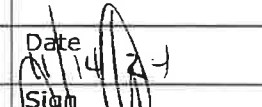
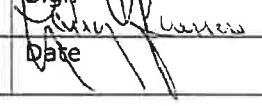
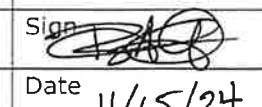
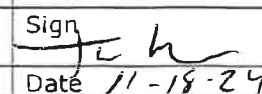
Describe the strategic enrollment plan for the program and how it is aligned with the college strategic enrollment plan

- 31 **The Department will coordinate with the NNMC Communication and Marketing department to relay the opportunities of this program regionally through a media marketing campaign. The effort will also include the support and endorsement of the IBEW 611 Electrical Union and the New Mexico Northern Regional Development Corporation. These organizations have multiple employers for placement of students once trained in this pathway. The pathway to a career in Solar PV will be highlighted. The pathway will be introduced to the secondary school districts and offered as dual credit to build future enrollment capacity.**

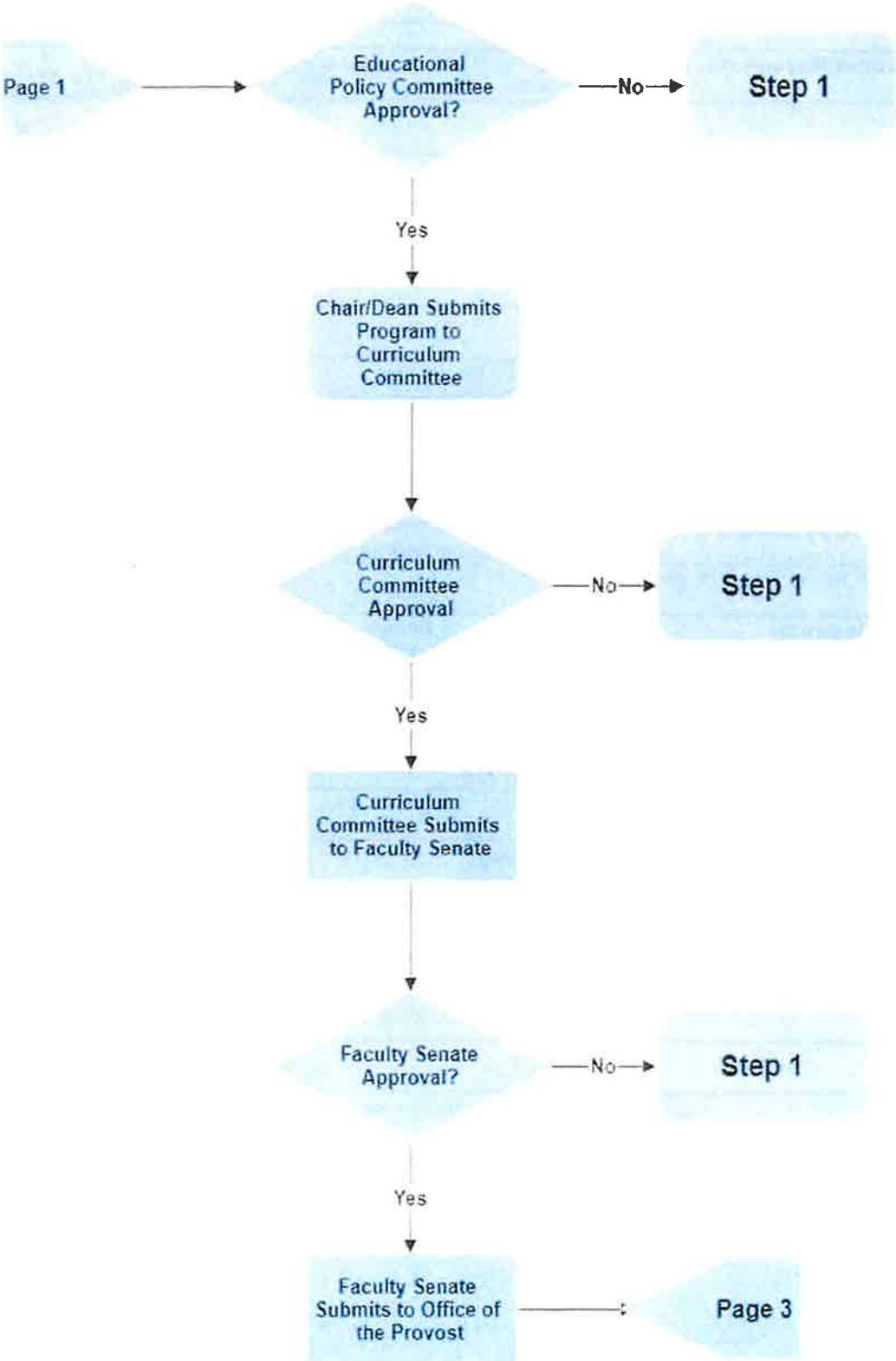
- 32 Explain what external agencies (other than the Higher Education Department, the Higher Learning Commission, the U.S. Department of Education) need to approve (or must be notified) before the implementation of the program **N/A**

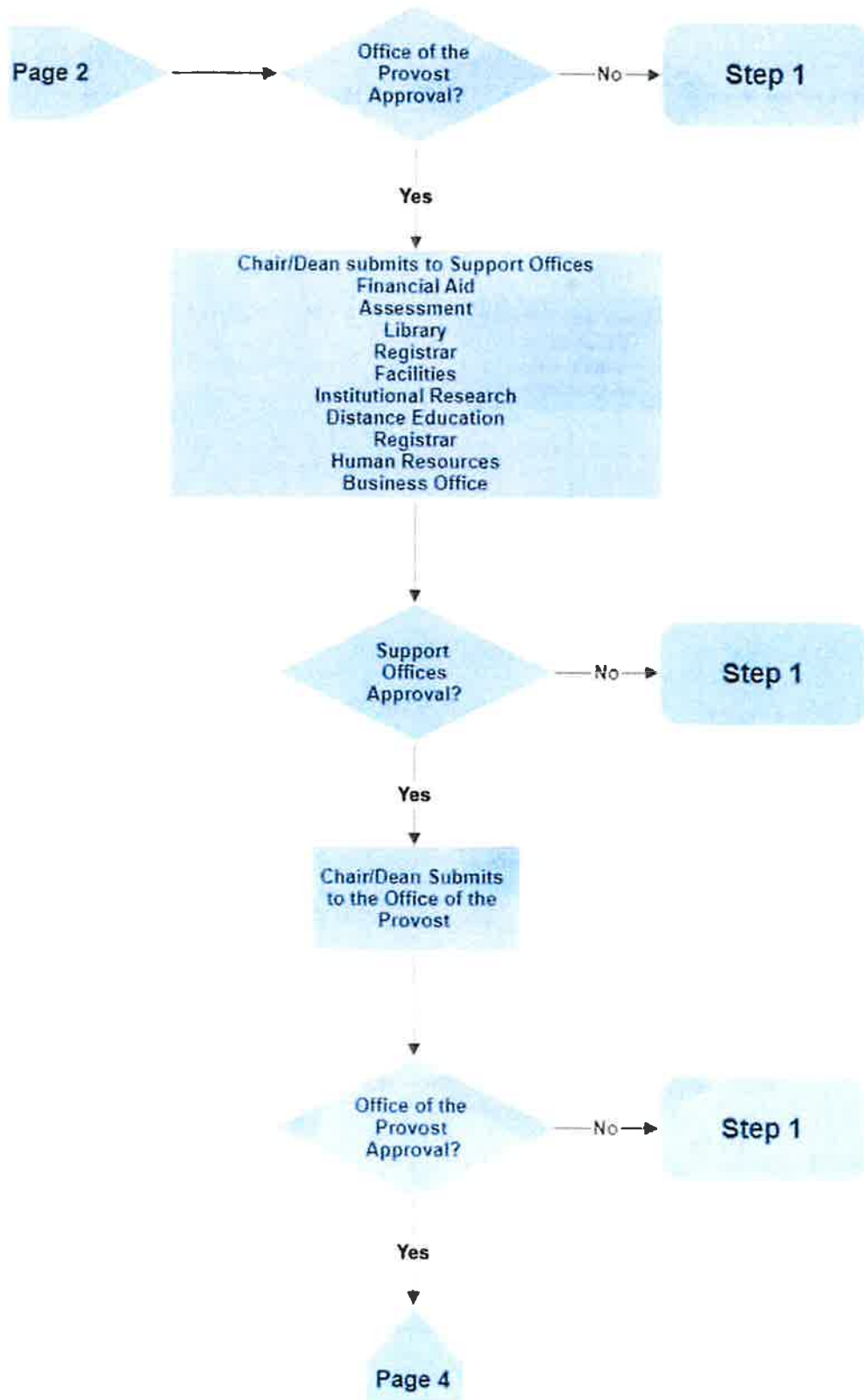
**NOTE: The website will have the most current version.
New_Acad_Signature Approval Form**

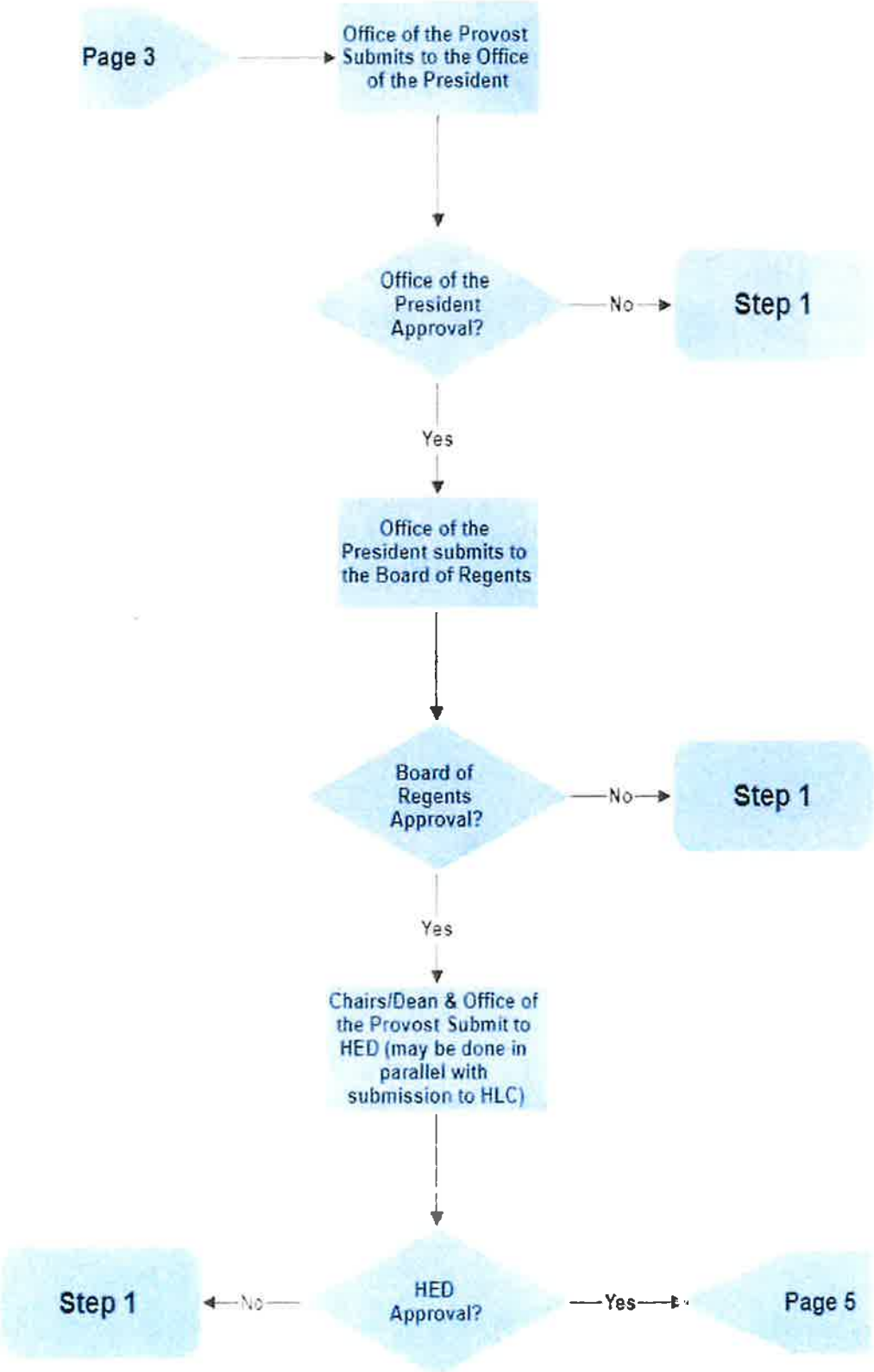
**Northern New Mexico Branch Community College
New Degree Program
Signature Approval Form
Spring 2025**

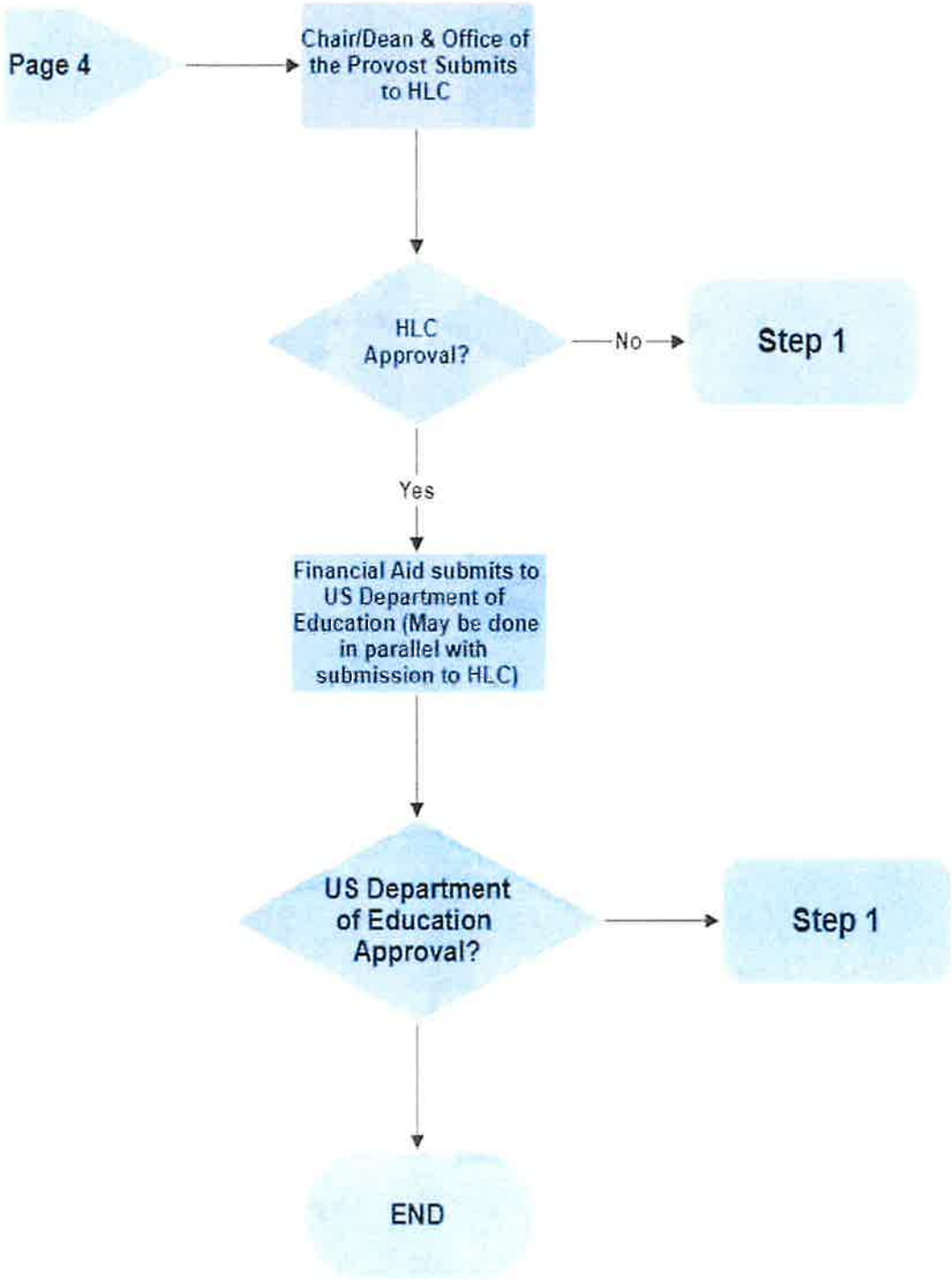
First Phase of Approvals		
Academic Departments Collects Signatures		
Office of the Provost / <input checked="" type="checkbox"/> / Approval to Implement / / Denial	Sign	
1st Review / / Approval Pending Additional Planning	Date	10/27/24
Justification		
External Advisory Committee Chair / <input checked="" type="checkbox"/> / Yes / / No	Sign	
Justification	Date	11/14/24
FITS WITH WIN GRANT OBJECTIVES FOR WKTOR		
Branch Community College Internal Faculty Committee Chair / <input checked="" type="checkbox"/> / Yes / / No	Sign	
Justification	Date	10/28/24
Second Phase of Approvals		
Academic Department Collects Signatures		
Office of the Provost / <input checked="" type="checkbox"/> / Approval to Implement / / Denial	Date	11/14/24
2nd Review / / Approval Pending Additional Planning	Sign	
Justification	Date	
Librarian / / Yes / / No	Sign	
Justification	Date	
Assessment Office / <input checked="" type="checkbox"/> / Yes / / No	Sign	Courtney Bruch
Justification	Date	11/15/24
Registrar / <input checked="" type="checkbox"/> / Yes / / No	Sign	
Justification	Date	11/15/24
Financial Aid / <input checked="" type="checkbox"/> / Yes / / No	Sign	Sandra Adams
Justification	Date	11/15/24
Distance Ed Director / / No / <input checked="" type="checkbox"/> / Yes	Sign	F.O.R.
Justification	Date	
Facilities Director / <input checked="" type="checkbox"/> / Yes / / No	Sign	
Justification	Date	11-18-24

Institutional Research / <input checked="" type="checkbox"/> / Yes / / No	Sign <i>Wmella Sanchez</i>
Justification	Date 12/4/2024
Human Resources / <input checked="" type="checkbox"/> / Yes / / No	Sign <i>Stephanie A. Saulter</i>
Justification	Date 12/05/2024
VP for Finance and Administration / <input checked="" type="checkbox"/> / Yes / / No <i>(CFO)</i>	Sign <i>T. Singh</i>
Justification	Date 12/5/2024
Office of the Provost / <input checked="" type="checkbox"/> / Approval to Implement / / Denial / / Approval Pending Additional Planning	Sign <i>[Signature]</i>
Justification	Date 12/5/24
FINAL APPROVALS	
Provost Office Collects Signatures	
Office of the President / / Approval to Implement / / Denial / / Approval Pending Additional Planning	Date
Justification for approval or denial	Sign
Board of Regents / / Approval / / Denial / / Approval Pending Additional Planning	Date
Justification for approval or denial	
Mandatory Meeting: Initiator of the Program Proposal calls for a meeting with the Office of the Provost, HLC ALO, Registrar, Institutional Effectiveness, and Financial Aid	Sign
	Date
Feedback to Institution	Sign
	Date
	Date





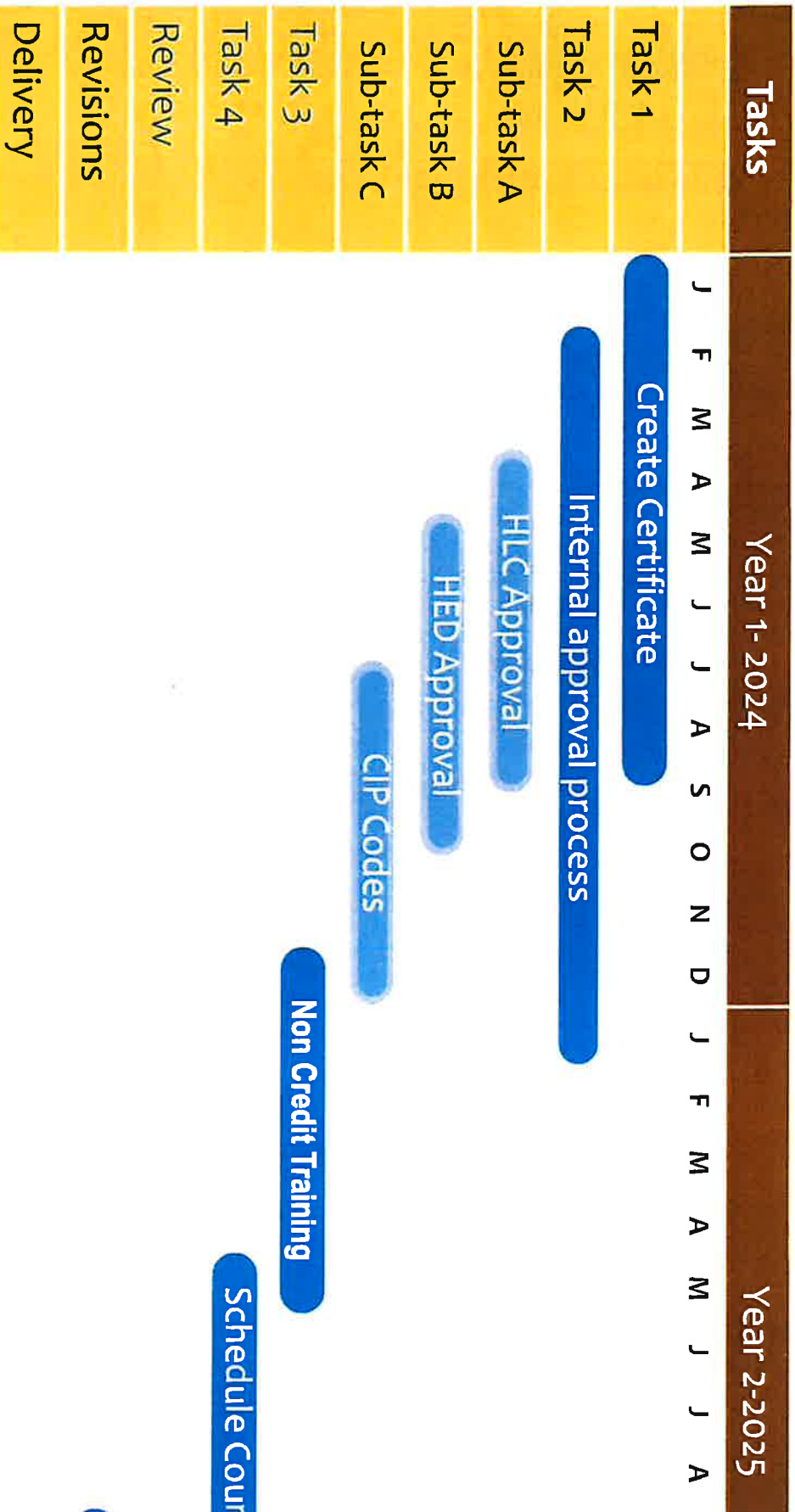




Approved by the Board of Regents on 11/17/2005
Amended by NNMC President on 10/25/2021

SOLAR PV Certificate Implementati

TIMELINE-gannt chart



NORTHERN NEW MEXICO COLLEGE

DEGREE SHEET / 2024-2025 CATALOG

Student name:

Eagle ID:

Eagle Email:

Phone:

Certificate of Technical Trades (Solar Electric -PV)

The Solar Electric Certificate of Achievement offers students a chance to acquire the knowledge and technical skills necessary for exploring careers in the Solar Electric (Photovoltaic) field. Participants will receive a comprehensive overview of solar systems used in residential, commercial, large commercial, and industrial settings. The curriculum covers the principles of solar electricity generation and strategies for optimizing energy production. Additionally, there will be a strong focus on code-compliant design, installation, commissioning, operation, and maintenance practices.

PROGRAM REQUIREMENTS (15 Credits)

ELTR 2605 Photovoltaic Fund/Applications (3)

Pre-requisite: None

ELTR 2615 PV Code Compliant Systems (3)

Pre-requisite: ELTR 2605 Photovoltaic Fund/Applications

ELTR 2630 Advanced PV (3)

Pre-requisite: ELTR 2605 Photovoltaic Fund/Applications

ELTR 2692 PV Install Lab (3)

Pre-requisite: ELTR 2630 Advanced PV

ELTR 1147 Electrical System Fundamentals (3)

*Pre-requisite: None***TOTAL CREDITS 15****ADVISOR APPROVAL****DATE**

SUGGESTED SEQUENCE OF COURSES

FIRST SEMESTER (15 Credits)

ELTR 2605 Photovoltaic Fund/Applications (3)

ELTR 2615 PV Code Compliant Systems (3)

ELTR 2630 Advanced PV (3)

ELTR 2692 PV Install Lab (3)

ELTR 1147 Electrical System Fundamentals (3)

NORTHERN NEW MEXICO COLLEGE



ELTR 1147 SYLLABUS

Course Number Course Name	ELTR 1147 Electrical System Fundamentals
Credit Value (Breakdown of theory and lab credits)	3 (1 Theory, 2 Lab)
Catalog Course Description	AC and DC Electrical Systems: a/c circuits – a/c capacitors – d/c and a/c inductors – transformers – ac relays and contactors – electrical distribution – troubleshooting methods – hands on a/c d/c trainer, Enclosures and Conduit Systems: installing metal struts – installing enclosures and boxes – installing flex metal and liquid tight nonmetallic conduit – conduit bending – installing electrical metallic tubing – cutting reaming – threading and installing ridge metal conduit – feed conductor into conduit and using a pulling point – hands on industrial trainer. Pre-requisites: <i>ELTR 2605 Photovoltaic Fund/Applications</i>
Student Learning Outcomes/Objectives /Competencies of the Course	<p>Outcomes</p> <ul style="list-style-type: none"> • Basic characteristics of electricity and electric circuits. • How various generation types are used to serve load curves. • Components of the transmission system and the way in which the system is designed and operated. • Components of the distribution system and the way in which the system is designed and delivers power. • Components that link the distribution system to the member, as well as various options for configuring services. • Types of meters and how each is used to collect data.
Student Program Learning Outcomes	Industry Proficiency

NORTHERN NEW MEXICO COLLEGE

ELTR 2605 SYLLABUS

Course Number Course Name	ELTR 2605 Photovoltaic Fund/Applications
Credit Value (Breakdown of theory and lab credits)	3 (3Theory)
Catalog Course Description	Photovoltaic (PV) is electrical energy from the sun. This course is an introduction to the fundamentals associated with Photovoltaic systems. Topics cover PV market analysis, the solar resource, electrical PV principles, solar module fundamentals, system components, types of systems, site assessment, system applications, energy production analysis, and best practice code compliant practices including mounting, wiring, and interconnecting systems to the utility. Anyone interested in knowing more about the solar industry or anyone working in fields associated with solar energy will benefit from this course. Pre-requisites: None
Student Learning Outcomes/Objectives /Competencies of the Course	<p>Outcomes</p> <ul style="list-style-type: none"> • 1. Compare the advantages and disadvantages of installing a PV system. • 2. Identify the principal components in PV systems and their uses. • 3. Demonstrate knowledge of principal types and configurations of PV systems and their uses. • 4. Describe the relationship of energy efficiency to PV installations and identify opportunities for conservation and energy efficiency. • 5. Identify the factors affecting the quantity and composition of solar energy received on Earth's surface and the apparent position and path through the sky. • 7. Evaluate how array orientation affects solar energy received by modules and identify methods for determining and diagramming shading patterns. • 9. Demonstrate knowledge of the process for determining potential array locations and how solar radiation data is used in sizing and estimating PV system performance. • 11. Identify considerations in determining the suitability and condition of existing roofing, structural systems, and electrical systems and equipment. • 12. Evaluate the design priorities for PV systems in different types of applications. • 13. Identify factors to consider in preliminary assessment such as solar resource, environmental conditions, building code and utility requirements. • 14. Practice sizing grid direct systems. • 15. Identify common procedures used to sell PV systems. • 16. Describe customer motivations, policies, and economics that influence systems sales.

NORTHERN NEW MEXICO COLLEGE



	<ul style="list-style-type: none">• 17. Demonstrate knowledge of code compliant, safe, best industry practices for installations.• 18. Demonstrate knowledge of procedures required for ongoing operation and maintenance of PV systems.
Student Program Learning Outcomes	Communication Critical Thought

NORTHERN NEW MEXICO COLLEGE

ELTR 2615 SYLLABUS

Course Number Course Name	ELTR 2615 PV Code Compliant Systems
Credit Value (Breakdown of theory and lab credits)	3 (3Theory)
Catalog Course Description	PV Code Compliant Systems is a comprehensive course on the electrical and structural code requirements for photovoltaic system installations with and without battery systems. Topics include the major sections of the National Electric Code (NEC) that relate to PV installations including General Requirements, Wiring and Protection, Wiring Methods and Equipment Use, PV Equipment Special Conditions, and Utility Interconnection Special Conditions. Integrity and compliance of structural mounting for roof top and ground mount systems are also discussed. Pre-requisites: <i>ELTR 2605 Photovoltaic Fund/Applications</i>
Student Learning Outcomes/Objectives /Competencies of the Course	<p>Outcomes</p> <ul style="list-style-type: none"> • Demonstrate knowledge of navigating, finding, and understanding sections of the NEC that are critical to installing and inspecting photovoltaic systems. • Recognize and identify code-compliant, safe selection of components and code-compliant, safe installation layouts, and documentation required for photovoltaic systems that are utility interactive with and without energy storage. • Identify and verify code-compliant, safe sizing of conductors and overcurrent protection for DC and AC circuits. • Identify and verify code-compliant, safe use of wiring methods and selecting the appropriate materials for specific sites and installations. • Identify and verify code-compliant, safe use of general electrical equipment used in PV systems. • Demonstrate knowledge of special conditions applicable to PV Systems. • Verify code-compliant utility interconnections of PV systems • Demonstrate knowledge of compliance and structural integrity for mounting rooftop and ground-mounted systems •
Student Program Learning Outcomes	Communication Critical Thought

NORTHERN NEW MEXICO COLLEGE

ELTR 2692 SYLLABUS

Course Number Course Name	ELTR 2692 PV Install Lab
Credit Value (Breakdown of theory and lab credits)	3 (3 Lab)
Catalog Course Description	Photovoltaic installation practices and safety are emphasized covering lockout tag out, testing high voltage, hazards, safety equipment, site safety, first aid, PV panel layout, pitch roof mounting systems, flat roof mounting systems, pole mount systems, disconnect installation, wiring sizing and installation, inverter installation, commissioning checklist Pre-requisites: : <i>ELTR 2630 Advanced PV</i>
Student Learning Outcomes/Objectives /Competencies of the Course	Outcomes <ul style="list-style-type: none"> • Demonstrate proper PV jobsite safety considerations including proper use of PPE, tools and electrical meters, fall protection, ladders, and other equipment. • Assemble various PV array and electrical system lab projects. • Demonstrate proper application of local building codes and practices when installing a PV system.
Student Learning Program Outcomes	Trade Standards Team Work

NORTHERN NEW MEXICO COLLEGE

ELTR 2630 SYLLABUS

Course Number Course Name	ELTR 2630 Advanced PV
Credit Value (Breakdown of theory and lab credits)	3 (2 Theory, 1 Lab)
Catalog Course Description	Photovoltaic installation topics and aspects of: Safety, electrical lock out tag out, maximum system voltage, disconnects, series fusing, service panel connections, inverters, layout and mounting, grounding and ground fault/surge protection, system sizing, NEC considerations, commissioning and production analysis, maintenance and troubleshooting are covered in this course. Pre-requisites: <i>ELTR 2605 Photovoltaic Fund/Applications</i>
Student Learning Outcomes/Objectives /Competencies of the Course	<p>Outcomes</p> <ul style="list-style-type: none"> • Demonstrate knowledge of navigating, finding, and understanding sections of the NEC that are critical to installing and inspecting photovoltaic systems. • Recognize and identify code-compliant, safe selection of components and code-compliant, safe installation layouts, and documentation required for photovoltaic systems that are utility interactive with and without energy storage. • Identify and verify code-compliant, safe sizing of conductors and overcurrent protection for DC and AC circuits. • Identify and verify code-compliant, safe use of wiring methods and selecting the appropriate materials for specific sites and installations. • Identify and verify code-compliant, safe use of general electrical equipment used in PV systems. • Demonstrate knowledge of special conditions applicable to PV Systems. • Verify code-compliant utility interconnections of PV systems • Demonstrate knowledge of compliance and structural integrity for mounting rooftop and ground-mounted systems •
Student Learning Program Outcomes	Safety and Craftsmanship Work Ethics/Professionalism

Appendix A part II

Curriculum Efficiency Analysis for a Solar Photovoltaic (PV) Training Certificate Program

Executive Summary

The demand for skilled professionals in the solar energy sector has significantly increased with the growing emphasis on renewable energy sources. This Curriculum Efficiency Analysis assesses the effectiveness and optimization of the Solar Photovoltaic Training Certificate Program. It examines the curriculum design, delivery methods, alignment with industry standards, assessment strategies, and student outcomes to identify areas for improvement.

1. Introduction

The Solar PV training certificate program aims to equip students with the knowledge and skills necessary to design, install, and maintain solar PV systems. This analysis evaluates the curriculum to ensure it meets current industry needs and prepares graduates for successful careers in the field.

2. Curriculum Design

2.1 Competency Framework

- **Alignment with Industry Standards:** The curriculum map should be aligned with recognized certifications, such as the North American Board of Certified Energy Practitioners (NABCEP) PV Installer Certification.
- **Core Competencies:** The program must cover core competencies, including:
 - Solar PV fundamentals (theory and principles)
 - System design and installation
 - Safety practices
 - Maintenance and troubleshooting
 - Regulatory and permitting processes

2.2 Course Content

- Review of current courses: Assess whether they cover essential topics in sufficient depth.
- Inclusion of new technologies: Incorporate advancements in solar technology, such as bifacial panels, energy storage integration, and smart grid technology.
- Hands-on training: Emphasize practical experience, including lab work and real-world projects.

3. Delivery Methods

3.1 Instructional Approaches

- **Blended Learning:** Utilize a combination of in-person and online instruction to enhance accessibility and engagement.
- **Interactive Learning:** Implement hands-on projects, simulations, and case studies to cater to diverse learning styles.

3.2 Instructor Qualifications

- Evaluate the qualifications of instructors, ensuring they have industry experience and are up-to-date with the latest solar technologies and best practices.

4. Assessment Strategies

4.1 Evaluation Methods

- Develop a comprehensive framework for assessing learner progress, including:
 - Formative assessments (quizzes, projects)
 - Summative assessments (final exams, capstone projects)
 - Practical assessments (installation demonstrations)

4.2 Feedback Mechanisms

- Establish mechanisms for providing constructive feedback to students, allowing them to improve and adjust their learning strategies.

5. Student Outcomes

5.1 Employment Rates

- Track employment rates of graduates to assess the program's effectiveness in preparing students for the job market.

5.2 Student Satisfaction

- Conduct surveys to measure student satisfaction with course content, delivery methods, and overall educational experience.

5.3 Continuous Improvement

- Use outcome data and feedback to refine the curriculum continually. Implement regular reviews and updates to ensure relevance.

6. Industry Partnerships

- Develop partnerships with solar companies to facilitate internships and job placements for students.
- Collaborate with industry experts to keep curriculum content aligned with market demands.

7. Resource Allocation

7.1 Facilities and Equipment

- Assess the adequacy of training facilities and equipment for delivering hands-on training.

7.2 Budget Considerations

- Review the program budget to ensure resources are allocated effectively to support equipment upgrades, instructional materials, and faculty development.

8. Conclusion

This Curriculum Efficiency Analysis identifies key areas for improvement in the Solar PV Training Certificate Program. Enhancing the curriculum design, delivery methods, assessment strategies, and industry partnerships will contribute to the program's effectiveness and relevance, ensuring graduates are well-prepared for the dynamic solar energy market. Continuous feedback and adaptation to industry changes will position the program as a leader in solar PV education.

9. Recommendations

1. Revise curriculum content to incorporate emerging solar technologies.
2. Expand partnerships with industry for internships and job placements.
3. Implement blended instructional models for flexible learning.
4. Regularly collect and analyze student feedback and employment outcomes for improvement.
5. Invest in state-of-the-art training facilities and equipment.



OOH HOME | OCCUPATION FINDER | OOH FAQ | HOW TO FIND A JOB | A-Z INDEX | OOH SITE MAP

OCCUPATIONAL OUTLOOK HANDBOOK

Solar Photovoltaic Installers

Summary

What They Do

Work Environment

How to Become One

Pay

Job Outlook

State & Area D

Summary

Quick Facts: Solar Photovoltaic Installers

2023 Median Pay ?	\$48,800 per year \$23.46 per hour
Typical Entry-Level Education ?	High school diploma or equivalent
Work Experience in a Related Occupation ?	None
On-the-job Training ?	Moderate-term on-the-job training
Number of Jobs, 2023 ?	25,000
Job Outlook, 2023-33 ?	48% (Much faster than average)
Employment Change, 2023-33 ?	12,000

What Solar Photovoltaic Installers Do

Solar photovoltaic (PV) installers assemble, set up, and maintain rooftop or other systems that convert sunlight into energy.

Work Environment

Most solar panel installations are done outdoors, but PV installers sometimes work in attics and crawl spaces to connect panels. They also must travel to jobsites.

How to Become a Solar Photovoltaic Installer

Although installers typically need a high school diploma, some take courses at a technical school or community college. Training lasting up to 1 year.

Pay

The median annual wage for solar photovoltaic installers was \$48,800 in May 2023.

Job Outlook

Employment of solar photovoltaic installers is projected to grow 48 percent from 2023 to 2033, much faster than the average for all occupations.

About 4,100 openings for solar photovoltaic installers are projected each year, on average, over the decade. Many of these openings are for workers who transfer to different occupations or exit the labor force, such as to retire.



Avenue NE Washington, DC 20212-0001

Telephone:1-202-691-5700 www.bls.gov/ooH [Contact OOH](#)

Area Profile

Here are the top fastest growing occupations (by percentage change of jobs) for New Mexico. Click on the occupation title in the table below to see more information about that occupation.



Occupations by Projected Growth

This section shows the occupations with the highest annual avg. percent change in New Mexico for the 2022-2032 time period.

Rank	Occupation	2022 Estimated Employment	2032 Projected Employment	2022-2032 Annual Avg. Percent Change	Annual Openings
1	Nurse Practitioners	1,591	2,617	5.10%	196
2	Music Directors and Composers	54	84	4.52%	9
3	Solar Photovoltaic Installers	287	434	4.22%	47
4	Physical Therapist Assistants	891	1,313	3.95%	191
5	Physician Assistants	566	830	3.90%	60
6	Information Security Analysts	1,619	2,359	3.84%	190
7	Exercise Trainers and Group Fitness Instructors	1,480	2,143	3.77%	398
8	Cooks, Restaurant	9,038	12,931	3.65%	2,034
9	Medical and Health Services Managers	2,787	3,962	3.58%	352
10	Data Scientists	383	544	3.57%	43

Source: NMDWS, Employment Projections program

Addendum B-I

ELTR 1147

Electrical System Fundamentals

Course Description

AC and DC Electrical Systems: a/c circuits – a/c capacitors – d/c and a/c inductors – transformers – ac relays and contactors – electrical distribution – troubleshooting methods – hands on a/c d/c trainer

Enclosures and Conduit Systems : installing metal struts – installing enclosures and boxes – installing flex metal and liquidtight nonmetallic conduit – conduit bending – installing electrical metallic tubing – cutting reaming – threading and installing ridge metal conduit – feed conductor into conduit and using a pulling point – hands on industrial trainer

Student Learning Outcomes

1. Basic characteristics of electricity and electric circuits.
2. How various generation types are used to serve load curves.
3. Components of the transmission system and the way in which the system is designed and operated.
4. Components of the distribution system and the way in which the system is designed and delivers power.
5. Components that link the distribution system to the member, as well as various options for configuring services.
6. Types of meters and how each is used to collect data.

ELTR 2605

Photovoltaic Fund/Applications

Course Description

Photovoltaic (PV) is electrical energy from the sun. This course is an introduction to the fundamentals associated with Photovoltaic systems. Topics cover PV market analysis, the solar resource, electrical PV principles, solar module fundamentals, system components, types of systems, site assessment, system applications, energy production analysis, and best practice code compliant practices including mounting, wiring, and interconnecting systems to the utility. Anyone interested in knowing more about the solar industry or anyone working in fields associated with solar energy will benefit from this course.

Student Learning Outcomes

1. Compare the advantages and disadvantages of installing a PV system.

2. Identify the principal components in PV systems and their uses.
3. Demonstrate knowledge of principal types and configurations of PV systems and their uses.
4. Describe the relationship of energy efficiency to PV installations and identify opportunities for conservation and energy efficiency.
5. Identify the factors affecting the quantity and composition of solar energy received on Earth's surface and the apparent position and path through the sky.
7. Evaluate how array orientation affects solar energy received by modules and identify methods for determining and diagramming shading patterns.
9. Demonstrate knowledge of the process for determining potential array locations and how solar radiation data is used in sizing and estimating PV system performance.
11. Identify considerations in determining the suitability and condition of existing roofing, structural systems, and electrical systems and equipment.
12. Evaluate the design priorities for PV systems in different types of applications.
13. Identify factors to consider in preliminary assessment such as solar resource, environmental conditions, building code and utility requirements.
14. Practice sizing grid direct systems.
15. Identify common procedures used to sell PV systems.
16. Describe customer motivations, policies, and economics that influence systems sales.
17. Demonstrate knowledge of code compliant, safe, best industry practices for installations.
18. Demonstrate knowledge of procedures required for ongoing operation and maintenance of PV systems.

ELTR 2615

PV Code Compliant Systems

Course Description

PV Code Compliant Systems is a comprehensive course on the electrical and structural code requirements for photovoltaic system installations with and without battery systems. Topics include the major sections of the National Electric Code (NEC) that relate to PV installations including General Requirements, Wiring and Protection, Wiring Methods and Equipment Use, PV Equipment Special Conditions, and Utility Interconnection Special Conditions. Integrity and compliance of structural mounting for roof top and ground mount systems are also discussed.

Student Learning Outcomes

1. Demonstrate knowledge of navigating, finding, and understanding sections of the NEC that are critical to installing and inspecting photovoltaic systems.
2. Recognize and identify code-compliant, safe selection of components and code-compliant, safe installation layouts, and documentation required for photovoltaic systems that are utility interactive with and without energy storage.
3. Identify and verify code-compliant, safe sizing of conductors and overcurrent protection for DC and AC circuits.
4. Identify and verify code-compliant, safe use of wiring methods and selecting the appropriate materials for specific sites and installations.
5. Identify and verify code-compliant, safe use of general electrical equipment used in PV systems.
6. Demonstrate knowledge of special conditions applicable to PV Systems.
7. Verify code-compliant utility interconnections of PV systems
8. Demonstrate knowledge of compliance and structural integrity for mounting rooftop and ground-mounted systems

ELTR 2630**Advanced PV****Course Description**

Photovoltaic installation topics and aspects of: Safety, electrical lock out tag out, maximum system voltage, disconnects, series fusing, service panel connections, inverters, layout and mounting, grounding and ground fault/surge protection, system sizing, NEC considerations, commissioning and production analysis, maintenance and troubleshooting are covered in this course.

Student Learning Outcomes

1. Identify electrical codes, regulations, and practices applicable to PV systems.
2. Evaluate the design priorities for PV systems in different applications and calculate the size and configurations of necessary PV components.
3. Describe the steps involved with commissioning a PV system.
4. Identify the maintenance tasks involved with maximizing array output, battery health, and other equipment operation.

ELTR 2692

PV Install Lab

Course Description

Photovoltaic installation practices and safety are emphasized covering lockout tag out, testing high voltage, hazards, safety equipment, site safety, first aid, PV panel layout, pitch roof mounting systems, flat roof mounting systems, pole mount systems, disconnect installation, wiring sizing and installation, inverter installation, commissioning checklist.

Student Learning Outcomes

1. Demonstrate proper PV jobsite safety considerations including proper use of PPE, tools and electrical meters, fall protection, ladders, and other equipment.
2. Assemble various PV array and electrical system lab projects.
3. Demonstrate proper application of local building codes and practices when installing a PV system.

Addendum B - II

NORTHERN NEW MEXICO COLLEGE



Program-Level Student Learning Outcomes

Program of Study: Solar Electric PV

Degree/Credential: Certificate

Program Assessment Coordinator: Joseph Padilla

Assessment Contributor: Dr. Frank Loera

Student Learning Outcomes

1. Students demonstrate personal wellness as a Solar PV Technician through outlining and identifying person/work priorities. **Safety and Craftsmanship**
2. Students will be able to demonstrate logical reasoning in the Solar PV trade through identifying best material selection, identifying adequate current processes, and discussing Renewable Energy concepts by industry name, identifying materials by industry standard terms, and explaining processes using industry appropriate terms. **Industry Proficiency**
3. Students will demonstrate Solar PV technology through using current Industry tools, interpreting construction drawings, and demonstrating code compliance. **Trade Standards**
4. Students will be able to implement Solar PV projects in a group by expressing ideas, accepting others' ideas, and demonstrating taking personal responsibility for their own portion of the project. **Team Work**
5. Students will be able to interact with people in a professional manner in the construction industry by identifying diversity in skill sets and demonstrating mutual respect for others. **Communication and Cooperation**
6. Students will apply employability skills in the Solar PV trade by demonstrating a willingness to work and conducting themselves in an industry leading manner. **Work Ethics/Professionalism**

Addendum B - II

Assessment Plan

Student Learning Outcomes

- Each of the 6 student learning outcomes has a course identified where it will be measured during the two-year cycle.
- Every outcome has a full-time faculty member identified and responsible for the measurement and the report.
- Monthly departmental meetings will provide time for discussion and updates on assessment and measurement instruments.

Data Sampling

- Data will be collected only from students enrolled in the class for credit.
- Since current classes are typically less than 20 students, there is no sampling for assessment. This will be revisited if the size of the classes increases.
- Dropouts are not considered to evaluate the achievement of the outcome if the measurement is taken after the drop.

Definitions of Performance

- Assessment instruments will be peer-reviewed before using them.
- Data will be presented in histograms/table.

Level of Attainment of outcomes per student:

- Target Met: a student achieves a 70% of the instrument scale.
- Target Not Met: a student does not achieve a 70% of the instrument scale.

Level of Attainment of outcomes per class:

- Target met: 75% of all students achieved their target.
- Target in progress: less than 75% of all students achieve their target.

Level of Attainment of outcomes for the Program:

- For 100-level and 200-level classes, the department assigns 1 point if the level of attainment is marked as "Target in progress".
- For 100-level and 200-level classes, the department assigns 2 points if the level of attainment is marked as "Target met".

Addendum B - II

The level of attainment of a student outcome considering all courses where the student outcome is measured, is defined as:

$$\text{Level of attainment of outcome} = \frac{\text{Points achieved}}{\text{Maximum points in outcome}}$$

Program outcomes are measured annually. Data is collected, aggregated, and analyzed. Areas for program improvement are identified and actions are implemented. Assessment Data results are documented on the Program Assessment Report.

PSLO Assessment Schedule Fall 2025 – Spring 2026

Fall 2025

Electrical System Fundamentals: Outcome 1
 Photovoltaic Fund/Applications: Outcome 2
 PV Code Compliant Systems: Outcomes 3, 5

Spring 2026

Advanced PV: Outcomes 6
 PV Install Lab: Outcomes 4

CURRICULUM MAP

Technical Mandatory Courses	1	2	3	4	5	6
Electrical System Fundamentals	A					
Photovoltaic Fund/Applications		A				
PV Code Compliant Systems			A		A	
Advanced PV						A
PV Install Lab				A		

APPENDIX C

Solar PV Program Budget Estimates

	Year 1	Year 2	Year 3	Year 4	Year 5
Instructor Salary 0.5	\$30,000	\$30,900	\$31,827	\$32,782	\$33,765
Benefits	\$10,500	\$10,815	\$11,140	\$11,474	\$11,818
Salary Total	\$40,500	\$41,715	\$42,967	\$44,256	\$45,583
Supplies /Equipment	\$30,000	\$10,000	\$10,000	\$10,000	\$10,000

Assumptions:

- 1 Solar Trainer purchased year 1
- 2 Yea 2, 3, 4, and 5 levels out with repaeated supplies for coursework/labs
- 3 Instructor salary increased 3 percent yearly for COL increases
- 3 Benefits estimated at 35%
- 5 One FTE required, Dual credit instructors will be from secondary schools
- 6 HED workforce funding for noncredit student tuition for three years.
- 7 Trade Grants and contracts for training to aid in budget sustainment.

Solar PV Program Student Enrollment Estimates

	Year 1	Year 2	Year 3	Year 4	Year 5
Dual Credit	5	10	15	20	25
Traditional	10	15	20	25	30

Solar PV Program Student Tuition Estimates

	Year 1	Year 2	Year 3	Year 4	Year 5
Tuition Revenue \$110 per credit at 15 credits per year	\$16,500	\$24,750	\$33,000	\$41,250	\$49,500

Assumptions:

- 1 Tuition is based on Traditional Student enrollment only
- 2 Traditional student averaging 15 credits per certificate completion
Program is supplemented financially by Branch Community College Mill
- 3 Levy
IBEW 611 Supportive of renewable energy
- 4 training
Enrollment estimates are conservative as dual credit students will start
- 5 matriculating

NORTHERN New Mexico College



Credit for Prior Learning (CPL) Guidelines

NNMC is aware that many adult learners may have gained college-level knowledge and/or competencies through both professional and life experiences which have the potential to be incorporated into their academic programs. NNMC's Guidelines to award Credit for Prior Learning (CPL), sometimes referred to as Prior Learning Assessment (PLA), describe methods used by NNMC to provide currently enrolled students with an avenue to document professional and prior learning experiences for credit consideration. This option enables students the opportunity to complete degrees faster and at a lower cost. NNMC offers a number of options for currently enrolled students to earn CPL:

1. CLEP, University of Cambridge International Examinations, or Advanced Placement Exams,
2. American Council on Education (ACE) Guides,
3. Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Tests DSST program credit or military training,
4. Prior certifications including locally evaluated industry and workplace credit,
5. Credit by a locally developed examination, and/or
6. Prior learning portfolio submitted for consideration.

Eligibility & Expectations

Students interested in obtaining prior learning credit must:

1. Be fully admitted and currently enrolled as an NNMC degree-seeking student.
2. Be in good academic standing.
3. Be motivated, self-directed students with significant, demonstrable, and documentable experiential learning. Individual departments may also set certain course prerequisites. However, no other specific eligibility requirements shall exist, including age requirements.
4. Consult with their faculty academic advisor about the possibility and advisability of seeking CPL.
5. Personally pay fees associated with prior learning (for example, exam fees or the portfolio review fee). Financial aid cannot be applied.
6. Align prior learning considerations with courses directly applicable to curriculum requirements of a declared program. Changing majors will result in a reassessment of the applicability of the CPL (with the exception of General Education courses).
7. Meet the NNMC residency requirement listed in the Catalog (a student must earn 25% of hours required for a degree/certificate in instruction delivered via NNMC). PLC will not count toward this 25% minimum. CPL shall not exceed 25% of the total credits of a program, even if more courses are eligible.
8. Be aware NNMC will treat prior learning from a previous institution under the rules used for any other type of transfer credit.

NORTHERN New Mexico College



9. Be aware that CPL granted for NNMC courses will receive a CR grade for exams or portfolios. Students transferring courses need to be aware that other institutions may have their own policies about CR grades. CR grades do not have any impact on NNMC GPA.

College Level Examination Program (CLEP)

NNMC Testing Services administers subject examinations. These examinations are computer-based and are applicable for the following courses:

American Government (50)	POLS 1120 (3)
American History I (50)	HIST 1110 (3)
American History II (50)	HIST 1120 (3)
Analysis & Interp. of Lit. (50)	ENGL 1120 (3)
Biology (56)	BIOL 1110/L (4)
Calculus w/ Elem. Functions (47)	MATH 1510 (3)
Chemistry (56)	CHEM 1215/L (4)
College Algebra (46)	MATH 1215 (3)
College Algebra (50)	MATH 1220 (3) <i>(50 or higher for 1215 & 1220)</i>
College Algebra/Trigonometry (61)	MATH 1250 (3) <i>(61 or higher for 1220 & 1250)</i>
College Spanish I & II (50)	SPAN 1110/1120 (6) <i>(50-62 will earn 6 cr.)</i>
College Spanish I and II (63)	SPAN 1110/1120 (6) <i>(63 or higher for 12 cr.)</i>
Freshman College Comp. (44)	ENGL 1120 (3) <i>(Essay is required)</i>
General Psychology (50)	PSYC 1110 (3)
Human Growth & Development (50)	PSYC 2120 (3)
Introduction to Business Law (50)	BLAW 2110 (3)
Introduction to Marketing (50)	MKTG 2110 (3)
Introduction to Sociology (50)	SOCI 1110 (3)
Natural Sciences (56)	ENVS 1110/L
Principles of Macroeconomics (44)	ECON 2110 (3)
Principles of Management (46)	MGMT 2110 (3)
Principles of Microeconomics (41)	ECON 2110 (3)

Advanced Placement (AP)

Advanced Placement (AP) is a program that offers year-long college-level curricula and examinations to high school students. For further information see the [NM Higher Education Department Advanced Placement Policy](#).

NORTHERN New Mexico College



Prior Certifications

Check with the appropriate department for possible credit for prior certification.

Locally Developed Examinations

Faculty academic advisors, with the approval of the Department Chair, may authorize students to take a locally developed exam to give credit for an appropriate course. The exam fee is \$50 per credit hour. (The instructor will be paid two thirds of the total exam fee.) This fee is nonrefundable and must be submitted prior to taking the exam. Individual academic departments have the authority to determine what courses may be eligible for a locally developed exam.

Instructions for Locally Developed Exams

1. Request permission to take the exam.
2. Complete the Locally Developed Exam Application form and pay the fee to the cashier.
3. Instructor will develop the exam within two weeks of payment.
4. Students will complete the exam within two weeks of the exam development.
5. Instructor will evaluate the exam within two weeks of exam completion.
6. Students will be notified of the results. Students must receive at least a C- on the exam to pass the course. Course entries will reflect a grade of "TR," as if the course had been transferred to Northern.
7. Results from locally developed exams are final.
8. If the student fails a locally developed exam, they may retake the exam up to three times but must pay the \$50 per course fee for each attempt.

NORTHERN New Mexico College



Prior Learning Portfolio

A portfolio assessment of prior learning is based on the documentation you choose to present. Contents of the portfolio may differ or vary based on the course(s) you align your prior learning to and/or departmental expectations. Below are general eligibility and expectations for a portfolio. Students should consult with their faculty academic advisor early in the process about the possibility of submitting a portfolio for specific expectations.

Portfolio Application Process

1. Review the approved list of courses for prior learning courses in the NNMC Catalog and NNMC website.
2. Contact the appropriate department chair or your faculty academic advisor to discuss guidelines for prior learning credit applications, the syllabi for targeted courses, and to determine the best way to proceed. The faculty academic advisor will evaluate and approve the appropriateness of a portfolio development.
3. Upon faculty academic advisor approval of a portfolio assessment, choose a course(s) to target in your assessment portfolio. It is important that the number of credits sought through the portfolio, plus any other credits that have been already granted for prior learning, do not exceed the 25% credit threshold for the entire program. Moreover, the student and advisor should discuss the **NNMC General Guidelines for Prior Learning Credit Portfolios**.
4. Complete the **Prior Learning Credit Portfolio Application Form** and submit the nonrefundable fee(s) to the cashier. The fee for submitting a portfolio for Prior Learning Credit is \$100 per credit hour (example, \$300 for a 3 credit hour course). This fee is nonrefundable regardless of approval decision. Submit the Prior Learning Credit Portfolio Application form (with a copy of the receipt) to the department chair for final authorization. The department chair will assign two faculty reviewers for each portfolio submission.
5. Submit electronically (PDF format) your portfolio/appropriate documentation for review by the following deadlines: Fall semester - September 30; Spring semester - February 28.
6. The faculty reviewer(s) will review and notify you whether the portfolio has been approved or denied within six weeks after the semester deadlines (September 30 and February 28).
7. Faculty reviewer(s) must provide a written explanation for evaluation of the portfolio regardless of outcome. Portfolio review documentation will be saved by NNMC for 5 years.

NNMC General Guidelines for Prior Learning Credit Portfolios

Portfolio Length: Portfolio length will vary by discipline. Portfolio should be adequate length to provide sufficient evidence that the student has mastered the student learning outcomes of the courses being petitioned for prior learning credit. Portfolios may not be longer than 30 pages.

NORTHERN New Mexico College



Required Writing Level: College-level writing is expected. Portfolio should be written with correct grammar, mechanics, and punctuation. Writing should be clear and direct.

Portfolio Documentation: Academic Departments require different materials as applicable to their various disciplines. Students may submit the following items as determined by the specific department:

- Official transcripts/certificates
- Official License documents
- Official publications (conferences, journals, powerpoint presentations, video recordings, etc.)
- Official work samples
- Official syllabi/textbooks of courses completed
- Letters of recommendations
- Other additional items required by discipline

Estimated Portfolio Preparation Time: Estimated time to complete the portfolio varies by discipline. Students should expect to spend at least six to eight weeks to collect evidence and documentation for the portfolio. Prior to completing the portfolio, students need to approach the department chair/faculty member with their intentions and discuss department specific guidelines.

Portfolio Necessities: A student requesting prior learning experience credits, after consultation with the department chair/faculty of his/her intention, will be provided with the following:

1. Prior Learning Credit Portfolio Application Form
2. NNMC Portfolio Guidelines (including Portfolio Template)
3. Departmental Portfolio Guidelines

Then the student will develop the portfolio as a self-directed activity with NO assistance from faculty/chair/NNMC staff.

Additional Requirements

1. A student must be admitted to NNMC.
2. Program specific courses require that the student is an active degree-seeking student in that program.
3. For some courses, students requesting CPL credits must complete the prerequisite course/s of each requested course unless the requested CPL also covers the prerequisite course/s. See specific department for guidelines.

Maximum Credit Hours for Prior Learning: Maximum credit hours cannot exceed 30 credit hours for Bachelor degrees and 15 hours for Associate degrees. These limits

NORTHERN New Mexico College



include all methods of earning prior learning credits (such as, CLEP, Locally-Developed Exam, and/or Portfolio). Students may earn prior learning credit for general education, support courses, program specific courses, and elective courses.

Transfer Courses: Students should be aware that credit for prior learning granted for NNMC courses through portfolio review will receive a CR grade. Students transferring need to be aware that other institutions may have their own policies about CR grades. CR grades do not have any impact on NNMC GPA.

Portfolio Template

Prior Learning Credit Portfolios should follow this organizational template (individual departments may have additional template guidelines):

1. **Cover Sheet:** Name, Prior Learning Credit Portfolio, Academic Department, Date
2. **NNMC Prior Learning Credit Application Form**
3. **Portfolio Summary:** Narrative summarizing the content of the portfolio. Introduction to the student's experience, education, and training that relate to the learning outcomes of the particular course(s). Overview of the documentation included in the portfolio.
4. **Course Information:** Course name and number, credit value, course description, student learning outcomes.
5. **Narrative:** Detailed explanation how the student's experiences provided learning that satisfies the student learning outcomes of the course. Students should explain the specific documentation that is included and how this evidence demonstrates learning related to the course objectives.
6. **Documentation:** Evidence of valid experiences related to the learning outcomes of the course. May include any of the following: Official transcripts/certificates, Official License documents, Official publications (conferences, journals, powerpoint presentations, video recordings, etc.), Official work samples, Official syllabi/textbooks of courses completed, Letters of recommendations, and/or Other additional items required by discipline
7. **Departmental Portfolio Evaluation Rubric (if required by the individual department):** Copy of the rubric with self-evaluation from the student.

Decisions

1. Forms of non-portfolio CPL such as CLEP, DANTEs, etc: If credit is denied for a course equivalency, an explanation or justification must be made available to the student. When the exam is offered by an external agency, it cannot be appealed to NNMC.
2. Portfolio evaluation decision is final. Portfolios will be evaluated by at least two faculty from the appropriate department. Decision will be based on the evidence provided by the student. Faculty will provide detailed feedback to document justification for the decision.

NORTHERN New Mexico College



3. Students may resubmit portfolios that were denied approval. In these cases, students will be required to submit an additional **Prior Learning Credit Portfolio Application Form** and pay the nonrefundable \$100 per credit hour fee. In the portfolio, students should indicate this is a resubmission and include a section in the narrative that explains how they met the concerns of the initial review.

Internal Procedures for Maintaining Transparency and Consistency

Periodic review of CPL guidelines

NNMC reviews CPL program guidelines and procedures at least every five years. The review should involve evaluating all aspects of CPL policy, procedures, and portfolio audits, for consistency with state, regional, and national practices. Additionally, NNMC keeps an electronic repository for:

- a. Volume of CPL credits awarded per field annually (per CPL category and total).
- b. CPL recipient data including, but not limited to, a demographic summary of CPL recipients (age, race, and GPA) as well as measures of recipient success (per CPL subcategory and total).
- c. All portfolios submitted for CPL including the written review from the faculty reviewer(s) will be kept electronically.

Transparency

Criteria and practices are published on the NNMC website.

Responsible Division/Unit: Office of the Provost

History: Approved (including fees by the Board of Regents) July 2021;

language updated January 2022; November 2022

Office of the Provost

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents - Northern New Mexico College

From: Dr. Larry Guerrero, Interim Provost, and VP for Academic Affairs

Date: February 27, 2025

Re: Approval of a Certificate in Biological Sciences - Biotechnology

Issue

Northern New Mexico College wants to offer a Certificate in Biological Sciences - Biotechnology.

Overview

The attached document discusses the needs and characteristics for this Certificate in this region. These programs were developed in an effort to address the human resource needs of this growing industry and continue to offer our students access to the emerging trends in Biotechnology. The certificate is an essential step for NNMC to respond to this demand.

Moreover, students who graduate with this certificate will help NNMC acquire credit for these accomplishments in the NM funding formula.

This certificate has been vetted and recommended by the Faculty Senate, the Provost and the President.

Recommendation

I recommend that the Board of Regents approve the new Certificate in Biological Sciences - Biotechnology.

Office of the Provost

NORTHERN New Mexico College



New Academic Program Policy

Purpose

To provide a consistent methodology for developing and implementing new academic programs, including certificates, associate degrees, and bachelor's degrees.

Policy

The Board of Regents approves all new academic programs offered by the Northern New Mexico College (NNMC). All new academic programs proposals must follow the procedure developed by the NNMC Administration (described in the **NNMC New Academic Program Flow Chart**). Proposals will follow the template **New Academic Program Approval Form** in this policy. All Proposals shall comply at a minimum with the **Criteria for New Academic Program Approval** of this policy.

Procedures

New Academic Proposals are to be submitted on **New_Acad_Program_Form** and will follow the steps of the New Academic Program Approval Process Flow Chart in this policy. Upon completion of all the steps in the flowchart, the Board of Regents will make one of three recommendations regarding the Proposal:

1. Denial
2. Approval Pending Additional Planning
3. Approval

A partially completed proposal may be submitted to obtain an "Approval Pending Additional Planning" status to the Office of the Provost, which will determine the degree of the feasibility of offering a particular academic program. If the Office of the Provost approves "pending additional planning," then a complete proposal may be submitted to the rest of the process in the Flow Chart.

When all steps have been completed, the Office of the President will submit all Academic Program Proposals to the Board of Regents at their next regularly scheduled meeting for their first reading. When the Board of Regents has no significant concerns or suggested changes, the Office of the President will re-submit the Proposal to them at their next regularly scheduled meeting for final approval.

Denial will be recommended for proposals that do not meet the criteria for new program development or which are missing key data elements or contain concerns that may be addressed

in a resubmission.

Approval Pending Additional Planning will be recommended for proposals that, while meeting other of the criteria, provide evidence that key programmatic components and/or resources are not in place to implement the program.

In order to receive implementation approval, relevant evidence must be presented to the Office of the Provost in a subsequent status report that the key programmatic components and/or resources are no longer missing. After such evidence has been provided, the Proposal may continue with the approval process

Approval will be recommended for proposals that meet all criteria for new program development. No further submissions will be required, and, subsequent to Board approval, institutions may offer the new program at a date no sooner than that stipulated in the Proposal.

Implementation A new academic program will be implemented after the Higher Education Department, the Higher Learning Commission, and the U.S. Department of Education have approved the program for implementation. Depending on the nature of the program, other agencies may need to support or approved the program before implementation. The program shall not be marketed in any form until all external approvals have been granted.

Criteria for New Academic Program Approval

1. The proposed program relates to the institutional mission statement as contained in the Strategic Plan.
2. The proposed program does not duplicate other NNMC offerings or, otherwise, provides a convincing rationale for doing so.
3. There is evidence that planning for the proposed program has been a collaborative process involving academic units and offices of planning and budgeting at the institutional level, as well as external advisory committees, representatives of the community, surveys and/or other analysis which verifies the demand and support for said Proposal, etc.
4. The Proposal provides a reasonable timetable of events leading to the implementation of the proposed program.
5. The Proposal provides evidence that there is a need for more people to be educated in this program at this level.
6. The Proposal contains reasonable estimates of headcount and FTE students who will major in the proposed program.

7. The Proposal provides an appropriate, sequenced, and described course of study.
8. For bachelor's programs, the total number of credit hours does not exceed 120;; otherwise, the Proposal provides a reasonable argument for an exception to the 120 credit hours maximum.
9. The program meets the General Education requirements in New Mexico, when applicable, and maximizes the number of courses that are included in the common course system in New Mexico.
10. The proposed program relates to specific institutional strengths such as programs of emphasis, other academic programs, and/or institutes and centers.
11. If there have been program reviews or accreditation visits in the discipline pertinent to the proposed program or in related disciplines, the Proposal cites recommendations that were made and provides evidence that progress has been made in implementing those recommendations.
12. The Proposal provides evidence that the institution has analyzed the feasibility of providing all or a portion of the proposed program through distance learning technologies via its own technological capabilities as well as through collaboration with other universities.
13. The Proposal provides evidence of sustainability in terms of enrollment revenues versus the cost of the program. It also provides a complete and reasonable budget, reflecting the text of the Proposal. Costs for the program should reflect costs associated with similar programs at other HED institutions.
14. The Proposal provides evidence that the faculty, in aggregate, have the necessary experience and research activity to sustain the program.
15. The Proposal provides evidence that, if appropriate, there is a commitment to hiring additional faculty in later years, based on estimated enrollments.
16. The Proposal provides evidence that library resources are sufficient to initiate the program.
17. The Proposal provides evidence that classroom, teaching laboratory, research laboratory, office, and any other type of space that is necessary for the proposed program is sufficient to initiate the program.
18. The Proposal provides evidence that necessary and sufficient equipment to initiate the program is available.
19. The Proposal provides evidence that, if appropriate, fellowships and scholarships are sufficient to initiate the program.

20. The Proposal provides evidence that, if appropriate, clinical and internship sites have been arranged.
21. The Proposal provides a complete and reasonable budget, reflecting the text of the Proposal. Costs for the program should reflect costs associated with similar programs at other Higher Education institutions.
22. In the event that resources within the institution are redirected to support the new program, the Proposal indicates the source from which funds will be redirected and provides evidence that such redirection will not have a negative impact on other programs.
23. The Proposal provides evidence that community college articulation has been addressed and ensured, when applicable.
24. For disciplines where specialized accreditation is available, the Proposal indicates whether the institution will seek such accreditation for the proposed program. If the institution indicates that specialized program accreditation will not be sought, adequate justification is provided.
25. The Proposal provides evidence that the academic unit(s) associated with a new degree has been productive in teaching, service, scholarship, and research, where appropriate.

New_Acad_Program_Form

Northern New Mexico College New Academic Program Approval Form Version Fall 2021

Type in the designated areas. Please do not alter any element of the form.			
1	Initiator:		Date:
2	Subject area:		
3	Academic division:		
4	Proposed title for New Curriculum Program:		
5	To begin:	Semester:	Academic Year:
6	Degree or certificate to be offered:		
7	Provide the Program Catalog Description		
8	Please provide a tentative timeline for program implementation (including a Gantt Chart)		
NEED			
9	Describe and provide evidence that the program is needed by the local and regional community (including job availability data) and provide evidence that there is student demand for the program. Respond to what are opportunities external to the College that support the new program (e.g., employer data, demographics, numbers of prospective students, market trends for the field, etc.)?		
10	Provide evidence and explain how the degree/credential proposed (bachelor vs. associate vs. certificate) is the correct fit for the program proposed.		
11	What are the College's strengths that would support offering the program (e.g., trained staff, facilities, adequate budget, sustainability, etc.)?		
12	What are the College's weaknesses that must be overcome to offer the program?		
14	What are the threats external to the College that would need to be dealt with (e.g., demographic shifts, new regulations, new infrastructure, etc.)?		
15	Describe how the program fits with College's mission, strategic goals, and strategic initiatives		
CURRICULUM			
16	Program mission		
17	Program objectives		
18	Program-level Student Learning Outcomes		
19	Curriculum matrix (outcomes by courses in the major)		
20	Coordination with other College programs		
21	Explain the articulation agreements that the program will have with programs offered by other institutions		
22	What plans is the plan for the delivery of courses modalities (e.g., distance education, face-to-face, hybrid, others)? Please provide an analysis of the competition that the program will have based on the selected delivery modality.		
23	Describe the standards and practices that will be implemented for Prior Learning Assessment (PLA) within this program.		

24	Describe the membership of the External Advisory Committee and the role that they have played in the development of Curriculum and Program-Level Student Learning Outcomes.
25	Please indicate if this program falls within the umbrella of another program currently offered (for example, if the new program is an associate degree that consists of a subset of courses already offered by one or more bachelor programs, or whether the program is the result of a combination of courses already offered by the institution through other programs)
ASSESSMENT	
26	Plan for program assessment and evaluation of program-level student learning outcomes
SUPPORT AND SUSTAINABILITY	
27	Describe the faculty and facility needs (including, but not limited to office space for full-time faculty, adjunct faculty, administrative assistants, classrooms, labs, and instrumentation):
28	Describe the annual budget for this program for the first three years (including spreadsheets and explaining clearly the assumptions)
29	Describe the plans for sustainability (including a five-year enrollment projection with revenue and cost projections)
30	Describe the strategic enrollment plan for the program
31	Explain what external agencies (other than the Higher Education Department, the Higher Learning Commission, the U.S. Department of Education) need to approve (or must be notified) before the implementation of the program

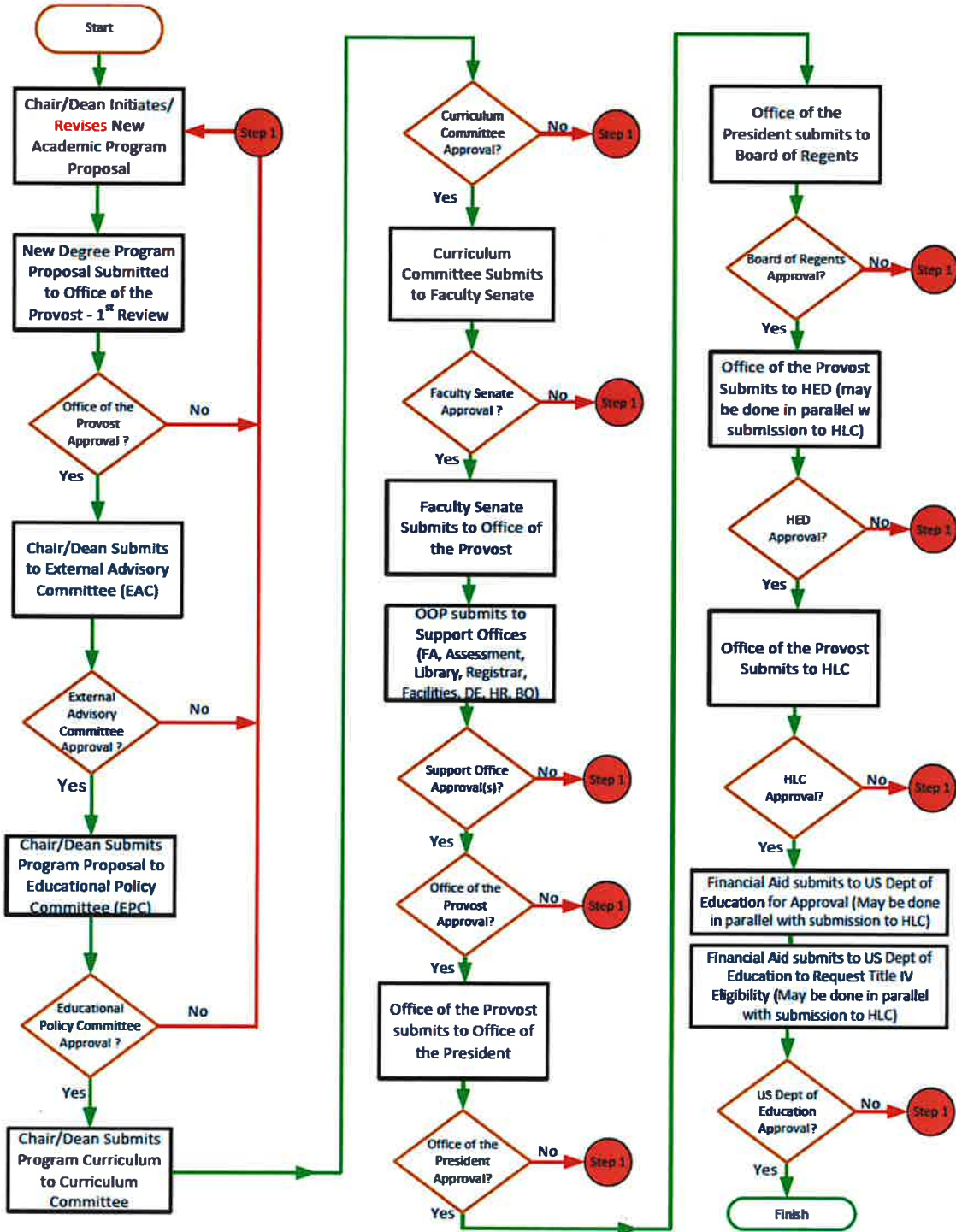
CONCURRENCES			
Office of the Provost 1st Review	/	/ Approval to Implement /	/ Denial
Justification	/	/ Approval Pending Additional Planning	Date
External Advisory Committee Chair	/	/ Yes /	/ No
Justification			Date
Educational Policy Committee Chair	/	/ Yes /	/ No
Justification			Date
Curriculum Committee Chair	/	/ Yes /	/ No
Justification			Date
Faculty Senate President	/	/ Yes /	/ No
Justification			Date
Office of the Provost 2nd Review	/	/ Approval to Implement /	/ Denial
Justification	/	/ Approval Pending Additional Planning	Date
Librarian	/	/ Yes /	/ No
Justification			Date

Assessment Office	/	/ Yes	/	/ No	Date
Justification					
Registrar	/	/ Yes	/	/ No	Date
Justification					
Financial Aid	/	/ Yes	/	/ No	Date
Justification					
Distance Ed Directors	/	/ Yes	/	/ No	Date
Justification					
Facilities Director	/	/ Yes	/	/ No	Date
Justification					
Institutional Research	/	/ Yes	/	/ No	Date
Justification					
Human Resources	/	/ Yes	/	/ No	Date
Justification					
VP for Finance and Administration	/	/ Yes	/	/ No	Date
Justification					
Office of the Provost	/	/ Yes	/	/ No	Date
Justification					

APPROVALS					
Office of the President	/	/ Approval to Implement	/	/ Denial	Date
/ / Approval Pending Additional Planning					
Justification for approval or denial					
Board of Regents	/	/ Approval	/	/ Denial	Date
/ / Approval Pending Additional Planning					
Justification for approval or denial					
Mandatory Meeting: Office of the Provost, HLC ALO, Registrar, Institutional Effectiveness, Financial Aid, and Initiator of the Program Proposal					Date
Feedback to Institution					



Northern New Mexico College New Academic Program Approval Process – Fall 2021



KEY:

OOP – Office of the Provost
EAC – External Advisory Committee
EPC – External Policy Committee
HED – Higher Education Department
HLC – Higher Learning Commission

FA – Financial Aid
IR – Institutional Research
DE – Distance Education
HR – Human Resources
BO – Business Office

<p>Title: <i>NNMC – New Degree Program Approval Process - Fall 2021</i> Date: <i>April 12, 2016</i> Revised Date: <i>October 5, 2021</i> Requested by: <i>Office of the Provost</i> Author: <i>Jimi Montoya, CIO</i></p>

Approved by the Board of Regents on 11/17/2005
Amendment approved by NNMC President on 10/25/2021

**NOTE: The website will have the most current version.
New_Acad_Signature Approval Form**

**Northern New Mexico College
New Degree Program
Signature Approval Form
Spring 2023**

First Phase of Approvals			
Academic Departments Collects Signatures			
Office of the Provost	/ <input checked="" type="checkbox"/> / Approval to Implement /	/ Denial	Sign <i>Larry Guerrero</i>
1st Review	/	/ Approval Pending Additional Planning	Date <i>11/13/24</i>
Justification	Email attached		
External Advisory Committee Chair	/ <input checked="" type="checkbox"/> / Yes /	/ No	Sign <i>Supriya Ray</i>
Justification	Email Attached		Date <i>11/14/2024</i>
Educational Policy Committee Chair	/ <input checked="" type="checkbox"/> / Yes /	/ No	Sign <i>Heather Winterer</i>
Justification			Date
Curriculum Committee Chair	/ <input checked="" type="checkbox"/> / Yes /	/ No	Sign <i>Robert</i>
Justification			Date <i>11/25/24</i>
Faculty Senate President	/ <input checked="" type="checkbox"/> / Yes /	/ No	Sign <i>[Signature]</i>
Justification			Date <i>12 Dec 24</i>
Second Phase of Approvals			
Academic Department Collects Signatures			
Office of the Provost	/ <input checked="" type="checkbox"/> / Approval to Implement /	/ Denial	Sign <i>Larry Guerrero</i>
2nd Review	/	/ Approval Pending Additional Planning	Date <i>12/12/24</i>
Justification			
Librarian	<i>Martin S. Shupla</i> / <input checked="" type="checkbox"/> / Yes /	/ No	Sign <i>Martin S. Shupla</i>
Justification			Date
Assessment Office	<i>Courtney Bruch</i> / <input checked="" type="checkbox"/> / Yes /	/ No	Sign <i>12/16/24</i>
Justification			Date
Registrar	<i>[Signature]</i> / <input checked="" type="checkbox"/> / Yes /	/ No	Sign <i>12/18/2024</i>
Justification			Date
Financial Aid	<i>Sondra Adams</i> / <input checked="" type="checkbox"/> / Yes /	/ No	Sign <i>1/8/25</i>

Justification					Date 01/15/2025
Distance Ed Director	/	<input checked="" type="checkbox"/> Yes	/	/ No	Sign [Signature]
Justification					Date
Facilities Director	/	<input checked="" type="checkbox"/> Yes	/	/ No	Sign [Signature]
Justification					Date 1-16-25
Institutional Research	/	<input checked="" type="checkbox"/> Yes	/	/ No	Sign Carmella Sanchez
Justification					Date 1/15/2025
Human Resources	/	<input checked="" type="checkbox"/> Yes	/	/ No	Sign [Signature]
Justification					Date 1/16/2025
VP for Finance and Administration	/	<input checked="" type="checkbox"/> Yes	/	/ No	Sign [Signature]
Justification					Date 1/16/2025
Office of the Provost	/	<input checked="" type="checkbox"/> Approval to Implement	/	/ Denial	Sign [Signature]
	/	/ Approval Pending Additional Planning			Date [Signature]

FINAL APPROVALS					
Provost Office Collects Signatures					
Office of the President	/	/ Approval to Implement	/	/ Denial	Sign
	/	/ Approval Pending Additional Planning			Date
Justification for approval or denial					Date
Board of Regents	/	/ Approval	/	/ Denial	Sign
	/	/ Approval Pending Additional Planning			Date
Justification for approval or denial					Date
Mandatory Meeting: Initiator of the Program Proposal calls for a meeting with the Office of the Provost, HLC ALO, Registrar, Institutional Effectiveness, and Financial Aid					Date

Feedback to Institution

Northern New Mexico College New Degree Program Approval Form Version Fall 2022

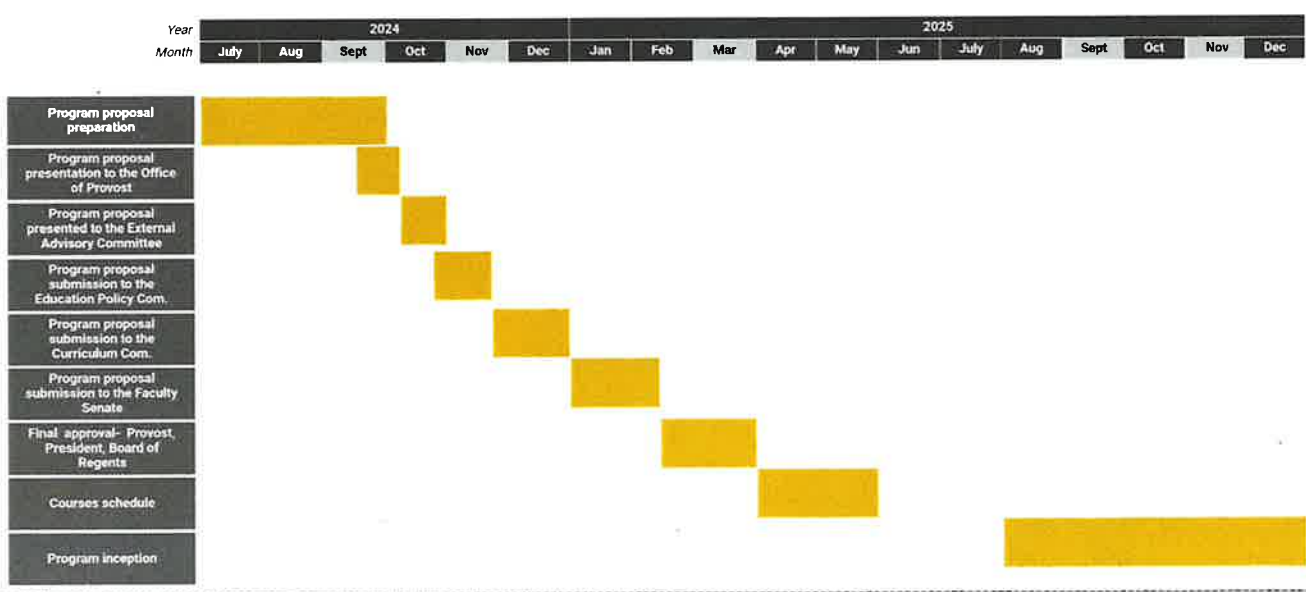
Type in the designated areas. Please do not alter any element of the form.

1	Initiator:	Sushmita Nandy	Date:
2	Subject area:	Biological Sciences	
3	Academic division:	BCES	
4	Proposed title for New Curriculum Program: <i>Biotechnology</i>		
5	To begin: 2025	Semester: <i>Fall</i>	Academic Year: 2025-26
6	Degree or certificate to be offered: <i>Certificate</i>		

7 Provide the Program Catalog Description

The Certificate in Biotechnology is designed to provide students with a foundational understanding of the principles and practices of modern biotechnology. This program is ideal for individuals seeking to enhance their technical skills and knowledge in areas such as molecular biology, genetic engineering, bioprocessing, and bioinformatics. This certificate equips students with the essential skills needed for research, development, and application in the growing biotechnology industry.

8 Please provide a tentative timeline for program implementation (including a **Gantt Chart**)



NEED

9 Describe and provide evidence that the program is needed by the local and regional community (including job availability data) and provide evidence that there is student demand for the program. Respond to what are opportunities, external to the College, that support the new program (e.g., employer data, demographics, numbers of prospective students, market trends for the field, etc.)? Provide the Score Cards from Gray Associates for the related CIP codes for this program in Appendix D.

*Please refer to **Appendix D**.*

10 Provide evidence and explain how the degree/credential proposed (bachelor vs associate vs certificate) is the correct fit for the program proposed. Provide the complete degree sheet of the program in Appendix A (Part I). Additionally, provide the Curriculum Efficiency Analysis in Appendix A (Part II).

	<p><i>The Dept. of BCES currently offers degree programs in Biology (AS, BS). The BS Biology program offers three different concentrations- Cell and molecular biology, pre-health and ecology and evolution. The Biotechnology certificate is embedded within the BS in Biology program, meaning students can earn the certificate while completing their degree requirements or pursue it separately as a credential.</i></p> <p><i>The nested certificate program for Biotechnology program is designed to complement and enhance the learning experiences of students pursuing a biology degree, as well as provide a stand-alone credential for individuals interested in entering the rapidly growing biotechnology field. This program will also allow students to gain specialized skills within their broader degree studies, offering both flexibility and a focused pathway into a specific field.</i></p> <p><i>The certificate will provide an additional qualification that enhances employability in biotechnology, pharmaceuticals, research, and healthcare industries. Biology majors will find the coursework aligns seamlessly with their current degree plan, enabling them to complete the certificate without extending their time in the degree program.</i></p> <p><i>By offering this Biotechnology certificate, the BCES department aims to bridge the gap between traditional biology education and the modern demands of the biotech industry. This nested program provides students with the opportunity to gain focused, career-relevant skills while pursuing broader academic goals. Whether students are preparing for graduate studies, entering the workforce, or seeking a career change, this certificate serves as a valuable asset in the dynamic field of biotechnology.</i></p> <p>Please refer to, Appendix A/ Part I: Complete degree sheet/ program curriculum Appendix A/ Part II: Curriculum Analysis- sequence of courses</p>
11	<p>What are the College's strengths that would support offering the program (e.g., trained staff, facilities, adequate budget, sustainability, etc.)?</p> <p><i>The Department of BCES has access to necessary classrooms, laboratories and trained staff (faculty) to offer the program without any further need for infrastructure. This program is a hands-on program with an emphasis on laboratory techniques. With the increasing cost of laboratory supplies and maintenance of lab equipment, we anticipate that this program would demand a small increase in I & G funding (elaborated in cost/ revenue analysis). One of the current faculty member (Sushmita Nandy) is trained in biotechnology sub-fields of cell and molecular biology, and microbiology.</i></p>
12	<p>What are the College's weaknesses that must be overcome to offer the program?</p> <p><i>None</i></p>
14	<p>What are the threats external to the College that would need to be dealt with (e.g., demographic shifts, new regulations, new infrastructure, etc.)?</p> <p><i>We see minimal threat to the College that would need to be dealt with and that would be the upkeep (regular preventive and reparative maintenance) of key laboratory equipment and laboratory spaces which would be fundamental to offering courses for this certificate program.</i></p>
15	<p>Describe how the program fits with College's mission, strategic goals, and strategic initiatives</p> <p><i>The Certificate in Biotechnology program aligns closely with Northern New Mexico College's mission, vision, and core values in several ways:</i></p> <p>a) Alignment with Institutional Mission: <i>Northern is committed to creating an inclusive, student-centered teaching and learning community. The proposed Biotechnology certificate program embodies this by offering an accessible, high-quality education that empowers students to engage with cutting-edge scientific fields. By focusing on biotechnology, the program will prepare students for future careers in science and healthcare (diagnostics,</i></p>

research etc.), aligning with the college's mission to transform lives through academic excellence.

- b) **Mission of Empowerment and Transformation:** The program will empower students by providing the knowledge and practical skills required in a rapidly evolving field, offering them the tools to succeed in science-driven industries. This empowerment reflects Northern's focus on personal and professional growth, enabling students to transform their lives through specialized education.
- c) **Vision of Inclusivity and Cultural Relevance:** As a Hispanic- and Indigenous-serving institution, Northern emphasizes the importance of place, culture, and innovation. The Biotechnology program can integrate this vision by offering coursework that reflects the unique environmental, cultural, and health concerns of the region's populations, making biotechnology relevant to local communities and respecting diverse traditions. Additionally, it can inspire students from underrepresented backgrounds to pursue scientific careers, creating a vibrant future fueled by their contributions.

In essence, the Certificate in Biotechnology will align with the institution's broader goals of fostering an inclusive, empowered student body capable of making meaningful contributions to society, particularly within the fields of science and innovation.

CURRICULUM

Program mission

16

The Certificate in Biotechnology program at Northern New Mexico College is dedicated to providing a rigorous, hands-on education that empowers students to excel in the rapidly evolving fields of biotechnology and life sciences. This certificate program equips students with the practical skills and foundational knowledge necessary to succeed in scientific research, healthcare, and related industries.

Provide the program objectives, provide the [curricular degree sheet](#), and syllabi for all courses (syllabi are needed before it goes to the Undergraduate Curriculum Committee)

Program objectives:

17

- i) *Equip students with foundational knowledge and skills in biological sciences, molecular biology, genetics, and biochemistry essential for a career in biotechnology.*
- ii) *Provide practical training in advanced laboratory techniques to enhance technical expertise.*
- iii) *Educate students on ethical considerations, intellectual property, and regulatory requirements surrounding biotechnology research, development, and commercialization.*

Program curriculum:

*Refer to **Appendix A (Part I)**- program curriculum*

*Refer to **Appendix A (Part III)**- course syllabus*

List the Program-level Student Learning Outcomes

Here are the program-level student learning outcomes (SLOs)-

18

SLO 1: Background concept- Demonstrate a comprehensive understanding of foundational biological and chemical principles relevant to biotechnology and apply this knowledge to understand the mechanisms behind laboratory techniques, industry practices, and innovations in field of biotechnology.

	<p><i>SLO 2: <u>Critical Thinking</u>- Demonstrate the ability to identify key issues, formulate evidence-based arguments, and integrate interdisciplinary knowledge to make informed decisions in the context of biotechnology, including ethical, regulatory, and environmental considerations.</i></p> <p><i>SLO 3: <u>Technical and Analytical Skills</u>- Demonstrate proper and safe laboratory practice; proper use of laboratory equipment; and the ability to work effectively with cellular models, molecular biology techniques and assays, and appropriately use of mathematical and statistical approaches.</i></p>
19	<p>Curriculum matrix (outcomes by courses in the major). Provide this as Appendix B (Part I)</p> <p><i>Attached curriculum matrix as Appendix B (Part I)- Curriculum map.</i></p>
20	<p>Describe the coordination with other College programs</p> <p><i>The current BS Biology curriculum requires students to take 22 credit hours of elective courses. Out of the 22 credit hours, the students can take 12 credit hours of lower division (1000/2000) courses towards their elective credit hour requirement. This certificate course will allow student to use the 9 credit hours from the sequence of core Biotechnology courses towards their BS Biology electives. The students are required to take the supporting courses for both AS and BS Biology programs.</i></p>
21	<p>Explain the articulation agreements that the program will have with programs offered by other institutions</p> <p><i>Undergraduate programs in Biotechnology are offered by several institutions across the state including University of New Mexico, Eastern New Mexico University, New Mexico State University. In addition, graduate programs in Biotechnology is offered by New Mexico Tech. A certificate in Biotechnology is offered by Central New Mexico College. As we are following the NM HED course design for the core biotechnology courses, we anticipate to establish articulation agreements with both 2-year and 4-year institutions in the State.</i></p>
22	<p>What plans is the plan for the delivery of courses modalities (e.g., distance education, face to face, hybrid, others)? Please provide an analysis of the competition that the program will have based on the selected delivery modality.</p> <p><i>As these courses would be offered Lecture Lab Combined courses, we plan to offer the three courses in the sequence for Biotechnology courses in a Traditional (TR) and/ or in a Blended Traditional (BTR) format. The coursework for this program by nature involves substantial amount of hands-on work and therefore TR or BTR would be the format of choice.</i></p>
23	<p>Describe the standards and practices that will be implemented for Prior Learning Assessment (PLA) within this program.</p> <p><i>The certificate in Biotechnology program is a specialized program and students enrolling for this program are not suppose to have any prior learning experience. We do not plan to have any prior learning assessment within this program.</i></p>
24	<p>Describe the membership of the External Advisory Committee and the role that they have played in the development of Curriculum and Program-Level Student Learning Outcomes.</p> <p><i>The External Advisory Committee (EAC) that serves for the current Biology program will also serve for the Certificate program in Biotechnology. The EAC membership consists of individuals from academic faculty from other institutions of higher education (in state and out of state) and from local employers like LANL. We plan to expand the membership by involving individuals from Biotech and pharmaceutical firms in state in the EAC. The current curriculum is based on Biotechnology courses identified by the NM HED and adopted by institutions like CNM and accepted by four-year institutions like UNM. The EAC would be involved in further refining and expanding the curriculum and the PSLOs once the program is implemented.</i></p>

25	Please indicate if this program falls within the umbrella of another program currently offered (for example, if the new program is an associate degree that consists of a subset of
	<p>courses already offered by one or more bachelor programs, or whether the program is the result of a combination of courses already offered by the institution through other programs). Please indicate if a new CIP code is needed or already exists under the CIP codes approved for NNMC.</p> <p><i>The certificate of Biotechnology program will fall within the umbrella of the Bachelor of Science in Biology. All of the three supporting courses within the program is a requirement for BS Biology. The three core courses proposed for the certificate of Biotechnology would be new courses that would be offered.</i></p> <p><i>This program will require a new CIP code- 26.1201 Biotechnology</i></p>
ASSESSMENT	
26	<p>Plan for program assessment and evaluation of program-level student learning outcomes. Provide this section in Appendix B (Part II)</p> <p><i>Refer to Appendix B (Part II)- Assessment plans and guidelines</i></p>
SUPPORT AND SUSTAINABILITY	
27	<p>Describe the faculty will serve in this program and their credentials. Please describe if new faculty is needed. If no new faculty members are needed, please describe how the current faculty will serve this program and what will be the impact in the current areas that those faculty members are serving</p> <p><i>Currently, there is one faculty member (Sushmita Nandy) in the department of BCES who has the credentials to serve in this program. This faculty members have a terminal degree (PhD) in broader areas of biological sciences. We do not anticipate the need of any new faculty to support the new program. The impact on existing AS and BS Biology programs would be negligible.</i></p>
28	<p>Describe precisely facility needs including, but not limited to identifying the office space for full-time faculty, adjunct faculty, administrative assistants. Identify the classrooms, labs, and instrumentation that this program will be required</p> <p><i>This program will use at least one classroom (GE 105/ GE 104) for the lecture and would be using the instructional Biology lab (GE 204) for lab classes. As the program has a heavy emphasis on hands on experience with techniques involved in Biotechnology, we would use biological research equipment placed in GE 104, GE 204, GE 105, GE 102 and HT 125. The program would also use the BCES computer lab (GE 207/ 208).</i></p>
29	<p>Describe the annual budget for this program for the first five years, the projected enrollment per year (including new headcounts part-time, full-time, graduates, dropouts), and the projected revenue. Include spreadsheets and explain clearly the assumptions. Please provide this section in Appendix C.</p> <p><i>Refer to Appendix C (Part I)-Projected Enrollment, Revenue and Cost</i></p> <p><i>Refer to Appendix C (Part II)-Addition spreadsheet for the cost/revenue analysis</i></p>
30	<p>Describe the plans for sustainability (including a five-year enrollment projection with revenue and cost projections)</p>

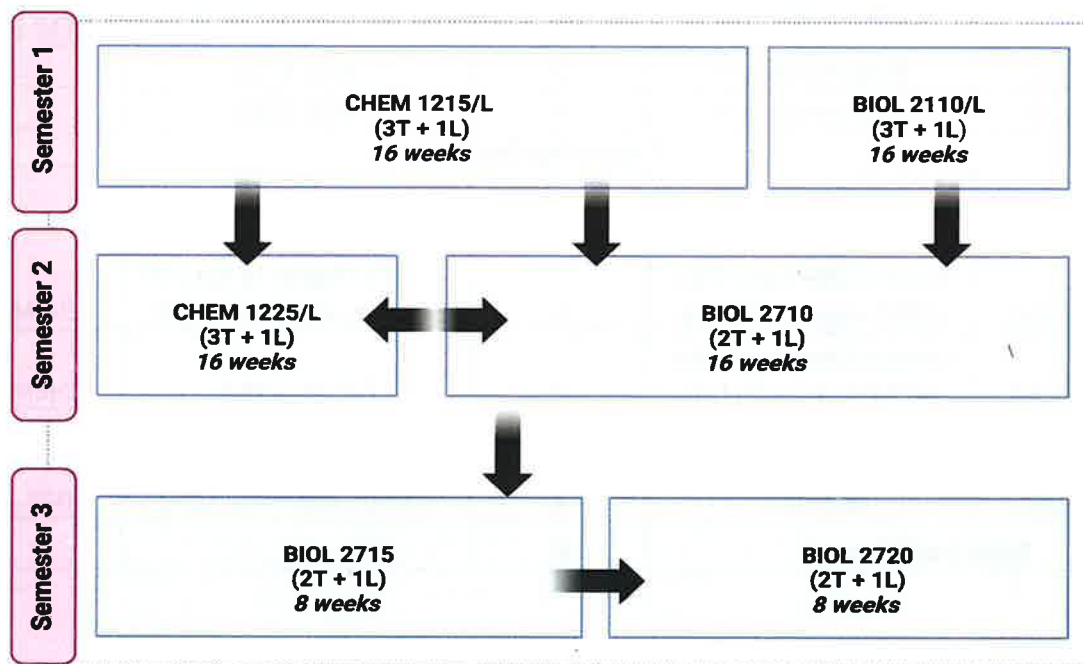
	<p>Please refer to Appendix C (Part I and II) for the additional spreadsheet for the cost/ revenue analysis . We expect this program to generate additional revenue and be profitable for both the Dept. of BCES and the College. Even with conservative enrollment estimates and a modest request for increased I & G funding, we project a net profit for the department and the college. As the program develops, we aim to involve CEOs from pharmaceutical companies in NM as EAC members to foster an academia-industry partnership, which would support student internships and future funding. Additionally, we plan to apply for federal grants, such as those offered by the National Science Foundation through the IUSE funding mechanism, to further support and expand the program.</p>
<p>31</p>	<p>Describe the strategic enrollment plan for the program and how it is aligned with the college strategic enrollment plan</p> <p><i>The program would serve-</i></p> <ul style="list-style-type: none"> a) <i>As a bridge between AS and BS Biology educational pathway for students to be better prepared for a BS Biology degree</i> b) <i>As a stand-alone post-bac certificate program to develop advanced skills in the field of biotechnology after completion of BS Biology or related sciences, and</i> c) <i>As a stackable certificate program alongside AS and/or BS Biology</i> <p><i>Enrollment plan would involve-</i></p> <ul style="list-style-type: none"> a) <i>Advisement at the College and Departmental levels</i> b) <i>Collaboration with NNMC Admissions and Recruitment offices to participate in outreach events</i> c) <i>Offer introductory level credit bearing biotechnology course during the summer as part of the science bridge program to generate interest in high school students and develop a pathway for them to study Biology and Biotechnology</i>
<p>32</p>	<p>Explain what external agencies (other than the Higher Education Department, the Higher Learning Commission, the U.S. Department of Education) need to approve (or must be notified) before the implementation of the program</p> <p><i>As per our understanding, there is no requirement of a major review by any external agency. The following external agencies need to be notified: The Higher Education Department, and the Higher Learning Commission.</i></p>

Appendix A (Part I)*Program curriculum:*

Course Number	Course Name	Credit hours	Pre-requisite	Co-requisite
Core Program Courses				
BIOL 2710	Biotechnology I	3	BIOL 2110/L; CHEM 1215/L	CHEM 1225/L
BIOL 2715	Biotechnology II	3	BIOL 2710	
BIOL 2720	Biotechnology III	3	BIOL 2715	
Supporting Courses				
CHEM 1215/L	General Chemistry I for STEM major I with Lab	4	MATH 1215, high school chemistry, or an ACT score of 19 or higher in Natural Science, and ENGL 1110.	CHEM 1215L
CHEM 1225/L	General Chemistry II for STEM major with Lab	4	CHEM 1215/L	CHEM 1225L
BIOL 2110/L	Principles of Biology: Cellular and Molecular with Lab	4	BIOL 1110/L or CHEM 1120/L and ENGL 1110	BIOL 2110L
Total credit hours		21		

Appendix A (Part II)

Curriculum Analysis- Sequence of courses



RICULUM

Biotechnology

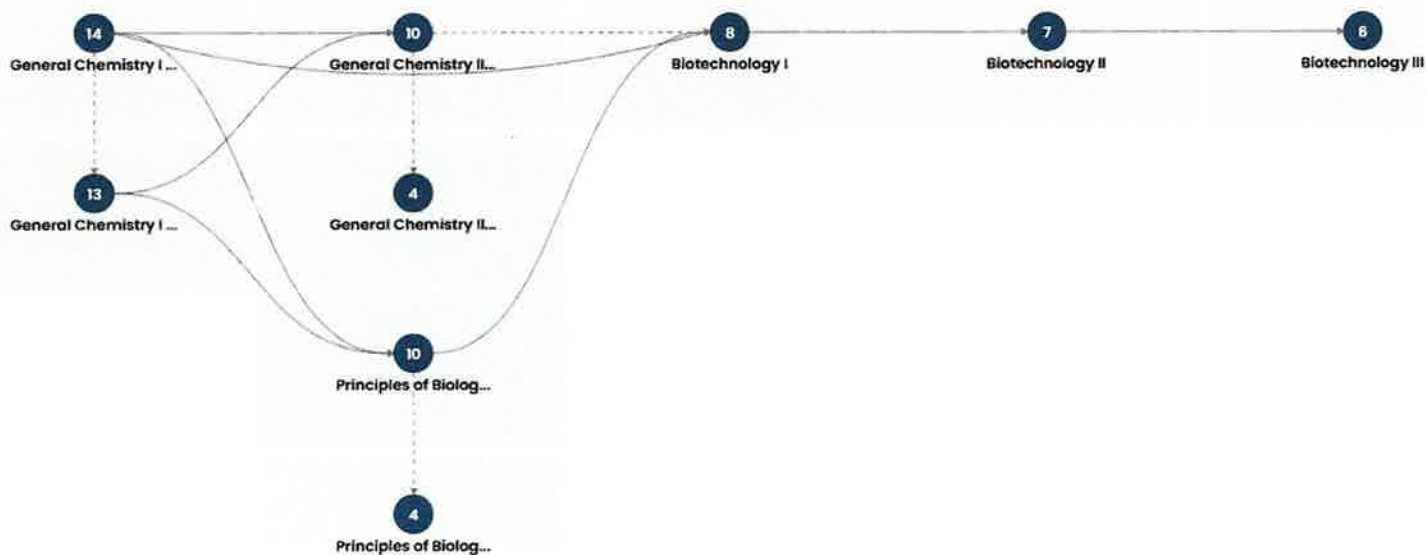
o_sush_2000@yahoo.com Under Construction 2024

Complexity 76
Centrality 108
Credits 21

Graph Metrics Plans New Plan

Download Edit Delete

Click on an item to pin its metrics



Appendix A (Part III)

Course syllabus

Course Syllabus	
BIOL 2710- Biotechnology I	
Course Number	BIOL 2710
Course Name	Biotechnology I
Credit hours	3 (2T + 1L)
Teaching format	Blended Traditional
Course coordinator	Sushmita Nandy Email: Sushmita.nandy@nnmc.edu Office: HT 127 Phone: 505-747-5468
Textbook	"Introduction to Biotechnology" 4 th Edition William J Thieman and Michael E Palladino (ISBN: 13:9780137533220)
Course description	The goal of this course is to provide the students with the core conceptual foundation and hands on experience required to perform basic laboratory techniques used in a biotechnology laboratory. It is essential that these skills are mastered, since this will be the basis for all of the techniques used in future courses in this program. This class will provide theory and experience in lab safety and measurement, bacterial transformations and cloning, recombinant DNA, gel electrophoresis, tissue culture and basic bioinformatics skills.
Pre-requisite	BIOL 2110/L and CHEM 1215/L
Co-requisite	CHEM 1225/L
Course Type	Required course
Course objectives	<ul style="list-style-type: none"> • Discuss the elements of laboratory safety • Demonstrate techniques of laboratory measurement • Demonstrate the preparation of solutions • Perform a bacterial transformation with plasmid DNA. • Utilize a mini-prep to extract plasmid DNA from bacteria • Utilize restriction enzymes to perform a restriction digest • Perform agarose gel electrophoresis • Demonstrate Cell Culture Techniques • Utilize online resources to perform basic bioinformatics tasks • Discuss the history and the current state of the field of biotechnology • Discuss current topics of importance in Biotechnology
Student Learning Outcome (SLO)	SLO1: <i>Background concept</i> - Demonstrate a comprehensive understanding of foundational biological and chemical principles relevant to biotechnology and apply this knowledge to understand the mechanisms behind laboratory techniques, industry practices, and innovations in field of biotechnology.

Topics	<ul style="list-style-type: none">• Explain the four types of laboratory safety controls including how they are designed to keep laboratory workers safe• Identify individuals and organizations responsible for workplace safety• Recognize chemical, biological and physical hazards present in the biotechnology lab• Demonstrate the safe handling, labeling and disposal of chemical, biological and physical hazards• Explain the units of measurement used in the biotechnology laboratory• Define key terminology used in measurement and solution making• Demonstrate appropriate selection and usage of appropriate instruments for measurements based on the application they will be used for• Demonstrate the ability to accurately use pipet-aids (serological pipets), micropipettors, and electronic balances• Solve basic equations used in making solutions including:<ul style="list-style-type: none">• mass/volume solutions• percent solution• molar solutions• making dilute solutions using a concentrated stock• Demonstrate the basic steps used in solution making including technical considerations and safety• Demonstrate the ability to accurately use pH meters• Explain the fundamentals of bacterial transformation• Define plasmid or vector DNA Explain and utilize antibiotic selection• Demonstrate correct standard practices used in working with bacteria• Perform a bacterial transformation experiment and interpret results• Calculate the transfection efficiency of a bacterial transformation• Explain the purpose of a mini-prep• Explain the function of the major steps in an alkaline lysis mini-prep Perform a mini-prep• Explain what restriction enzymes are and how they are used in the biotechnology laboratory• Demonstrate an understanding of the technical considerations associated with using restriction enzymes, both singly and in a double digest• Utilize restriction enzymes to cut lambda DNA and plasmid DNA• Explain how gel electrophoresis is used to separate macromolecules• Demonstrate an understanding of how DNA migrates through an agarose gel and factors which can influence its' mobility• Explain the use of loading dye, ethidium bromide and DNA size markers or ladders in gel electrophoresis• Prepare and run agarose gels of different percentage• Interpret agarose gel results and properly label a gel photograph• Define cell culture
--------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> • Explain the usage of different cell lines, including immortalized and primary cells lines • Demonstrate knowledge of the proper selection, preparation and storage of media • Calculate quantities of reagents needed to formulate media Describe important technical considerations associated with performing cell culture • Perform basic cell culture tasks, including: <ul style="list-style-type: none"> • Starting cells • Feeding, splitting & counting cells • Harvesting cells • Utilize an on-line database to search for cell lines and appropriate growth media • Utilize PubMed to search for scientific papers by author, date, subject and relevance • Utilize an on-line search program to perform a basic restriction enzyme search and design a simple subcloning experiment • Define biotechnology • Describe the many scientific disciplines that contribute to biotechnology • Provide examples of historic applications of biotechnology • Describe different types of biotechnology and their applications • Explain what stem cells are and their origins • Explain why stem cells are so useful in biomedical research • Describe obstacles to using stem cells in research and/or therapies • Outline the ethical, religious and political concerns associated with embryonic stem cells • Identify the relationship between stem cells and cloning • Differentiate between therapeutic and reproductive cloning
Grading policy	The grading scale follows the NNMC's catalog grading system. Every instructor customizes their own grading policy.

Course Syllabus	
BIOL 2715- Biotechnology II	
Course Number	BIOL 2715
Course Name	Biotechnology II
Credit hours	3 (2T + 1L)
Teaching format	Blended Traditional
Course coordinator	Sushmita Nandy Email: Sushmita.nandy@nnmc.edu Office: HT 127 Phone: 505-747-5468
Textbook	"Introduction to Biotechnology" 4 th Edition William J Thieman and Michael E Palladino (ISBN: 13:9780137533220)
Course description	The goal of this course is to provide theory and experience with protocols used to characterize and manipulate nucleic acids. This course will reinforce and build upon techniques learned in Biotechnology I. Techniques include DNA isolation and quantification, PCR, qPCR, gel electrophoresis, recombinant DNA technology, cloning, DNA sequencing, site-directed mutagenesis, tissue culture, and basic bioinformatics skills. Current issues and topics related to biotechnology will be explored.
Pre-requisite	BIOL 2710
Co-requisite	None
Course Type	Required course
Course objectives	<ul style="list-style-type: none"> • Perform phenol-chloroform DNA isolation • Analyze the quantity and quality of DNA in a sample • Utilize the polymerase chain reaction (PCR) to amplify genetic sequences • Utilize real-time polymerase chain reaction (qPCR) to amplify and quantify a genetic sequence • Demonstrate the procedures required to determine the DNA sequence of a gene. • Perform the techniques required to clone a gene. • Perform a PCR-based site-directed mutagenesis protocol. • Discuss techniques involved in DNA forensics and conduct a DNA fingerprinting protocol. • Utilize online resources to perform basic bioinformatics tasks. • Analyze scientific literature related to in-lab experiments • Discuss current topics of importance in Biotechnology
Student Learning Outcome (SLO)	SLO2: Critical Thinking- Demonstrate the ability to identify key issues, formulate evidence-based arguments, and integrate interdisciplinary knowledge to make informed decisions in the context of biotechnology, including ethical, regulatory, and environmental considerations.

<p>Topics</p>	<ul style="list-style-type: none"> • Perform phenol-chloroform DNA isolation • Describe the function of the four basic steps of phenol-chloroform • DNA isolation Identify important technical considerations associated with working with DNA • Describe how a spectrophotometer works • Utilize a spectrophotometer to quantify DNA samples • Interpret data provided by a spectrophotometer • Utilize an agarose gel to verify the quality of a DNA sample • Explain the uses of the polymerase chain reaction and its importance in Biotechnology • Identify the essential components of a PCR reaction and technical consideration associated with their use • Explain the importance of primer design to the success of a PCR reaction • Describe the three steps of the PCR reaction • Perform multiple PCR- based experiments and identify how PCR is used differently in those experiments • Explain the fundamental principle underlying real-time PCR • Describe the applications of real-time PCR • Explain similarities and differences in real-time versus traditional PCR • Describe the different types of reporter methods used in real-time PCR • Conduct a real-time PCR experiment and interpret results • Explain the use of and interpret results from a Melt Curve Analysis • Explain how the dideoxy or chain termination method of DNA sequencing works, both in manual and automated (i.e. dye terminator) sequencing reactions • Describe technical considerations associated with sequencing • Perform a sequencing reaction using fluorescently labeled dideoxynucleotides • Interpret a sequencing gel • Discuss goals and benefits of genome sequencing including the Human Genome Project. • Describe the three steps of genome sequencing: preliminary sequencing, finishing and annotating Describe “next generation” high-through put sequencing methods • Describe the process used to clone a gene Identify the characteristics of a cloning vector • Describe a variety of previously learned techniques in order to clone a gene, including: <ul style="list-style-type: none"> • Ligation • bacterial transformation • antibiotic screening • mini-preps • restriction enzyme digestion • Describe a variety of new techniques in order to clone a gene, including:
----------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none">• TA Cloning method• Blue-white screening • Define site-directed mutagenesis and explain the theory underlying PCR-based site-directed mutagenesis• Describe the uses of site-directed mutagenesis and its importance in biotechnology• Outline the function of the three steps utilized in PCR-based site-directed mutagenesis• Discuss technical considerations associated with site-directed mutagenesis, particularly primer design• Describe the basic premise underlying DNA forensics• Explain the uses of DNA forensics, including emerging uses• Explain what short-tandem repeat (STR) analysis is and why it is currently the forensic DNA technique of choice• Perform a basic DNA fingerprinting experiment (STR analysis) and interpret results• Utilize Genbank to search for genomic sequences using gene name or accession number; interpret data found in Genbank entry and link to related entries• Utilize BLAST to compare genomic sequences, find unknown genomic sequences, and find homologous genes in different species; interpret data from BLAST search and link to related entries• Utilize on-line primer design software to design and evaluate PCR primers for a given genomic sequence• Explain aims and methods of assigned scientific papers• Interpret and critically analyze results and conclusions from scientific papers• Relate material found in literature to in-class experiments• Describe the impact of biotechnology and GM crops on the agricultural industry, both in the US and worldwide• Outline the pros and cons of GM crops, including environmental, societal, and health concerns• Identify GM crops currently available on the market, and those in production• Describe the role of the USDA and/or EPA in regulating genetically modified crops• Describe current regulations for labeling of biotechnology products• Describe methods used to identify GM crops including ELISA and PCR• Define gene therapy• Explain different methods used in gene therapy• Explain the history of gene therapy, including the current state of gene therapy in the U.S.• Describe obstacles to using gene therapy in research and/or therapies• Outline ethical concerns associated with gene therapy
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Grading policy	The grading scale follows the NNMC's catalog grading system. Every instructor customizes their own grading policy.
-----------------------	--------------------------------------------------------------------------------------------------------------------

Course Syllabus	
BIOL 2720- Biotechnology III	
Course Number	BIOL 2720
Course Name	Biotechnology III
Credit hours	3 (2T + 1L)
Teaching format	Blended Traditional
Course coordinator	Sushmita Nandy Email: Sushmita.nandy@nnmc.edu Office: HT 127 Phone: 505-747-5468
Textbook	"Introduction to Biotechnology" 4 th Edition William J Thieman and Michael E Palladino (ISBN: 13:9780137533220)
Course description	Provides theory and experience with protocols used to characterize and manipulate nucleic acids and proteins. Builds on techniques learned in Biotechnology II. Techniques include RNA and protein isolation and quantification, RT-PCR, RNA interference, mammalian transfections, polyacrylamide gel electrophoresis, Western blotting, ELISAs, and basic bioinformatics and proteomics skills. Current issues and topics related to biotechnology will be explored.
Pre-requisite	BIOL 2715
Co-requisite	None
Course Type	Required course
Course objectives	<ul style="list-style-type: none"> • Demonstrate the isolation of RNA from cell pellets. • Employ reverse transcriptase PCR (RT-PCR) protocols. • Employ and analyze a real-time reverse transcriptase PCR protocol. • Describe RNA interference (RNAi) • Perform a mammalian transfection using siRNA • Examine and utilize a variety of tools and techniques to characterize proteins • Perform protein quantification using a BCA Assay • Examine the applications of and perform polyacrylamide gel electrophoresis • Demonstrate a western blotting protocol. • Perform an ELISA assay • Analyze scientific literature related to in-lab experiments • Utilize online resources to perform basic bioinformatics and proteomics tasks.
Student Learning Outcome (SLO)	SLO3: Technical and Analytical Skills- Demonstrate proper and safe laboratory practice; proper use of laboratory equipment; and the ability to work effectively with cellular models, molecular biology techniques and assays, and appropriately use of mathematical and statistical approaches.

<p>Topics</p>	<ul style="list-style-type: none"> • Identify technical consideration associated with working with RNA • Describe how the TRIzol or TriReagent method of RNA isolation works • Perform an RNA isolation from cell pellets • Quantify RNA using a spectrophotometer • Define RT-PCR Describe the uses of RT-PCR and how these differ from traditional (DNA-based) PCR. • Describe the multi-step process used in RT-PCR • Explain the different methods of “priming” for cDNA synthesis and why one method might be chosen over another • Explain why primer design is critical when performing RT-PCR • Explain the importance of running a control PCR using a “housekeeping gene” following cDNA synthesis • Set up, run and interpret results from an RT-PCR reaction using freshly isolated RNA • Define RNA interference and its role in transcriptional silencing Explain the siRNA activation pathway • Describe the biological functions of RNAi • Explain the uses of siRNA technology in the field of biotechnology • Describe basic principles of transfection, including lipid-mediated transfections • Describe the applications of transfection in biotechnology • Describe factors which influence transfection efficiency • Perform a transfection of siRNA into mammalian cells • Utilize real-time PCR to analyze data from transfection and interpret results • Describe technical considerations associated with working with proteins • Define proteomics • Explain research applications of proteomics • Describe challenges associated with studying the proteome • Utilize low- and high-throughput proteomics techniques in the laboratory • Discuss proteins as biotechnology products in medicine, food and manufacturing • Identify technical considerations associated with performing protein Set up and perform a BCA assay to quantify protein • Utilize results from BCA assay to generate a standard curve and quantify unknown protein samples • Describe a polyacrylamide gel including its composition and construction • Identify uses, advantages and disadvantages of polyacrylamide gels versus agarose gels • Describe technical considerations associated with pouring and running polyacrylamide gels • Prepare and run a polyacrylamide gel to separate protein molecules by molecular weight
----------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none">• Describe the function of a Western blot• Describe steps used to prepare proteins prior to running on a Western blot• Explain how to correctly transfer a gel to a nitrocellulose membrane• Describe the principle behind blocking• Explain the principles and technique behind immunoblotting membranes for specific protein detection, including the function of the primary and secondary antibodies• Utilize a western blot protocol to detect a specific protein and interpret results including determining molecular weight• Define an ELISA Identify the applications of ELISAs• Describe how an ELISA works; i.e. the roles of the different antibodies in the detection of specific proteins• Compare and contrast the function of an ELISA with that of a Western Blot• Utilize a simple quantitative ELISA protocol to detect a specific protein and interpret results• Explain aims and methods of assigned scientific papers• Interpret and critically analyze results and conclusions from scientific papers• Relate material found in literature to in-class experiments• Utilize an on-line search program to search for transcription factors found within a given genomic sequence• Utilize appropriate on-line resources to identify unknown protein sequences
Grading policy	The grading scale follows the NNMC's catalog grading system. Every instructor customizes their own grading policy.

Appendix B (Part I)**Curriculum Map****Certificate Program in Biotechnology**

A preliminary draft of the curriculum map is shown below which shows the plan for the student learning outcomes assessment. This document is a work-in-progress and will be updated after the proposal is reviewed by the External Advisory Committee and the Curriculum Committee.

Note: Only the program-specific courses are included in the assessment plan.

Courses	Student Learning Outcomes		
	SLO 1	SLO2	SLO3
BIOL 2710-Biotechnology I	X		
BIOL 2715- Biotechnology II		X	
BIOL 2720- Biotechnology III			X

SLO 1: Background concept- Demonstrate a comprehensive understanding of foundational biological and chemical principles relevant to biotechnology and apply this knowledge to understand the mechanisms behind laboratory techniques, industry practices, and innovations in field of biotechnology.

SLO 2: Critical Thinking- demonstrate the ability to identify key issues, formulate evidence-based arguments, and integrate interdisciplinary knowledge to make informed decisions in the context of biotechnology, including ethical, regulatory, and environmental considerations.

SLO 3: Technical and Analytical Skills- Demonstrate proper and safe laboratory practice; proper use of laboratory equipment; and the ability to work effectively with cellular models, molecular biology techniques and assays, and appropriately use of mathematical and statistical approaches.

Appendix B (Part II)

Assessment Plans and Guidelines Certificate Program in Biotechnology

General Guidelines for Student Learning Outcome Assessment:

- Each SO: assessed at least once in every two years
- Assessment instruments will be peer-reviewed before using them.
- Each assessment will be documented through an assessment report and uploaded on WaterMarks
- Assessment and evaluation meeting (faculty): at least once a year
- External Advisory Committee meeting: at least once a year to review curriculum and student outcomes.

Definitions of Performance:

- Level of Attainment of outcomes per student:
 - Target Met: a student achieves a 70% of the instrument scale.
 - Target Not Met: a student does not achieve a 70% of the instrument scale.
- Level of Attainment of outcomes per class:
 - Target met: 75% of all students achieve target.
 - Target in progress: less than 75% of all students achieve target.

Action Plan Development:

- A meeting at the end/beginning of the current/next semester will be held and the actions plan will be developed after analyzing all the data collected.

Review of Program Objectives:

- Program Objectives will be reviewed and if required, updated every 6 years. They will be reviewed by all constituencies including: external advisory committee, student employers, alumni, and faculty.
- Program objectives are not going to be assessed, but currency and relevancy of the program objectives will be reviewed by conducting surveys among all program constituencies.

Assessment Report Format:

Each assessment report will contain at the minimum these following elements:

- Final grade distribution
- Assessment and data collection detail
- Assessment activity/tool used and how it relates to achievement of SLO
- Methodology (when and how the activity performed)
- Measurement instrument/rubric used
- Target student performance level
- Analysis of assessment results
- Conclusion and action plan for improvement

Appendix C (Part I)**Projected Enrollment, Revenue and Cost**

The table below provides projected enrollment (number of unique student) for the standalone certificate program. We anticipated at least equal number of AS/BS Biology, if not more enrolling for this Certificate program.

	Year 1	Year 2	Year 3	Year 4	Year 5
Projected Enrollment (# of unique students)	3	4	5	6	7

For projected cost and revenue analysis the following assumptions are made:

- a. BIOL 2710, BIOL 2715, BIOL 2110/L, CHEM 1215/L and CHEM 1225/L courses will be taught by full-time Biology and Chemistry faculty as regular course load.
- b. BIOL 2720 course will be taught by full-time Biology faculty as a course overload.
- c. The core biotechnology courses would be taught as Lecture-Lab combined courses and will be categorized as 2T + 1L
- d. New students would be enrolled only in Fall semester, unless a student has already completed the supportive courses. For the purpose of cost/revenue calculation, we have only considered Fall enrollment.
- e. Tuition amount (New Mexico Residents): \$211/credit hour.
- f. Lab Fee: \$78.38/course.
- g. The tuition and compensation/ credit hour will remain the same from Year 1-5.
- h. 50% of the cost of lab supplies and equipment maintenance are shared by certificate program, and the other 50% by the AS/BS Biology program as we anticipate atleast 50% of the students in the Certificate program will also be part of the AS/BS Biology program.

With these assumptions the cost and revenue analysis are made and the summary of that analysis is presented below. For the detailed budget a spreadsheet is attached with this document.

	Year 1	Year 2	Year 3	Year 4	Year 5
Total projected Revenue/ year (Stand- alone certificate program)	\$7903.56	\$13540.36	\$17175.64	\$20810.92	\$24446.2
Total cost/ year (Stand- alone certificate program)	\$ 5037.00	\$6037.00	\$7037.00	\$8037.00	\$9037.00

Note: The projected cost of instruction for the certificate program will be almost equal to the reduction in cost of instruction for the BS Biology program. At the same time, the program will generate additional revenue for the Dept. of BCES and the college.

Appendix C (Part II)**Spreadsheet for Revenue/ Cost Analysis**

Revenue/ Cost projection analysis						
		Yr 1 (\$)	Yr 2 (\$)	Yr 3 (\$)	Yr 4 (\$)	Yr 5 (\$)
	# students (C+N)	3 (0+3)	7 (3+4)	9 (4+5)	11 (5+6)	13 (6+7)
Lecture @\$211/ Lab @ \$78.38	Tuition	7903.56	13540.36	17175.64	20810.92	24446.2
\$868/ theory cr hr & \$1301/ lab cr hr	Cost (Faculty teaching overload)	3037	3037	3037	3037	3037
Additional I & G/ yr	I & G	2000	3000	4000	5000	6000
Cost (Faculty teaching overload) + I&G	Total instructional cost	5037	6037	7037	8037	9037
	Net Profit	2866.56	7503.36	10138.64	12773.92	15409.2

C= Continuing student N= New students

Appendix D

Market/ Student demand/ Job Outlook/ Competition

PES Markets Scorecard

CIP: 261201 Biotechnology **Award Level: Certificate** **Market: New Mexico** **Total Score: 0** **Percentile: 50**

Student Demand
Score: 69
Percentile: 50

Category	Pct	Criterion	Value	Score
Size	69	Google Search Volume (12 Months)*	880	NS
	91	International Page Views (12 Months)	331	NS
	96	New Student Enrollment Volume (12 Mo.)	13	NS
Growth	0	On-ground Completions at In-Market Institutions	1	NS
	0	Online Completions by In-Market Students	0	NS
	80	Sum of On-ground and Online Completions	1	NS
	9	Google Search YoY Change (Units)*	-380	NS
	3	New Student Enrollment Vol. YoY Change (Units)	-3	NS
Growth	1	Completion Volume YoY Change (Units)	-10	NS
	43	Google Search YoY Change (%)*	-31%	NS
	44	New Student Enrollment Vol. YoY Change (%)	-18%	NS
	12	Completion Volume YoY Change (%)	-81%	NS

Competitive Intensity
Score: 0
Percentile: 50

Category	Pct	Criterion	Value	Score
Volume of In-Market Competition	59	Compasses with Graduates**	1	NS
	96	Institutions with Graduates YoY Change (Units)**	0	NS
	0	Institutions with Online In-Market Students**	0	NS
In-Market Program Sizes	13	Average Program Completions	1	NS
	14	Median Program Completions	1	NS
	7	YoY Median Prog. Complet. Change (Units)	-10	NS
	13	YoY Median Prog. Complet. Change (%)	-31%	NS
In-Market Substitution	75	Google Search * Cost per Click**	\$10	NS
	69	Google Competition Index**	0.33	NS
	62	National Online Institutions (Units)**	2	NS
	57	Natl Online % of Institutions	4%	NS
National Online Competition	57	Natl Online % of Completions	2	NS
	95	Natl Online % of Completions	67%	NS

* Google Search & not Title by award level
** Cost per Click in Dollars
*** Currentity Index
**** Not Scored on Below Tables A-D)
***** Percentile

Employment
Score: 0
Percentile: 50

Category	Pct	Criterion	Value	Score
Size: Entry Job	0	Job Postings Total (12 Months)	0	NS
	0	BLS Current Employment	0	NS
	0	BLS Annual Job Openings	0	NS
Underemployed	0	Underemployed Percent of Graduates**	N/A	NS
	66	BLS 1-Year Historical Growth	168.7%	NS
Growth: Entry Job	29	BLS 3-Year Historical Growth (CAGR)	38.7%	NS
	0	BLS 10-Year Future Growth (CAGR)	-0.2%	NS
Saturation: Entry Job	0	Job Postings per Course	0.0	NS
	0	BLS Job Openings per Graduate	\$38,600	NS
Weighted-Avg BLB Weights	61	Entry 25th Percentile	NS	NS
	71	Post-Entry Median	NA	NS
National Community Survey	50	Post-Entry w/ Associate Median	NA	NS
	90	Post-Entry w/ Bachelor's Median	NA	NS
Bachelor's Degree Outcomes*	65	Post-Entry w/Masters Median	NA	NS
	58	Post-Entry w/Doctoral Median	NA	NS
National Survey	71	% with Any Graduate Degree*	25%	NS
	50	% with Bachelor's*	22%	NS
Bachelor's Degree Outcomes*	90	% with Doctoral Degree*	24%	NS
	65	% Unemp. (Age <20)**	3%	NS
Bachelor's Degree Outcomes*	58	% in Direct Prep Jobs*	9%	NS

- IPEDS Demographics (Not Scored)

Category	Pct	Criterion	This Program In-Market	All Programs In-Market
IPEDS Gender	100	Female	1	60%
	0	Male	0	38%
IPEDS Ethnicity	0	American Indian or Alaska Native	0	0%
	0	Asian	0	2%
IPEDS Ethnicity	0	Black or African American	0	3%
	0	Hispanic or Latino	0	4%
IPEDS Ethnicity	0	Native Hawaiian or Other Pacific Islander	1	0%
	100	White	1	29%
IPEDS Ethnicity	0	Other	0	1%
	0	Other/Unknown	0	6%

Degree Fit
Score: 0
Percentile: 50

Category	Pct	Criterion	Value	Score
Cost Benchmarking**	0	Average Cost per SCH Inlier**	NA	NS
	0	Median Cost per SCH Inlier**	NA	NS

National Completions by Level
Score: 0

Award Level	Completions (National)	Completions (Market)	Enrollment (Market)	BLS Educational Attainment
No College	29%	17%	28%	9%
Associate Certificate	3%	67%	67%	5%
Associate's	25%	0%	0%	38%
Bachelor's	2%	0%	0%	28%
Postbaccalaureate Certificate	40%	17%	13%	28%
Master's Certificate	0%	0%	0%	2%
Doctoral	1%	0%	2%	21%

CIP Descriptions:
A program reference on the application of the biological sciences, biotechnology, and genetics to the production of a program designed approach, experimental, clinical, and industrial products, including the commercial application of microbes, plants, and animals. Includes instruction in biotechnology, gene identification, phylogenetics and comparative genomics, biotechnology, immunogenetics, DNA sequencing, zootransplantation, genetic engineering, industrial microbiology, drug and biologic development, enzyme-based production processes, patent law, biotechnology management and marketing, applicable regulations, and biotechnology ethics.



PES Markets Scorecard

CIP: 28.1201 Biotechnology Award Level: Certificate Market: NNMC 50 Total Score: 0 Percentile: 50

Student Demand
Score: 0 Percentile: 50

Category	Pct	Criterion	Value	Score
Size	69	Google Search Volume (12 Months)*	102	NS
	91	International Page Views (12 Months)	331	NS
Growth	27	New Student Enrollment Volume (12 Mo.)	3	NS
	0	On-ground Completions at In-Market Institutions	0	NS
	0	Online Completions by In-Market Students	0	NS
	0	Sum of On-ground and Online Completions	0	NS
	9	Google Search YoY Change (Units)*	-45	NS
Growth	96	New Student Enrollment Vol. YoY Change (Units)	3	NS
	96	Completion Volume YoY Change (Units)	0	NS
	96	Google Search YoY Change (%)*	-31%	NS
	96	New Student Enrollment Vol. YoY Change (%)	22.482%	NS

Employment
Score: 0 Percentile: 50

Category	Pct	Criterion	Value	Score
Size Entry Jobs	0	Job Postings Total (12 Months)	0	NS
	0	BLS Current Employment	0	NS
Underemployed	0	BLS Annual Job Openings	0	NS
	0	Underemployed Percent of Graduates**	NA	NS
Growth: Entry Jobs	NA	BLS 1-Year Historical Growth	NA	NS
	NA	BLS 3-Year Historic Growth (CAAGR)	NA	NS
Growth: Entry Jobs	NA	BLS 10-Year Future Growth (CAAGR)	NA	NS
	NA	Job Postings per Graduate	NA	NS
Growth: Entry Jobs	NA	BLS Job Openings per Graduate	NA	NS
	NA	Entry 25th Percentile	NA	NS
Weighted-Avg BLS Weights	NA	Post Entry w/ Associate Median	NA	NS
	NA	Post Entry w/ Bachelor's Median	NA	NS
National American Community Survey*	78	Post Entry w/ Doctoral Median	NA	NS
	50	% with Any Graduate Degree**	50%	NS
Bachelor's Degree Outcomes*	50	% with Masters*	50%	NS
	69	% with Doctoral Degree*	24%	NS
Outcomes*	56	% Unemp. (Age >30)**	3%	NS
	56	% in Direct Prep Job**	9%	NS

Degree Fit
Score: 0 Percentile: 50

Category	Pct	Criterion	Value	Score
Cost Benchmarking**	NA	Average Cost per SCH Index**	NA	NS
	NA	Median Cost per SCH Index**	NA	NS

National Completions by Level
Score: 0

Award Level	Completions (National)	Completions (Market)	Enrollment (Market)	BLS Educational Attainment
No College	25%	43%	6%	6%
Some College	3%	14%	9%	9%
Associate	25%	0%	28%	28%
Bachelor's	25%	0%	28%	28%
Postbaccalaureate Certificate	47%	22%	0%	28%
Masters	0%	0%	0%	28%
Post-masters Certificate	0%	0%	14%	21%
Doctoral	1%	1%	0%	21%

Competitive Intensity
Score: 0 Percentile: 50

Category	Pct	Criterion	Value	Score
Volume of In-Market Competition	0	Computes with Grade YoY Change (Units)**	0	NS
	50	Institutions with Online In-Market Students**	0	NS
In-Market Program Size	0	Average Program Completions	NA	NS
	NA	Median Program Completions	NA	NS
In-Market Saturation	76	YoY Median Prog. Compl. Change (Units)	NA	NS
	69	YoY Median Prog. Compl. Change (%)	NA	NS
National Online Competition	62	Google Search* - Cost per Click**	\$10	NS
	57	Google Competitor Index**	0.33	NS
National Online Competition	57	Natl Online % of Institutions	2	NS
	57	Natl Online % of Completions	4%	NS
National Online Competition	57	Natl Online % of Completions	87%	NS

IPEDS Demographics (Not Scored)

Category	Pct	Criterion	The Program In-Market	All Programs In-Market
IPEDS Gender	NA	Female	NA	68%
	NA	Male	NA	32%
IPEDS Ethnicity	NA	African American or Alaska Native	NA	0%
	NA	Black or African American	NA	1%
IPEDS Ethnicity	NA	Hispanic or Latino	NA	1%
	NA	Native Hawaiian or Other Pacific Islander	NA	69%
IPEDS Ethnicity	NA	White	NA	0%
	NA	International	NA	25%
IPEDS Ethnicity	NA	Other/Unknown	NA	3%
	NA	Other/Unknown	NA	5%

CIP Description:
A program that focuses on the application of the biological sciences, biochemistry, and genetics to the preparation of new and enhanced agricultural, environmental, chemical, and industrial products, including the commercial exploitation of microbes, plants, and animals. Includes instruction in biochemistry, gene identification, phylogenetics and comparative genomics, biotransformation, immunosensing, DNA sequencing, xenotransplantation, genetic engineering, industrial microbiology, drug and biologic development, enzyme-based production processes, patent law, biotechnology management and marketing, applicable regulations, and biotechnology ethics.



* - Google search do not filter by award level.
 ** - Cost per click in dollars.
 *** - Average program completions.
 **** - No data available currently tracked.
 ***** - Data available in previous years only.
 ***** - Revenues

PES Markets Scorecard

CIP: 263 201 Biotechnology

Award Level: Certificate

Market: NNMC 100

Total Score: 0

Percentile: 50

Student Demand
Score: 0 Percentile: 50

Category	Pct	Criterion	Value	Score
Size	69	Google Search Volume (12 Month)*	488	NS
	81	International Page Views (12 Month)	331	NS
	96	New Student Enrollment Volume (12 Mo.)	13	NS
	93	On-ground Completions at In-House Institutions	1	NS
Growth	0	Online Completions by In-House Students	0	NS
	21	Sum of On-ground and Online Completions	1	NS
	8	Google Search YoY Change (Units)*	-217	NS
	2	New Student Enrollment Vol. YoY Change (Units)	-3	NS
Growth	0	Completion Volume YoY Change (Units)	-10	NS
	44	Google Search YoY Change (%)*	-30%	NS
	44	New Student Enrollment Vol. YoY Change (%)*	-18%	NS
	11	Completion Volume YoY Change (%)	-81%	NS

Employment
Score: 0 Percentile: 50

Category	Pct	Criterion	Value	Score
Size: Entry Jobs	0	Job Postings Total (12 Months)	0	NS
	0	BLS Current Employment	0	NS
	0	BLS Annual Job Openings	0	NS
Underemployed	0	Underemployed Percent of Graduates**	NA	NS
	0	BLS 1-Year Historical Growth	NA	NS
	0	BLS 3-Year Historical Growth (CAGR)	0.2%	NS
	0	BLS 10-Year Future Growth (CAGR)	0.0	NS
Growth: Entry Jobs	0	Job Postings per Graduate*	0.0	NS
	0	BLS Job Openings per Graduate*	0.0	NS
	0	Entry 25th Percentile	838,346	NS
	42	Post-Entry Median	NA	NS
Weighted-Avg BLS Weights	0	Job Postings w/ Associates Median	NA	NS
	0	Post-Entry w/ Associates Median	NA	NS
	0	Post-Entry w/ Bachelor's Median	NA	NS
	0	Post-Entry w/ Masters Median	NA	NS
National Community Survey Bachelor's Degree	78	% with Bachelor's*	50%	NS
	50	% with Masters*	28%	NS
	30	% with Doctoral Degree*	24%	NS
	40	% Unemployed (Age <30)**	3%	NS
Doctoral	58	% in Direct Prep Job*	9%	NS

Degree Fit
Score: 0 Percentile: 50

Category	Pct	Criterion	Value	Score
Cost Benchmarking**	0	Average Cost per SCH Index**	NA	NS
	0	Median Cost per SCH Index**	NA	NS

National Completions by Level
Score: 0

Award Level	Completions (National)	Completions (Market)	Enrollment (Market)	BLS Educational Attainment
No College	29%	17%	32%	9%
Some College	3%	47%	61%	5%
Associate	25%	0%	0%	6%
Bachelors	25%	0%	0%	38%
Post-baccalaureate Certificate	2%	0%	0%	0%
Masters	40%	17%	5%	26%
Post-masters Certificate	0%	0%	0%	0%
Doctoral	1%	0%	2%	21%

National Workforce Ed Attainment
Score: 0

Competitive Intensity
Score: 0 Percentile: 50

Category	Pct	Criterion	Value	Score
Volume of In-House Completions	47	Compeutes with Graduates**	1	NS
	50	Companies with Grad's YoY Change (Units)*	0	NS
	0	Institutions with Online In-House Students**	0	NS
In-House Program Size	14	Average Program Completions	1	NS
	14	Median Program Completions	1	NS
	6	YoY Median Prog. Comp. Change (Units)	-10	NS
	12	Google Search - Cost per Click**	-81%	NS
National Online Completions	77	Google Search - Cost per Click**	0.33	NS
	68	National Online Institutions (Units)**	2	NS
	62	YoY Median Prog. Comp. Change (%)	4%	NS
	57	Market Online % of Completions	67%	NS

IPEDS Demographics (Not Scored)

Category	Pct	Criterion	This Program In-House	All Programs In-House
IPEDS Gender	100	Female	1	67%
	0	Male	0	33%
IPEDS Ethnicity	0	American Indian or Alaska Native	0	0%
	0	Asian	0	2%
	0	Black or African American	0	2%
	0	Hispanic or Latino	0	5%
IPEDS Ethnicity	100	Native Hawaiian or Other Pacific Islander	1	0%
	0	White	0	27%
	0	International	0	1%
	0	Other/Unknown	0	7%

CIP Description:
A program that focuses on the application of the biological sciences, biochemistry, and genetics to the preparation of food and agricultural, environmental, clinical, and industrial products. Includes the commercial application of molecular plants, and animals. Includes: nutrition in biotechnology, gene identification, phylogenetics and comparative genomics, ultrasonic chemistry, immunoenzyming, DNA sequencing, xenotransplantation, genetic engineering, industrial microbiology, drug and biologic development, enzyme-based production processes, patent law, biotechnology management and marketing, applicable regulations, and biotechnology ethics.



Percentile (Raw score)

- * Google search do not filter by award level.
- ** Other search is revenue.
- ** Includes all revenue.
- ** Not Scored in Indices (Value = 0)
- ** Percentile

Biological Technicians



Summary

What They Do

Work Environment

How to Become One

Pay

Job Outlook

State & Area Data

Similar Occupations

More Info

Pay

About this section

The median annual wage for biological technicians was **\$51,430** in May 2023. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. **The lowest 10 percent earned less than \$36,970, and the highest 10 percent earned more than \$80,330.**

In May 2023, the median annual wages for biological technicians in the top industries in which they worked were as follows:

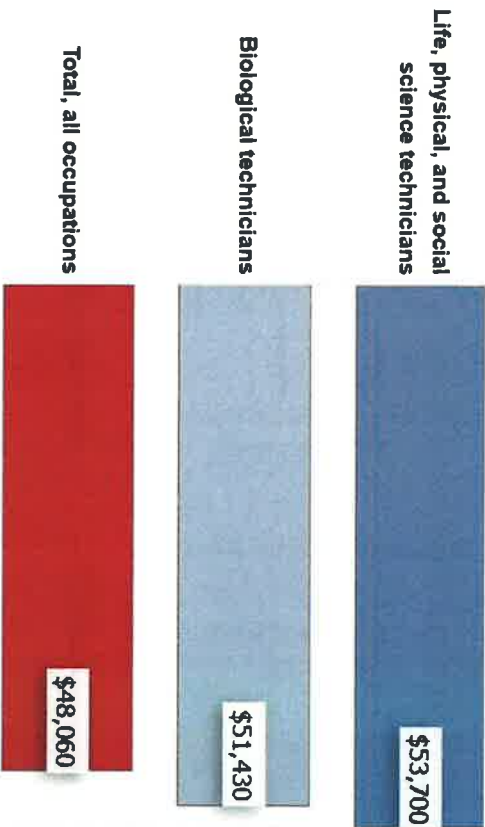
Pharmaceutical and medicine manufacturing	\$64,350
Scientific research and development services	59,040
Hospitals; state, local, and private	50,920
Colleges, universities, and professional schools; state	50,180
Federal government, excluding postal service	46,090

Most biological technicians work full time and keep regular hours.

< How to Become One

Biological Technicians

Median annual wages, May 2023



Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics

Job Outlook >

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents - Northern New Mexico College

From: Dr. Larry Guerrero, Interim Provost and VP for Academic Affairs

Date: February 27, 2025

Re: Academic Calendar Addendum: Advising Dates

Issue:

Academic Advising and Registration is currently scheduled for April 14, 2025 on the Academic Calendar. This could potentially affect summer and fall enrollment.

Overview:

The proposed addendum to the Academic Calendar would allow registration to begin on Monday, March 17, 2025. This would allow faculty and staff more time to visit with their advisee's prior to summer classes.

Recommendation:

I recommend the Board of Regents to approve the proposed addendum to the Academic Calendar to be effective for the AY 2025-2026 and beyond.

ENROLLMENT UPDATE

TERM	HEADCOUNT	TERM	HEADCOUNT	% Increase
SPRING 2022	932	SPRING 2023	1,025	9%
SUMMER 2023	305	SUMMER 2024	444	46%
FALL 2023	1,229	FALL 2024	1,386	13%
SPRING 2024	1,270	SPRING 2025	1,375	9%

Office of the Provost

NORTHERN New Mexico College

MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Dr. Larry Guerrero, Interim Provost and AVP Student Success

Date: February 27, 2025

Re: Tenure Recommendation - Joan Hodge

Issue

Joan Hodge, faculty member with the Department of Nursing and Health Sciences, has completed the tenure application process and has been positively recommended by the Tenure and Promotion Council of the Faculty Senate for tenure.

Overview

Joan Hodge's tenure application has been successfully evaluated by the NNMC Tenure Council according to their specific guidelines, and by the Provost. Tenure is granted to full-time faculty members who have demonstrated excellence in the four areas of evaluation: a) Teaching Effectiveness; b) Advisement; c) College Service, and d) Scholarly Activities.

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

Recommendation

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

cc: HR Director
cc: Tenure and Promotion Council Chair

Summary of Achievements Tenure Candidate: Joan Hodge

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

- 1. Teaching:** The council commends Ms. Hodge for her commitment to teaching excellence. Her passion for education is evident through student evaluations, letters of recommendation, and other supporting evidence. She has also played a pivotal role in advancing online teaching standards at Northern, working collaboratively with the distance education team.
- 2. Advising:** The council recognizes Ms. Hodge's active participation in departmental advising. Evidence provided indicated that she regularly advises 10-20 students per semester and documents the advisement session.
- 3. Service:** The council commends Ms. Hodge for her significant contribution towards developing the RN to BSN fully online program. The council members also recognize her "Art of self-care" course that she introduced, developed and offers at Northern.
- 4. Scholarship:** Ms. Hodge has shown a commitment to staying current in both teaching and nursing by actively participating in workshops and training programs.

NORTHERN New Mexico College



Dec 18, 2024

The NNMC Tenure Council of 2024-2025 **recommends Joan Hodge for tenure and promotion to the rank of Associate Professor.** Our decision is based on the evaluation of her tenure dossier in the four areas of 1) Teaching 2) Advising 3) College, public and community service and 4) Scholarship/ mastery of discipline. Ms. Hodge's dossier presented documentation to support her accomplishments in each of these areas/ categories.

Overall strengths:

The council members unanimously agreed that Ms. Hodge is a highly respected faculty member who has shown excellence in teaching and active engagement in meaningful service.

Overall Weaknesses:

Members of the council pointed out that the submitted dossier was not adequately structured and organized. Overall, it was not reviewer friendly. Members also noted that some of the annual evaluations provided as part of the dossier were not signed by the supervisor.

Teaching

Strengths: The council commends Ms. Hodge for her commitment to teaching excellence. Her passion for education is evident through student evaluations, letters of recommendation, and other supporting evidence. She has also played a pivotal role in advancing online teaching standards at Northern, working collaboratively with the distance education team.

Weaknesses: One of the primary concerns was the absence of documentation supporting classroom observations. Council members also noted that some student evaluations highlighted issues with providing timely feedback.

Advising

Strengths: The council recognizes Ms. Hodge's active participation in departmental advising. Evidence provided indicated that she regularly advises 10-20 students per semester and documents the advisement session.

Weakness: None

College, public and community Service

Strengths: The council commends Ms. Hodge for her significant contribution towards developing the RN to BSN fully online program. The council members also recognize her "Art of self-care" course that she introduced, developed and offers at Northern.

Weakness: The relevance of many of the documents provided was not clear and there was no narrative to help the reviewers.

Scholarship, mastery of discipline, and professional development

Strengths: Ms. Hodge has shown a commitment to staying current in both teaching and nursing by actively participating in workshops and training programs.

Weakness: There is no record of grant writing/ management and/or publications.

Below is a table of the score for each of the four areas as determined by each council member, the average score for each member, and the members recommendation for promotion.

Council Member	A	B	C	D	E
Teaching effectiveness	9	9	8	9	9
Advising	8	9	8	9	10
College, public and community service	10	8	9.5	10	10
Scholarship mastery of discipline, and professional development and research	10	8	7.5	8.5	8
Average Score	9.25	8.5	8.25	9.125	9.25
Council Member Recommendation for Tenure	IS	IS	IS	IS	IS

NOTE: For Tenure and promotion to Associate Professor the applicant must score an average of at least an 8 in all areas, a minimum of 8 in teaching, and not less than a 7 in any area.

Joan Hodge is an asset to her department and the field of Nursing. Ms. Hodge is a faculty member who is committed to the College and its students. The Tenure Council recommends her promotion to a Tenured Associate Professor.

Sincerely,



Teresa Beaty Ph.D.

Chair of the Tenure Council for Joan Hodge and member of Tenure Committee

NORTHERN New Mexico College



Memorandum

To: Board of Regents, Northern New Mexico College
From: Hector Balderas, President
Date: February 27, 2025
Re: Amendment to Chair Appointment Policy

After implementation of the Chair Appointment Policy, which was approved by the Board of Regents in the fall semester of 2022, and with discussions among faculty and staff across the College, it is being proposed that the previously adopted policy be amended to remove the term limit language in the policy.

The purpose of this single amendment to the existing policy is to ensure the remainder of the policy remains intact, and most importantly, the democratic selection of department leadership by its faculty and staff members will continue, as was the intent behind the adoption of the policy. This change is also consistent with the policies of our peer institutions in New Mexico and across the country.

Prior to being brought to the Board of Regents, the proposed amendment to the policy was circulated to the campus community for comment, and four comments were received, all of which are attached here. One comment recommends a different approach to language that can address the term limit concern. The other three comments are from a faculty member and two committees of the Faculty Senate; each addresses concerns with the policy more broadly.

Recommendation:

Based on the existing status of the rule today and the single proposed amendment, the two options are recommended to the Board of Regents: 1) amend the policy as recommended, or 2) the Board of Regents rescind the existing policy due to the broad concerns raised by the two committees of the Faculty Senate, and we will work with the Faculty Senate on any future recommended changes to the policy.

[NNMC Policies <policies@nnmc.edu>](#)

Comment on Chair appointment policy amendment

Ashis Nandy <ashis@nnmc.edu>
To: NNMC Policies <policies@nnmc.edu>

Tue, Feb 18, 2025 at 2:38 PM

Hello,

The proposed policy amendment says:

"With the approval of the Provost, Chairs completing their five-year appointment can be re-appointed by the Dean for a three-year extension to the five-year cycle."

If the intention is to remove the term limitation, I think the language could be less ambiguous by explicitly mentioning reappointments after every three years. I propose the following language:

"With the approval of the Provost, following their five-year appointment, Chairs can be re-appointed subsequently by the Dean for three-year extension cycles."

Thank you.
Ashis

--

Ashis Nandy, PhD
Associate Professor and Chair
Department of Engineering and Technology
505 747.2249
ashis@nnmc.edu

Northern New Mexico College
[921 Paseo de Oñate](#)
[Española, NM 87532](#)
www.nnmc.edu



Dear President Balderas,

The Así Es Committee is providing the following feedback on the Chair Appointment Policy. Based on previous communication from administration, the committee believes the original intent of the policy was to document a process and provide clarity for the selection of a department chair. The policy had other goals intended as well: support career advancement, faculty retention, leadership transition planning, departmental innovation and stakeholder input. Unfortunately the implementation of the policy has unearthed a variety of issues that pertain to fairness and equity in chair selection and rotation. The procedures for voting are also problematic. Rather than clarify the process, they pose more questions needing clear answers in order to implement a fair voting process across departments (please see below). The Así Es Committee recommends that administration work with the Senate Faculty to further review and redevelop the policy. There are many contingencies that the policy doesn't address. A limited review of similar policies at other institutions (see chart below) indicates that the current policy can stand to be further examined and expanded to provide a clearer process and rationale. The Senate Faculty and administration can develop a special committee to undertake the revision work (in similar fashion to the development of the college's mission, vision and strategic plan). It may also be more beneficial for departments to develop their own nomination and voting procedures (in alignment with college policy) because each department has its own idiosyncrasies. We look forward to supporting the Senate Faculty and administration in redeveloping the policy.

Purpose:	From former provost email	Rationale
	how academic chairs are appointed and	Process clarity
	how faculty members may have the opportunity to become Chairs	Career advancement
	Leaders who serve...an extended length of time...innovation might be affected	performance, innovation
	smooth transition when a resignation or promotion occurs, basic training for the new chair	Transition, training
	documented process	Process clarity
	obtaining stakeholder input, venue for faculty/staff input.	Stakeholder input
	possibility of becoming a Chair or Dean, Without a process to allow faculty to seek leadership positions future leaders, such as deans, provosts, or presidents, emerge from our faculty ranks	Career advancement, faculty retention

Topic	Current policy	Additional considerations	University, college
Chair Responsibilities	They are responsible for the management and supervision of an	Department Leadership Curriculum Instruction and Course	https://www.csudh.edu/aapm/active-policy/aa-2022-01

	instructional department comprised of more than one degree or certificate program.	Scheduling Student Engagement Personnel Processes Represents the Department Professional Development Budget and Resources Policy Administration	California Southern University
Removal of chair	?	8. Procedure for Removal of a Chair 8.1. Recall by faculty 8.1.1. If there is dissatisfaction with a chair and informal attempts involving faculty and the dean to resolve the difference have failed, a petition signed by a simple majority of the department faculty may be forwarded to the dean.	https://www.csudh.edu/aapm/active-policy/aa-2022-01 California State University

Nominations, Voting

Voting/Process	In the case where there is only one candidate, a vote shall occur with a secondary voting option being "abstain." If the number of abstentions exceeds votes for the Candidate, then the recommendation of "abstain" shall be forwarded to the Dean.	https://csumb.edu/policy/department-chair-appointment-and-evaluation-policy/ Cal State
Chair rotation rationale	...a rotational system in which faculty members take turns serving as chair (Table 1). ¹ This latter method has been adopted because <i>often no one in a department aspires for the position of chair</i> ; thus, the faculty have created an egalitarian process whereby <i>everyone does their duty to serve when it is their turn</i> .	chrome-extension://efaidnbmnnnibpcajpcgiclfndmkaj/ https://www.humboldt.edu/sites/default/files/human-resources/2024-06/rolesresprwrds-dptchairs.pdf California State University
Individual nomination and voting processes developed by departments	1. All faculty members, regardless of rank or time base, who are teaching in the semester in which the balloting	chrome-extension://efaidnbmnnnibpcajpcgiclfndmkaj/ https://www.csudh.edu/Assets/csudh-sites/cah/docs/A-H%20department

	<p>takes place are to be included in the nomination process. All faculty members in the department who are eligible to vote are also eligible to make a nomination for the Chair's position.</p> <p>4. All eligible faculty members who are willing to stand for election will be placed on the ballot.</p> <p>Search Committee Formation The search committee is typically formed at the unit level in accordance with the bylaws of the unit. To the extent that the bylaws of the unit are indeterminate with respect to this topic, the unit may consult the following guidelines:</p> <ul style="list-style-type: none"> • It is often advisable for the search committee to include all of the "permanent" members of the faculty, where that term is understood to refer to all of the following. (This can be understood, in this process, as a "committee of the whole.") 	<p>%20chair%20nomination%20guidelines-2-%20-1-.pdf</p> <p>California State University Arts and Human Sciences Department</p> <p>Kansas University</p> <p>https://policy.ku.edu/CLAS/procedures-for-selection-of-chairs</p>
<p>Accreditation requirements</p> <p>Are there any department accreditation requirements for chairs?</p>	<p>Due to requirements of nursing program accreditation, the Nursing Department Chair is a hired position instead of an elected one. Nursing program accreditation requires certain credentials be held by the Director of Nursing or Nursing Department Chair. Therefore, the SCC hiring process is followed for the selection of the Nursing Department Chair, and <i>there is not a specific term associated with this position.</i></p>	<p>https://www.sandhills.edu/policy/3-3-9-department-chair-selection-process.html</p> <p>Sandhills Community College</p>

Sabbatical leave	<p>6. Sabbatical Leaves occurring during Chair/Director Service If a chair/director is awarded a sabbatical leave (or other similar leave), and an acting chair serves in their place for one year, the chair/director is normally given the option of extending the end date of their appointment by one year. Shorter leaves normally have no effect on the end date of the appointment.</p>	<p>Kansas University</p> <p>https://policy.ku.edu/CLAS/procedures-for-selection-of-chairs</p>
Chair application process	<p>Application process v. Prospective candidates shall submit a statement of interest and qualifications to all voting faculty by October 15.</p> <p>Review of Candidates vi. Eligible voting faculty shall meet with each candidate to discuss the candidates' qualifications, the role of the chair, and the department's future direction during the period between October 15 and November 15.</p> <p>Any candidate for the Chair position must provide a one-page executive summary of how they intend to achieve the Strategic Vision for the Department as outline in t</p>	<p>chrome-extension://efaidnbmnnnibpcajpcgicfindmkaj/https://www.marshall.edu/cola/files/COLA-Chair-Selection-Process_12.14.22.pdf</p> <p>Marshall College</p> <p>chrome-extension://efaidnbmnnnibpcajpcgicfindmkaj/https://www.oit.edu/sites/default/files/2020/documents/faculty-department-chair-selection-and-evaluation-oit-21-030.pdf</p> <p>Oregon Tech</p>
Eligible voters	<p>All tenured and tenure-track faculty, including those on leave. § All full-time professional staff assigned to a department, including those on leave. § All professional staff assigned to an academic department, including those on leave. § Lecturers will be eligible to vote for, but not serve as chair. § Faculty on full-time alternate out-of-unit assignments are NOT eligible to vote.</p>	<p>chrome-extension://efaidnbmnnnibpcajpcgicfindmkaj/https://sites.rowan.edu/senate/docs/dept_chairs_rev_elect_policy_04_18.pdf</p> <p>Rowan University</p>

	Tenured and probationary faculty, including faculty who are on authorized leave status (example, sabbatical or family medical leave), are eligible to vote for the recommendation of candidates for the Department Chair.	chrome-extension://efaidnbmn nibpcajpcgclefindmkaj/ https://www.csum.edu/policies/media/as-01-006-department-chairs-policy.pdf Cal Maritime
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Voting process:

“4. Voters who are not interested in participating will write this decision to the Chair no later than January 29th. The final list of eligible voters will be complete no later than January 31st.”

- Abstaining from voting doesn’t make someone “ineligible” to vote. This point is confusing and needs more clarification. Is this intended to make sure 100% of people who say they are going to vote do so? What if they change their mind or take sudden leave?
- It would be easier to outline how the Office of the Provost intends to handle situations in which the majority of eligible voters do not vote and more clearly define what is needed to be counted as “having received the majority of votes”

“5. The process for voting will begin at 8:00 am on the Monday of the second week of February, and the polls will be open until 5 pm on the following Wednesday. It will be done on an electronic system developed by the Office of the Provost. To avoid confusion among the votes, the specific dates and times when the polls are open will be announced, by email, by the Dean no later than January 31st to all the eligible voters.

6. The vote counting will be done by the Dean and can be verified at all times by any of the voters to verify that anyone votes more than once.

7. In case of a tie in the voting process, the Dean will break the tie to select a Chair with the approval of the Provost.”

- Please give some specifics for how the ballot form will be designed to prevent the collection of data that could skew interpretation of results. We provide this request for the following reasons:
 - Will the election form track who votes for whom? Will voting be anonymous? It is possible to prevent “ballot stuffing” and still have anonymous digital voting, so point #6 is not sufficient reason to track who voted for whom.
 - In the previous election form, the ballot form requested voters provide a rationale for their choice. Was that information shared with the candidates? What is the reasoning behind this? If you are going to mandate this as was previously implemented by

selecting to “force responses” for every question in the voting form, then you should state this in the policy and why.

- How does this policy define “majority” of votes? Do you require a majority of all possible voters (e.g., an obligatory threshold of 51% of all eligible voters) to be considered a winner or simply the majority of all who voted?
- What is considered majority votes when there is only one candidate running for the position of chair?

In the event of only one nominee:

We strongly encourage the Office of the Provost to simplify this election process should there be only one nominee. The nomination process should ensure all nominees are qualified to be chair. In the event of only one nominee, will an election still be held and what would be conditions under which that single nominee would not become chair?

Additional notes from ¡Así Es! Committee

1. Nomination process needs to be more robust to ensure all candidates are qualified. We propose all qualified candidates are nominated by default and then decline the nomination.
2. One of the biggest issues is conflict of interest. Voting for or against a supervisor is fraught with political tension. A voter could be under enormous pressure depending on various factors, for example, a Chair wanting to hold on to their position when large economic interests are involved.
3. What kinds of politicking for votes are encouraged or discouraged?
4. Consider that this policy is a shock to those who have worked here for years, whereas going forward, we all know to expect that Chairs will not hold that position forever.
5. Please elaborate what the purpose is of this policy. Is it to create upward opportunity and professional development? Is it to prevent power centers that can be detrimental to departments and to the college as a whole.



Matt Baca < matt.baca@nnmc.edu >

Fwd: Urgent Concerns Regarding the Proposed Chair Rotation Policy

1 message

Hector Balderas < hector.balderas@nnmc.edu >
To: Matt Baca < matt.baca@nnmc.edu >

Sat, Feb 22, 2025 at 10:24 AM

Hector Balderas, JD, CFE
President
505 747.2140
hector.balderas@nnmc.edu

Northern New Mexico College
921 Paseo de Oñate
Española, NM 87532
www.nnmc.edu



----- Forwarded message -----

From: **Melanie Colgan** < melanie.colgan@nnmc.edu >
Date: Sat, Feb 22, 2025 at 11:17 AM
Subject: Urgent Concerns Regarding the Proposed Chair Rotation Policy
To: Policy Review < policy@nnmc.edu >, Hector Balderas < hector.balderas@nnmc.edu >, Michael A. Martin < michael.martin@nnmc.edu >, Erica Rita Velarde < erica.velarde@nnmc.edu >, Ruben Archuleta < ruben.archuleta@nnmc.edu >

Dear President Martin, Vice-President Velarde, Regent Archuleta, and President Balderas,

I hope this email finds you well. I am writing to express my concerns regarding the proposed Chair Rotation Policy and its potential impact on the stability and effectiveness of Northern New Mexico College. While I understand the intent behind ensuring leadership opportunities and fresh perspectives, I believe this policy may inadvertently create challenges that could hinder the college's success.

One major issue with the proposed policy is that it references deans in its implementation. However, Northern New Mexico College does not have deans, making parts of the policy impractical and misaligned with our institution's administrative structure. Without deans to oversee transitions or provide continuity, frequent chair rotations could create gaps in leadership, further disrupting departmental operations.

Additionally, the policy does not account for the significant financial and professional consequences for faculty members. When a department chair is rotated out of the position, they are essentially demoted, leading to a substantial salary reduction. This is a result of the department chair moving from an 11 month contract to a 9 month faculty contract. This not only impacts their immediate financial well-being but also has long-term consequences for their retirement income through the Educational Retirement Board (ERB). Since retirement benefits are based on an employee's highest average salary, forced rotations could result in a lower pension, discouraging faculty from taking on leadership roles in the first place.

Beyond financial concerns, we have already seen the damage this policy can cause. Last year, its implementation nearly destroyed the nursing department. The forced rotation of leadership led to instability, confusion, and very low morale. Given the critical nature of nursing education, this disruption put both our program and student success at risk.

Additionally, this policy directly threatens our ability to retain faculty, which is already a pressing issue. As a result of last year's leadership instability, several nursing faculty members began looking for jobs elsewhere. With such a small group of faculty and an ongoing nationwide nursing instructor shortage, we simply cannot afford to lose multiple members of our current team. If we do, the nursing department will not be able to offer classes, putting our entire program at risk. This would not only harm students but also have serious consequences for the college's reputation and accreditation.

Furthermore, frequent chair rotations negatively affect long-term strategic planning and ongoing initiatives, especially the maintenance of accredited programs. Department chairs play a crucial role in shaping academic programs, securing funding, and fostering faculty development. Frequent transitions may lead to inconsistent leadership, making it difficult to maintain momentum on important projects and weakening relationships with external stakeholders.

Another concern is the impact on accountability and leadership development. Effective leadership requires time to build trust, implement meaningful changes, and address faculty and student needs. A forced rotation may result in less experienced or unwilling faculty members stepping into leadership roles, leading to inefficiencies and administrative burdens. Moreover, mandatory rotations can reduce faculty morale, as they may be hesitant to take on leadership roles knowing that they will eventually face an involuntary salary reduction.

I respectfully urge the Board of Regents and the NNMC administration to reconsider this policy and explore alternative solutions that balance leadership development with departmental stability. I would appreciate the opportunity to discuss these concerns further and collaborate on a more effective policy.

Thank you for your time and consideration. I look forward to your response.

Respectfully,

Melanie Colgan

--

Melanie Colgan (she / her) MSN, RN, CNE

Assistant Professor
ADN Program Director
School of Nursing
Office: 505-747-2208
Mobile: 505-412-2069
melanie.colgan@nnmc.edu

Northern New Mexico College

921 Paseo de Oñate
Española, NM 87532
www.nnmc.edu





Matt Baca <matt.baca@nnmc.edu>

Fwd: Concerns from Personnel Committee

1 message

Hector Balderas <hector.balderas@nnmc.edu>
To: Matt Baca <matt.baca@nnmc.edu>

Sat, Feb 22, 2025 at 1:46 PM

Hector Balderas, JD, CFE
President
505 747.2140
hector.balderas@nnmc.edu

Northern New Mexico College
921 Paseo de Oñate
Española, NM 87532
www.nnmc.edu



----- Forwarded message -----

From: **Melanie Colgan** <melanie.colgan@nnmc.edu>
Date: Sat, Feb 22, 2025 at 10:39 AM
Subject: Concerns from Personnel Committee
To: Policy Review <policy@nnmc.edu>, Hector Balderas <hector.balderas@nnmc.edu>, Michael A. Martin <michael.martin@nnmc.edu>, Erica Rita Velarde <erica.velarde@nnmc.edu>, Ruben Archuleta <ruben.archuleta@nnmc.edu>, Scott Braley <scott.braley@nnmc.edu>

Dear President Martin, Vice-President Velarde, Regent Archuleta, and President Balderas,

Yesterday, the NNMC Personnel Committee met to discuss the proposed chair rotation policy. The committee has a vast number of concerns that we have listed in bullet points below. The committee strongly urges you not to implement this policy in its current form. We ask that another version of the policy be created with the collaboration and input of NNMC faculty and current department chairs.

List of Concerns:

- Northern New Mexico College does not have deans, making parts of the policy impractical and misaligned with our institution's administrative structure. Without deans to oversee transitions or provide continuity, frequent chair rotations could create gaps in leadership, further disrupting departmental operations.
- Rotation of chairs should not happen in an accredited program. It takes a significant amount of time for chairs to understand and become proficient in their job. Frequent transitions may lead to inconsistent leadership, making it difficult to maintain momentum on important projects such as the maintenance of an accredited program.
- The current chair of the business department is scheduled to be rotated out in June of this year. When this happens, she will most likely leave the college. Then the new chair of the business department will be in charge of

the accreditation report and visit that will be happening in the early fall. Is it wise to put the accreditation of NNMC's largest program in jeopardy for the sake of the chair rotation policy? The business program supplements several other programs at NNMC. If the accreditation of the business program is lost, the effects of this will be felt college wide.

- The policy is not clear on how long a chair can serve. Can a chair serve beyond the mentioned 8 years? If the Provost can continuously offer extensions to the chair's term, doesn't this conflict with the spirit of a chair rotation policy?
- Current chairs should be grandfathered into this policy. Some of them have served in their positions for 20+ years. NNMC should not demote and reduce the salary of such tenured and loyal faculty members.
- Voting regulations are not clear.
 - o Faculty members can't vote "no". The only options are to vote for a candidate or abstain from voting.
 - o Votes are not confidential. The candidate can request to view the votes. This caused a HUGE division among the nursing department last year. The department still hasn't recovered from it.
 - o Different situations were not considered. For example, what happens when the majority of faculty and staff don't want to vote for the only candidate on the ballot? Can that candidate become the chair with only one vote?
 - o Adjunct vote counts as a half vote. Should they be included at all? Maybe only after 2 – 3 years.
 - o Staff members get a full vote. Again, this should be only if they have been in the department for 2 -3 years.
- Chairs, faculty, and Faculty Senate were not consulted on the development of the policy
- Additionally, the policy does not account for the significant financial and professional consequences for faculty members. When a department chair is rotated out of the position, they are essentially demoted, leading to a substantial salary reduction. This is a result of the department chair moving from an 11 month contract to a 9 month faculty contract. This not only impacts their immediate financial well-being but also has long-term consequences for their retirement income through the Educational Retirement Board (ERB). Since retirement benefits are based on an employee's highest average salary, forced rotations could result in a lower pension, discouraging faculty from taking on leadership roles in the first place.
- No equity in pay. A chair who has only been with the college for 2 - 3 years is paid at a much lower rate than one who has been here for 20 + years, yet they are doing the same amount of work. What is the incentive for a newer faculty member to be a chair?
- A new chair needs a significant amount of training. We propose that a mentoring program be included in the policy.
- The committee feels this is not a proper way to choose a leader. It is more of a popularity contest.
- The proposed policy creates poor morale in the departments.
- This policy creates a faculty retention issue. Why would a faculty member want to serve in a position for five years just to be demoted and have their salary cut?
- Rotations should be department specific...based on needs i.e. accreditation.
- Item 6 in voting needs to be reworded.

Again, we respectfully urge the Board of Regents and the NNMC administration to reconsider this policy and explore alternative solutions that balance leadership development with departmental stability. The Personnel Committee would appreciate the opportunity to discuss these concerns further and collaborate on a more effective policy.

Thank you for your time and consideration. We look forward to your response.

Respectfully,

The Personnel Committee

Melanie Colgan (co-chair)
David Torres (co-chair)
Lori Baca
Sneha Chakradhar
Brenda Linnell
Reynold Silber
Ellen Trabka

--

Melanie Colgan (she / her) MSN, RN, CNE

Assistant Professor
ADN Program Director
School of Nursing
Office: 505-747-2208
Mobile: 505-412-2069
melanie.colgan@nnmc.edu

Northern New Mexico College

[921 Paseo de Oñate](#)
[Española, NM 87532](#)
www.nnmc.edu



Policy

Academic Chair Appointments

The Chair Appointments for an Academic Department will be for faculty members that are tenure-track or, preferably, a tenured member of the department's faculty. Although the Chair appointment is an at-will position according to NNMC policy, the faculty position and rank held by the Chair are not. The duties of a Chair are described in the Faculty Handbook Section II.F.4. Chairs have faculty contracts but are not part of the bargaining unit. According to the Chair's job description, the expected skills are the following: a) Assertiveness; b) Coaching and Development; c) Communication; d) Conceptual Thinking; e) Conflict Resolution; f) Presentation Skills; g) Problem Solving; h) Training; i) Applied Learning; and j) Independence.

Chairs will usually be appointed from the group of full-time faculty members within the department. However, they may be appointed from another department or a new hire when the Dean and Provost determine such appointment is in the best interests of the department, when a new Department is created, or when no current faculty members are interested in the appointment.

Department Chair appointments will last for five years. Chairs may be appointed by a simple majority vote (refer to the voting process) of the faculty and staff members of the Department and the approval of the Dean of the School and the Provost.

In the case where the Dean or the Provost does not approve a faculty member selected through voting, all members of the Academic Department will be informed in writing of the rationale of the decision no later than fifteen business days after the vote, and a new vote will take place.

In the case where no faculty members in the department have been nominated (including self-nominated) to serve as a Chair or Interim Chair, the Dean may consult with specific faculty members in the department and appoint a Chair with the approval of the Provost. When the Provost determines funding is available, the Dean may start an open search for the Chair position.

With the approval of the Provost, Chairs completing their five-year appointment can be re-appointed by the Dean for a three-year extension to the five-year cycle ~~but will not serve for more than eight consecutive years~~. Since Chair appointments are at-will positions, their yearly continuation during the full five-year (or second three-year) cycle is subject to performance.

Interim Chairs may be non-tenure-track but may serve for a maximum of two academic years or four consecutive semesters (when the initial semester does not coincide with the beginning of the

Approved by the Board of Regents on 11/17/2022

Academic Year). Interim Chairs may become regular Chairs, and the years served as an Interim will not be part of the five-year cycle. Interim Chairs may also be currently appointed Chairs from a different Academic Department.

Chair appointments typically start on July 1st, the first day of the Fiscal Year.

If the position of the Dean is vacant for the department's School, the Provost will take the role of the Dean in the processes discussed above.

Voting Process

1. Tenured or tenure-track full-time faculty members of the department will be nominated or can be nominated by November 30th to serve as a Chair for the following fiscal year. All faculty members of the department, full-time and adjuncts, and staff may participate in the nomination process. The nomination will be done through an electronic form set up by the Office of the Provost.
2. Between December 1st and January 23th, the Academic Department will hold a meeting, and all nominees will have an opportunity to provide their vision for the department.
3. The Provost will communicate to the Dean and the Chairs the list of eligible voters and receive feedback in case of inaccuracy. Human Resources will review this list, too. If there are cases of demonstrated ineligibility, the Dean will inform the Chair of the rationale, who will communicate to the individual affected. All full-time faculty members will be eligible to vote. Part-time faculty with at least 0.5 FTE are eligible to vote, but their vote will be equivalent to half a vote. Currently hired adjunct faculty that have taught more than four semesters, a minimum of 12 cumulative credits (even if they are not consecutive) will be eligible to vote, but their vote will be equivalent to half a vote. Full-time staff members of the department will be eligible to vote. Research professors are not eligible to vote. Students are not eligible to vote.
4. Voters who are not interested in participating will write this decision to the Chair no later than January 29th. The final list of eligible voters will be complete no later than January 31st.
5. The process for voting will begin at 8:00 am on the Monday of the second week of February, and the polls will be open until 5 pm on the following Wednesday. It will be done on an electronic system developed by the Office of the Provost. To avoid confusion among the votes, the specific dates and times when the polls are open will be announced, by email, by the Dean no later than January 31st to all the eligible voters.
6. The vote counting will be done by the Dean and can be verified at all times by any of the voters to verify that anyone votes more than once.
7. In case of a tie in the voting process, the Dean will break the tie to select a Chair with the approval of the Provost.

8. If the Dean or the Provost does not approve the selected Chair, a second voting process will follow and shall happen no later than March 15th following the first vote, and the specific dates and times will be determined by the Office of the Provost. The candidate that the Dean or Provost did not approve will not compete.



February 12, 2025

Hector Balderas, President
Northern New Mexico College
921 Paseo de Oñate
Española, New Mexico 87532

Dear President Balderas,

The New Mexico Higher Education Department (NMHED) is removing the Enhanced Fiscal Oversight Program (EFOP) designation placed upon Northern New Mexico College (NNMC) on March 10, 2017. NNMC was placed under EFOP due to several factors which included a Fiscal Year 2016 disclaimed audit opinion, a high number of serious audit findings related to embezzlement by a key staff member at the college, and the State Auditor's concern over leadership and accountability. The Fiscal Year 2017 audit also included disclaimed audit opinions as well as a total of 66 audit findings.

The decision to remove the designation is based upon the mitigation and elimination of the above-noted risk factors by NNMC. The progress made by NNMC is outlined below:

- NNMC's Fiscal Year 2024 Audited Financial Statements:
 - Only one new audit finding noted
 - All six repeated prior year(s) audit findings have been corrected and resolved
 - Received unmodified auditor opinions over both financial statements and federal awards
- Unrestricted cash balances totaling \$15,568,731
- Unrestricted Instruction and General fund balances totaling \$16,586,336
- Current ratio of 2.58% which shows NNMC has \$2.58 in current assets for every \$1.00 in current liabilities
- Zero self-incurred long-term debt
- U.S. Department of Education Heightened Cash Monitoring (HCM) designation has been lifted (no longer noted on December 2024 HCM publication)

I appreciate the hard work and dedication by you and your team to address the risk factors which ultimately placed NNMC under EFOP. My team and I look forward to seeing NNMC continue making positive strides. If you have questions or need additional information, please contact Taña Martinez Director of Institutional Finance at Tana.Martinez@hed.nm.gov.

Sincerely,

Stephanie M. Rodriguez
Cabinet Secretary

**NEW MEXICO
HIGHER EDUCATION
DEPARTMENT**



Fostering Student Success from Cradle to Career

Michelle Lujan Grisham, Governor

Stephanie M. Rodriguez, Cabinet Secretary

Patricia Trujillo, Ph.D., Deputy Secretary

cc: Dr. Patricia Trujillo, Deputy Secretary, New Mexico Higher Education Department
Gerald Hoehne, Chief Financial Officer and Chief of Staff, New Mexico Higher Education Department
Taña Martinez, Director, Institutional Finance, New Mexico Higher Education Department
Scott Eccles, Institutional Auditor, New Mexico Higher Education Department
Danielle Netzer, Research Analyst, New Mexico Higher Education Division
Peter Kovnat, General Counsel, New Mexico Higher Education Department
Wayne Propst, Cabinet Secretary, New Mexico Department of Finance and Administration
Andrew Miner, Deputy Secretary and State Budget Director, New Mexico Department of Finance and Administration
Nicole Macias, Principal Budget and Policy Analyst, New Mexico Department of Finance and Administration
Charles Sallee, Director, New Mexico Legislative Finance Committee
Connor Jorgensen, Fiscal Analyst, New Mexico Legislative Finance Committee
Joseph Maestas, State Auditor, New Mexico Office of the State Auditor
Zach Waymer, Government Affairs Officer, Higher Learning Commission
Michael A. Martin, Chairman, Northern New Mexico College Board of Regents
Theresa Storey, Chief Financial Officer, Northern New Mexico College

MEMORANDUM

TO: Board of Regents
Northern New Mexico College

FROM: Theresa Storey, Chief Financial Officer

THRU: Hector Balderas, President

DATE: February 27, 2025

RE: P-Card Policy

Issue:

The College has a Board approved procurement/payment card program. The College has used operating procedures and compensating controls for the function of the P-Card program, but has not adopted the use of a formal policy. The Business Office has developed a policy that best fits the needs and use of the P-Card program for the College.

Recommendation:

Staff recommends that the BOR approves the P-Card policy.

Procurement & Payment Card (P-Card)

DRAFT

Policy 7725

Created: November 22, 2024

Effective: January 24, 2025

Table of Contents

- 1.0 Purpose 3
- 2.0 Applicability 3
- 3.0 Process 3
- 4.0 Definitions 3
- 5.0 P-Card Program Management Structure & Responsibilities 4
- 6.0 Procurement/Payment Determination Procedures 6
- References & Links 7
- State of New Mexico Links 7
- Federal Procurement Links 7

1.0 Purpose

This policy is to establish a formal and consistent process and internal controls for the use of a P-Card to simplify procurements and payments for the Northern New Mexico College (College).

2.0 Applicability

This policy is applicable to all College staff who request to utilize the P-Card for the procurement of goods and services and payment. For the purposes of this policy an allowed P-Card User includes only those staff and faculty permanently employed by College, and excludes students, temporary employees, volunteers and appointed non-salaried members.

- A. Misuse of the P-Card may result in revocation of use privileges, reimbursement to College for noneligible procurements/payments and/or disciplinary action up to and including termination of employment.
- B. No manager, supervisor or person employed in a higher administrative roll or rank than the P-Card User may direct the use of the card that is contrary to policies and procedures. Any employee asserting this authority may be subject to disciplinary action including but not limited to termination of employment.

3.0 Process

College staff shall follow the established procedures to ensure the proper accounting and safeguarding of financial resources.

- A. Procurements and payments made with the P-Card will be accounted for in a manner which is consistent with applicable laws, statutes and administrative codes.
- B. To safeguard P-Card procurements and payments the College has established a written process detailing the formal control structure that will be used to record allowable procurements and make payment to vendors efficiently and timely.

4.0 Definitions

- A. Accounting System: The Northern New Mexico College's Enterprise Resource Planning (ERP) system that consists of a number of integrated modules including general ledger and accounting related functions to record financial transactions and is maintained as the official book of record for accounting purposes.
- B. Chief Financial Officer (CFO): The position within the College who has authority for the daily financial activities of the institution, and who has the authority to establish, implement and direct fiscal activities and internal controls as needed.
- C. Chief Procurement Officer (CPO): The position within the Procurement Office assigned as the lead buyer/approver of all procurements and payments for the College. The CPO will make the final determination for the use of the P-Card for procurements and payments regardless of a business unit's request to make such purchases and payments via the P-Card. The CPO may assign procurement and payment authorization to staff reporting directly to that position.
- D. Expenses - Eligible: Goods and services eligible to be procured and/or paid with the P-Card are travel, supplies, non-capital equipment, services not requiring a contract and subscriptions

- and dues. The P-Card may be used to make payments where the vendor accepts payments using this method even though there is an established purchase order for the product/service (i.e. utility payments, etc.). The CPO is responsible for determining procurements and payments eligible for use with the P-Card.
- E. Expenses - Ineligible: Intended purchases that are for non-College use and/or benefit, personal, cash advances, capital outlay unless approved by the Chief Financial Officer or designate, fuel for personal vehicles, compensation, personal entertainment and alcohol. The P-Card Administrator and/or CPO will publish a listing of all procurements ineligible to be made with the P-Card.
 - F. Fiscal Agent: The contractor providing the procurement and payment bank card for the College. The services include are but not limited to documentation, reporting, interface files, Fiscal Agent's electronic, and web based monthly billing statements and transaction activity viewing, transaction processing and all directly related services expressly stated in the Fiscal Agent's proposal.
 - G. Fly America Act: The Act mandates the use of U.S. flag carriers when traveling on funds provided by the federal government unless permitted exceptions exist. U.S. flag carriers are airlines owned by an American company. The choice to "Fly America" is made regardless of cost or convenience. Federally sponsored trips must utilize U.S. flag carriers at the lowest available rates; federal regulations prohibit the charging of business class or first-class air travel to federally sponsored projects.
 - H. Merchant Category Code (MCC): A four-digit number assigned to a business by MasterCard or VISA when the business first starts accepting one of these cards as form of payment. The MCC is used to classify the business by the type of goods or services it provides.
 - I. P-Card Accountant: The position within the College Business Office that is responsible for reviewing and reconciling P-Card transactions. This position may assist with training P-Card users.
 - J. P-Card Administrator: The position(s) within the College that has been designated to oversee the P-Card program including but not limited to maintaining and/or assigning custody, user training and authorization, card spend limits, security and liaison with the Fiscal Agent. **The P-Card Administrator does not have P-Card use privileges.**
 - K. P-Card User: A position within the College that has been assigned and is authorized to make procurements and payments using the P-Card. A P-Card User may be located within the College Business Office and/or within a department.
 - L. Procurement Code: The New Mexico Procurement Code (Code), Sections 13-1-28 through 13-1-199 NMSA 1978, as amended.
 - M. Vice-President for Finance & Administration: The position within the College who has signatory authority for any financial contracts. This position may assign or designate certain signatory authority for efficiency and operational purposes.

5.0 P-Card Program Management Structure & Responsibilities

- A. P-Card Administrator is responsible for:
 - i. Maintaining an inventory log of P-Cards/P-Card Users and other relevant data

- ii. Assigning custody and distribution of cards to P-Card Users
 - iii. Training staff on the use of the P-Card
 - iv. Assist the P-Card Accountant and/or CPO with reconciliations
 - v. Updating and maintaining listing of eligible and ineligible P-Card goods and services
 - vi. Liaison with the Fiscal Agent
 - vii. Set card limits
 - viii. Maintaining required bank balances
- B. P-Card Accountant is responsible for:
- i. Training staff on the use of the P-Card
 - ii. Determination of P-Card procurements accounting classification
 - iii. Determination of P-Card expense reports
 - iv. Complete monthly P-Card reconciliations
 - v. Prepare P-Card journal entries for entry into and/or approval within the Accounting System
 - vi. Assist the P-Card Administrator on updating and maintaining listing of eligible and ineligible P-Card goods and services
- C. P-Card User is responsible for:
- i. Maintaining custody and security of their issued P-Card
 - ii. Creating and submitting P-Card use transaction requests for approval by the CFO, CPO or designate that are within the NNMC existing procurement policies and procedures
 - iii. Securing approved procurements with the P-Card
 - iv. Securing approved payments with the P-Card
- D. Chief Procurement Officer is responsible for:
- i. Determination of P-Card procurements
 - ii. Determination of P-Card payments
 - iii. Compliance with the New Mexico Procurement Code, public laws, statutes and administrative codes that directly impact procurement and payments
 - iv. Works with the P-Card Administrator on updating and maintaining the listing of eligible and ineligible P-Card goods and services
- E. Chief Financial Officer is responsible for:
- i. Approval of P-Card Users and their duration for using the card
 - ii. Approval of monthly P-Card Reconciliations
 - iii. Review and administrative approval for P-Card journal entries for entry into the accounting system
 - iv. Determination of personnel action with regards to misuse of P-Card
 - v. Annual review and update, if needed, of the College P-Card Policy and Procedures

6.0 Procurement/Payment Determination Procedures

All procurements for tangible goods and services will be formally made using existing procurement methods following the College's Procurement Policy. Departments will submit to the Central Purchasing Office/Buyer a Purchase Request (PR) in accordance with established procedures and processes.

- A. The PR will contain all supporting documentation including the source of funding to be used in the procurement
- B. The PR must specify to utilize the P-Card as the preferred method for the procurement and payment
- C. The Chief Procurement Officer (CPO) or designee, will determine the final procurement and payment method, which may or may not be with the use of the P-Card
- D. The CPO will direct and authorize Accounts Payable or designee regarding payment utilizing the P-Card

References & Links

State of New Mexico Links

- 1) Per Diem and Mileage Act 10-8-1 – 10-8-8 NMSA 1978:
<https://nmonesource.com/nmos/nmsa/en/item/4364/index.do#!fragment/zoupio-Toc179193639/BQCwhgziBcwMYgK4DsDWszlQewE4BUBTADwBdoAvbRABwEtsBaAfX2zgEYB2ATg54DMANgE8AIABpk2UoQgBFRIVwBPaAHJ1EiITC4Ei5Ws3bd+kAGU8pAEJqASgFEAMo4BqAQQByAYUcTSMAAJaFJ2MTEgA>
- 2) Travel and Per Diem; 2.42.2 NMAC:
<https://nmonesource.com/nmos/nmac/en/item/18059/index.do#!fragment/zoupio-Toc178589724/BQCwhgziBcwMYgK4DsDWszlQewE4BUBTADwBdoAvbRABwEtsBaAfX2zgEYB2ADgFYeATi4AmACwBKADTJspQhACKiQrgCe0AOSapEQmFwJlqjdt37DIAMp5SAIQ0AIAKIAZZwDUAggDkAws5SpGAARtCk7BISQA>
- 3) Governmental Conduct Act 10-16-1 et seq., NMSA 1978:
<https://nmonesource.com/nmos/nmsa/en/item/4364/index.do#!fragment/zoupio-Toc179194286/BQCwhgziBcwMYgK4DsDWszlQewE4BUBTADwBdoAvbRABwEtsBaAfX2zgEYB2ATg54AsAJgAcANgCUAGmTZShCAEVEhXAE9oAck1SlhMLgTLVG7bv2GQAZTykAQhoBKAUQAyZgGoBBAHIBhZyISMAAJaFJ2CQkgA>
- 4) New Mexico Procurement Code, 13-1-28 through 13-1-199 NMSA 1978:
<https://nmonesource.com/nmos/nmsa/en/item/4378/index.do#!fragment/zoupio-Toc175762167/BQCwhgziBcwMYgK4DsDWszlQewE4BUBTADwBdoAvbRABwEtsBaAfX2zgEYB2AVi4DYATB35cAIABpk2UoQgBFRIVwBPaAHJ1EiITC4Ei5Ws3bd+kAGU8pAEJqASgFEAMo4BqAQQByAYUcTSMAAJaFJ2MTEgA>
- 5) Public Records Act, 14-3-1 through 14-3-24 NMSA 1978:
<https://nmonesource.com/nmos/nmsa/en/item/4383/index.do#!fragment/zoupio-Toc179276016/BQCwhgziBcwMYgK4DsDWszlQewE4BUBTADwBdoAvbRABwEtsBaAfX2zgEYB2ATgCYuANgAMHQQEoANMmylCEAlqJCuAJ7QA5BskRCYXaiUr1WnXoMgAynIIAhdQCUAogBknANQC CAOQDCTyVlWACNoUnZxcSA>

Federal Procurement Links

- 6) Federal Uniform Guidance: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.317>
- 7) Fly America Act, Public Law 93-263, 49 USC 40118: <https://www.govinfo.gov/app/details/USCODE-2011-title49/USCODE-2011-title49-subtitleVII-partA-subparti-chap401-sec40118/context>

*Chief Financial Officer***NORTHERN New Mexico College****MEMORANDUM**

TO: Board of Regents
Northern New Mexico College

FROM: Theresa Storey, Chief Financial Officer

THRU: Hector Balderas, President

DATE: February 27, 2025

RE: Fiscal Watch Report

Issue:

On a quarterly basis, Northern New Mexico College (NNMC) provides an institutional report for the Board of Regents (BOR) for review and approval.

Overview:

Quarterly, the NNMC Chief Financial Officer and the Business Office staff prepare a Fiscal Watch Report for review and discussion at the 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 funds and grants throughout the College.

The Fiscal Watch Reports are presented in the format prescribed by the New Mexico Higher Education Department (NMHED). Additional information is included to provide a budget status update for the Institution. In addition, the BOR also is provided information for the following financial areas summarized in the monthly institution-wide Fiscal Watch Report:

Unrestricted Funds
Auxiliary Programs
Institutional Grants
Student Aid
Plant Funds
Capital Outlay Projects

Recommendation:

Staff recommends that the BOR approves the Fiscal Watch Report for the period ending December 31, 2024.

Northern New Mexico College

Statement of Net Position

(Unaudited and Unadjusted)

December 31, 2024

Assets		
Current Assets:		
Cash and Cash Equivalents	20,324,659	
Short-Term Investments	-	
AR - Student	(205,868)	
AR - Other than student	5,328,371	
Inventories	9,257	
Prepaid Expenses	21,780	
Loans Receivable, net	801,853	
Total Current Assets	26,280,053	
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	39,093,280	
Total Non-Current Assets	39,093,280	
Total Assets	65,373,333	
Deferred Outflows of Resources		
Pension & OPEB Related (6/30/24 balances)	5,022,614	
Total Deferred Outflows of Resources	5,022,614	
Liabilities		
Current Liabilities		
Accounts Payable	2,163,727	
Other Accrued Liabilities	942,499	
Deferred Income	8,354,339	
LT Liabilities - Current Portion	-	
Total Current Liabilities	11,460,564	
Non-Current Liabilities		
Accrued Interest Payable	-	
Accrued Benefit Reserves	-	
Other LT Liabilities	243,841	
Net Pension Liability	24,708,528	
Net OPEB Liability	3,431,355	
Total Non-Current Liabilities	28,383,724	
Total Liabilities	39,844,288	
Deferred Inflows of Resources		
Pension, OPEB and Leases Related (6/30/24 balances)	9,679,557	
Total Deferred Inflows of Resources	9,679,557	
Net Position		
Invested in Capital Assets, net of Related Debt	39,093,280	
Restricted for:		
Nonexpendable:		
Endowments	-	
Expendable:		
General Activities	(178,608)	
Federal Student Loans	-	
Term Endowments	-	
Capital Projects	(307,848)	
Debt Service	-	
Related Entity Activities	(354,295)	
Unrestricted		
Unrestricted without NFP	20,385,646	
Net Fiduciary Position	-	
Total Unrestricted (includes 6/30/24 NFP)	20,385,646	
Total Net Position	58,638,175	

Northern New Mexico College

Summary of Operating and Plant Funds

(Unadjusted and Unaudited)

Fiscal Year 2025

Operating Funds	FY 2025 Original Budget	FY 2025 Adjusted Budget	FY 2025 Actuals as of December 31, 2024	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 5,590,097	\$ 5,593,334	\$ 2,816,598	50.4%
Federal Appropriations		-	-	-
State Appropriations	15,926,409	16,026,409	8,048,632	50.2%
Local Appropriations	2,800,000	2,800,000	1,362,211	48.7%
Gifts, Grants & Contracts	9,662,921	15,933,475	7,829,228	49.1%
Endowment/Land & Perm Inc	344,970	347,461	128,100	36.9%
Sales & Services	333,233	344,666	113,425	32.9%
Other	498,829	1,640,347	51,914	3.2%
Total Revenue	35,156,459	42,685,692	20,350,108	47.7%
BEGINNING BALANCE	14,383,905	16,932,234	16,932,234	100.00%
TOTAL AVAILABLE	49,540,364	59,617,926	37,282,342	62.5%
EXPENDITURES				
Instruction & General	26,330,263	33,264,742	12,848,964	38.6%
Student Social & Cultural	121,788	121,788	58,182	47.8%
Research	327,345	492,857	147,569	29.9%
Public Service	475,458	476,269	192,000	40.3%
Internal Services	1,516,365	796,365	539,090	67.7%
Student Aid	4,870,935	4,678,106	4,616,277	98.7%
Auxiliary Enterprises	436,698	436,698	121,633	27.9%
Intercollegiate Athletics	721,926	945,916	555,410	58.7%
Independent Operations (NMDA)	-	-	-	-
Total Expenditures	34,800,778	41,212,742	19,079,125	46.3%
NET TRANSFERS OUT / (IN)	982,670	982,670	215,045	21.9%
TOTAL EXPENDITURES & TRANSFERS	35,783,448	42,195,412	19,294,170	45.7%
ENDING FUND BALANCE	\$ 13,756,916	\$ 17,422,514	\$ 17,988,172	

Plant Funds	FY 2025 Original Budget	FY 2025 Adjusted Budget	FY 2025 Actuals as of December 31, 2024	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts	-	30,189	-	0.0%
Interest Income				
State Appropriation	\$ 15,983,000	\$ 15,863,189	\$ 396,316	2.5%
Debt Service Transfers				
Other		-	-	
Total Revenues and Transfers	15,983,000	15,893,378	396,316	2.5%
BEGINNING BALANCE	-	-	-	
TOTAL AVAILABLE	15,983,000	15,893,378	396,316	2.5%
EXPENDITURES				
Capital Projects	15,983,000	15,893,378	474,546	3.0%
Building Renewal	982,670	982,670	229,617	23.4%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	16,965,670	16,876,048	704,164	4.2%
NET TRANSFERS OUT / (IN)	(982,670)	(982,670)	(215,045)	21.9%
TOTAL EXPENDITURES & TRANSFERS	15,983,000	15,893,378	489,119	3.1%
ENDING FUND BALANCE	\$ -	\$ -	(92,803)	

Northern New Mexico College
Summary of Operating and Plant Funds (Branch)
(Unadjusted and Unaudited)
Fiscal Year 2025

Operating Funds	FY 2025 Original Budget	FY 2025 Adjusted Budget	FY 2025 Actuals as of December 31, 2024	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 98,000	\$ 98,000	51,851	52.9%
Local Appropriations	2,800,000	2,800,000	1,362,211	48.7%
Gifts, Grants & Contracts	243,305	1,363,481	154,238	11.3%
Other	20,000	156,086	-	0.0%
Total Revenue	3,161,305	4,417,567	1,568,300	35.5%
BEGINNING BALANCE	5,089,418	5,956,482	5,956,482	0.00%
TOTAL AVAILABLE	8,250,723	10,374,049	7,524,782	72.5%
EXPENDITURES				
Instruction & General	2,475,766	3,476,271	1,207,667	34.7%
Student Social & Cultural	-	-	-	
Research	-	-	-	
Public Service	-	-	-	
Internal Services	136,086	136,086	7,389	5.4%
Student Aid	-	-	-	
Auxiliary Enterprises	-	-	-	
Intercollegiate Athletics	-	-	-	
Independent Operations (NMDA)	-	-	-	
Total Expenditures	2,611,852	3,612,357	1,215,056	33.6%
NET TRANSFERS OUT / (IN)	369,961	369,961	1,051	0.3%
TOTAL EXPENDITURES & TRANSFERS	2,981,813	3,982,318	1,216,107	30.5%
ENDING FUND BALANCE	\$ 5,268,910	\$ 6,391,731	\$ 6,308,675	

Plant Funds	FY 2025 Original Budget	FY 2025 Adjusted Budget	FY 2025 Actuals as of December 31, 2024	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Required Student Fees				
Bond Proceeds				
Gifts, Grants and Contracts				
Interest Income				
State Appropriation	\$ 1,500,000	\$ 1,485,000	-	0.0%
Debt Service Transfers				
Other				
Total Revenues and Transfers	1,500,000	1,485,000	-	0.0%
EXPENDITURES				
Capital Projects	1,500,000	1,485,000	19,710	1.3%
Building Renewal	369,961	369,961	72,297	19.5%
Internal Service Renewal/Replacement				
Auxiliary Renewal/Replacement				
Debt Retirement				
Total Expenditures	1,869,961	1,854,961	92,006	5.0%
NET TRANSFERS OUT / (IN)	(369,961)	(369,961)	1,051	-0.3%
TOTAL EXPENDITURES & TRANSFERS	1,500,000	1,485,000	93,057	6.3%
ENDING FUND BALANCE	\$ -	\$ -	(93,057)	

Northern New Mexico College
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year's 2025 and 2024

Operating Funds	FY 2025 Actuals as of December 31, 2024	FY 2024 Actuals as of December 31, 2023	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 2,816,598	\$ 3,916,748	-28.1%
Federal Appropriations	-	-	
State Appropriations	8,048,632	8,770,699	-8.2%
Local Appropriations	1,362,211	603,543	125.7%
Gifts, Grants & Contracts	7,829,228	5,262,487	48.8%
Endowment/Land & Perm Inc	128,100	144,198	-11.2%
Sales & Services	113,425	144,071	-21.3%
Other	51,914	181,099	-71.3%
Total Revenue	20,350,108	19,022,845	7.0%
BEGINNING BALANCE	16,932,234	11,532,638	46.8%
TOTAL AVAILABLE	37,282,342	30,555,483	22.0%
EXPENDITURES			
Instruction & General	12,848,964	10,182,318	26.2%
Student Social & Cultural	58,182	29,971	94.1%
Research	147,569	89,939	64.1%
Public Service	192,000	397,932	-51.8%
Internal Services	539,090	782,922	-31.1%
Student Aid	4,616,277	3,779,033	22.2%
Auxiliary Enterprises	121,633	191,277	-36.4%
Intercollegiate Athletics	555,410	333,424	66.6%
Independent Operations (NMDA)	-	-	
Total Expenditures	19,079,125	15,786,816	20.9%
NET TRANSFERS OUT / (IN)	215,045	160,456	34.0%
TOTAL EXPENDITURES & TRANSFERS	19,294,170	15,947,272	21.0%
ENDING FUND BALANCE	\$ 17,988,172	\$ 14,608,212	23.1%

Plant Funds	FY 2025 Actuals as of December 31, 2024	FY 2024 Actuals as of December 31, 2023	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	396,316	404,559	-2.0%
Debt Service Transfers	-	-	0.0%
Other	-	-	0.0%
Total Revenues and Transfers	396,316	404,559	-2.0%
BEGINNING BALANCE	-	-	
TOTAL AVAILABLE	396,316	404,559	-2.0%
EXPENDITURES			
Capital Projects	474,546	489	96944.2%
Building Renewal	229,617	93,107	146.6%
Internal Service Renewal/Replacement	-	-	0.0%
Auxiliary Renewal/Replacement	-	-	0.0%
Debt Retirement	-	-	0.0%
Total Expenditures	704,164	93,596	652.3%
NET TRANSFERS OUT / (IN)	(215,045)	(160,456)	34.0%
TOTAL EXPENDITURES AND TRANSFERS	489,119	(66,860)	-831.6%
ENDING FUND BALANCE	\$ (92,803)	\$ 471,419	-119.7%

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

Northern New Mexico College

Statement of Cash Flows

(Unaudited and Unadjusted)

December 31, 2024

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 2,816,598
Receipts from grants and contracts	7,829,228
Other receipts	-
Payments to or on behalf of employees	(9,609,657)
Payment to suppliers for goods and services	(2,828,235)
Receipts from Sales and Services	113,425
Payments for scholarships	(1,663,614)
Other Operating Revenue	51,914
Net cash (used) by operating activities	<u>(3,290,341)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	8,444,948
Mill Levy Distributions	1,362,211
Gifts for other than Capital Purposes	-
Private Gifts for Endowment	-
Other Non-operating Expense	-
Net Cash provided (used) for non-capital financing activities	<u>9,807,159</u>
Cash Flows from Capital and Related Financing Activities	
Proceeds from Capital Debt	-
Capital Gifts, Grants and contracts	-
Purchase/Construction/Renovation of Capital Assets	(704,164)
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>(704,164)</u>
Cash Flows from Investing Activities	
Investment Earnings	128,100
Net Cash provided by Investing Activities	<u>128,100</u>
Increase (Decrease) in Cash and Cash Equivalents	5,940,754
Cash and Cash Equivalents- beginning of year	14,383,905
Cash and Cash Equivalents- end of reporting period	<u>\$ 20,324,659</u>

*Chief Financial Officer***NORTHERN New Mexico College****MEMORANDUM**

TO: Board of Regents
Northern New Mexico College

FROM: Theresa Storey, Chief Financial Officer / Compliance Officer

THRU: Hector Balderas, President

DATE: February 27, 2025

RE: Certification of Disposition of Tangible Property

Issue:

The State Audit Act 12-6-12 NMSA 1978 and appertaining regulations (i.e. 2.2.2 NMAC) and also under 13-6-1 and 13-6-2 NMSA 1978 governs the disposition of items of tangible personal property. NNMC staff has identified such items for disposition (see attached listing).

NNMC staff has identified that the items are obsolete, worn and non-functioning. The majority of the items are not contained on the asset listings, except for some pieces of laboratory and computer equipment. Under the aforementioned state statues and administrative regulations there are several disposal methods to utilize based on the condition and value of the items. The purported disposal methods will be 1) offered to the State Agency for Surplus Property of the General Services Department as they have the first right of refusal under state statue, 2) the destruction of the items, which will be discarded at a local landfill under federal, state and county laws, regulations and /or ordinances, 3) donation to a private non-profit, and/or 4) solicitation of sealed bids at auction.

Recommendation:

Staff recommends approval of the items and methods of disposition.

NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 & #7720

Date: 4-26-2024 Department: BCES Org/Fund _____

***Codes for Reasons for Deletion**

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

*Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	no tags	2 sound level monitors	very old equipment			Dr. S. Nandy		
E	no tags	Dust Sampler	very old equipment			Dr. S. Nandy		
E	no tags	PCR machine	broken			Dr. S. Nandy		
E	no tags	Turbidmeter	very old, outdated			Dr. S. Nandy		
E	no tags	Pulse Controller	very old, outdated			Dr. S. Nandy		
E	no tags	Air Quality Meter	very old, outdated			Dr. S. Nandy		
E	no tags	Hot plate	very old/ hazardous			Dr. S. Nandy		
E	15165	Hot Plate	very old/ hazardous			Dr. S. Nandy		
E	no tag	Thermolyne dry bath	broken equipment			Dr. S. Nandy		
E	0001746	Flammables cabinet	broken door/old			Dr. S. Nandy		
E	004745	PCR System	old/ outdated			Dr. S. Nandy		
E	No tag	ATI Micro balance	old/outdated			Dr. S. Nandy		
E	No tag	Microtome H storange	broken/ old			Dr. S. Nandy		
E	no tag	Spectronic 601	outdated, old			Dr. S. Nandy		
E	no tag	Modurlar processor (LANL)	outdated equipment			Dr. S. Nandy		
E	10442	Jencon Autostill (HT 125)	broken			Dr. S. Nandy		
E	M08274922017	Ice Machine (HT 125)	broken			Dr. S. Nandy		

PRINT NAME & TITLE of authorized signature: **SUSHMITA NANDY, CHAIR, BCES**

Signature: _____

Business Office Use Only						
Approved:	<input checked="" type="checkbox"/>		Dissapproved:			
	Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency	
Notes:						
None listed on inventory/assets						

Disposal Contingent on Business Office Approval						

NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 & #7720

Date: 4-26-2024 Department: BCES Org/Fund _____

***Codes for Reasons for Deletion**

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

*Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	no tags	2 sound level monitors	very old equipment			Dr. S. Nandy		
E	no tags	Dust Sampler	very old equipment			Dr. S. Nandy		
E	no tags	PCR machine	broken			Dr. S. Nandy		
E	no tags	Turbidmeter	very old, outdated			Dr. S. Nandy		
E	no tags	Pulse Controller	very old, outdated			Dr. S. Nandy		
E	no tags	Air Quality Meter	very old, outdated			Dr. S. Nandy		
E	no tags	Hot plate	very old/ hazardous			Dr. S. Nandy		
E	15165	Hot Plate	very old/ hazardous			Dr. S. Nandy		
E	no tag	Thermolyne dry bath	broken equipment			Dr. S. Nandy		
E	0001746	Flammables cabinet	broken door/old			Dr. S. Nandy		
E	004745	PCR System	old/ outdated			Dr. S. Nandy		
E	No tag	ATI Micro balance	old/outdated			Dr. S. Nandy		
E	No tag	Microtome HistoRange	broken/ old			Dr. S. Nandy		
E	no tag	Spectronic 601	outdated, old			Dr. S. Nandy		
E	no tag	Modular processor (LANL)	outdated equipment			Dr. S. Nandy		
E	10442	Jencon Autostill (HT 125)	broken			Dr. S. Nandy		
E	M08274922017	Ice Machine (HT 125)	broken			Dr. S. Nandy		

PRINT NAME & TITLE of authorized signature: **SUSHMITA NANDY, CHAIR, BCES**

Signature: _____

Business Office Use Only						
Approved:	<input checked="" type="checkbox"/>		Dissapproved:			
	Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency	
Notes:						
None listed on inventory/assets						

Disposal Contingent on Business Office Approval						

NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 & #7720

Date: 1-9-25 Department: _____ Org/Fund _____

***Codes for Reasons for Deletion**

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

Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E		STORAGE SHELVED (WOOD) HI-TEC						
E		STORAGE SHELVED (WOOD) HI-TEC						
E		STORAGE SHELVED (METAL) HI-TEC						

PRINT NAME & TITLE of authorized signature:

Signature: [Signature] DIRECTOR SAFETY & SECURITY

Business Office Use Only						
Approved: <input checked="" type="checkbox"/>	<u>CVL3</u>		Disapproved: _____			
Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency		
Notes: <u>Items not on asset listing</u>						
Disposal Contingent on Business Office Approval						

NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 & #7720

Date: 9/9/2004 Department: BCES Org/Fund _____

***Codes for Reasons for Deletion**

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

Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #

PRINT NAME & TITLE of authorized signature:

Signature: Chantel King / Program Data Coordinator T.Hell

Business Office Use Only					
Approved:	<input checked="" type="checkbox"/>	<u>CUL3</u>	Dissaproved:		
	Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency
Notes:	<u>Items not on inventory listing</u>				
Disposal Contingent on Business Office Approval					

General Education BuildingBCES OfficesFurniture

LOCATION	ITEM DISCRIPTION	COLOR	Condition
BCES Reception Area	Chair (2)	Burgundy	worn
BCES Reception Area	Table	Brown	fair
BCES Reception Area	Desk	Burgundy	worn
BCES Reception Area	Table	Light Brown	fair
GE 116	Desk	Light Brown	worn
GE 116	Chair	Black	fair
GE 116	Cabinet	Black	worn
GE 115	Chair (2)	Black	fair
GE 115	Desk	Brown	worn
GE 114	Desk	Brown	worn
GE 114	Desk	Brown	worn
GE 114	Cabinet	Black	worn
GE 112	Shelf	Brown	fair
GE 112	Chair	Black	fair
GE 111	Chair (2)	Black	fair
GE 111	Desk	Burgundy	fair
GE 110	Table	Brown	fair
GE 110	Chair (4)	Blue	worn
GE 109	Desk	Brown	worn

NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 & #7720

Date: 4/25/2024

Department: Nursing

Org/Fund _____

***Codes for Reasons for Deletion**

A = Destroyed

B = Discarded

C = Disposed of by off-site employee

D = Returned to agency

E = Request Permission for Permanent Disposal

F = Taken by former employee for grant-related work

G = Theft (Provide Police Report if available)

H = Unlocated after exhaustive search

I = Returned to vendor/Trade-in

J = Cannibalized

K = Other (Must explain)

Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	S16000184	Computer in nursing lab 205						
E	S16000185	Computer in nursing lab 205						
E	S16000186	Computer in nursing lab 205						
E	S16000187	Computer in nursing lab 205						

PRINT NAME & TITLE of authorized signature:

Signature: *Ellen Feather* *4/25/24*

Business Office Use Only

Approved: CvL3 Dissapproved: _____

Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency

Notes:
Monitors on inventory listing - non capital assets

Disposal Contingent on Business Office Approval

NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 & #7720

Date: 09/18/2024 Department: Nursing Org/Fund _____

***Codes for Reasons for Deletion**

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

Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	F0188	Manequin						
E	F0187	Manequin						
E	S2826	Nursing Oxygen Headwall						
E	6146	Sound Trainer						
E	6147	Sound Trainer						
E	S950	Sound trainer						
E	003136	Sound Trainer						
E	F0180	Manequin						
E	F0181	Manequin						
E	09412	Assesment Manequin Laptop	A					
E	09413	Computer Monitor						
E	S1804	Computer Monitor						
E	09416	Computer Monitor						
E	S0086	Computer	A					
E	S16000187	Computer Monitor	A					
E	S0084	Computer	A					
E	S16000186	Computer Monitor						

PRINT NAME & TITLE of authorized signature:

Signature: *Ellen Fisher* 9/18/24

Business Office Use Only				
Approved:	<input checked="" type="checkbox"/>	<u><i>COL3</i></u> <u><i>2/4/2025</i></u>	Disapproved: _____	
	Grant #	Grant Name	Disapproved	Notification Sent to Agency
Notes:				
<p style="color: blue;">A - These items to be sanitized.</p> <p style="color: blue;">Note: Only sensitize items found - no capital assets this request.</p>				
Disposal Contingent on Business Office Approval				

NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 & #7720

Date: 09/18/2024 Department: Nursing Org/Fund _____

***Codes for Reasons for Deletion**

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

Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
	10620	IMac	A					
	S16000185	Computer Monitor						
	S0085	Computer	A					
	09418	Laerdal Compressor Unit						
	S16000184	Computer Monitor						
	S0087	Computer	A					
	09745	Med Cart 1						
	S2826	Air Compression Unit						
	6619	Vital Sign Machine						
	F0186	Manquin						
	F0187	Manequin						
	F0185	Manequin						
	F0188	Manequin						
	F0183	Manequin						
	F0187	Manequin						
	F0184	Manequin						

PRINT NAME & TITLE of authorized signature:

Signature: *Ellen Leath* 9/18/24

Business Office Use Only					
Approved:	<input checked="" type="checkbox"/>	<u><i>CUL3</i></u>	02/04/2025	Dissaproved: _____	
	Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency
Notes:					
<u>A - Items to be sanitized</u>					
<u>No capital outlay items on list.</u>					
Disposal Contingent on Business Office Approval					

NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 & #7720

Date: 7/28/2020 Department: Facilities Org/Fund _____

***Codes for Reasons for Deletion**

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

Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
G	0237134138472	Dodge truck #998 G-53682						

PRINT NAME & TITLE of authorized signature: Dean Moya Fleet Coordinator
 Signature: Dean Moya

Business Office Use Only

Approved: CUL3 Dissapproved: _____

Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency

Notes: Vehicle stolen and burned.

Disposal Contingent on Business Office Approval



NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 & #7720

Date: 4-26-2024 Department: BCES Org/Fund _____

***Codes for Reasons for Deletion**

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

*Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	no tags	2 sound level monitors	very old equipment			Dr. S. Nandy		
E	no tags	Dust Sampler	very old equipment			Dr. S. Nandy		
E	no tags	PCR machine	broken			Dr. S. Nandy		
E	no tags	Turbidmeter	very old, outdated			Dr. S. Nandy		
E	no tags	Pulse Controller	very old, outdated			Dr. S. Nandy		
E	no tags	Air Quality Meter	very old, outdated			Dr. S. Nandy		
E	no tags	Hot plate	very old/ hazardous			Dr. S. Nandy		
E	15165	Hot Plate	very old/ hazardous			Dr. S. Nandy		
E	no tag	Thermolyne dry bath	broken equipment			Dr. S. Nandy		
E	0001746	Flammables cabinet	broken door/old			Dr. S. Nandy		
E	004745	PCR System	old/ outdated			Dr. S. Nandy		
E	No tag	ATI Micro balance	old/outdated			Dr. S. Nandy		
E	No tag	Microtome H storange	broken/ old			Dr. S. Nandy		
E	no tag	Spectronic 601	outdated, old			Dr. S. Nandy		
E	no tag	Modular processor (LANL)	ouldated equipment			Dr. S. Nandy		
E	10442	Jencon Autostill (HT 125)	broken			Dr. S. Nandy		
E	M08274922017	Ice Machine (HT 125)	broken			Dr. S. Nandy		

PRINT NAME & TITLE of authorized signature: SUSHMITA NANDY, CHAIR, BCES

Signature: _____

Business Office Use Only						
Approved:	<input checked="" type="checkbox"/>	<u>CUL3</u>	Dissaproved:			
	Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency	
Notes:	<u>None listed on inventory/assets</u>					

Disposal Contingent on Business Office Approval						



Clarence V Lithgow <vince.lithgow@nnmc.edu>

CFA Theft

1 message

Shawn Madrid <shawn.madrid@nnmc.edu>
To: Clarence V Lithgow <vince.lithgow@nnmc.edu>

Thu, Feb 17, 2022 at 2:38 PM

Vince,
Please see attached case number for the CFA theft. It will be filed under larceny and criminal damage. Thank you.

--
Shawn Madrid
Assistant Director of Facilities & Director of
Safety & Security Department
Northern New Mexico College
Office:(505)747-5432
Work Cell:(505)901-8351
shawn.madrid@nnmc.edu



NORTHERN
New Mexico
College

 **CFA case number.pdf**
29K



City of Española
Department of Public Safety

MARK A. WEBB

School Resource Officer

1316 Calle Adelante, Suite E
Española, NM 87532

Records: (505) 747-6000

Fax: (505) 747-6059

mawebb@espanolanm.gov

Case Number

2707E0679

TITLE	Edition	Pub Year	Reason
State Department reform : report of an Independent Task Force		2001	asset no longer valid
Courts and trials : a reference handbook		2003	asset no longer valid
The federal courts		1990	asset no longer valid
The IRS problem solver		2004	asset no longer valid
The Supreme Court		1981	asset no longer valid
Censoring the Web		2001	asset no longer valid
Practical administrative law for paralegals		1996	asset no longer valid
Coming to terms with security : a lexicon for arms control, disarmament and confidence-building		2003	asset no longer valid
The modern school movement : anarchism and education in the United States		2006	asset no longer valid
Education : reflecting our society?		2000	asset no longer valid
Changing American education : recapturing the past or inventing the future?		1993	asset no longer valid
Justices, presidents, and senators	5th	2008	asset no longer valid
Not a suicide pact : the constitution in a time of national emergency		2006	asset no longer valid
Cyberbullying in social media within educational institutions c.2		2014	asset no longer valid
Universities in the twenty-first century		1996	asset no longer valid
How College Affects Students. vol. 2 : a Third Decade of Research		2005	asset no longer valid
National forest resource management : a handbook for public input and review		1978	asset no longer valid
How to pay zero taxes, 2006		2006	asset no longer valid
Tax reform : a reference handbook		2000	asset no longer valid
Psychology and law : theory, research, and application		2004	asset no longer valid
J.K. Lasser's taxes made easy for your home-based business	4th	2001	asset no longer valid
Tax power for the self-employed : straightforward advice from an expert		2005	asset no longer valid
How to start your own S corporation	2nd	2001	asset no longer valid
Land use and society : geography, law, and public policy		2004	asset no longer valid
Capital punishment		2000	asset no longer valid
The death penalty : constitutional issues, commentaries, and case briefs		2005	asset no longer valid
Criminal justice procedure c.3	7th	2005	asset no longer valid
DNA and the criminal justice system : the technology of justice		2004	asset no longer valid
American courts and the judicial process c.3		2012	asset no longer valid
American courts and the judicial process c.2		2012	asset no longer valid
American courts and the judicial process		2012	asset no longer valid
Criminal courts : a contemporary perspective	2nd	2013	asset no longer valid
Criminal courts : a contemporary perspective c.2	2nd	2013	asset no longer valid
Building design and construction hazards		2005	asset no longer valid
Basic skills for the new mediator		1994	asset no longer valid
Settling disputes : conflict resolution in business, families, and the legal system	2nd	1994	asset no longer valid
So sue me! : how to protect your assets from the lawsuit explosion		2005	asset no longer valid
Civil litigation	2nd	1996	asset no longer valid
Constitutional law	10th	2005	asset no longer valid
Constitutional law	10th	2005	asset no longer valid
Criminal law	10th	2013	asset no longer valid
Correctional law for the correctional officer	4th	2004	asset no longer valid
Law & mental health professionals : Utah		2007	asset no longer valid

TITLE	Edition	Pub Year	Reason
C++ Primer	4th	2005	asset no longer valid
Learning C# 3.0		2009	asset no longer valid
Visual Basic 2005	3rd	2006	asset no longer valid
Upgradeing to .Net		2002	asset no longer valid
Programming Language Pragmatics	2nd	2006	asset no longer valid
Tour of C++		2014	asset no longer valid
Learning JavaScript	2nd	2009	asset no longer valid
Standard C++		2001	asset no longer valid
Learn to Program	2nd	2009	asset no longer valid
Object-Oriented Programming using C++	4th	2009	asset no longer valid
Introduction to Programming and Object Oriented Design Using Java	3rd	2008	asset no longer valid
HTML & XHTML	6th	2007	asset no longer valid
Mastering Integrated HTML and CSS		2007	asset no longer valid
XML		2008	asset no longer valid
Web Development & Design Foundations with XHTML	4th	2009	asset no longer valid
HTML5		2015	asset no longer valid
Head First HTML with CSS & XHTML		2006	asset no longer valid
HTML	5th	2007	asset no longer valid
190 Ready-To-Use Activities That Make Math Fun!		2003	asset no longer valid
Learning To LEad Mathematics Professional Development		2007	asset no longer valid
Transitional Mathematics		2004	asset no longer valid
Perspectives on Adults Learning Mathematics		2000	asset no longer valid
101 Careers in Mathematics	2nd	2002	asset no longer valid
Great Jobs for Math Majors	2nd	2006	asset no longer valid
Effective Strategies in the Teaching of Mathematics		2003	asset no longer valid
HTML5		2010	asset no longer valid
Numbers and Geometry		1998	asset no longer valid
Game Theory		1997	asset no longer valid
Mathematics : From the birth of numbers		1997	asset no longer valid
Mathematical Methods for Physicists	6th	2005	asset no longer valid
Proofs from The Book	3rd	2004	asset no longer valid
The Chemistry Maths Book		1996	asset no longer valid
Mathematics Handbook	5th	2004	asset no longer valid
Mathematics Handbook		1995	asset no longer valid
Introduction to Applied Mathematics		1986	asset no longer valid
Mathematical People		1985	asset no longer valid
Handbood of Mathematics		1998	asset no longer valid
Introduction to Finite Mathematics	3rd	1974	asset no longer valid
Basic Mathematics for Chemists		1994	asset no longer valid
Concrete Mathematics Foundation for Computer Science	2nd	1994	asset no longer valid
Java 6 Illuminated	2nd	2008	asset no longer valid
Core Java2	7th	2005	asset no longer valid
Handbook of Mathematics and Computer Science		1998	asset no longer valid
Mastering Technical Mathematics		1991	asset no longer valid
Theorems and Counterexamples in Mathematics		1990	asset no longer valid
Mathematics Applied to Deterministic Problems in the Natural Sciences		1988	asset no longer valid
GMAT Math Workbook	7th	2011	asset no longer valid
Men of Mathematics		1986	asset no longer valid
The Complete Idiot's Guide to Computer Basics	5th	2009	asset no longer valid
Mathematics all around	4th	2010	asset no longer valid
Mathematics for Elementary Teachers	7th	2006	asset no longer valid
Basic Mathematics	6th	2005	asset no longer valid
Maths: a students survival guide	2nd	2003	asset no longer valid
Basic Technical Mathematics		1996	asset no longer valid
Basic College Mathematics	6th	2002	asset no longer valid
Basic College Mathematics	7th	2005	asset no longer valid
Industrial Mathematics		1994	asset no longer valid
What is Mathematics?	2nd	1996	asset no longer valid
College Mathematics	2nd	1992	asset no longer valid
Sams Teach Yourself Java in 24hours	5th	2010	asset no longer valid
Core Java2	7th	2005	asset no longer valid
SQL in a Nutshell	3rd	2009	asset no longer valid
The Java Language Specification	3rd	2005	asset no longer valid
Java in a Nutshell	5th	2005	asset no longer valid
Introduction to Java Programming	7th	2009	asset no longer valid
The Java Programming Language	4th	2006	asset no longer valid
Learning PHP & MySQL	2nd	2007	asset no longer valid
Python Programming	3rd	2010	asset no longer valid
Learning Perl	5th	2008	asset no longer valid
HTML and XHTML	5th	2008	asset no longer valid

TITLE	Edition	Pub Year	Reason
A Practical Guide to Linux Commands, Editors, and Shell Programming		2005	asset no longer valid
Creating a Web Page with HTML		2005	asset no longer valid
Visual Quickstart Guide XML	2nd	2009	asset no longer valid
Secrets of the Playstation Portable		2006	asset no longer valid
Beginning Android Application Development		2011	asset no longer valid
Object-Oriented Computation in C++ and Java		2006	asset no longer valid
Experimentation in Mathematics		2004	asset no longer valid
Introduction to Mathematical Thinking		2003	asset no longer valid
Stochastic Integration and Differential Equations	2nd	2004	asset no longer valid
Taking Chances winning with probability		2003	asset no longer valid
Four Colors Suffice		2002	asset no longer valid
Schaum's Outlines Linear Algebra	3rd	2001	asset no longer valid
A Friendly Introduction to Number Theory	3rd	2006	asset no longer valid
Elementary Probability Theory	4th	2003	asset no longer valid
All the Mathematics You Missed		2002	asset no longer valid
The Sum of Our Discontent		2001	asset no longer valid
Formal Methods for Web Services		2009	asset no longer valid
Foundations of Multidimensional and Metric Data Structure		2006	asset no longer valid
Data Mining	2nd	2006	asset no longer valid
Statistical Distributions	3rd	200	asset no longer valid
Mathematics and Democracy		2001	asset no longer valid
Wonders of Numbers		2001	asset no longer valid
Undercover User Experience Design		2011	asset no longer valid
Maple by Example	3rd	2005	asset no longer valid
Head First Object-Oriented Analysis & Design		2007	asset no longer valid
Designing the User Interface	4th	2005	asset no longer valid
User-Centered Data Management		2010	asset no longer valid
Oracle PL/SQL for Dummies		2006	asset no longer valid
Word Problems GRE Strategy Guide	2nd	2011	asset no longer valid
Understanding Complex Datasets		2007	asset no longer valid
Object Oriented Simulation		2009	asset no longer valid
Principles of Computer Organization and Assembly Language		2007	asset no longer valid
Probability and Statistics	6th	2004	asset no longer valid
Regression Analysis by Example	4th	2006	asset no longer valid
Exploratory Data Analysis with MATLAB	2nd	2011	asset no longer valid
Safety of Computer Architecture		2010	asset no longer valid
Hardware and Computer Organization		2005	asset no longer valid
Analysis of Failure and Survival Data		2002	asset no longer valid
College Trigonometry	5th	2004	asset no longer valid
Fundamentals of Statistics	3rd	2011	asset no longer valid
Elementary Statistics	5th	2014	asset no longer valid
Computer Architecture	4th	2007	asset no longer valid
Companion Encyclopedia of the History & Philosophy of the Mathematical Sciences		2003	asset no longer valid
A History of Mathematics	2nd	1991	asset no longer valid
IT Security Metrics		2010	asset no longer valid
Computer Architecture		2005	asset no longer valid
College Algebra	6th	2013	asset no longer valid
College Algebra	5th	2006	asset no longer valid
College Algebra	7th	2016	asset no longer valid
Activities for Developing Mathematical Thinking		2007	asset no longer valid
Today's Mathematics	11th	2006	asset no longer valid
Teaching and Learning Mathematics Pre-Kindergarten Through Middle	5th	2005	asset no longer valid
The Inquisitive Problem Solver		2002	asset no longer valid
Schaum's Finite Mathematics	2nd	1995	asset no longer valid
The Honors Class		2002	asset no longer valid
Advanced Computer Architecture and Parallel Processing		2005	asset no longer valid
Integrated Mathematics choices and challenges		2003	asset no longer valid
Step By Step Windows Vista		2007	asset no longer valid
Windows Vista the definitive guide		2007	asset no longer valid
Teaching Inclusive Mathematics		2004	asset no longer valid
Step By Step Windows XP	Deluxe	2005	asset no longer valid
Step by Step Microsoft Office Project 2007		2007	asset no longer valid
Software Maintenance Management		2008	asset no longer valid
Intermediate Algebra	8th	2010	asset no longer valid
Intermediate Algebra	8th	2010	asset no longer valid
Action Algebra			asset no longer valid
Prealgebra	4th	2005	asset no longer valid
Beautiful Data		2009	asset no longer valid
Step by Step office access 2007		2007	asset no longer valid
Beginning Web Programming with HTML, XHTML, and CSS	2nd	2008	asset no longer valid

TITLE	Edition	Pub Year	Reason
Step by Step Windows Vista	Deluxe	2008	asset no longer valid
Operating System Concepts	8th	2009	asset no longer valid
Simplified Tips & Tricks HTML		2003	asset no longer valid
Step by Step HTML and XHTML		2006	asset no longer valid
Advanced Programming in the UNIX Environment	2nd	2005	asset no longer valid
The William Lowell Putman Mathematical Competition 1985-2000		2002	asset no longer valid
CRC Handbook of Mathematical Sciences	5th	1978	asset no longer valid
GED Test Skill Builder: Math		2012	asset no longer valid
Master The SAT Subject Test: Math Levels 1 and 2	4th	2006	asset no longer valid
Tomorrow's Technology and You	8th	2008	asset no longer valid
Absolute Beginner's Guide to Computer Basics	4th	2007	asset no longer valid
Understanding Computers	11th	2007	asset no longer valid
Understanding Computers: Today and Tomorrow	14th	2013	asset no longer valid
Multimedia Animation		1997	asset no longer valid
Succeeding with Technology: Computer concepts for your life	4th	2011	asset no longer valid
MCMCSA/MCSE self-paced training kit (exam 70-291) :	2nd	2006	asset no longer valid
The C# Programming Language	3rd	2009	asset no longer valid
Labview Advanced Programming Techniques	2nd	2007	asset no longer valid
Inside Windows Media		1999	asset no longer valid
Handbook of Writing for the Mathematical Sciences	2nd	1998	asset no longer valid
Basic College Mathematics	3rd	2006	asset no longer valid
Technical Mathematics	3rd	1995	asset no longer valid
Basic Technical Mathematics	9th	2008	asset no longer valid
Microsoft Exchange Server 2003 Unleashed	2nd	2006	asset no longer valid
Implementing and Managing Microsoft Exchange Server 2003 Lab Manual		2005	asset no longer valid
Implementing and Managing Microsoft Exchange Server 2003 Textbook		2005	asset no longer valid
Managing and Maintaining a Microsoft Windows Server 2003 Environm	2nd	2006	asset no longer valid
Windows Powershell Scripting Guide		2008	asset no longer valid
Structured Computer Organization	5th	2006	asset no longer valid
Introduction to Algorithms	2nd	2001	asset no longer valid
New Perspectives on Computer Concepts 2013		2013	asset no longer valid
New Perspectives on Computer Concepts 2016		2016	asset no longer valid

TITLE	Edition	Pub Year	Reason
Step By Step Excel 2010		2010	asset no longer valid
International business : the new realities		2014	asset no longer valid
International business : the new realities		2014	asset no longer valid
Microsoft Excel 2010 formulas & functions inside out		2011	asset no longer valid
Advanced web-based training strategies : unlocking instructionally sound online learning		2005	asset no longer valid
The handbook of training technologies		2006	asset no longer valid
Microsoft Excel 2010 plain & simple		2010	asset no longer valid
Microsoft Excel 2010 inside out		2011	asset no longer valid
Working identity : unconventional strategies for reinventing your career		2003	asset no longer valid
Investing online for dummies		2005	asset no longer valid
Principles of managerial finance	13th	2012	asset no longer valid
Fundamentals of corporate finance	2nd	2012	asset no longer valid
Human resources kit for dummies	2nd	2007	asset no longer valid
Enhanced Microsoft Excel 2013 illustrated complete		2016	asset no longer valid
Microsoft PowerPoint 2013		2013	asset no longer valid
The Ferguson guide to résumés and job hunting skills		2005	asset no longer valid
Expert resumes for career changers	2nd	2010	asset no longer valid
College accounting : chapters 1-30	13th	2012	asset no longer valid
Occupational outlook handbook 2006-2007.		2006	asset no longer valid
The Almanac of American employers.		2006	asset no longer valid
Management		2016	asset no longer valid
The resume makeover	2nd	2001	asset no longer valid
Financial accounting : tools for business decision making	4th	2007	asset no longer valid
Intermediate accounting	8th	2000	asset no longer valid
Accounting		2012	asset no longer valid
Consumer behavior	10th	2006	asset no longer valid
Marketing management	14th	2012	asset no longer valid
Household spending : who spends how much on what	12th	2007	asset no longer valid
Management	9th	2007	asset no longer valid
Guide to internet job searching		2006	asset no longer valid
Ferguson career resource guide for women and minorities. vol.1		2006	asset no longer valid
Ferguson career resource guide for women and minorities. vol.2		2006	asset no longer valid
Work your way around the world		2007	asset no longer valid
The essential guide to workplace investigations		2007	asset no longer valid
International human resource management : managing people in a multinational context	5th	2009	asset no longer valid
The complete idiot's guide to finance for small business owners		2006	asset no longer valid
The economics of money, banking, and financial markets	business sct	2010	asset no longer valid
Mercedes reales : Hispanic land grants of the upper Rio Grande region c.2		1983	asset no longer valid
Mercedes reales : Hispanic land grants of the upper Rio Grande region c.3		1983	asset no longer valid
The economics of biotechnology		2006	asset no longer valid
Handbook of career counseling for women	2nd	2006	asset no longer valid
College majors handbook with real career paths and payoffs	2nd	2004	asset no longer valid
200 best jobs for college graduates		2009	asset no longer valid
40 best fields for your career		2006	asset no longer valid
Biotech industry : a global, economic, and financing overview		2004	asset no longer valid
Intermediate microeconomics : a modern approach	6th	2003	asset no longer valid
The complete idiot's guide to recession-proof careers		2010	asset no longer valid
Creating high-tech teams : practical guidance on work performance and technology		2006	asset no longer valid
The public domain in New Mexico, 1854-1891 c.2		1965	asset no longer valid
Job-hunting online	5th	2008	asset no longer valid
Web-based career counseling		2005	asset no longer valid
Great jobs for economics majors	2nd	2007	asset no longer valid
Perfect phrases for managers and supervisors		2005	asset no longer valid
Behavior in organizations	9th	2008	asset no longer valid
Business plans handbook. Volume 10		1995	asset no longer valid
Principles of managerial finance		2015	asset no longer valid
A guide to the project management body of knowledge (PMBOK® guide).	5th	2013	asset no longer valid
Cost accounting : a managerial emphasis		2009	asset no longer valid
Understanding and managing organizational behavior		2008	asset no longer valid
Organizational behavior version 2.0		2015	asset no longer valid
Organizational behavior version 2.0		2009	asset no longer valid
Business plans handbook. Volume 8		2001	asset no longer valid

TITLE	Edition	Pub Year	Reason
Business plans handbook. Vol. 11		2005	asset no longer valid
Auditing and assurance services		2005	asset no longer valid
Financial statement analysis and security valuation		2001	asset no longer valid
1,037 practice questions for the new GMAT	2nd	2012	asset no longer valid
Leadership for dummies		1999	asset no longer valid
GMAT review : the official guide	13th	2012	asset no longer valid
GMAT® verbal review : the official guide		2009	asset no longer valid
Cost accounting : a managerial emphasis	12th	2006	asset no longer valid
Business math		2009	asset no longer valid
Business and its environment	5th	2006	asset no longer valid
On time! on track! on target! : managing your projects successfully with Microsoft Project		2006	asset no longer valid
Hospitality management accounting	9th	2007	asset no longer valid
Business math demystified		2006	asset no longer valid
Developing affordable housing : a practical guide for nonprofit organizations	3rd	2006	asset no longer valid
The power of enterprise-wide project management		2007	asset no longer valid
GMAT quantitative review : the official guide	2nd	2009	asset no longer valid
Project management with the IBM Rational Unified Process : lessons from the trenches		2007	asset no longer valid
Maximizing project value : defining, managing, and measuring for optimal return		2007	asset no longer valid
Managing agile projects		2005	asset no longer valid
Business statistics for dummies		2013	asset no longer valid
Contemporary debates in social philosophy		2008	asset no longer valid
Handbook of the psychology of women and gender		2001	asset no longer valid
Drugs and controlled substances : information for students		2003	asset no longer valid
Prisons and prison systems : a global encyclopedia		2006	asset no longer valid
The Cambridge dictionary of sociology		2006	asset no longer valid
The real estate investment handbook		2005	asset no longer valid
Effective police supervision	5th	2007	asset no longer valid
Police officer	12th	1994	asset no longer valid
Probation officer, parole officer	4th	1984	asset no longer valid
Federal jobs in law enforcement		1992	asset no longer valid
Drugs, alcohol, and tobacco : learning about addictive behavior vol.1		2003	asset no longer valid
Drugs, alcohol, and tobacco : learning about addictive behavior vol.2		2003	asset no longer valid
Drugs, alcohol, and tobacco : learning about addictive behavior vol.3		2003	asset no longer valid
Barron's real estate handbook	6th	2005	asset no longer valid
Technology and law enforcement : from gumshoe to gamma rays		2007	asset no longer valid
GIS and crime mapping		2005	asset no longer valid
The champion real estate agent : get to the top of your game and knock sales out of the park		2007	asset no longer valid
Substance use among children and adolescents		1996	asset no longer valid
The Wall Street Journal complete retirement guidebook : how to plan it, live it and enjoy it		2007	asset no longer valid
Adult development & aging : biopsychosocial perspectives	2nd	2005	asset no longer valid
The complete real estate encyclopedia : from AAA tenant to zoning variance and everything in between		2007	asset no longer valid
Introduction to agricultural economics	4th	2006	asset no longer valid
Total facilities management	2nd	2005	asset no longer valid
Police careers for women		1979	asset no longer valid
The street addict role : a theory of heroin addiction		1991	asset no longer valid

TITLE	Edition	Pub Year	Reason
The GRE Cat for Dummies	4th	2000	asset no longer valid
Criminal Law	9th	2009	asset no longer valid
Criminal Law c.2	9th	2009	asset no longer valid
Constituional Rights of Prisoners	8th	2006	asset no longer valid
Guantanamo and the Abuse of Presidential Power		2006	asset no longer valid
Eyewitness Testimony		1996	asset no longer valid
Foundations of Education	8th	2003	asset no longer valid
Kaplan SAT 2400		2007	asset no longer valid
Homosexuality and the Law		2001	asset no longer valid
Higher Education Law the Faculty		2002	asset no longer valid
Criminal Law	3rd	1995	asset no longer valid
Computers as Cognitive Tools		2000	asset no longer valid
Cracking the GRE		2010	asset no longer valid
Teaching with Computers		2003	asset no longer valid
A Teachers Guide to Using Technology in the Classroom		2003	asset no longer valid
Study Manual for the Test of Essential Academic Skills (TEAS)		2010	asset no longer valid
Study Manual for the Test of Essential Academic Skills (TEAS) c.2		2010	asset no longer valid
Criminal Justuce Procedure	7th	2005	asset no longer valid
Criminal Justuce Procedure c.2	7th	2005	asset no longer valid
Essential Words for the GRE		2007	asset no longer valid
Crash Course for the GRE	3rd	2007	asset no longer valid
Making School Reform Happen		1992	asset no longer valid
Creating Campus Community		2002	asset no longer valid
What Matters in College		2001	asset no longer valid
Guide to Teacher Certification Testing	6th	2006	asset no longer valid
GRE Exam Prep		2007	asset no longer valid
Challenges of Teaching with Technology Across the Curriculum		2003	asset no longer valid
Criminal Justice Procedure	8th	2013	asset no longer valid
Criminal Justice Procedure c.2	8th	2013	asset no longer valid
Law & Evidence		2001	asset no longer valid
Developing Innovation in Online Learning		2004	asset no longer valid
The History of American Higher Education c.2		2015	asset no longer valid
The Official Guide to the GRE revised General Test		2012	asset no longer valid
The complete idiot's guide to acing the GRE		2007	asset no longer valid
Classroom discipline and management	5th	2008	asset no longer valid
The substitute teaching survival guide		2006	asset no longer valid
The first-year teacher's survival guide	2nd	2007	asset no longer valid
Teacher evaluation : a comprehensive guide to new directions and practices	2nd	2000	asset no longer valid
Study guide for the Praxis elementary education : content area exercises test.		2004	asset no longer valid
Handheld computers in schools and media centers		2007	asset no longer valid
Technology planning for effective teaching and learning	2nd	2001	asset no longer valid
Technologies for education : a practical guide	4th	2002	asset no longer valid
Multimedia projects in education : designing, producing, and assessing	2nd	2002	asset no longer valid
Preparing our teachers : opportunities for better reading instruction		2002	asset no longer valid
Colleges that encourage character development		1999	asset no longer valid
Successful research papers in 12 easy steps		2000	asset no longer valid
Preventing biological warfare : the failure of American leadership		2002	asset no longer valid
An introduction to the International Criminal Court		2001	asset no longer valid
Handbook of international law		2005	asset no longer valid
10,000 ideas for term papers, projects, reports, and speeches		1998	asset no longer valid
Blogs, wikis, podcasts, and other powerful Web tools for classrooms	3rd	2010	asset no longer valid
Live and online! : tips, techniques, and ready-to-use activities for the virtual classroom		2004	asset no longer valid
The child and the machine : how computers put our children's education at risk		2000	asset no longer valid
Web literacy for educators		2008	asset no longer valid
The technology fix : the promise and reality of computers in our schools		2004	asset no longer valid
Blackboard for dummies		2006	asset no longer valid
Computer education for teachers : integrating technology into classroom teaching	6th	2009	asset no longer valid
A taxonomy for learning, teaching, and assessing		2001	asset no longer valid
Writing research papers : a guide to the process	6th	2001	asset no longer valid
A new teacher's guide : surviving your first year		2003	asset no longer valid
Brave new digital classroom : technology and foreign language learning	2nd	2013	asset no longer valid
Integrating technology into the curriculum		2007	asset no longer valid
Preparing teachers to teach with technology		2005	asset no longer valid
Barron's how to prepare for the SAT	23rd	2008	asset no longer valid
The real ACT prep guide : the only official prep guide from the makers of the ACT	3rd	2011	asset no longer valid
11 practice tests for the SAT & PSAT		2007	asset no longer valid
Cracking the new SAT with practice tests on CD-ROM.		2007	asset no longer valid
Cracking the SAT Spanish subject test.		2007	asset no longer valid
Launching learners in science, preK-5		2007	asset no longer valid
Hands-on general science activities with real-life applications	2nd	2008	asset no longer valid

TITLE	Edition	Pub Year	Reason
Science in elementary education	9th	2002	asset no longer valid
Teaching children about physical science		1994	asset no longer valid
The sourcebook for teaching science, grades 6-12		2008	asset no longer valid
Learning and instruction : theory into practice	6th	2009	asset no longer valid
Hot words for the SAT	3rd	2007	asset no longer valid
Conquering the SAT : how parents can help teens overcome the pressure and succeed		2007	asset no longer valid
Spotlight SAT : 25 lessons illuminate the most frequently tested topics		2007	asset no longer valid
The ring of McAllister		2007	asset no longer valid

TITLE	Edition	Pub Year	Reason
Encyclopedia of Environmental Studies	New	2001	asset no longer valid
Tutorial Guide to AutoCAD 2016		2015	asset no longer valid
AutoCAD 2016 Tutorial: Second Level 3D Modeling		2015	asset no longer valid
Tutorial Guide to AutoCAD 2015		2015	asset no longer valid
Tutorial Guide to AutoCAD 2015 c.2		2015	asset no longer valid
AutoCAD 2016: Instructor		2015	asset no longer valid
The Science and Engineering of Materials		2006	asset no longer valid
Essentials of Materials Science and Engineering		2004	asset no longer valid
Advanced Engineering Mathematics	6th	2007	asset no longer valid
Proceedings of the ASME International Solar Energy Conference		2006	asset no longer valid
Autodesk AutoCAD 2016 Fundamentals		2015	asset no longer valid
Technical Drawing 101 w/ AutoCAD 2016		2015	asset no longer valid
Mechanics of Materials	4th	2006	asset no longer valid
Practice Problems for the Civil Engineering PE Exam	10th	2006	asset no longer valid
Civil Engineering Reference Manual for the PE Exam	11th	2008	asset no longer valid
Computer Graphics for Java Programmers	2nd	2007	asset no longer valid
Engineering Mechanics Dynamics	11th	2007	asset no longer valid
Principles of Enhanced Heat Transfer	2nd	2005	asset no longer valid
Heat Transfer Book		2003	asset no longer valid
Introduction to Autonomous Mobile Robots		2004	asset no longer valid
Robotics Demystified : A self-teaching Guide		2005	asset no longer valid
The Definitive Guide to Building Java Robots		2006	asset no longer valid
Understanding Information Systems: What They Do and Why We Need Them		2004	asset no longer valid
Benchmark in Distance Education: The Lis Experience		2003	asset no longer valid
Web Site Design W/ the Patron in Mind		2004	asset no longer valid
Net Effects: How Librarians Can Manage the Unintended Consequences of the Internet		2003	asset no longer valid
Building Better Websites		2003	asset no longer valid
Web-Based Instruction: A Guide for Libraries	2nd	2006	asset no longer valid
Making the Case for Your Library		2001	asset no longer valid
Intellectual Freedom Manual	6th	2002	asset no longer valid
DNA Technology		2010	asset no longer valid
Exploring Tech Careers V.1	4th	2006	asset no longer valid
Exploring Tech Careers V.2	4th	2006	asset no longer valid
PC Hardware in A Nutshell: A Desktop Quick Reference	3rd	2003	asset no longer valid
Blogging for Business		2006	asset no longer valid
Data Communications and Networking c.1	4th	2007	asset no longer valid
Data Communications and Networking c.2	4th	2007	asset no longer valid
The Basic Business Library: Core Resources	4th	2002	asset no longer valid
The Literature of Chemistry		2004	asset no longer valid
Technology and the School Library: A Comprehensive Guide for Media Specialists and Other Educators		2010	asset no longer valid
The Whole School Library Handbook		2005	asset no longer valid
The Academic Library and the Net Gen Student		2007	asset no longer valid
Reference Skills for the School Library Media Specialist: Tools & Tips c.1		2000	asset no longer valid
Reference Skills for the School Library Media Specialist: Tools & Tips c.2		2000	asset no longer valid
The Best Children's Book's of the Year		2009	asset no longer valid
The Newbery and Caldecott Awards		2008	asset no longer valid
Information Literacy: Essential Skills for the Information Age	2nd	2004	asset no longer valid
Stauss's Handbook of Business Information	2nd	2004	asset no longer valid
Booktalks, Bookwalks , and Read-Alouds		2002	asset no longer valid
Gotcha Again! More Nonfiction Booktalks to Get Kids Excited About Reading		2002	asset no longer valid
Developing an Outstanding Core Collection: A Guide for Libraries c.1		2002	asset no longer valid
Developing an Outstanding Core Collection: A Guide for Libraries c.2		2002	asset no longer valid
Buying Books: A How-To-Do-It Manual for Librarians	2nd	2000	asset no longer valid
Defusing the Angry Patron c.2		2000	asset no longer valid
Ideas for Librarians Who Teach		2005	asset no longer valid
Rethinking Information Work: A Career Guide for Librarians & Other Information Professionals		2006	asset no longer valid
Planning Academic and Research Library Buildings	3rd	2000	asset no longer valid

TITLE	Edition	Pub Year	Reason
Taber's cyclopedic medical dictionary	21st	2009	asset no longer valid
Medical terminology systems : a body systems approach	5th	2005	asset no longer valid
Medical terminology : a handbook for the skin care specialist c.1		2006	asset no longer valid
Medical terminology : a handbook for the skin care specialist c.2		2006	asset no longer valid
Medical terminology specialties : a medical specialties approach with patient records		2003	asset no longer valid
Mastering healthcare terminology	2nd	2006	asset no longer valid
Medical terminology made easy	3rd	2003	asset no longer valid
Internal medicine		2003	asset no longer valid
William Osler : a life in medicine		1999	asset no longer valid
A rendezvous with clouds		1999	asset no longer valid
Goldberger's war : the life and work of a public health crusader		2003	asset no longer valid
Medical firsts : from Hippocrates to the human genome		2004	asset no longer valid
Knowledge translation in health care : moving from evidence to practice		2009	asset no longer valid
Introduction to the health professions	4th	2002	asset no longer valid
Complementary and alternative medicine	2nd	2009	asset no longer valid
Assisted suicide and euthanasia : a natural law ethics approach		2008	asset no longer valid
Learning to fall : the blessings of an imperfect life		2002	asset no longer valid
Euthanasia, ethics, and public policy : an argument against legalisation		2002	asset no longer valid
Final exit : the practicalities of self-deliverance and assisted suicide for the dying	3rd	2002	asset no longer valid
Developmental mathematics c.1		2012	asset no longer valid
Medical terminology simplified : a programmed learning approach by body system	4th	2010	asset no longer valid
The foundations of Chinese medicine : a comprehensive text for acupuncturists and herbalists	2nd	2005	asset no longer valid
Digital soul : intelligent machines and human values		2003	asset no longer valid
One to nine : the inner life of numbers		2008	asset no longer valid
Fighting cancer with more than medicine : a history of Macmillan Cancer Support		2009	asset no longer valid
Clinical procedures for medical assistants	7th	2007	asset no longer valid
Stedman's medical dictionary	28th	2006	asset no longer valid
Quick medical terminology : a self-teaching guide	4th	2003	asset no longer valid
Medical language : immerse yourself		2007	asset no longer valid
Medical adherence and aging : social and cognitive perspectives		2007	asset no longer valid
Motivational interviewing in health care : helping patients change behavior		2008	asset no longer valid
Advances in patient education		2004	asset no longer valid
A practical guide to working with reluctant clients in health and social care		2011	asset no longer valid
Bedside manners : one doctor's reflections on the oddly intimate encounters between patient and healer		2005	asset no longer valid
The lonely patient : how we experience illness		2007	asset no longer valid
Health professional and patient interaction	6th	2002	asset no longer valid
The extraordinary healing power of ordinary things : fourteen natural steps to health and happiness		2006	asset no longer valid
Healing beyond the body : medicine and the infinite reach of the mind		2001	asset no longer valid
The anatomy of hope : how people prevail in the face of illness		2004	asset no longer valid
Medicine, health, and bioethics : essential primary sources		2006	asset no longer valid
Resolving ethical dilemmas : a guide for clinicians	4th	2009	asset no longer valid
New perspectives in health care ethics : an interdisciplinary and crosscultural approach		2007	asset no longer valid
Autonomy and patients' decisions		2005	asset no longer valid
Ethical choices in contemporary medicine : integrative bioethics		2007	asset no longer valid
In the wake of terror : medicine and morality in a time of crisis		2003	asset no longer valid
Cross-cultural perspectives in medical ethics	2nd	2000	asset no longer valid
Principles of health care ethics	2nd	2007	asset no longer valid
Expert resumes for health care careers	2nd	2010	asset no longer valid
Exploring health care careers v.1	3rd	2006	asset no longer valid
Exploring health care careers v.2	3rd	2006	asset no longer valid
Complementary and alternative medicine in the United States		2004	asset no longer valid
Hospital-based integrative medicine : a case study of the barriers and factors facilitating the creation of a center		2008	asset no longer valid
Healing, hype, or harm? : a critical analysis of complementary or alternative medicine		2008	asset no longer valid
Mosby's complementary & alternative medicine : a research-based approach c.2	2nd	2004	asset no longer valid
Integrative pain medicine : the science and practice of complementary and alternative medicine in pain management		2008	asset no longer valid
Integrative medicine	2nd	2007	asset no longer valid
Integrating complementary medicine into health systems		2001	asset no longer valid
Health behavior change and treatment adherence : evidence-based guidelines for improving healthcare		2010	asset no longer valid
Medical ethics : sources of Catholic teachings	4th	2011	asset no longer valid
Contemporary Catholic health care ethics	2nd	2013	asset no longer valid
diverse faith perspectives		2019	asset no longer valid
A short history of medical ethics		2008	asset no longer valid
Bioethical and evolutionary approaches to medicine and the law		2007	asset no longer valid
Observing bioethics		2008	asset no longer valid

TITLE	Edition	Pub Year	Reason
Ethics : contemporary challenges in health and social care		2007	asset no longer valid
The ethics of bioethics : mapping the moral landscape		2007	asset no longer valid
Beyond the Hippocratic Oath : a memoir on the rise of modern medical ethics		2005	asset no longer valid
Contemporary issues in bioethics	7th	2008	asset no longer valid
Complementary and alternative medicine : ethics, the patient, and the physician		2007	asset no longer valid
Shared decision-making in health care : achieving evidence-based patient choice	2nd	2009	asset no longer valid
How doctors think		2007	asset no longer valid
Practice-based evidence for healthcare : clinical mindlines		2011	asset no longer valid
Evidence-based nursing : a guide to clinical practice		2005	asset no longer valid
Handbook of human factors and ergonomics in health care and patient safety		2007	asset no longer valid
Primary care : a collaborative practice	3rd	2008	asset no longer valid
Alternative medicine? : a history		2007	asset no longer valid
A guide to starting your own complementary therapy practice		2007	asset no longer valid
Snake oil science : the truth about complementary and alternative medicine		2007	asset no longer valid
African holistic health		2004	asset no longer valid
The ACP evidence-based guide to complementary & alternative medicine		2009	asset no longer valid
Ethics at the end of life		2000	asset no longer valid
End of life care : clinical practice guidelines for advanced practice nursing		2002	asset no longer valid
--And a time to die : how American hospitals shape the end of life		2005	asset no longer valid
Last rights : rescuing the end of life from the medical system		2006	asset no longer valid
Palliative & end-of-life care : clinical practice guidelines	2nd	2007	asset no longer valid
Helping the patient with advanced disease : a workbook		2004	asset no longer valid
The Day of the Dead : and other mortal reflections		1993	asset no longer valid
Mosby's complementary & alternative medicine : a research-based approach	2nd	2004	asset no longer valid
Mosby's complementary & alternative medicine : a research-based approach	3rd	2009	asset no longer valid
Negotiating the holistic turn : the domestication of alternative medicine		2005	asset no longer valid
Conversations in complementary and alternative medicine : insights and perspectives from leading practitioners		2006	asset no longer valid
Complementary and alternative medicine : structures and safeguards		2005	asset no longer valid
Complementary and alternative medicine information for teens : health tips about non-traditional and non-western medical practices..		2007	asset no longer valid
Complementary and alternative medicine : an illustrated colour text		2007	asset no longer valid
The practice of integrative medicine : a legal and operational guide		2007	asset no longer valid
Psychosocial issues near the end of life : a resource for professional care providers		2006	asset no longer valid
Palliative care : core skills and clinical competencies	2nd	2011	asset no longer valid
How to be an even better listener : a practical guide for hospice and palliative care volunteers		2019	asset no longer valid
Improving care for the end of life : a sourcebook for health care managers and clinicians	2nd	2008	asset no longer valid
Palliative practices : an interdisciplinary approach		2005	asset no longer valid
Hospice hounds : animals and healing at the borders of death		2001	asset no longer valid
Clinical health psychology and primary care : practical advice and clinical guidance for successful collaboration		2003	asset no longer valid
Handbook of clinical health psychology v.1		2002	asset no longer valid
Handbook of clinical health psychology v.2		2002	asset no longer valid
Handbook of clinical health psychology v.3		2002	asset no longer valid
Protecting America's health : the FDA, business, and one hundred years of regulation		2003	asset no longer valid
The American Holistic Medical Association guide to holistic health : healing therapies for optimal wellness		2001	asset no longer valid
Wearable robots : biomechatronic exoskeletons		2008	asset no longer valid
Essential case studies in public health : putting public health into practice		2012	asset no longer valid
Mobilizing the community for better health : what the rest of America can learn from Northern Manhattan		2011	asset no longer valid
HHS in the 21st century : charting a new course for a healthier America		2009	asset no longer valid
Introduction to radiologic technology	5th	2002	asset no longer valid
Introduction to radiologic sciences and patient care	4th	2007	asset no longer valid
Access to medical knowledge : libraries, digitization, and the public good		2007	asset no longer valid
From X-rays to DNA : how engineering drives biology		2014	asset no longer valid
Undue risk : secret state experiments on humans		2000	asset no longer valid
The ethics of medical research on humans		2001	asset no longer valid
Belmont revisited : ethical principles for research with human subjects		2005	asset no longer valid
Research made easy in complementary and alternative medicine		2004	asset no longer valid
Reading research : a user-friendly guide for nurses and other health professionals	4th	2008	asset no longer valid
Making sense of research : a guide to research literacy for complementary practitioners		2003	asset no longer valid
Teaching and learning in clinical settings		2006	asset no longer valid
The official guide to the MCAT exam (MCAT2015)	4th	2014	asset no longer valid
Student success for health professionals made incredibly easy		2008	asset no longer valid
The ultimate holistic health book : your guide to ultimate health and wellbeing		2006	asset no longer valid
Alternative medicine		2007	asset no longer valid

TITLE	Edition	Pub Year	Reason
Perspectives on complementary and alternative medicine : a reader		2005	asset no longer valid
Nurse's handbook of alternative & complementary therapies.	2nd	2003	asset no longer valid
The science of medical intuition		2002	asset no longer valid
Researching complementary and alternative medicine		2007	asset no longer valid
Nature cures : the history of alternative medicine in America		2002	asset no longer valid
What will influence the future of alternative medicine? : a world perspective		2001	asset no longer valid
Traditional, complementary, and alternative medicine : policy and public health perspectives		2007	asset no longer valid
Opportunities in holistic health care careers		2007	asset no longer valid
Educational opportunities in integrative medicine : the A to Z healing arts guide and professional resource directory		2008	asset no longer valid
Complementary and alternative medicine sourcebook	3rd	2006	asset no longer valid
Futurescan 2015 : healthcare trends and implications, 2015-2020		2015	asset no longer valid
ABC of complementary medicine	2nd	2008	asset no longer valid
Environmental health : ecological perspectives		2005	asset no longer valid
Our global environment : a health perspective	6th	2006	asset no longer valid
Handbook of environmental health and safety. Vol. 1	4th	2002	asset no longer valid
Diabetes public health : from data to policy		2011	asset no longer valid
The enculturated gene : sickle cell health politics and biological difference in West Africa		2011	asset no longer valid
Obesity : epidemiology, pathophysiology, and prevention		2007	asset no longer valid
Obesity : a reference handbook		2009	asset no longer valid
Sexually transmitted infections : diagnosis, management, and treatment		2012	asset no longer valid
Understanding the mammography controversy : science, politics, and breast cancer screening		2005	asset no longer valid
Rural women's health : mental, behavioral, and physical issues		2006	asset no longer valid
Quality through collaboration : the future of rural health		2005	asset no longer valid
Integrating behavioral and social sciences with public health		2001	asset no longer valid
Public health & human rights : evidence-based approaches		2007	asset no longer valid
Changing the U.S. health care system : key issues in health services policy and management	3rd	2007	asset no longer valid
The politics of Medicaid		2010	asset no longer valid
The pursuit of perfection : the promise and perils of medical enhancement		2003	asset no longer valid
One nation, uninsured : why the U.S. has no national health insurance		2005	asset no longer valid
Health care economics [sic]	6th	2005	asset no longer valid
Sociology and health : an introduction	2nd	2009	asset no longer valid
Guide to culturally competent health care		2005	asset no longer valid
Cultural diversity in health & illness	6th	2004	asset no longer valid
Practical statistics for nursing and health care		2002	asset no longer valid
Home enlightenment : practical, earth-friendly advice for creating a nurturing, healthy, and toxin-free home and lifestyle		2005	asset no longer valid
Homes that heal : and those that don't : how your home may be harming your family's health		2004	asset no longer valid
Dangerous doses : how counterfeiters are contaminating America's drug supply		2005	asset no longer valid
Epidemiology : an introduction		2002	asset no longer valid
10 powerful ideas for improving patient care. Book 3		2007	asset no longer valid
Basic epidemiology	2nd	2006	asset no longer valid
Disaster medicine	2nd	2007	asset no longer valid
Implementing outcome-based home care : a workbook of OBQI, care pathways, and disease management		2005	asset no longer valid
Baby boomers : can my eighties be like my fifties?		2005	asset no longer valid
The health debate		2008	asset no longer valid
Getting health reform right : a guide to improving performance and equity		2008	asset no longer valid
Health care USA : understanding its organization and delivery	6th	2009	asset no longer valid
Delivering health care in America : a systems approach	4th	2008	asset no longer valid
Health care policy and politics A to Z	3rd	2008	asset no longer valid
A second opinion : rescuing America's healthcare : a plan for universal coverage serving patients over profit		2007	asset no longer valid
Patients' rights		2008	asset no longer valid
Total cure : the antidote to the health care crisis		2008	asset no longer valid
Introduction to health services	7th	2008	asset no longer valid
Health policy : crisis and reform in the U.S. health care delivery system	5th	2008	asset no longer valid
Health care issues : selections from CQ Researcher.		2010	asset no longer valid
Worried sick : a prescription for health in an overtreated America		2008	asset no longer valid
The health of sexual minorities : public health perspectives on lesbian, gay, bisexual and transgender populations		2010	asset no longer valid
The Fenway guide to lesbian, gay, bisexual, and transgender health		2008	asset no longer valid
Health issues in the Latino community		2001	asset no longer valid
Women and health : power, technology, inequality, and conflict in a gendered world		2002	asset no longer valid
Low-cost approaches to promote physical and mental health : theory, research, and practice		2007	asset no longer valid

TITLE	Edition	Pub Year	Reason
Promoting health care transitions for adolescents with special health care needs and disabilities		2007	asset no longer valid
Ethnicity, race, and health in multicultural societies : foundations for better epidemiology, public health and health care		2007	asset no longer valid
Prescription for a healthy nation : a new approach to improving our lives by fixing our everyday world		2005	asset no longer valid
The Latino patient : a cultural guide for health care providers		2002	asset no longer valid
Prevention is primary : strategies for community well-being	7th	2007	asset no longer valid
An introduction to community health		2012	asset no longer valid
Next medicine : the science and civics of health		2011	asset no longer valid
The healthy skeptic : cutting through the hype about your health		2008	asset no longer valid
Cultural sutures : medicine and media		2004	asset no longer valid
Diagnosis, therapy, and evidence : conundrums in modern American medicine		2010	asset no longer valid
Health care politics, policy, and services : a social justice analysis		2007	asset no longer valid
Marketing public health : strategies to promote social change	2nd	2007	asset no longer valid
Health literacy in nursing : providing person-centered care		2014	asset no longer valid
At risk in America : the health and health care needs of vulnerable populations in the United States		2001	asset no longer valid
The RealAge makeover : take years off your looks and add them to your life		2005	asset no longer valid
Natural choices for women's health : how the secrets of natural and Chinese medicine can create a lifetime of wellness		2005	asset no longer valid
East-West healing : integrating Chinese and Western medicines for optimal health		2001	asset no longer valid
Cultural competencies for nurses : impact on health and illness		2011	asset no longer valid
Health & wellness	9th	2007	asset no longer valid
For your health : a study guide and self-assessment workbook	9th	2007	asset no longer valid
Ethical issues in rural health care		2008	asset no longer valid
Critical issues in rural health		2004	asset no longer valid
Doing good : racial tensions and workplace inequalities at a community clinic in El Nuevo South		2013	asset no longer valid
Cultural fault lines in healthcare : reflections on cultural competency		2012	asset no longer valid
Mexican Americans & health : sana! sana!		2001	asset no longer valid
Strategies for cultural competency in Indian health care		2006	asset no longer valid
Evidence-based behavioral health practices for older adults : a guide to implementation		2006	asset no longer valid
Foot health training guide for long-term care personnel		2007	asset no longer valid
Lesbian women and sexual health : the social construction of risk and susceptibility		2005	asset no longer valid
The nurse educator's guide to assessing learning outcomes	2nd	2007	asset no longer valid
The nurse educator's guide to assessing learning outcomes c.2	2nd	2007	asset no longer valid
Nursing research : generating and assessing evidence for nursing practice		2008	asset no longer valid
Essentials of nursing research : appraising evidence for nursing practice	7th	2010	asset no longer valid
Nursing research : a qualitative perspective	4th	2007	asset no longer valid
Encyclopedia of sexually transmitted diseases		2005	asset no longer valid
Saunders comprehensive review for the NCLEX-RN examination c.4	5th	2011	asset no longer valid
Saunders comprehensive review for the NCLEX-RN examination c.3	5th	2011	asset no longer valid
Saunders comprehensive review for the NCLEX-RN examination c.2	5th	2011	asset no longer valid
Saunders comprehensive review for the NCLEX-RN examination	5th	2011	asset no longer valid
Test success : test-taking techniques for beginning nursing students c.3	7th	2016	asset no longer valid
Comprehensive neonatal care : an interdisciplinary approach	4th	2007	asset no longer valid
Hospice care for children		2009	asset no longer valid
Saunders Q & A review for the NCLEX-RN examination	4th	2009	asset no longer valid
Comprehensive review for NCLEX-RN : reviews & rationales		2008	asset no longer valid
Comprehensive review for NCLEX-RN : reviews & rationales c.2		2008	asset no longer valid
Davis's Q & A for the NCLEX-RN examination		2010	asset no longer valid
NCLEX-RN questions & answers made incredibly easy.		2008	asset no longer valid
NCLEX-RN review	6th	2010	asset no longer valid
Handbook of neonatal intensive care	5th	2002	asset no longer valid
NCLEX-PN® 2014-2015 : strategies, practice, & review with practice test		2014	asset no longer valid
NCLEX-RN : strategies, practice, and review for the registered nursing licensing exam		2010	asset no longer valid
Ethical and philosophical aspects of nursing children and young people		2011	asset no longer valid
Pediatric nursing : caring for children and their families	2nd	2007	asset no longer valid
Straight A's in pediatric nursing.	2nd	2008	asset no longer valid
Mosby's PDQ for NCLEX-RN		2009	asset no longer valid
Safeguarding and protecting children, young people & families : a guide for nurses and midwives		2014	asset no longer valid
Clinical assessment and monitoring in children		2008	asset no longer valid
Preemie parents : recovering from baby's premature birth		2007	asset no longer valid
Primary care of the child with a chronic condition	5th	2010	asset no longer valid
Atlas of pediatric emergency medicine		2006	asset no longer valid
Core curriculum for pediatric critical care nursing	2nd	2006	asset no longer valid
Infectious diseases of the fetus and newborn infant	6th	2006	asset no longer valid
Pediatric injectable drugs : the teddy bear book	9th	2010	asset no longer valid

TITLE	Edition	Pub Year	Reason
Lippincott's Q & A review for NCLEX-RN	9th	2008	asset no longer valid
NCLEX-RN excel : test success through unfolding case study review		2010	asset no longer valid
NCLEX-RN : an incredibly easy! workout.		2009	asset no longer valid
Complete review for NCLEX-RN c.3	2nd	2015	asset no longer valid
Complete review for NCLEX-RN c.2	2nd	2015	asset no longer valid
NCLEX-RN 2015-2016 : strategies, practice, & review with practice test c.2		2014	asset no longer valid
Embryo culture : making babies in the twenty-first century		2007	asset no longer valid
Pandora's baby : how the first test tube babies sparked the reproductive revolution		2004	asset no longer valid
The greatest experiment ever performed on women : exploding the estrogen myth		2003	asset no longer valid
The only menopause guide you'll need	2nd	2004	asset no longer valid
A clinical guide for contraception	4th	2005	asset no longer valid
Contraception today : a pocketbook for general practitioners and practice nurses	6th	2007	asset no longer valid
A guide to mammography and other breast imaging procedures : recommendations of the National Council on Radiation Protection and Measurements,		2004	asset no longer valid
Pediatric tracheostomy home care guide		2008	asset no longer valid
Breast MRI : a case-based approach		2011	asset no longer valid
Breast MRI : fundamentals and technical aspects		2010	asset no longer valid
Mammography and breast imaging PREP : program review and exam preparation	1st	2012	asset no longer valid
Raising baby green : the earth-friendly guide to pregnancy, childbirth, and baby care		2007	asset no longer valid
Aromatherapy and massage for mother and baby		2000	asset no longer valid
Born in the USA : how a broken maternity system must be fixed to put mothers and infants first		2006	asset no longer valid
Maternal-fetal medicine	5th	2004	asset no longer valid
Sexually transmitted diseases and adverse outcomes of pregnancy		1999	asset no longer valid
Exercising through your pregnancy		2002	asset no longer valid
Making babies : the science of pregnancy		2001	asset no longer valid
Saving lives : why the media's portrayal of nurses puts us all at risk		2009	asset no longer valid
Our babies, ourselves : how biology and culture shape the way we parent		1998	asset no longer valid
Pediatric nursing procedures c.2	2nd	2008	asset no longer valid
Clinical skills manual for pediatric nursing : caring for children	4th	2008	asset no longer valid
Pediatric nursing : caring for children	4th	2008	asset no longer valid
Professional nursing : concepts & challenges	6th	2011	asset no longer valid
Nursing research : generating and assessing evidence for nursing practice	9th	2012	asset no longer valid
Nursing school entrance exams c.4	5th	2012	asset no longer valid
Hartman's nursing assistant care : long-term care WB	2nd	2010	asset no longer valid
Hartman's nursing assistant care : long-term care	2nd	2010	asset no longer valid
The informed practice nurse	2nd	2008	asset no longer valid
Maternity & women's health care	10th	2012	asset no longer valid
Introduction to nursing research : incorporating evidence-based practice		2007	asset no longer valid
Nursing research : reading, using, and creating evidence	2nd	2012	asset no longer valid
Nursing's social policy statement : the essence of the profession		2010	asset no longer valid
Qualitative research in nursing : advancing the humanistic imperative	4th	2007	asset no longer valid
Reviewing research evidence for nursing practice : systematic reviews		2007	asset no longer valid
Resource manual to accompany Nursing research: generating and assessing evidence for nursing practice, 8th edition	8th	2008	asset no longer valid
Study guide for the practice of nursing research : appraisal, synthesis, and generation of evidence, sixth edition	6th	2009	asset no longer valid
Peterson's nursing programs 2010.		2009	asset no longer valid
Nursing school entrance exams c.2	7th	2016	asset no longer valid
Understanding nursing research : using research in evidence-based practice	2nd	2008	asset no longer valid
Exam preparatory manual for undergraduates : obstetrics and gynecology	2nd	2019	asset no longer valid
Medical bondage : race, gender, and the origins of American gynecology		2017	asset no longer valid
Manual of voice treatment : pediatrics through geriatrics	3rd	2006	asset no longer valid
Introduction to audiology.	9th	2006	asset no longer valid
Everything conceivable : how assisted reproduction is changing men, women, and the world		2007	asset no longer valid
Reproductive rights and technology		2002	asset no longer valid
Bioethics and the new embryology : springboards for debate		2005	asset no longer valid
Reproductive health : the missing millennium development goal : poverty, health, and development in a changing world		2006	asset no longer valid
Biology of women	4th	2002	asset no longer valid
Breastfeeding : contemporary issues in practice and policy		2010	asset no longer valid
Bottled up : how the way we feed babies has come to define motherhood, and why it shouldn't		2012	asset no longer valid
Breastfeeding sourcebook	1st	2002	asset no longer valid
Disease-proof your child : feeding kids right		2005	asset no longer valid
Enhancing early attachments : theory, research, intervention, and policy		2007	asset no longer valid
Intervening in children's lives : an ecological, family-centered approach to mental health care		2007	asset no longer valid
A child's mind required! : evaluation results on a health promoting initiative on AIDS and sex education for primary schools		2010	asset no longer valid

TITLE	Edition	Pub Year	Reason
Rural child health : international aspects		2009	asset no longer valid
Integrative medicine for children		2009	asset no longer valid
Pediatric and adolescent musculoskeletal MRI : a case-based approach		2010	asset no longer valid
Manual of high risk pregnancy & delivery	5th	2011	asset no longer valid
What a blessing she had chloroform : the medical and social response to the pain of childbirth from 1800 to the present		1999	asset no longer valid
Clinical aromatherapy for pregnancy and childbirth	2nd	2000	asset no longer valid
Clinical aromatherapy for pregnancy and childbirth c.2	2nd	2000	asset no longer valid
Make room for daddy : the journey from waiting room to birthing room		2009	asset no longer valid
A midwife's handbook		2004	asset no longer valid
Primary care of women : a guide for midwives and women's health providers		2007	asset no longer valid
Therapy and the postpartum woman : notes on healing postpartum depression for clinicians and the women who seek their help		2009	asset no longer valid
Manual of high risk pregnancy & delivery	4th	2007	asset no longer valid
Maternal-newborn nursing : the critical components of nursing care		2010	asset no longer valid
Introductory maternity & pediatric nursing	3rd	2014	asset no longer valid
Maternal-newborn nursing.	2nd	2007	asset no longer valid
Congenital disorders sourcebook : basic consumer health information about nonhereditary birth defects and disorders	2nd	2007	asset no longer valid
Life's vital link : the astonishing role of the placenta		2013	asset no longer valid
More than genes : what science can tell us about toxic chemicals, development, and the risk to our children		2010	asset no longer valid
One of us		2004	asset no longer valid
To full term : a mother's triumph over miscarriage		2007	asset no longer valid
About what was lost : 20 writers on miscarriage, healing, and hope		2007	asset no longer valid
Born southern : childbirth, motherhood, and social networks in the old South		2010	asset no longer valid
Miscarriages : diagnosis, management and coping strategies		2014	asset no longer valid
Maternity & women's health care	9th	2007	asset no longer valid
Nursing school entrance exams	5th	2012	asset no longer valid
Nursing school entrance exams c.2	5th	2012	asset no longer valid
Nursing school entrance exams c.3	5th	2012	asset no longer valid
Focus on Rural Health v.26		2008	asset no longer valid
Oski's essential pediatrics	2nd	2004	asset no longer valid
Understanding nursing research : building an evidence-based practice	4th	2007	asset no longer valid
Expertise in nursing practice : caring, clinical judgment & ethics	2nd	2009	asset no longer valid
A pediatrician's journal : caring for children in a broken medical system		2006	asset no longer valid
Kids : how biology and culture shape the way we raise our children		2001	asset no longer valid
Nelson textbook of pediatrics.	17th	2004	asset no longer valid
Study guide for Foundations of maternal-newborn and women's health nursing, seventh edition	7th	2019	asset no longer valid
Study guide for foundations of maternal-newborn and women's health nursing	6th	2014	asset no longer valid
Foundations of maternal-newborn and women's health nursing c.2	6th	2014	asset no longer valid
Maternal-neonatal nursing made incredibly easy!.	2nd	2008	asset no longer valid
Maternity & newborn nursing : clinical companion	2nd	2012	asset no longer valid
Contemporary maternal-newborn nursing care	6th	2006	asset no longer valid
The ultimate guide to getting into nursing school		2008	asset no longer valid
Introduction to maternity & pediatric nursing	5th	2007	asset no longer valid
Cracking the nursing school entrance exams c.2		2011	asset no longer valid
Barron's nursing school entrance exams		2011	asset no longer valid
Introduction to maternity & pediatric nursing	6th	2011	asset no longer valid
McGraw-Hill's 5 TEAS practice tests		2012	asset no longer valid
McGraw-Hill's 5 TEAS practice tests c.2		2012	asset no longer valid
Study skills for nurses	2nd	2008	asset no longer valid
Curriculum development and evaluation in nursing		2006	asset no longer valid
Creative teaching strategies for the nurse educator		2008	asset no longer valid
NCLEX-RN practice questions	2nd	2008	asset no longer valid
Pediatric nutrition handbook	6th	2009	asset no longer valid
Review guide for RN pre-entrance exam	3rd	2009	asset no longer valid
NCLEX-RN review made incredibly easy!.	4th	2008	asset no longer valid
Handbook of neonatal intensive care	6th	2006	asset no longer valid
NCLEX-RN new-format questions.	3rd	2010	asset no longer valid
NCLEX-RN : strategies for the registered nursing licensing exam		2009	asset no longer valid
Illustrated study guide for the NCLEX-RN exam	7th	2010	asset no longer valid
The comprehensive NCLEX-RN review : complete source of vital NCLEX exam information	14th	2009	asset no longer valid
Prioritization, delegation, and assignment : practice exercises for the NCLEX examination	2nd	2011	asset no longer valid
Prioritization, delegation, and assignment : practice exercises for the NCLEX examination c.2	2nd	2011	asset no longer valid
Prioritization, delegation, and assignment : practice exercises for the NCLEX examination c.3	2nd	2011	asset no longer valid

TITLE	Edition	Pub Year	Reason
Prioritization, delegation, and assignment : practice exercises for the NCLEX examination c.4	2nd	2011	asset no longer valid
Prioritization, delegation, and assignment : practice exercises for the NCLEX examination c.5	2nd	2011	asset no longer valid
NCLEX-RN premier 2015-2016 : with 2 practice tests c.2		2015	asset no longer valid
Sudden infant death syndrome : learning from stories about SIDS, motherhood and loss	4th	2007	asset no longer valid
Primary care of the newborn		2006	asset no longer valid
Psychological interventions in childhood chronic illness		2006	asset no longer valid
Protecting childhood in the AIDS pandemic : finding solutions that work		2012	asset no longer valid
Handbook of pediatric and adolescent obesity treatment		2008	asset no longer valid
Child and adolescent obesity : causes and consequences, prevention and management		2002	asset no longer valid
Davis's basic math review for nurses : with step-by-step solutions c.2		2010	asset no longer valid
Davis's basic math review for nurses : with step-by-step solutions c.3		2010	asset no longer valid
Statistics for nursing : a practical approach		2011	asset no longer valid
Health promotion in nursing practice	6th	2011	asset no longer valid
Fit nurse : your total plan for getting fit and living well		2010	asset no longer valid
Health promotion in nursing practice	5th	2006	asset no longer valid
Review guide for LPN/LVN pre-entrance exam	3rd	2009	asset no longer valid
McGraw-Hill review for the NCLEX-RN examination		2008	asset no longer valid
Evolve Reach comprehensive review for the NCLEX-RN® examination	2nd	2008	asset no longer valid
NCLEX-RN in a flash		2009	asset no longer valid
Lippincott's content review for NCLEX-RN		2009	asset no longer valid
Lippincott's content review for NCLEX-RN c.2		2009	asset no longer valid
Memory notebook of nursing. Vol. 2		2007	asset no longer valid
Test success : test-taking techniques for beginning nursing students	5th	2008	asset no longer valid
Test success : test-taking techniques for beginning nursing students c.2	5th	2008	asset no longer valid
Kendig's disorders of the respiratory tract in children	7th	2006	asset no longer valid
Nathan and Oski's hematology of infancy and childhood v.1		2003	asset no longer valid
Nathan and Oski's hematology of infancy and childhood v.2		2003	asset no longer valid
Krugman's infectious diseases of children.	11th	2004	asset no longer valid
DeVita, Hellman, and Rosenberg's cancer : principles & practice of oncology v.2	8th	2008	asset no longer valid
DeVita, Hellman, and Rosenberg's cancer : principles & practice of oncology v.1	8th	2008	asset no longer valid
Pathophysiology	3rd	2005	asset no longer valid
Cecil textbook of medicine. v.1	22nd	2004	asset no longer valid
Cecil textbook of medicine. v.2	22nd	2004	asset no longer valid
Essentials of pathophysiology : concepts of altered health states	2nd	2007	asset no longer valid
Managing pain before it manages you c.2		2002	asset no longer valid
Managing pain before it manages you		2002	asset no longer valid
Pathophysiology : the biologic basis for disease in adults and children	7th	2014	asset no longer valid
AHA Guide to the Health Care Field.		2009	asset no longer valid
Prehospital emergency care	8th	2008	asset no longer valid
PHTLS : prehospital trauma life support	6th	2007	asset no longer valid
The genetic basis of common diseases	2nd	2002	asset no longer valid
Harrison's principles of internal medicine.	16th	2005	asset no longer valid
Mosby's pathology for massage therapists	2nd	2009	asset no longer valid
Total fitness and wellness	3rd	2003	asset no longer valid
Wilderness medicine	5th	2007	asset no longer valid
Critical thinking in the intensive care unit : skills to assess, analyze, and act		2007	asset no longer valid
Comprehensive radiographic pathology	4th	2007	asset no longer valid
Mosby's guide to physical examination	6th	2006	asset no longer valid
Physical examination & health assessment	5th	2008	asset no longer valid
The new Harvard guide to women's health		2004	asset no longer valid
Encyclopedia of health & aging		2007	asset no longer valid
Cancer survivorship : today and tomorrow		2007	asset no longer valid
New medicine : integrating complementary, alternative, and conventional medicine for the safest and most effective treatment		2009	asset no longer valid
The 150 healthiest foods on earth : the surprising, unbiased truth about what you should eat and why		2007	asset no longer valid
Nutrition almanac.	6th	2007	asset no longer valid
Haimann's healthcare management	8th	2007	asset no longer valid
Biomedical applications of proteomics		2004	asset no longer valid
Medically unexplained illness : gender and biopsychosocial implications		2008	asset no longer valid
Rabies	2nd	2007	asset no longer valid
The biology of cancer	2nd	2007	asset no longer valid
Integrating conventional and Chinese medicine in cancer care : a clinical guide		2007	asset no longer valid
Complementary and integrative medicine in cancer care and prevention : foundations and evidence-based interventions		2007	asset no longer valid
CT suite : the work of diagnosis in the age of noninvasive cutting		2008	asset no longer valid
Personality characteristics of patients with pain		2000	asset no longer valid

TITLE	Edition	Pub Year	Reason
Treatment of chronic fatigue syndrome in the antiviral revolution era		2002	asset no longer valid
Chronic fatigue syndrome		2000	asset no longer valid
Clinical essentials of pain management		2004	asset no longer valid
Mental health services : a public health perspective	2nd	2004	asset no longer valid
Community psychology : linking individuals and communities	2nd	2007	asset no longer valid
Principles of community psychology : perspectives and applications		2005	asset no longer valid
Stress-related disorders sourcebook	2nd	2007	asset no longer valid
Women's health in complementary and integrative medicine : a clinical guide		2005	asset no longer valid
The ageless woman : natural health and beauty after forty with Maharishi Ayurveda		2004	asset no longer valid
Complementary therapies for pain management : an evidence-based approach		2007	asset no longer valid
Complementary and integrative medicine in pain management		2008	asset no longer valid
Differential diagnosis of common complaints	5th	2007	asset no longer valid
Advanced health assessment and clinical diagnosis in primary care	4th	2012	asset no longer valid
Genetic dissection of complex traits		2001	asset no longer valid
Allure : confessions of a beauty editor		2006	asset no longer valid
Pathophysiology made incredibly easy!	3rd	2006	asset no longer valid
Sheehy's manual of emergency care	7th	2013	asset no longer valid
The organic food handbook : a consumer's guide to buying and eating organic food		2006	asset no longer valid
Health behavior and health education : theory, research, and practice	3rd	2002	asset no longer valid
Sexual health information for teens	3rd	2011	asset no longer valid
The ins and outs of gay sex : a medical handbook for men		1999	asset no longer valid
Our daughters' health : practical and invaluable advice for raising confident girls ages 6 to 16		2001	asset no longer valid
Quality of life : from nursing and patient perspectives : theory, research, practice	3rd	2012	asset no longer valid
Quick reference to critical care	3rd	2008	asset no longer valid
Chinese medicine for women : a commonsense approach		1997	asset no longer valid
Leadership competencies for clinical managers : the renaissance of transformational leadership		2006	asset no longer valid
Home care nursing : using an accreditation approach		2008	asset no longer valid
Our bodies, ourselves : a new edition for a new era		2005	asset no longer valid
Psychology of physical activity : determinants, well-being, and interventions		2001	asset no longer valid
The encyclopedia of women's health	5th	2005	asset no longer valid
Men's health : how to do it		2007	asset no longer valid
Mosby's manual of diagnostic and laboratory tests	4th	2010	asset no longer valid
Handbook of pathophysiology		2008	asset no longer valid
Essentials of medical genomics	2nd	2009	asset no longer valid
Biological hazards : an Oryx sourcebook		2002	asset no longer valid
Risk, chance, and causation : investigating the origins and treatment of disease		2013	asset no longer valid
Encounters with the invisible : unseen illness, controversy, and chronic fatigue syndrome		2005	asset no longer valid
It takes a genome : how a clash between our genes and modern life is making us sick		2009	asset no longer valid
Engineering the human germline : an exploration of the science and ethics of altering the genes we pass to our children		2000	asset no longer valid
The terrible gift : the brave new world of genetic medicine		2002	asset no longer valid
Molecular medicine : an introductory text	3rd	2005	asset no longer valid
Professional guide to assessment.		2006	asset no longer valid
More than human : embracing the promise of biological enhancement		2005	asset no longer valid
Lecture notes on clinical skills.	4th	2002	asset no longer valid
Mindful eating 101 : a guide to healthy eating in college and beyond		2006	asset no longer valid
Professional guide to signs & symptoms.	5th	2007	asset no longer valid
Oncology nursing drug handbook		2011	asset no longer valid
Pathophysiology	2nd	2007	asset no longer valid
The encyclopedia of infectious diseases		2007	asset no longer valid
Rapid infection control nursing		2014	asset no longer valid
The end of stigma? : changes in the social experience of long-term illness		2009	asset no longer valid
Free radicals in biology and medicine	4th	2007	asset no longer valid
Cancer survivorship sourcebook	1st	2007	asset no longer valid
Cancer sourcebook	5th	2007	asset no longer valid
Traditional, complementary and alternative medicine and cancer care : an international analysis of grassroots integration		2007	asset no longer valid
The cure : a story of cancer and politics from the annals of the Cold War		2002	asset no longer valid
Cancer epigenetics		2009	asset no longer valid
Cancer biology	4th	2007	asset no longer valid
Catching cancer : the quest for its viral and bacterial causes		2013	asset no longer valid
Community health nursing : advocacy for population health	5th	2008	asset no longer valid
Nursing care at the end of life		2010	asset no longer valid
Public health nursing : population-centered health care in the community	8th	2012	asset no longer valid
Client management and leadership success : a course review applying critical thinking skills to test taking		2009	asset no longer valid
Health promotion throughout the life span	7th	2010	asset no longer valid

TITLE	Edition	Pub Year	Reason
Tappan's handbook of healing massage techniques : classic, holistic, and emerging methods	4th	2005	asset no longer valid
A massage therapist's guide to pathology	3rd	2005	asset no longer valid
Total body massage : the complete illustrated guide to expert head, face, body and foot massage techniques		2004	asset no longer valid
Mosby's fundamentals of therapeutic massage	2nd	2000	asset no longer valid
The book of massage & aromatherapy : achieving complete relaxation and well being with massage and essential oils		2002	asset no longer valid
Essentials of kinesiology for the physical therapist assistant		2008	asset no longer valid
Math for meds : dosages and solutions	10th	2009	asset no longer valid
Henke's med-math : dosage calculation, preparation & administration	7th	2012	asset no longer valid
Dosage calculations	8th	2008	asset no longer valid
Calculation of drug dosages : a work text c.2	10th	2012	asset no longer valid
Dosage calculations	9th	2013	asset no longer valid
ACSM's exercise management for persons with chronic diseases and disabilities	2nd	2003	asset no longer valid
Chinese medicine : a medical dictionary, bibliography, and annotated research guide to Internet references		2004	asset no longer valid
Releasing emotional patterns with essential oils		1998	asset no longer valid
Integrative nutrition : the future of nutrition		2006	asset no longer valid
An occupational therapist's guide to home modification practice		2011	asset no longer valid
Introduction to massage therapy	2nd	2008	asset no longer valid
PDR for herbal medicines.	2nd	2000	asset no longer valid
Springhouse review for critical care nursing certification.	4th	2007	asset no longer valid
AACN certification and core review for high acuity and critical care nursing	6th	2008	asset no longer valid
Nurse practitioner's business practice and legal guide	3rd	2008	asset no longer valid
Interpersonal relationships : professional communication skills for nurses	5th	2007	asset no longer valid
Becoming influential : a guide for nurses	2nd	2013	asset no longer valid
Tappan's handbook for healing massage techniques : classic, holistic, and emerging methods		1998	asset no longer valid
Structural yoga therapy : adapting to the individual		2000	asset no longer valid
The educated heart : professional boundaries for massage therapists, bodyworkers, and movement teachers	2nd	2005	asset no longer valid
Handbook of clinical massage : a complete guide for students and professionals		2004	asset no longer valid
Research methods for massage and holistic therapies		2006	asset no longer valid
Body massage for holistic therapists		2004	asset no longer valid
Oncology nursing secrets	3rd	2008	asset no longer valid
Health policy and politics : a nurse's guide	3rd	2008	asset no longer valid
Motivational interviewing in nursing practice : empowering the patient		2011	asset no longer valid
Mentoring in nursing : a dynamic and collaborative process		2007	asset no longer valid
Spirituality in nursing : standing on holy ground	3rd	2008	asset no longer valid
Transcultural concepts in nursing care	6th	2012	asset no longer valid
Aromatherapy : an A-Z		2000	asset no longer valid
Pharmacodynamic basis of herbal medicine	2nd	2007	asset no longer valid
The healing garden : natural healing for mind, body and soul		2002	asset no longer valid
Conditions in occupational therapy : effect on occupational performance	3rd	2007	asset no longer valid
Infusions of healing : a treasury of Mexican-American herbal remedies		1999	asset no longer valid
Using the creative arts in therapy and healthcare : a practical introduction		2008	asset no longer valid
Rehabilitation research : principles and applications	3rd	2005	asset no longer valid
The official LaStone therapy manual		2004	asset no longer valid
Therapeutic recreation : cases and exercises	2nd	2000	asset no longer valid
Chiropractic, health promotion, and wellness		2007	asset no longer valid
Client education : theory and practice		2011	asset no longer valid
The practice of patient education : a case study approach	10th	2007	asset no longer valid
Emergency nursing procedures	4th	2009	asset no longer valid
Healing touch : a guidebook for practitioners	2nd	2002	asset no longer valid
Evidence-based chiropractic practice		2007	asset no longer valid
Nurse's pocket guide : diagnoses, prioritized interventions, and rationales	12th	2010	asset no longer valid
Green pharmacy : the history and evolution of western herbal medicine		1997	asset no longer valid
Healing with herbs and rituals : a Mexican tradition c.2		2006	asset no longer valid
Evidence-based herbal medicine		2002	asset no longer valid
Treating the critically ill patient		2007	asset no longer valid
The Merck index : an encyclopedia of chemicals, drugs, and biologicals	14th	2006	asset no longer valid
Yoga therapy for common health problems : (including drug abuse, alcoholism & obesity)		2005	asset no longer valid
All Patients Great and Small		2013	asset no longer valid
Final moments : nurses' stories about death and dying		2009	asset no longer valid
Community health nursing		2007	asset no longer valid
Drug calculations for nurses : a step-by-step approach	4th	2015	asset no longer valid
The physiotherapist's pocket guide to exercise : assessment, prescription and training		2009	asset no longer valid
ACSM's guidelines for exercise testing and prescription	7th	2006	asset no longer valid

TITLE	Edition	Pub Year	Reason
Critical care nursing.		2007	asset no longer valid
Practice guidelines for acute care nurse practitioners	2nd	2008	asset no longer valid
Pocket guide to culturally sensitive health care		2011	asset no longer valid
Drug therapy in nursing	3rd	2009	asset no longer valid
Neonatal and pediatric pharmacology : therapeutic principles in practice	4th	2011	asset no longer valid
Natural health encyclopedia of herbal medicine		2000	asset no longer valid
Lippincott's photo atlas of medication administration c.2	3rd	2008	asset no longer valid
Lippincott's photo atlas of medication administration	3rd	2008	asset no longer valid
Lippincott's photo atlas of medication administration	4th	2011	asset no longer valid
Administering medications : pharmacology for health careers	6th	2008	asset no longer valid
Alexander's care of the patient in surgery.	13th	2007	asset no longer valid
Chinese acupuncture and moxibustion		1999	asset no longer valid
Virtual clinical excursions, Pacific View Regional Hospital. Medical-surgical patient set		2007	asset no longer valid
Geriatric rehabilitation : a textbook for the physical therapist assistant		2010	asset no longer valid
Child neurology	7th	2006	asset no longer valid
Sleisenger & Fordtran's gastrointestinal and liver disease : pathophysiology, diagnosis, management v.1	8th	2006	asset no longer valid
Sleisenger & Fordtran's gastrointestinal and liver disease : pathophysiology, diagnosis, management v.2	8th	2006	asset no longer valid
Textbook of integrative mental health care		2007	asset no longer valid
Pharmacology : a patient-centered nursing process approach	8th	2015	asset no longer valid
Pharmacotherapeutics : clinical reasoning in primary care	2nd	2008	asset no longer valid
Nutrition and diet therapy for nurses		2011	asset no longer valid
Nutrition & diet therapy	5th	2011	asset no longer valid
Clinical drug therapy : rationales for nursing practice	8th	2007	asset no longer valid
Study guide to accompany Focus on nursing pharmacology, fifth edition	5th	2009	asset no longer valid
Focus on nursing pharmacology	5th	2011	asset no longer valid
Fundamentals of sports injury management	2nd	2003	asset no longer valid
The complete stories	5th	2014	asset no longer valid
Nutritional foundations and clinical applications : a nursing approach	5th	2012	asset no longer valid
ABC of kidney disease		2007	asset no longer valid
Metabolic aspects of chronic liver disease		2008	asset no longer valid
Modular cognitive-behavioral therapy for childhood anxiety disorders		2007	asset no longer valid
Nutrition essentials for nursing practice	6th	2010	asset no longer valid
Nutrition & diet therapy	9th	2007	asset no longer valid
Abnormal child and adolescent psychology	7th	2009	asset no longer valid
Eat to live : the amazing nutrient-rich program for fast and sustained weight loss		2011	asset no longer valid
Assessment of childhood disorders	4th	2007	asset no longer valid
CCI handbook : how to become a certified CARE instructor, 2008	13th	2008	asset no longer valid
The mislabeled child : how understanding your child's unique learning style can open the door to success		2006	asset no longer valid
Nutrition essentials and diet therapy	10th	2007	asset no longer valid
Alcoholism, drug addiction, and the road to recovery : life on the edge		2002	asset no longer valid
Nutrition made incredibly easy.	2nd	2007	asset no longer valid
Wound care	5th	2005	asset no longer valid
Handbook of child and adolescent obsessive-compulsive disorder		2007	asset no longer valid
Wound care essentials : practice principles	2nd	2008	asset no longer valid
Treating traumatized children : risk, resilience, and recovery		2009	asset no longer valid
Ethics in professional life : virtues for health and social care		2009	asset no longer valid
Human caring science : a theory of nursing	2nd	2012	asset no longer valid
Theoretical basis for nursing c.2	2nd	2007	asset no longer valid
Healing presence : the essence of nursing		2007	asset no longer valid
Theoretical basis for nursing	2nd	2007	asset no longer valid
The essential guide to nursing practice : applying ANA's scope and standards in practice and education		2012	asset no longer valid
Quality and safety in nursing : a competency approach to improving outcomes		2012	asset no longer valid
Ethics and conflict	2nd	2008	asset no longer valid
Ethical dilemmas & nursing practice c.2	5th	2010	asset no longer valid
Ethics & issues in contemporary nursing	3rd	2008	asset no longer valid
Conduct disorders in childhood and adolescence		2001	asset no longer valid
Diagnosing learning disorders : a neuropsychological framework	2nd	2009	asset no longer valid
Language disorders : a functional approach to assessment and intervention	4th	2004	asset no longer valid
ADHD		2009	asset no longer valid
Attention deficit disorder : the unfocused mind in children and adults		2005	asset no longer valid
Human behavior, learning, and the developing brain. Atypical development		2007	asset no longer valid
Behavior problems in preschool children : clinical and developmental issues	2nd	2006	asset no longer valid
A mind apart : understanding children with autism and Asperger syndrome		2004	asset no longer valid
Autism and the God connection : redefining the autistic experience through extraordinary accounts of spiritual giftedness		2006	asset no longer valid
RN expert guides. Respiratory care.		2008	asset no longer valid

TITLE	Edition	Pub Year	Reason
Critical thinking in respiratory care : a problem-based learning approach		2002	asset no longer valid
Game play : therapeutic use of childhood games	2nd	2001	asset no longer valid
Psychotherapy with infants and young children : repairing the effects of stress and trauma on early attachment		2008	asset no longer valid
Clinical practice of cognitive therapy with children and adolescents : the nuts and bolts		2002	asset no longer valid
Child and adolescent therapy : cognitive-behavioral procedures c.2	3rd	2006	asset no longer valid
Prentice hall nurse's drug guide 2008		2008	asset no longer valid
Ethnic skin and hair		2007	asset no longer valid
The encyclopedia of skin and skin disorders	2nd	2002	asset no longer valid
ADHD & me : what I learned from lighting fires at the dinner table		2007	asset no longer valid
Unlocking the potential of patients with ADHD : a model for clinical practice		2008	asset no longer valid
Encyclopedia of attention deficit hyperactivity disorders		2009	asset no longer valid
Measuring suicidal behavior and risk in children and adolescents		2003	asset no longer valid
Adolescent sleep patterns : biological, social, and psychological influences		2002	asset no longer valid
Color textbook of pediatric dermatology	4th	2007	asset no longer valid
A nurse's guide to presenting and publishing : dare to share		2008	asset no longer valid
Indian medicinal plants : an illustrated dictionary		2007	asset no longer valid
Medicating modern America : prescription drugs in history		2007	asset no longer valid
Popular medicines : an illustrated history		2008	asset no longer valid
Genetics and sports		2009	asset no longer valid
Intravenous medications : a handbook for nurses and health professionals	28th	2011	asset no longer valid
The Merck manual of diagnosis and therapy.	18th	2006	asset no longer valid
Autism spectrum disorders in infants and toddlers : diagnosis, assessment, and treatment c.2		2008	asset no longer valid
Autism spectrum disorders in infants and toddlers : diagnosis, assessment, and treatment		2008	asset no longer valid
Assessment of autism spectrum disorders		2009	asset no longer valid
Bipolar kids : helping your child find calm in the mood storm		2007	asset no longer valid
Spirituality in nursing : standing on holy ground c.2	4th	2011	asset no longer valid
Working with parents of aggressive children : a practitioner's guide		2000	asset no longer valid
Defeating autism : a damaging delusion		2009	asset no longer valid
Straight A's in nursing pharmacology.	2nd	2008	asset no longer valid
Sports injuries sourcebook	3rd	2007	asset no longer valid
Cosmetic and reconstructive surgery sourcebook	2nd	2007	asset no longer valid
Peels and peeling agents		2006	asset no longer valid
Working safely in health care : a practical guide		2008	asset no longer valid
The xeno chronicles : two years on the frontier of medicine inside Harvard's transplant research lab		2005	asset no longer valid
Beauty junkies : inside our \$15 billion obsession with cosmetic surgery		2006	asset no longer valid
Final exam : a surgeon's reflections on mortality		2007	asset no longer valid
RN expert guides. Neurologic care.		2008	asset no longer valid
Drug games : the International Olympic Committee and the politics of doping, 1960-2008		2010	asset no longer valid
The Mike Tyson story : Lawd Have Mirthy	3rd	1994	asset no longer valid
The active female : health issues throughout the lifespan		2007	asset no longer valid
Nursing2007 dangerous drug interactions.		2007	asset no longer valid
Trauma nursing secrets		2003	asset no longer valid
Injury and trauma sourcebook	1st	2002	asset no longer valid
Practical guide to moderate sedation/analgesia.	2nd	2005	asset no longer valid
Gerontological nursing : scope and standards of practice		2010	asset no longer valid
Medication management in care of older people		2007	asset no longer valid
Annual review of gerontology & geriatrics.		2006	asset no longer valid
Gerontological nursing : competencies for care		2006	asset no longer valid
I.V. therapy made incredibly easy!.	3rd	2006	asset no longer valid
The encyclopedia of elder care : the comprehensive resource on geriatric and social care	2nd	2008	asset no longer valid
Gerontological nursing : competencies for care	2nd	2010	asset no longer valid
Mosby's 2012 nursing drug reference	25th	2012	asset no longer valid
Manual of I.V. therapeutics : evidence-based infusion therapy		2010	asset no longer valid
Manual of I.V. therapeutics		2005	asset no longer valid
Manual of I.V. therapeutics : evidence-based infusion therapy c.2		2010	asset no longer valid
Engaging autism : using the floortime approach to help children relate, communicate, and think		2006	asset no longer valid
Leg ulcer management		2007	asset no longer valid
Artificial cells : biotechnology, nanomedicine, regenerative medicine, blood substitutes, bioencapsulation, cell/stem cell therapy		2007	asset no longer valid
Self-medication and violent behavior		2009	asset no longer valid
Children's anxiety : a contextual approach		2008	asset no longer valid
Antifungal agents : methods and protocols		2005	asset no longer valid
Aromatherapy science : a guide for healthcare professionals		2006	asset no longer valid

TITLE	Edition	Pub Year	Reason
Child and adolescent therapy : cognitive-behavioral procedures	3rd	2006	asset no longer valid
Understanding adolescent health behaviour : a decision making perspective		2009	asset no longer valid
Adolescent self-injury : a comprehensive guide for counselors and health care professionals		2007	asset no longer valid
Bleeding to ease the pain : cutting, self-injury, and the adolescent search for self		2007	asset no longer valid
Musculoskeletal ultrasound : the essentials		1996	asset no longer valid
Recipes for arthritis health		2003	asset no longer valid
Healing presence : the essence of nursing	2nd	2011	asset no longer valid
Burn trauma : management and nursing care	2nd	2002	asset no longer valid
Burn unit : saving lives after the flames		2004	asset no longer valid
Wound care made incredibly easy!	2nd	2007	asset no longer valid
CT of the head and spine		2001	asset no longer valid
TEMAS (Tell-Me-A-Story) assessment in multicultural societies		2007	asset no longer valid
Reclaiming our children : a healing solution for a nation in crisis		2000	asset no longer valid
Mental health and emerging adulthood among homeless young people		2009	asset no longer valid
Food, medicine, and the quest for good health : nutrition, medicine, and culture		2009	asset no longer valid
Handbook of preschool mental health : development, disorders, and treatment		2006	asset no longer valid
Childhood mental health disorders : evidence base and contextual factors for psychosocial, psychopharmacological, and combined interventions		2008	asset no longer valid
Handbook of adolescent behavioral problems : evidence-based approaches to prevention and treatment		2005	asset no longer valid
Handbook of infant mental health	2nd	2005	asset no longer valid
Abnormal child psychology : a developmental perspective		2009	asset no longer valid
Psychodiagnostic assessment of children : dimensional and categorical approaches		2006	asset no longer valid
2014 nurse's drug handbook.	13th	2014	asset no longer valid
Goodman & Gilman's the pharmacological basis of therapeutics.	11th	2006	asset no longer valid
Emotion and psychopathology : bridging affective and clinical science		2007	asset no longer valid
Principles of multicultural counseling and therapy		2008	asset no longer valid
Intersections of multiple identities : a casebook of evidence-based practices with diverse populations		2009	asset no longer valid
Psychological masquerade : distinguishing psychological from organic disorders	3rd	2007	asset no longer valid
The mark of shame : stigma of mental illness and an agenda for change		2007	asset no longer valid
Evidence-based psychotherapy : where practice and research meet		2006	asset no longer valid
Evidence-based practices in mental health : debate and dialogue on the fundamental questions		2006	asset no longer valid
Evidence-based practices in mental health : debate and dialogue on the fundamental questions c.2		2006	asset no longer valid
Practicing counseling and psychotherapy : insights from trainees, supervisors, and clients		2008	asset no longer valid
Nursing diagnoses in psychiatric nursing : care plans and psychotropic medications	8th	2011	asset no longer valid
Essentials of psychiatric mental health nursing : concepts of care in evidence-based practice	7th	2017	asset no longer valid
Psychiatric mental health nursing	5th	2012	asset no longer valid
LPN expert guides, Fluids & electrolytes.		2007	asset no longer valid
Portable fluids & electrolytes.		2008	asset no longer valid
Fluids and electrolytes with clinical applications : a programmed approach	8th	2010	asset no longer valid
Fluids and electrolytes demystified	4th	2008	asset no longer valid
Fluids & electrolytes made incredibly easy!	5th	2011	asset no longer valid
ECG interpretation made incredibly easy!	5th	2011	asset no longer valid
EKG plain and simple c.2	3rd	2011	asset no longer valid
ECG in 10 days	2nd	2007	asset no longer valid
Combat stress injury : theory, research, and management		2007	asset no longer valid
Case studies in emotion-focused treatment of depression : a comparison of good and poor outcome		2007	asset no longer valid
Curing depression naturally with Chinese medicine		1998	asset no longer valid
Depression	2nd	2008	asset no longer valid
Understanding personality disorders : an introduction		2007	asset no longer valid
Handbook of personality disorders : theory and practice		2004	asset no longer valid
The dissociative mind		2005	asset no longer valid
Unstrange minds : remapping the world of autism		2007	asset no longer valid
Autism spectrum disorders : psychological theory and research		2007	asset no longer valid
On depression : drugs, diagnosis, and despair in the modern world		2013	asset no longer valid
Personality-guided therapy for depression		2006	asset no longer valid
Experiences of depression : theoretical, clinical, and research perspectives		2004	asset no longer valid
The encyclopedia of phobias, fears, and anxieties	3rd	2008	asset no longer valid
Stuff : compulsive hoarding and the meaning of things		2010	asset no longer valid
Fluids, electrolytes, and acid-base balance	2nd	2007	asset no longer valid
Cardiac arrhythmia management : a practical guide for nurses and allied professionals		2011	asset no longer valid
Hodgkin lymphoma	2nd	2007	asset no longer valid
The genetics of obesity syndromes		2009	asset no longer valid
Fat, fate & disease : why exercise and diet are not enough		2012	asset no longer valid
The nurse's guide to teaching diabetes self-management		2007	asset no longer valid

TITLE	Edition	Pub Year	Reason
Clinical cases in fluid and electrolyte balance : an acute care approach		2009	asset no longer valid
Asperger syndrome		2000	asset no longer valid
Skillmasters. Expert ECG interpretation.	2nd	2007	asset no longer valid
Fluids & electrolytes : an incredibly easy! pocket guide.	2nd	2010	asset no longer valid
Substance use disorders : a practical guide	2nd	2007	asset no longer valid
Respiratory disease : a case study approach to patient care	3rd	2007	asset no longer valid
Vasculitis in clinical practice		2010	asset no longer valid
Venous thromboembolism : a nurse's guide to prevention and management		2010	asset no longer valid
Venous thromboembolism : a nurse's guide to prevention and management c.2		2010	asset no longer valid
ABC of hypertension		2007	asset no longer valid
Contributions toward evidence-based psychocardiology : a systematic review of the literature		2007	asset no longer valid
ACLS review made incredibly easy.		2007	asset no longer valid
The trauma spectrum : hidden wounds and human resiliency		2005	asset no longer valid
Shy children, phobic adults : nature and treatment of social anxiety disorder	2nd	2007	asset no longer valid
Treating complex traumatic stress disorders : an evidence-based guide		2009	asset no longer valid
Trauma psychology : issues in violence, disaster, health, and illness v.2		2007	asset no longer valid
100 questions & answers about alcoholism		2007	asset no longer valid
Pedophilia and sexual offending against children : theory, assessment, and intervention		2008	asset no longer valid
Human sexuality and its problems	3rd	2009	asset no longer valid
Bad men do what good men dream : a forensic psychiatrist illuminates the darker side of human behavior		2008	asset no longer valid
Disorders of the self : a personality-guided approach		2007	asset no longer valid
Transcending trauma : survival, resilience and clinical implications in survivor families		2012	asset no longer valid
Feeling queer or queer feelings? : radical approaches to counselling sex, sexualities and genders		2008	asset no longer valid
Cognitive-behavioral therapy for deaf and hearing persons with language and learning challenges		2009	asset no longer valid
Trauma psychology : issues in violence, disaster, health, and illness v.1		2007	asset no longer valid
The complete manual of things that might kill you : a guide to self-diagnosis for hypochondriacs		2007	asset no longer valid
Eating disorders sourcebook : basic consumer health information about anorexia nervosa, bulimia nervosa, binge eating, compulsive exercise, female athlete triad, and other eating disorders ...	2nd	2007	asset no longer valid
Alzheimer disease sourcebook : basic consumer health information about Alzheimer disease, other dementias, and related disorders ...	4th	2008	asset no longer valid
Fast facts for dementia care : what nurses need to know in a nutshell		2012	asset no longer valid
The art of dementia care		2008	asset no longer valid
Atlas of Alzheimer's disease		2007	asset no longer valid
The dementias 2		2007	asset no longer valid
100 questions and answers about bipolar (manic-depressive) disorder		2007	asset no longer valid
Divided minds : twin sisters and their journey through schizophrenia		2005	asset no longer valid
The encyclopedia of schizophrenia and other psychotic disorders	3rd	2007	asset no longer valid
The psychospiritual clinician's handbook : alternative methods for understanding and treating mental disorders		2005	asset no longer valid
Outside the walls of the asylum : the history of care in the community 1750-2000 c.2		1999	asset no longer valid
The lives they left behind : suitcases from a state hospital attic c.2		2008	asset no longer valid
Ten days in a mad-house		2008	asset no longer valid
Advances in clinical cognitive science : formal modeling of processes and symptoms		2007	asset no longer valid
What is mental illness?		2011	asset no longer valid
Psychiatry in medical practice	3rd	2008	asset no longer valid
Cognitive behaviour therapy for acute inpatient mental health units : working with clients, staff and the milieu c.2		2009	asset no longer valid
Being in love : therapeutic pathways through psychological obstacles to love		2008	asset no longer valid
Práctica de la terapia matrimonial concentrada emocionalmente : creando conexiones	2nd	2007	asset no longer valid
Brain-disabling treatments in psychiatry : drugs, electroshock, and the psychopharmaceutical complex	2nd	2008	asset no longer valid
Boundaries in psychotherapy : ethical and clinical explorations		2007	asset no longer valid
Manual of psychiatric nursing skills		2012	asset no longer valid
Foundations of Psychiatric Mental Health Nursing: A Clinical Approach	6th	2010	asset no longer valid
Contemporary directions in psychopathology : scientific foundations of the DSM-V and ICD-11		2010	asset no longer valid
Abnormal psychology : core concepts	2nd	2011	asset no longer valid
Mental health in a multi-ethnic society : a multidisciplinary handbook	2nd	2009	asset no longer valid
Contemporary topics in women's mental health : global perspectives in a changing society		2009	asset no longer valid
Psychiatry in long-term care	2nd	2009	asset no longer valid
Divorced, without children : solution focused therapy with women at midlife		2008	asset no longer valid
Women's cancers : pathways to healing : a patient's guide to dealing with cancer and abnormal smears		2009	asset no longer valid
Prostate cancer : a patient's guide to treatment		2004	asset no longer valid
Hope & healing for your breast cancer journey : surviving and thriving during and after your diagnosis and treatment		2012	asset no longer valid

TITLE	Edition	Pub Year	Reason
100 questions & answers about advanced and metastatic breast cancer		2012	asset no longer valid
Breast cancer survival manual : a step-by-step guide for the woman with newly diagnosed breast cancer		2012	asset no longer valid
Dx/Rx : breast cancer	2nd	2012	asset no longer valid
The Mayo Clinic breast cancer book		2012	asset no longer valid
Psychiatric nursing care plans	5th	2007	asset no longer valid
Supervision for mental health care		2020	asset no longer valid
The Gale encyclopedia of neurological disorders v.2		2005	asset no longer valid
Second-order change in psychotherapy : the golden thread that unifies effective treatments		2007	asset no longer valid
Dialogues on difference : studies of diversity in the therapeutic relationship		2007	asset no longer valid
Motivational interviewing in the treatment of psychological problems		2008	asset no longer valid
People in crisis : clinical and diversity perspectives	6th	2009	asset no longer valid
Psychiatry, psychoanalysis, and the new biology of mind		2005	asset no longer valid
Articulation and phonological disorders : speech sound disorders in children	6th	2009	asset no longer valid
The handbook for evidence-based practice in communication disorders		2007	asset no longer valid
Language disorders across the lifespan	2nd	2007	asset no longer valid
ECG interpretation.		2008	asset no longer valid
Introduction to basic cardiac dysrhythmias	4th	2009	asset no longer valid
EKG plain and simple	3rd	2011	asset no longer valid
Nursing the cardiac patient		2011	asset no longer valid
Integrative cardiology : complementary and alternative medicine for the heart		2007	asset no longer valid
The end of diabetes : the eat to live plan to prevent and reverse diabetes		2013	asset no longer valid
Complementary & alternative medicine (CAM) supplement use in people with diabetes : a clinician's guide ; chemical constituents, mechanism of action, adverse effects, and drug interactions for 36 commonly used supplements		2007	asset no longer valid
Riding the diabetes rollercoaster : a new approach for health professionals, patients, and carers		2007	asset no longer valid
Atlas of diabetes mellitus	3rd	2007	asset no longer valid
Insight in psychotherapy		2007	asset no longer valid
Making diagnosis meaningful : enhancing evaluation and treatment of psychological disorders		1998	asset no longer valid
In our clients shoes : theory and techniques of therapeutic assessment		2007	asset no longer valid
Assessment in speech-language pathology : a resource manual	4th	2008	asset no longer valid
Milton H. Erickson, M.D. : an American healer		2006	asset no longer valid
Neuroscience at a glance	3rd	2008	asset no longer valid
Confronting hereditary breast and ovarian cancer : identify your risk, understand your options, change your destiny		2012	asset no longer valid
Breast cancer sourcebook : basic consumer health information about the prevalence, risk factors, and symptoms of breast cancer ...	4th	2012	asset no longer valid
Living proof : a medical mutiny		2002	asset no longer valid
Clinical breast imaging : a patient focused teaching file		2007	asset no longer valid
Rethinking the DSM : a psychological perspective		2002	asset no longer valid
DSM-IV-TR in action		2002	asset no longer valid
Diagnostic and statistical manual of mental disorders : DSM-IV.	4th	1994	asset no longer valid
Head injury recovery in real life		2010	asset no longer valid
Cortical oscillations in health and disease		2010	asset no longer valid
Parkinson's disease : a complete guide for patients and families	2nd	2007	asset no longer valid
Multiple sclerosis sourcebook : basic consumer health information about multiple sclerosis (MS) and its effects on mobility, vision, bladder function, speech, swallowing, and cognition, including facts about risk factors, causes, diagnostic procedures, pain management, drug treatments, and physical and occupational therapies ...	1st	2007	asset no longer valid
Complementary and alternative treatments in mental health care		2007	asset no longer valid
Practicum & internship : textbook and resource guide for counseling and psychotherapy	4th	2009	asset no longer valid
Lifestyle changes : a clinician's guide to common events, challenges, and options		2008	asset no longer valid
Complementary and alternative medicine and multiple sclerosis	2nd	2007	asset no longer valid
Neuroscience nursing : evidence-based practice		2011	asset no longer valid
Neuroscience nursing : a spectrum of care	3rd	2008	asset no longer valid
NeuroAnalysis : bridging the gap between neuroscience, psychoanalysis, and psychiatry		2008	asset no longer valid
The person with HIV/AIDS : nursing perspectives	4th	2010	asset no longer valid
Allergies sourcebook : basic consumer health information about allergic disorders, such as anaphylaxis ...	3rd	2007	asset no longer valid
Allergic diseases : diagnosis and treatment	3rd	2007	asset no longer valid
Diagnosis and evaluation in speech pathology	7th	2008	asset no longer valid
The handbook of clinical linguistics		2008	asset no longer valid
A dented image : journeys of discovery from subarachnoid haemorrhage		2008	asset no longer valid
Attention deficit disorder : practical coping mechanisms	2nd	2007	asset no longer valid
Amyotrophic lateral sclerosis : a guide for patients and families	3rd	2009	asset no longer valid
My stroke of insight : a brain scientist's personal journey		2008	asset no longer valid
Pediatric nursing procedures	2nd	2008	asset no longer valid
Care work : the quest for security		2001	asset no longer valid
Oxford handbook of cardiac nursing		2007	asset no longer valid
Abuse during pregnancy : a protocol for prevention and intervention	3rd	2007	asset no longer valid

TITLE	Edition	Pub Year	Reason
Pathophysiology of disease : an introduction to clinical medicine	7th	2014	asset no longer valid
Luckmann's core principles and practice of medical-surgical nursing		1996	asset no longer valid
Medical-surgical nursing : clinical management for continuity of care	5th	1997	asset no longer valid
Critical care nursing : a holistic approach		1997	asset no longer valid
Alexander's care of the patient in surgery		1999	asset no longer valid
Study guide to accompany Understanding medical-surgical nursing		1999	asset no longer valid
The professional practice of nursing administration		2000	asset no longer valid
Nursing diagnosis handbook : a guide to planning care	4th	1999	asset no longer valid
Procedure checklists to accompany Craven & Hirnie's Fundamentals of nursing : human health and function	3rd	2000	asset no longer valid
Handbook of nurse anesthesia	2nd	2001	asset no longer valid
Clinical companion to accompany Health assessment & physical examination	2nd	2002	asset no longer valid
Delmar's clinical nursing skills & concepts		2003	asset no longer valid
Student workbook for Understanding medical-surgical nursing	2nd	2003	asset no longer valid
Delmar's advanced nursing skills DVD-ROM		2004	asset no longer valid
Wong's essentials of pediatric nursing		2005	asset no longer valid
Child health nursing		2007	asset no longer valid
Taylor's clinical nursing skills : a nursing process approach	2nd	2008	asset no longer valid
Prioritization, delegation, and assignment : practice exercises for the NCLEX examination	2nd	2011	asset no longer valid

TITLE	Edition	Pub Year	Reason
Construction management : emerging trends and technologies		2010	asset no longer valid
Energy and transportation, small engines		1976	asset no longer valid
The Reader's adviser : a layman's guide to literature v.1	13th	1988	asset no longer valid
The Reader's adviser : a layman's guide to literature v.2	13th	1988	asset no longer valid
The Reader's adviser : a layman's guide to literature v.3	13th	1988	asset no longer valid
The Reader's adviser : a layman's guide to literature v.4	13th	1988	asset no longer valid
The Reader's adviser : a layman's guide to literature v.5	13th	1988	asset no longer valid
The Reader's adviser : a layman's guide to literature v.6	13th	1988	asset no longer valid
Small air-cooled engines service manual.	15th	1986	asset no longer valid
Control system applications	2nd	2000	asset no longer valid
Automatic control systems	8th	2003	asset no longer valid
Beyond human : living with robots and cyborgs		2008	asset no longer valid
Mechanisms and mechanical devices sourcebook	3rd	2001	asset no longer valid
The PIC microcontroller : your personal introductory course	3rd	2005	asset no longer valid
Dictionary of energy efficiency technologies		2004	asset no longer valid
Dictionary of engineering materials		2004	asset no longer valid
Fundamentals of engineering : FE/EIT exam preparation.		2016	asset no longer valid
Mechatronic systems, sensors, and actuators : fundamentals and modeling v.1	2nd	2008	asset no longer valid
Mechatronic systems, sensors, and actuators : fundamentals and modeling v.2	2nd	2008	asset no longer valid
Dictionary of energy		2006	asset no longer valid
New developments in hazardous materials research		2006	asset no longer valid
Site characterization : sampling and analysis		2002	asset no longer valid
Mechatronics : principles and applications		2005	asset no longer valid
Materials and mechanical engineering : recent trends		2008	asset no longer valid
Programming 16-bit PIC microcontrollers in C : learning to fly the PIC 24		2007	asset no longer valid
Applied digital control : theory, design, and implementation	2nd	2006	asset no longer valid
Audel automated machines and toolmaking	5th	2004	asset no longer valid
Flesh and machines : how robots will change us		2002	asset no longer valid
Robotics : a reference guide to the new technology		2007	asset no longer valid
Building construction cost data, 2006	64th	2006	asset no longer valid
Introduction to mechatronics and measurement systems	3rd	2007	asset no longer valid
Introduction to mechatronics and measurement systems	3rd	2007	asset no longer valid
Mechatronics : an introduction		2006	asset no longer valid
Green building materials : a guide to product selection and specification	2nd	2006	asset no longer valid
Basic hazardous waste management	3rd	2001	asset no longer valid
New research on hazardous materials		2007	asset no longer valid
Environmental technologies handbook		2005	asset no longer valid
The book of inventions		2004	asset no longer valid
Land development handbook : planning, engineering, and surveying	3rd	2008	asset no longer valid
How to make patent drawings yourself		1999	asset no longer valid
MIS ²		2012	asset no longer valid
Transportation engineering basics	2nd	2001	asset no longer valid
Corrosion tests and standards : application and interpretation	2nd	2005	asset no longer valid
Electromagnetic testing	3rd	2004	asset no longer valid
Schaum's outline of theory and problems of statics and strength of materials		1983	asset no longer valid
Firefighter exams	6th	2009	asset no longer valid
Digital electronics : principles & applications	7th	2008	asset no longer valid
Digital electronics : a practical approach	6th	2002	asset no longer valid
Antenna theory : analysis and design	3rd	2005	asset no longer valid
Fluency with information technology : skills, concepts, & capabilities	2nd	2006	asset no longer valid
International resources guide to hazardous chemicals		2003	asset no longer valid
Reinforced concrete design	7th	2007	asset no longer valid
Geotechnical and geoenvironmental engineering handbook		2001	asset no longer valid
Fundamentals of electrochemical corrosion		2000	asset no longer valid
Unsaturated soils		2003	asset no longer valid
Dictionary of agricultural and environmental science		2003	asset no longer valid
Dictionary of agricultural and environmental science		2003	asset no longer valid
Safety and environmental management	2nd	2007	asset no longer valid
Fluid mechanics	4th	1996	asset no longer valid
Nanotechnology : environmental implications and solutions		2005	asset no longer valid
The reliability data handbook		2005	asset no longer valid
McGraw-Hill dictionary of materials science.		2003	asset no longer valid
Dynamics study pack : chapter reviews, free body diagram workbook, problems website		2007	asset no longer valid
New trends in lasers and electro-optics research		2008	asset no longer valid
Schaum's outline of theory and problems of finite element analysis	2nd	1994	asset no longer valid
Vector mechanics for engineers	8th	2007	asset no longer valid
The Google story c.2		2005	asset no longer valid
Corrosion : understanding the basics		2000	asset no longer valid
GPS satellite surveying	3rd	2004	asset no longer valid
McGraw-Hill dictionary of engineering.	2nd	2003	asset no longer valid

TITLE	Edition	Pub Year	Reason
Probability & statistics for engineers & scientists	8th	2007	asset no longer valid
Beam : the race to make the laser		2005	asset no longer valid
Watching the traffic go by : transportation and isolation in urban America		2006	asset no longer valid
Technical communication c.2	8th	2007	asset no longer valid
Technical communication	10th	2012	asset no longer valid
An Encyclopaedia of the history of technology		1996	asset no longer valid
How to write and publish a scientific paper c.2	7th	2011	asset no longer valid
How to write and publish a scientific paper c.3	7th	2011	asset no longer valid
Dictionary of water and waste management	2nd	2005	asset no longer valid
Boundary element methods in engineering and sciences		2011	asset no longer valid
The ancient engineers.		1974	asset no longer valid
Why things break : understanding the world by the way it comes apart c.2		2003	asset no longer valid
Electrical principles		2003	asset no longer valid
Mathematics for electricity and electronics	2nd	2001	asset no longer valid
Schaum's outline of theory and problems of electric circuits	3rd	1997	asset no longer valid
Teaching with wikis, blogs, podcasts & more		2010	asset no longer valid
Electrical principles	2nd	2012	asset no longer valid
Electrician-electrician's helper		1991	asset no longer valid
Electronic devices and circuits	6th	2004	asset no longer valid
Fundamentals of electric circuits	3rd	2007	asset no longer valid
Milady's standard comprehensive training for estheticians		2003	asset no longer valid
Providing library services for distance education students : a how-to-do-it manual		2001	asset no longer valid
E-journals : a how-to-do-it manual for building, managing, and supporting electronic journal cc		2005	asset no longer valid
Human resources management and supervision : competency guide		2007	asset no longer valid
Inventory and purchasing : competency guide		2007	asset no longer valid
Restaurant marketing : competency guide		2007	asset no longer valid
Hospitality marketing management	4th	2006	asset no longer valid
NRAEF ManageFirst customer service : competency guide		2007	asset no longer valid
The restaurant start-up guide : a 12-month plan for successfully starting a restauran	2nd	2001	asset no longer valid
Controlling foodservice costs : competency guide		2007	asset no longer valid
ManageFirst nutrition : competency guide.		2007	asset no longer valid
Milady's standard preparing for the practical exam : cosmetology		2004	asset no longer valid
Milady's standard comprehensive training for estheticians student workbook		2004	asset no longer valid
Thesaurus of psychological index terms	11th	2007	asset no longer valid
Using the Internet as a reference tool : a how-to-do-it manual for librarians		2001	asset no longer valid
Defusing the angry patron : a how-to-do-it manual for librarians and paraprofessionals		2000	asset no longer valid
Cultural programming for libraries : linking libraries, communities, and culture		2005	asset no longer valid
Technology and literacy : 21st century library programming for children and teens		2012	asset no longer valid
A to zoo. Supplement to the 7th edition	7th	2008	asset no longer valid
New perspectives on Microsoft Word 2010 : introductory		2011	asset no longer valid
Microsoft Word 2010 : illustrated brief		2011	asset no longer valid
Countdown to a new library : managing the building project		2000	asset no longer valid
ManageFirst® food production : competency guide		2007	asset no longer valid
ASVAB : the Armed Services Vocational Aptitude Battery.	10th	2013	asset no longer valid
Brando!		1973	asset no longer valid
Essentials of circuit analysis		2004	asset no longer valid
Electronic devices and circuit theory	8th	2002	asset no longer valid
Digital fundamentals : a systems approach		2013	asset no longer valid
Wired : musicians' home studios : tools & techniques of the musical mavericks		2004	asset no longer valid
Digital fundamentals		2015	asset no longer valid
Electronic devices : a design approach.		2004	asset no longer valid
Electronic devices	7th	2005	asset no longer valid
Linear integrated circuit applications using Electronic Workbench : hardware and simulation e		2000	asset no longer valid
Digital design with CPLD applications and VHDL	2nd	2005	asset no longer valid
Chemical process equipment : selection and design	2nd	2005	asset no longer valid
Chemical process design and integration		2005	asset no longer valid
The live sound manual		2002	asset no longer valid
Digital home recording : tips, techniques, and tools for home studio production		2003	asset no longer valid
Principles of food science		2007	asset no longer valid
Handbook of human factors in Web design		2005	asset no longer valid
Drive right	10th	2007	asset no longer valid
Recording on a budget : how to make great audio recordings without breaking the bank		2011	asset no longer valid
The complete Pro Tools handbook		2003	asset no longer valid
Checklist of library building design considerations	5th	2009	asset no longer valid
Resume writing and interviewing techniques that work : a how-to-do-it manual for librarians		2006	asset no longer valid
Libraries designed for users : a 21st century guide		2002	asset no longer valid
Empowering your library : a guide to improving service, productivity, & participation		2003	asset no longer valid
Demonstrating results : using outcome measurement in your library		2006	asset no longer valid
Creating policies for results : from chaos to clarity		2003	asset no longer valid
Biotechnology : an introduction	2nd	2005	asset no longer valid

TITLE	Edition	Pub Year	Reason
Bioenergy		2008	asset no longer valid
Analog recording : using analog gear in today's home studio		2006	asset no longer valid
Milady's standard comprehensive training for estheticians leader's manual.		2003	asset no longer valid
Popular series fiction for middle school and teen readers : a reading and selection guide		2009	asset no longer valid
Censorship and selection : issues and answers for schools	3rd	2001	asset no longer valid
The visible librarian : asserting your value with marketing and advocacy		2003	asset no longer valid
School & public libraries : developing the natural alliance		2003	asset no longer valid
Beyond the internet : successful research strategies		2007	asset no longer valid
Reference and information services in the 21st century : an introduction		2006	asset no longer valid
Encoding across frontiers		2005	asset no longer valid
The RDA primer : a guide for the occasional cataloger		2010	asset no longer valid
Literacy, access, and libraries among the language minority community		2002	asset no longer valid
Nonfiction reader's advisory		2004	asset no longer valid
The short story readers' advisory : a guide to the best		2000	asset no longer valid
Chemical and biological warfare : a reference handbook		2003	asset no longer valid
Chemical and biological warfare : the cruelest weapons		2000	asset no longer valid
Biological warfare and disarmament : new problems/new perspectives		2002	asset no longer valid
Digital calligraphy		2003	asset no longer valid
A better pencil : readers, writers, and the digital revolution c.2		2009	asset no longer valid
Chemical and biological warfare : a reference handbook	2nd	2007	asset no longer valid
Using Joomla		2010	asset no longer valid
Hospitality facilities management and design	3rd	2006	asset no longer valid
Fast food nation : the dark side of the all-American meal		2001	asset no longer valid
Fast food nation : the dark side of the all-American meal		2002	asset no longer valid
New on the job : a school library media specialist's guide to success		2007	asset no longer valid
Outstanding library service to children : putting the core competencies to work		2006	asset no longer valid
Libraries, mission & marketing : writing mission statements that work		2004	asset no longer valid
Identifying and analyzing user needs		2001	asset no longer valid
From the Army to college : transitioning from the service to higher education c.2		2015	asset no longer valid
Homeland security : protecting America's targets v.3		2006	asset no longer valid
Homeland security : protecting America's targets v.2		2006	asset no longer valid
Homeland security : protecting America's targets v.1		2006	asset no longer valid
Career opportunities in biotechnology and drug development		2008	asset no longer valid
Ane's illustrated dictionary of biotechnology		2009	asset no longer valid
Genetic engineering : a reference handbook	2nd	2006	asset no longer valid
Modern digital electronics		2008	asset no longer valid
Electronic design : from concept to reality	4th	2002	asset no longer valid
Op amps and linear integrated circuits : theory and application		2000	asset no longer valid
MaximumPC guide to extreme PC mods		2005	asset no longer valid
The art and science of ultrawideband antennas		2005	asset no longer valid
The biomass assessment handbook : bioenergy for a sustainable environment		2007	asset no longer valid
2009 photographer's market	32nd	2008	asset no longer valid
Handbook of photography	5th	2001	asset no longer valid
The Weibull analysis handbook	2nd	2006	asset no longer valid
Digital photo madness : 50 weird & wacky things to do with your digital camera		2006	asset no longer valid
The ultimate field guide to photography.		2006	asset no longer valid
The design of future things		2007	asset no longer valid
Food biotechnology : current issues and perspectives		2003	asset no longer valid
Densification of biomass		2008	asset no longer valid
New research on biofuels		2008	asset no longer valid
CCNA voice portable command guide		2013	asset no longer valid
Genetically modified foods : debating biotechnology		2002	asset no longer valid
Applied hydro-aeromechanics in oil and gas drilling		2010	asset no longer valid
Sustainable nuclear power		2007	asset no longer valid
Interconnecting Cisco network devices. Part 1 (ICND1) foundation learning guide		2013	asset no longer valid
Information retrieval : implementing and evaluating search engines		2010	asset no longer valid
B I O evolution : how biotechnology is changing our world		2003	asset no longer valid
Understanding renewable energy systems		2005	asset no longer valid
Dictionary of oil, gas, and petrochemical processing		2014	asset no longer valid
High frequency techniques : an introduction to RF and microwave engineering		2004	asset no longer valid
Power electronics and motor drives	2nd	2011	asset no longer valid
The industrial electronics handbook	2nd	2011	asset no longer valid
Electronics mathematics	2nd	2002	asset no longer valid
Computer networks : a systems approach	4th	2007	asset no longer valid
Implementing Cisco IP routing (ROUTE) : CCNP ROUTE 300-101		2015	asset no longer valid
Food, nutrition and sports performance II		2004	asset no longer valid
Interconnecting Cisco Network devices. Part 2, (ICND2) : foundation learning guide	4th	2014	asset no longer valid
Implementing Cisco IOS network security (IINS) : foundation learning guide	2nd	2013	asset no longer valid
CompTIA network+ exam guide	4th	2009	asset no longer valid
Data and computer communications	8th	2007	asset no longer valid

TITLE	Edition	Pub Year	Reason
The industrial electronics handbook. Industrial communication systems	2nd	2011	asset no longer valid
Mrs. Beeton's book of household management		2000	asset no longer valid
Milady's standard comprehensive training for estheticians exam review		2003	asset no longer valid
Milady's standard comprehensive training for estheticians exam review c.2		2003	asset no longer valid
Nancy Clark's sports nutrition guidebook	4th	2008	asset no longer valid
The public library start-up guide		2004	asset no longer valid
Whither the postmodern library? : libraries, technology, and education in the information age		2000	asset no longer valid
Maximizing the one-shot : connecting library instruction with the curriculum		2015	asset no longer valid
The complete guide to acquisitions management		2003	asset no longer valid
Open your own bed & breakfast		2001	asset no longer valid
Restaurant operations management : principles and practices.		2006	asset no longer valid
Marketing for hospitality and tourism	4th	2006	asset no longer valid
Collection development for a new century in the school library media center		2002	asset no longer valid
Martha Stewart's homekeeping handbook : the essential guide to caring for eveything in your		2006	asset no longer valid
Fuel cell systems explained	2nd	2003	asset no longer valid
The analysis and design of linear circuits: laplace early	4th	2004	asset no longer valid
Circuits		2010	asset no longer valid
Circuits c.2		2010	asset no longer valid
Electric motors and motor controls	2nd	2007	asset no longer valid
Electronics		2019	asset no longer valid
Power system analysis	2nd	2002	asset no longer valid
Fundamentals of telecommunications	2nd	2005	asset no longer valid
Modern electronic communication	9th	2008	asset no longer valid
Foundations of analog and digital electronic circuits		2005	asset no longer valid
Mathematics applied to electronics	5th	2001	asset no longer valid
100 science words every college graduate should know : the 100 words		2006	asset no longer valid
The best American science writing, 2011		2011	asset no longer valid
The best American science writing 2005		2005	asset no longer valid
The best American science writing, 2010		2010	asset no longer valid
The best American science writing 2006		2006	asset no longer valid
The American heritage student science dictionary.		2002	asset no longer valid
College physics	9th	2012	asset no longer valid
Hazardous laboratory chemicals disposal guide	3rd	2003	asset no longer valid
Dictionary of astronomy		1997	asset no longer valid
Barron's SAT subject test : Physics.	9th	2007	asset no longer valid

TITLE	Edition	Pub Year	Reason
Moral man and immoral society : a study in ethics and politics		2001	asset no longer valid
The culture of morality : social development, context, and conflict		2002	asset no longer valid
The quest for cosmic justice		1999	asset no longer valid
The sociology of deviance : differences, tradition, and stigma		2009	asset no longer valid
Fronteras no más : toward social justice at the U.S.-Mexico border		2002	asset no longer valid
The relativity of deviance		2000	asset no longer valid
Readings in deviant behavior	2nd	2001	asset no longer valid
Guns in American society : an encyclopedia of history, politics, culture, and the law v.2		2002	asset no longer valid
Resisting the virtual life : the culture and politics of information		1995	asset no longer valid
Lessons of criminology		2002	asset no longer valid
The politics of sin : drugs, alcohol, and public policy		1994	asset no longer valid
The refused : the agony of the Indochina refugees		1981	asset no longer valid
The social atom : why the rich get richer, cheaters get caught, and your neighbor usually looks like you		2007	asset no longer valid
Society online : the Internet in context		2004	asset no longer valid
The control revolution : how the Internet is putting individuals in charge and changing the world we know		1999	asset no longer valid
The digital sublime : myth, power, and cyberspace		2005	asset no longer valid
Gender and welfare state regimes		1999	asset no longer valid
Men who believe in feminism		2002	asset no longer valid
Wedding ceremonies : planning your special day		1993	asset no longer valid
You may ask yourself : an introduction to thinking like a sociologist	5th	2017	asset no longer valid
Antisocial behavior : personality disorders from hostility to homicide		1999	asset no longer valid
Deviant behavior	6th	2001	asset no longer valid
For capital punishment : crime and the morality of the death penalty		1979	asset no longer valid
10-minute life lessons for kids : 52 fun and simple games and activities to teach your child trust, honesty, love, and other important values		1998	asset no longer valid
Toddlers and parents: a declaration of independence		1974	asset no longer valid
How to properly plan your 'total' estate with a living trust, without the lawyer's fees : the national living trust kit		2001	asset no longer valid
Mental disability law : cases and materials	2nd	2005	asset no longer valid
Is the fetus a person? : a comparison of policies across the fifty states		2000	asset no longer valid
Divorce and separation		2003	asset no longer valid
Copyright law for librarians and educators : creative strategies and practical solutions		2006	asset no longer valid
Teen rights (and responsibilities) : a legal guide for teens and the adults in their lives		2005	asset no longer valid
Teen privacy rights : a hot issue		2001	asset no longer valid
Constructive divorce : procedural justice and sociological reform		2005	asset no longer valid
Same-sex legal kit for dummies		2012	asset no longer valid
Law for business and personal use	18th	2008	asset no longer valid
Rightfully yours : how to get past-due child support, alimony, and your ex's pension		2002	asset no longer valid
Divorce and money : how to make the best financial decisions during divorce		2004	asset no longer valid
Why Americans hate politics		1991	asset no longer valid
The everything wills & estate planning book : professional advice to safeguard your assets and provide security for your family		2003	asset no longer valid
We the people's guide to estate planning : a do-it-yourself plan for creating a will and living trust		2005	asset no longer valid
Database nation : the death of privacy in the 21st century		2001	asset no longer valid
Invasion of privacy : a reference handbook		2005	asset no longer valid
The politics of moral capital		2001	asset no longer valid
Geopolitics : the geography of international relations	2nd	2009	asset no longer valid
Geopolitics, geography, and strategy		1999	asset no longer valid
Understanding the political world : a comparative introduction to political science	9th	2009	asset no longer valid
How to plan your 'total' estate with a will & living will, without the lawyer's fees : the American will kit, usable in all 50 states	3rd	2005	asset no longer valid
Women's legal guide		1996	asset no longer valid
Computer and Internet use on campus : a legal guide to issues of intellectual property, free speech, and privacy		2001	asset no longer valid
The entrepreneur's guide to business law	3rd	2008	asset no longer valid
The 90 second lawyer : answers to common personal and business legal questions		1996	asset no longer valid
Hate speech : the history of an American controversy		1994	asset no longer valid
Hate crimes : criminal law & identity politics		1998	asset no longer valid
Punishing hate : bias crimes under American law		2002	asset no longer valid
Introduction to criminal justice	7th	1996	asset no longer valid
Moral argument, religion, and same-sex marriage : advancing the public good		2009	asset no longer valid
From the closet to the altar : courts, backlash, and the struggle for same-sex marriage c.3		2013	asset no longer valid
Concrete mama : prison profiles from Walla Walla		1981	asset no longer valid
Money talks : speech, economic power, and the values of democracy		2001	asset no longer valid
Copyright in cyberspace 2 : questions and answers for librarians		2005	asset no longer valid

TITLE	Edition	Pub Year	Reason
Child support : your complete guide to collecting, enforcing, or terminating the court's order		2004	asset no longer valid
Quick guide to HIPAA : for the physician's office		2004	asset no longer valid
The new kingmakers		1981	asset no longer valid
The end of the republican era		1995	asset no longer valid
Intellectual property law		2001	asset no longer valid
Employment law in a nutshell	3rd	2009	asset no longer valid
Technology and copyright law : a guidebook for the library, research, and teaching professions	2nd	2007	asset no longer valid
In search of democracy in socialism : history and party consciousness		1981	asset no longer valid
Origins and development of Congress.	2nd	1982	asset no longer valid
How the left can win arguments and influence people : a tactical manual for pragmatic progressives		2001	asset no longer valid
150 best federal jobs		2012	asset no longer valid
Nursing malpractice : sidestepping legal minefields c.2		2003	asset no longer valid
Nursing malpractice : sidestepping legal minefields		2003	asset no longer valid
The Wall Street Journal complete identity theft guidebook : how to protect yourself from the most pervasive crime in America		2007	asset no longer valid
The digital dilemma : intellectual property in the information age		2000	asset no longer valid
Your secrets are my business		2000	asset no longer valid
Interest group politics	3rd	1991	asset no longer valid
The limits of legitimacy : political contradictions of contemporary capitalism		1977	asset no longer valid
Committees in Congress		1990	asset no longer valid
Surviving personal bankruptcy : your guide to the personal, legal, and financial issues		2005	asset no longer valid
The new bankruptcy : will it work for you?		2005	asset no longer valid
Understanding the federal wage & hour laws : what employers must know about the FLSA and its overtime regulations.		2005	asset no longer valid
Fathers' rights : a legal guide to protecting the best interests of your children		2004	asset no longer valid
Legalizing gender inequality : courts, markets, and unequal pay for women in America		1999	asset no longer valid
The end of politics : corporate power and the decline of the public sphere		2001	asset no longer valid
Individual rights reconsidered : are the truths of the U.S. Declaration of Independence lasting?		2001	asset no longer valid
Making votes count : strategic coordination in the world's electoral systems		1997	asset no longer valid
Human rights and societies in transition : causes, consequences, responses		2004	asset no longer valid
The American Bar Association legal guide to home renovation. c.2		2006	asset no longer valid
The American Bar Association legal guide to home renovation.		2006	asset no longer valid
Surviving debt : a guide for consumers		1996	asset no longer valid
Worst-case scenario? : governance, mediation & the security regime		2011	asset no longer valid
Political corruption : concepts & contexts	3rd	2002	asset no longer valid
Sexual harassment in the workplace		2005	asset no longer valid
Black's law dictionary : definitions of the terms and phrases of American and English jurisprudence, ancient and modern	6th	1990	asset no longer valid
Russia's stillborn democracy? : from Gorbachev to Yeltsin		2000	asset no longer valid
Equal employment opportunity law	3rd	1994	asset no longer valid
Fetal rights		2006	asset no longer valid
Job discrimination : how to fight--how to win		1996	asset no longer valid
Sexual harassment on the job : [what it is and how to stop it]	2nd	1995	asset no longer valid
Barron's LSAT Logic Games		2014	asset no longer valid
LSAT 2014 strategies, practice, and review.		2013	asset no longer valid
LSAT reading comprehension : strategies and tactics		2013	asset no longer valid
Nolo's simple will book		1996	asset no longer valid
Legal research : how to find and understand the law.	14th	2007	asset no longer valid
Congressional ethics.	2nd	1980	asset no longer valid
Open secrets : the dollar power of PACs in Congress.		1990	asset no longer valid
Plan ahead : protect your estate and investments		2003	asset no longer valid
Hollow promises : employment discrimination against people with mental disabilities		2002	asset no longer valid
Legal & ethical standards for nurses		2004	asset no longer valid
Genocide in international law : the crimes of crimes		2000	asset no longer valid
Antidiscrimination law and minority employment : recruitment practices and regulatory constraints		1994	asset no longer valid
-and the poor get prison : economic bias in American criminal justice		1996	asset no longer valid
The rich get richer and the poor get prison : ideology, class, and criminal justice	4th	1995	asset no longer valid
Criminal justice technology in the 21st century	2nd	2005	asset no longer valid
The complete estate planning guide		2005	asset no longer valid
Gender, conflict, and peacekeeping		2005	asset no longer valid
New nukes : India, Pakistan, and global nuclear disarmament		2000	asset no longer valid
Politics in Mexico : the decline of authoritarianism	3rd	1999	asset no longer valid
Mandate for change		1993	asset no longer valid
Estate planning and administration : how to maximize assets, minimize taxes, and protect loved ones		2001	asset no longer valid
Democracy on trial c.2		1995	asset no longer valid

TITLE	Edition	Pub Year	Reason
Democracy on trial		1995	asset no longer valid
Careers in focus. Public safety.		2001	asset no longer valid
Making midwives legal : childbirth, medicine, and the law		1996	asset no longer valid
The essential guide to family and medical leave		2007	asset no longer valid
An introduction to the law of employment discrimination	2nd	2001	asset no longer valid
Affirmative action		2002	asset no longer valid
Language on the job : balancing business needs and employee rights		1993	asset no longer valid
Estate and trust planning		2005	asset no longer valid
Evidence-based nursing guide to legal & professional issues.		2009	asset no longer valid
E-government 2003		2003	asset no longer valid
Special education and the law : a guide for practitioners	2nd	2006	asset no longer valid
The EPA : Environmental Protection Agency		2003	asset no longer valid
The making of environmental law		2004	asset no longer valid
Understanding environmental administration and law	3rd	2006	asset no longer valid
Little known but allowable ways to deal with hazardous waste		2000	asset no longer valid
Suing the gun industry : a battle at the crossroads of gun control and mass torts		2005	asset no longer valid
Abortion		1996	asset no longer valid
Child welfare law and practice : representing children, parents, and state agencies in abuse, neglect, and dependency cases		2005	asset no longer valid
Censorship, libraries, and the law		1983	asset no longer valid
Crime on campus : legal issues and campus administration		1995	asset no longer valid
The library's legal answer book		2003	asset no longer valid
Patients' rights in the age of managed health care		2001	asset no longer valid
The state legal guide to complementary & alternative medicine and nursing		2001	asset no longer valid
The TSCA compliance handbook		1996	asset no longer valid
Understanding environmental law	3rd	2013	asset no longer valid
The betrayed profession : lawyering at the end of the twentieth century		1996	asset no longer valid
Smartest prep : guide to LSAT logic games		2014	asset no longer valid
Legal malpractice and other claims against your lawyer		1996	asset no longer valid
Corporate crime under attack : the fight to criminalize business violence	2nd	2006	asset no longer valid
Rights of light	2nd	2007	asset no longer valid
Confronting sexual assault : a decade of legal and social change		1994	asset no longer valid
Nursing law and ethics	3rd	2007	asset no longer valid
Protecting powers : emergency intervention for children's protection		2007	asset no longer valid
Nursing law and ethics	2nd	2002	asset no longer valid
100 cases in clinical ethics and law		2008	asset no longer valid
Rights beyond borders : the global community and the struggle over human rights in China		2000	asset no longer valid
Citizenship today : global perspectives and practices		2001	asset no longer valid
A civil action.		1995	asset no longer valid
International environmental law		2001	asset no longer valid
Law and the language of identity : discourse in the William Kennedy Smith rape trial		2001	asset no longer valid
A concise history of the common law		2001	asset no longer valid
Legal inversions : lesbians, gay men, and the politics of law		1995	asset no longer valid
Discrimination and human rights : the case of racism		2001	asset no longer valid
Law, psychology, and justice : chaos theory and the new (dis)order		2002	asset no longer valid
A world view of criminal justice		2005	asset no longer valid
International criminal law	2nd	2008	asset no longer valid
Linking human rights and the environment		2003	asset no longer valid
Dictionary of law		1999	asset no longer valid
Female genital mutilation : a guide to laws and policies worldwide		2000	asset no longer valid
International instruments related to the prevention and suppression of international terrorism.		2001	asset no longer valid
Sentencing and sanctions in western countries		2001	asset no longer valid
Punishment : theory and practice		1992	asset no longer valid
Drugs and the law : detection, recognition & investigation	3rd	2005	asset no longer valid
HIPAA privacy source book : a collection of practical samples		2004	asset no longer valid
The right to die : policy innovation and its consequences		1992	asset no longer valid
Endings and beginnings : law, medicine, and society in assisted life and death		2000	asset no longer valid
School violence : from discipline to due process		2004	asset no longer valid
Brown v. Board of Education : the challenge for today's schools		1996	asset no longer valid
Forced justice : school desegregation and the law		1995	asset no longer valid
School vouchers		2001	asset no longer valid
School law : cases and concepts		1996	asset no longer valid
Legal rights of teachers and students		2009	asset no longer valid
Gender trials : emotional lives in contemporary law firms		1995	asset no longer valid
Legal information : how to find it, how to use it		1999	asset no longer valid
Gun control		2000	asset no longer valid
The death of common sense : how law is suffocating America		1994	asset no longer valid
Attorney for the damned : a lawyer's life with the criminally insane		1996	asset no longer valid

TITLE	Edition	Pub Year	Reason
Trial and error : the education of a courtroom lawyer		2003	asset no longer valid
The legal culture of northern New Spain, 1700-1810 c.2		2001	asset no longer valid
Discrimination law		2002	asset no longer valid
Dictionary of selected legal terms and maxims		1979	asset no longer valid
Sports law in a nutshell		2005	asset no longer valid
Libraries, the First Amendment, and cyberspace : what you need to know c.2		2000	asset no longer valid
The Constitution of the United States of America as amended : unratified amendments, analytical index		2003	asset no longer valid
The Constitution of the United States of America as amended : unratified amendments, analytical index		2003	asset no longer valid
The sociology book		2015	asset no longer valid
Concrete mama : prison profiles from Walla Walla /		1981	asset no longer valid
I'll quit tomorrow		1990	asset no longer valid
Sociology : exploring the architecture of everyday life, brief edition	5th	2017	asset no longer valid
Sociology : exploring the architecture of everyday life, brief edition	4th	2015	asset no longer valid
Sociology : exploring the architecture of everyday life, brief edition c.2	4th	2015	asset no longer valid
Think sociology		2011	asset no longer valid
Think sociology c.2		2011	asset no longer valid
Think sociology c.3		2011	asset no longer valid
Crime and coercion : an integrated theory of chronic criminality		2000	asset no longer valid
Criminology skills	3rd	2019	asset no longer valid
Deviance + crime : theory, research, and policy	3rd	2005	asset no longer valid
Essentials of sociology : a down-to-earth approach	8th	2009	asset no longer valid
Essentials of sociology : a down-to-earth approach	6th	2006	asset no longer valid
Our social world : condensed	4th	2016	asset no longer valid
The prevention of juvenile delinquency: an experiment		1972	asset no longer valid
Queer in America : sex, the media, and the closets of power		1993	asset no longer valid
Same sex : debating the ethics, science, and culture of homosexuality		1997	asset no longer valid
A natural history of homosexuality		1996	asset no longer valid
Generation ageless : how baby boomers are changing the way we live today--and they're just getting started		2007	asset no longer valid
Exploring social psychology	7th	2015	asset no longer valid
Exploring social psychology c.2	7th	2015	asset no longer valid
Mass media and society	4th	2005	asset no longer valid
Readings in social psychology : general, classic, and contemporary selections	8th	2012	asset no longer valid
Exploring social psychology	5th	2009	asset no longer valid
The new male sexuality		1992	asset no longer valid
The trouble with normal : sex, politics, and the ethics of queer life		2000	asset no longer valid
Sexual (dis)orientation : gender, sex, desire, and self-fashioning		2004	asset no longer valid
Gender issues and sexuality : essential primary sources		2007	asset no longer valid
Transgender nation		1994	asset no longer valid
Dialogues of the sexual revolution		1990	asset no longer valid
The history and sociology of genocide : analyses and case studies		1990	asset no longer valid
What can the federal government do to decrease crime and revitalize communities? : January 5-7, 1998 panel papers.		1998	asset no longer valid
Survival		1982	asset no longer valid
Handbook of multicultural measures		2011	asset no longer valid
Rural America : issues and developments		2009	asset no longer valid
Understanding social problems	6th	2002	asset no longer valid
Social problems	3rd	2007	asset no longer valid
Understanding police use of force		2003	asset no longer valid
Forces of deviance : understanding the dark side of policing	2nd	1998	asset no longer valid
How to prevent genocide : a guide for policymakers, scholars, and the concerned citizen		2001	asset no longer valid
Gay men and the sexual history of the political left		1995	asset no longer valid
No more secrets : violence in lesbian relationships		2002	asset no longer valid
Woman-to-woman sexual violence : does she call it rape?		2002	asset no longer valid
The little black book for girlz : a book on healthy sexuality		2006	asset no longer valid
Lesbian and gay psychology : new perspectives		2002	asset no longer valid
Bisexuality : the psychology and politics of an invisible minority		1996	asset no longer valid
Bi any other name : bisexual people speak out		1990	asset no longer valid
Rocking the cradle of sexual politics : what happened when women said incest		1994	asset no longer valid
War on drugs : opposing viewpoints		1990	asset no longer valid
War on drugs : studies in the failure of U.S. narcotics policy		1992	asset no longer valid
The Yale Child Study Center guide to understanding your child : healthy development from birth to adolescence		2002	asset no longer valid
Abortion, the development of the Roman Catholic perspective		1977	asset no longer valid
Religious violence and abortion : the Gideon Project		1993	asset no longer valid
The virtues of the family		1994	asset no longer valid

TITLE	Edition	Pub Year	Reason
Beyond tolerance : child pornography on the Internet		2001	asset no longer valid
Criminology : explaining crime and its context	6th	2007	asset no longer valid
Critical victimology : international perspectives		1994	asset no longer valid
Agents of repression : the FBI's secret wars against the Black Panther Party and the American Indian Movement		1990	asset no longer valid
Beyond the Rodney King story : an investigation of police conduct in minority communities		1995	asset no longer valid
Keys to adopting a child		1994	asset no longer valid
Telling the truth to your adopted or foster child : making sense of the past		2000	asset no longer valid
Family matters : secrecy and disclosure in the history of adoption		1998	asset no longer valid
1-2-3 magic	2nd	1994	asset no longer valid
Debating sexual correctness : pornography, sexual harassment, date rape and the politics of sexual equality		1995	asset no longer valid
Thinking about sexual harassment : a guide for the perplexed		2001	asset no longer valid
Sexual harassment : confrontations and decisions		1992	asset no longer valid
Loving your child is not enough : positive discipline that works		1998	asset no longer valid
Defending ourselves : a guide to prevention, self-defense, and recovery from rape		1994	asset no longer valid
Murder story : a tragedy of our time		1983	asset no longer valid
Forcible rape : the crime, the victim, and the offender		1977	asset no longer valid
U.S. government counterterrorism : a guide to who does what		2012	asset no longer valid
Reducing suicide : a national imperative		2002	asset no longer valid
Monster : the autobiography of an L.A. gang member		1993	asset no longer valid
Community, gender and violence		1995	asset no longer valid
Sex and revolution : women in socialist Cuba		1996	asset no longer valid
Women's rights : a global view		2001	asset no longer valid
Enterprising women : television fandom and the creation of popular myth		1992	asset no longer valid
Sisterhood is global : the international women's movement anthology		1996	asset no longer valid
The politics of women's studies : testimony from thirty founding mothers		2000	asset no longer valid

TITLE	Edition	Pub Year	Reason
Moral man and immoral society : a study in ethics and politics		2001	asset no longer valid
The culture of morality : social development, context, and conflict		2002	asset no longer valid
The quest for cosmic justice		1999	asset no longer valid
The sociology of deviance : differences, tradition, and stigma		2009	asset no longer valid
Fronteras no más : toward social justice at the U.S.-Mexico border		2002	asset no longer valid
The relativity of deviance		2000	asset no longer valid
Readings in deviant behavior	2nd	2001	asset no longer valid
Guns in American society : an encyclopedia of history, politics, culture, and the law v.2		2002	asset no longer valid
Resisting the virtual life : the culture and politics of information		1995	asset no longer valid
Lessons of criminology		2002	asset no longer valid
The politics of sin : drugs, alcohol, and public policy		1994	asset no longer valid
The refused : the agony of the Indochina refugees		1981	asset no longer valid
The social atom : why the rich get richer, cheaters get caught, and your neighbor usually looks like you		2007	asset no longer valid
Society online : the Internet in context		2004	asset no longer valid
The control revolution : how the Internet is putting individuals in charge and changing the world we know		1999	asset no longer valid
The digital sublime : myth, power, and cyberspace		2005	asset no longer valid
Gender and welfare state regimes		1999	asset no longer valid
Men who believe in feminism		2002	asset no longer valid
Wedding ceremonies : planning your special day		1993	asset no longer valid
You may ask yourself : an introduction to thinking like a sociologist	5th	2017	asset no longer valid
Antisocial behavior : personality disorders from hostility to homicide		1999	asset no longer valid
Deviant behavior	6th	2001	asset no longer valid
For capital punishment : crime and the morality of the death penalty		1979	asset no longer valid
10-minute life lessons for kids : 52 fun and simple games and activities to teach your child trust, honesty, love, and other important values		1998	asset no longer valid
Toddlers and parents: a declaration of independence		1974	asset no longer valid
How to properly plan your 'total' estate with a living trust, without the lawyer's fees : the national living trust kit		2001	asset no longer valid
Mental disability law : cases and materials	2nd	2005	asset no longer valid
Is the fetus a person? : a comparison of policies across the fifty states		2000	asset no longer valid
Divorce and separation		2003	asset no longer valid
Copyright law for librarians and educators : creative strategies and practical solutions		2006	asset no longer valid
Teen rights (and responsibilities) : a legal guide for teens and the adults in their lives		2005	asset no longer valid
Teen privacy rights : a hot issue		2001	asset no longer valid
Constructive divorce : procedural justice and sociological reform		2005	asset no longer valid
Same-sex legal kit for dummies		2012	asset no longer valid
Law for business and personal use	18th	2008	asset no longer valid
Rightfully yours : how to get past-due child support, alimony, and your ex's pension		2002	asset no longer valid
Divorce and money : how to make the best financial decisions during divorce		2004	asset no longer valid
Why Americans hate politics		1991	asset no longer valid
The everything wills & estate planning book : professional advice to safeguard your assets and provide security for your family		2003	asset no longer valid
We the people's guide to estate planning : a do-it-yourself plan for creating a will and living trust		2005	asset no longer valid
Database nation : the death of privacy in the 21st century		2001	asset no longer valid
Invasion of privacy : a reference handbook		2005	asset no longer valid
The politics of moral capital		2001	asset no longer valid
Geopolitics : the geography of international relations	2nd	2009	asset no longer valid
Geopolitics, geography, and strategy		1999	asset no longer valid
Understanding the political world : a comparative introduction to political science	9th	2009	asset no longer valid
How to plan your 'total' estate with a will & living will, without the lawyer's fees : the American will kit, usable in all 50 states	3rd	2005	asset no longer valid
Women's legal guide		1996	asset no longer valid
Computer and Internet use on campus : a legal guide to issues of intellectual property, free speech, and privacy		2001	asset no longer valid
The entrepreneur's guide to business law	3rd	2008	asset no longer valid
The 90 second lawyer : answers to common personal and business legal questions		1996	asset no longer valid
Hate speech : the history of an American controversy		1994	asset no longer valid
Hate crimes : criminal law & identity politics		1998	asset no longer valid
Punishing hate : bias crimes under American law		2002	asset no longer valid
Introduction to criminal justice	7th	1996	asset no longer valid
Moral argument, religion, and same-sex marriage : advancing the public good		2009	asset no longer valid
From the closet to the altar : courts, backlash, and the struggle for same-sex marriage c.3		2013	asset no longer valid
Concrete mama : prison profiles from Walla Walla		1981	asset no longer valid
Money talks : speech, economic power, and the values of democracy		2001	asset no longer valid
Copyright in cyberspace 2 : questions and answers for librarians		2005	asset no longer valid
Child support : your complete guide to collecting, enforcing, or terminating the court's order		2004	asset no longer valid
Quick guide to HIPAA : for the physician's office		2004	asset no longer valid
The new kingmakers		1981	asset no longer valid

TITLE	Edition	Pub Year	Reason
The end of the republican era		1995	asset no longer valid
Intellectual property law		2001	asset no longer valid
Employment law in a nutshell	3rd	2009	asset no longer valid
Technology and copyright law : a guidebook for the library, research, and teaching professions	2nd	2007	asset no longer valid
In search of democracy in socialism : history and party consciousness		1981	asset no longer valid
Origins and development of Congress.	2nd	1982	asset no longer valid
How the left can win arguments and influence people : a tactical manual for pragmatic progressives		2001	asset no longer valid
150 best federal jobs		2012	asset no longer valid
Nursing malpractice : sidestepping legal minefields c.2		2003	asset no longer valid
Nursing malpractice : sidestepping legal minefields		2003	asset no longer valid
The Wall Street Journal complete identity theft guidebook : how to protect yourself from the most pervasive crime in America		2007	asset no longer valid
The digital dilemma : intellectual property in the information age		2000	asset no longer valid
Your secrets are my business		2000	asset no longer valid
Interest group politics	3rd	1991	asset no longer valid
The limits of legitimacy : political contradictions of contemporary capitalism		1977	asset no longer valid
Committees in Congress		1990	asset no longer valid
Surviving personal bankruptcy : your guide to the personal, legal, and financial issues		2005	asset no longer valid
The new bankruptcy : will it work for you?		2005	asset no longer valid
Understanding the federal wage & hour laws : what employers must know about the FLSA and its overtime regulations.		2005	asset no longer valid
Fathers' rights : a legal guide to protecting the best interests of your children		2004	asset no longer valid
Legalizing gender inequality : courts, markets, and unequal pay for women in America		1999	asset no longer valid
The end of politics : corporate power and the decline of the public sphere		2001	asset no longer valid
Individual rights reconsidered : are the truths of the U.S. Declaration of Independence lasting?		2001	asset no longer valid
Making votes count : strategic coordination in the world's electoral systems		1997	asset no longer valid
Human rights and societies in transition : causes, consequences, responses		2004	asset no longer valid
The American Bar Association legal guide to home renovation. c.2		2006	asset no longer valid
The American Bar Association legal guide to home renovation.		2006	asset no longer valid
Surviving debt : a guide for consumers		1996	asset no longer valid
Worst-case scenario? : governance, mediation & the security regime		2011	asset no longer valid
Political corruption : concepts & contexts	3rd	2002	asset no longer valid
Sexual harassment in the workplace		2005	asset no longer valid
Black's law dictionary : definitions of the terms and phrases of American and English jurisprudence, ancient and modern	6th	1990	asset no longer valid
Russia's stillborn democracy? : from Gorbachev to Yeltsin		2000	asset no longer valid
Equal employment opportunity law	3rd	1994	asset no longer valid
Fetal rights		2006	asset no longer valid
Job discrimination : how to fight--how to win		1996	asset no longer valid
Sexual harassment on the job : [what it is and how to stop it]	2nd	1995	asset no longer valid
Barron's LSAT Logic Games		2014	asset no longer valid
LSAT 2014 strategies, practice, and review.		2013	asset no longer valid
LSAT reading comprehension : strategies and tactics		2013	asset no longer valid
Nolo's simple will book		1996	asset no longer valid
Legal research : how to find and understand the law.	14th	2007	asset no longer valid
Congressional ethics.	2nd	1980	asset no longer valid
Open secrets : the dollar power of PACs in Congress.		1990	asset no longer valid
Plan ahead : protect your estate and investments		2003	asset no longer valid
Hollow promises : employment discrimination against people with mental disabilities		2002	asset no longer valid
Legal & ethical standards for nurses		2004	asset no longer valid
Genocide in international law : the crimes of crimes		2000	asset no longer valid
Antidiscrimination law and minority employment : recruitment practices and regulatory constraints		1994	asset no longer valid
-and the poor get prison : economic bias in American criminal justice		1996	asset no longer valid
The rich get richer and the poor get prison : ideology, class, and criminal justice	4th	1995	asset no longer valid
Criminal justice technology in the 21st century	2nd	2005	asset no longer valid
The complete estate planning guide		2005	asset no longer valid
Gender, conflict, and peacekeeping		2005	asset no longer valid
New nukes : India, Pakistan, and global nuclear disarmament		2000	asset no longer valid
Politics in Mexico : the decline of authoritarianism	3rd	1999	asset no longer valid
Mandate for change		1993	asset no longer valid
Estate planning and administration : how to maximize assets, minimize taxes, and protect loved ones		2001	asset no longer valid
Democracy on trial c.2		1995	asset no longer valid
Democracy on trial		1995	asset no longer valid
Careers in focus. Public safety.		2001	asset no longer valid
Making midwives legal : childbirth, medicine, and the law		1996	asset no longer valid
The essential guide to family and medical leave		2007	asset no longer valid
An introduction to the law of employment discrimination	2nd	2001	asset no longer valid

TITLE	Edition	Pub Year	Reason
Affirmative action		2002	asset no longer valid
Language on the job : balancing business needs and employee rights		1993	asset no longer valid
Estate and trust planning		2005	asset no longer valid
Evidence-based nursing guide to legal & professional issues.		2009	asset no longer valid
E-government 2003		2003	asset no longer valid
Special education and the law : a guide for practitioners	2nd	2006	asset no longer valid
The EPA : Environmental Protection Agency		2003	asset no longer valid
The making of environmental law		2004	asset no longer valid
Understanding environmental administration and law	3rd	2006	asset no longer valid
Little known but allowable ways to deal with hazardous waste		2000	asset no longer valid
Suing the gun industry : a battle at the crossroads of gun control and mass torts		2005	asset no longer valid
Abortion		1996	asset no longer valid
Child welfare law and practice : representing children, parents, and state agencies in abuse, neglect, and dependency cases		2005	asset no longer valid
Censorship, libraries, and the law		1983	asset no longer valid
Crime on campus : legal issues and campus administration		1995	asset no longer valid
The library's legal answer book		2003	asset no longer valid
Patients' rights in the age of managed health care		2001	asset no longer valid
The state legal guide to complementary & alternative medicine and nursing		2001	asset no longer valid
The TSCA compliance handbook		1996	asset no longer valid
Understanding environmental law	3rd	2013	asset no longer valid
The betrayed profession : lawyering at the end of the twentieth century		1996	asset no longer valid
Smartest prep : guide to LSAT logic games		2014	asset no longer valid
Legal malpractice and other claims against your lawyer		1996	asset no longer valid
Corporate crime under attack : the fight to criminalize business violence	2nd	2006	asset no longer valid
Rights of light	2nd	2007	asset no longer valid
Confronting sexual assault : a decade of legal and social change		1994	asset no longer valid
Nursing law and ethics	3rd	2007	asset no longer valid
Protecting powers : emergency intervention for children's protection		2007	asset no longer valid
Nursing law and ethics	2nd	2002	asset no longer valid
100 cases in clinical ethics and law		2008	asset no longer valid
Rights beyond borders : the global community and the struggle over human rights in China		2000	asset no longer valid
Citizenship today : global perspectives and practices		2001	asset no longer valid
A civil action.		1995	asset no longer valid
International environmental law		2001	asset no longer valid
Law and the language of identity : discourse in the William Kennedy Smith rape trial		2001	asset no longer valid
A concise history of the common law		2001	asset no longer valid
Legal inversions : lesbians, gay men, and the politics of law		1995	asset no longer valid
Discrimination and human rights : the case of racism		2001	asset no longer valid
Law, psychology, and justice : chaos theory and the new (dis)order		2002	asset no longer valid
A world view of criminal justice		2005	asset no longer valid
International criminal law	2nd	2008	asset no longer valid
Linking human rights and the environment		2003	asset no longer valid
Dictionary of law		1999	asset no longer valid
Female genital mutilation : a guide to laws and policies worldwide		2000	asset no longer valid
International instruments related to the prevention and suppression of international terrorism.		2001	asset no longer valid
Sentencing and sanctions in western countries		2001	asset no longer valid
Punishment : theory and practice		1992	asset no longer valid
Drugs and the law : detection, recognition & investigation	3rd	2005	asset no longer valid
HIPAA privacy source book : a collection of practical samples		2004	asset no longer valid
The right to die : policy innovation and its consequences		1992	asset no longer valid
Endings and beginnings : law, medicine, and society in assisted life and death		2000	asset no longer valid
School violence : from discipline to due process		2004	asset no longer valid
Brown v. Board of Education : the challenge for today's schools		1996	asset no longer valid
Forced justice : school desegregation and the law		1995	asset no longer valid
School vouchers		2001	asset no longer valid
School law : cases and concepts		1996	asset no longer valid
Legal rights of teachers and students		2009	asset no longer valid
Gender trials : emotional lives in contemporary law firms		1995	asset no longer valid
Legal information : how to find it, how to use it		1999	asset no longer valid
Gun control		2000	asset no longer valid
The death of common sense : how law is suffocating America		1994	asset no longer valid
Attorney for the damned : a lawyer's life with the criminally insane		1996	asset no longer valid
Trial and error : the education of a courtroom lawyer		2003	asset no longer valid
The legal culture of northern New Spain, 1700-1810 c.2		2001	asset no longer valid
Discrimination law		2002	asset no longer valid
Dictionary of selected legal terms and maxims		1979	asset no longer valid
Sports law in a nutshell		2005	asset no longer valid
Libraries, the First Amendment, and cyberspace : what you need to know c.2		2000	asset no longer valid

TITLE	Edition	Pub Year	Reason
The Constitution of the United States of America as amended ; unratified amendments, analytical index		2003	asset no longer valid
The Constitution of the United States of America as amended ; unratified amendments, analytical index		2003	asset no longer valid
The sociology book		2015	asset no longer valid
Concrete mama : prison profiles from Walla Walla /		1981	asset no longer valid
I'll quit tomorrow		1990	asset no longer valid
Sociology : exploring the architecture of everyday life, brief edition	5th	2017	asset no longer valid
Sociology : exploring the architecture of everyday life, brief edition	4th	2015	asset no longer valid
Sociology : exploring the architecture of everyday life, brief edition c.2	4th	2015	asset no longer valid
Think sociology		2011	asset no longer valid
Think sociology c.2		2011	asset no longer valid
Think sociology c.3		2011	asset no longer valid
Crime and coercion : an integrated theory of chronic criminality		2000	asset no longer valid
Criminology skills	3rd	2019	asset no longer valid
Deviance + crime : theory, research, and policy	3rd	2005	asset no longer valid
Essentials of sociology : a down-to-earth approach	8th	2009	asset no longer valid
Essentials of sociology : a down-to-earth approach	6th	2006	asset no longer valid
Our social world : condensed	4th	2016	asset no longer valid
The prevention of juvenile delinquency: an experiment		1972	asset no longer valid
Queer in America : sex, the media, and the closets of power		1993	asset no longer valid
Same sex : debating the ethics, science, and culture of homosexuality		1997	asset no longer valid
A natural history of homosexuality		1996	asset no longer valid
Generation ageless : how baby boomers are changing the way we live today--and they're just getting started		2007	asset no longer valid
Exploring social psychology	7th	2015	asset no longer valid
Exploring social psychology c.2	7th	2015	asset no longer valid
Mass media and society	4th	2005	asset no longer valid
Readings in social psychology : general, classic, and contemporary selections	8th	2012	asset no longer valid
Exploring social psychology	5th	2009	asset no longer valid
The new male sexuality		1992	asset no longer valid
The trouble with normal : sex, politics, and the ethics of queer life		2000	asset no longer valid
Sexual (dis)orientation : gender, sex, desire, and self-fashioning		2004	asset no longer valid
Gender issues and sexuality : essential primary sources		2007	asset no longer valid
Transgender nation		1994	asset no longer valid
Dialogues of the sexual revolution		1990	asset no longer valid
The history and sociology of genocide : analyses and case studies		1990	asset no longer valid
What can the federal government do to decrease crime and revitalize communities? : January 5-7, 1998 panel papers.		1998	asset no longer valid
Survival		1982	asset no longer valid
Handbook of multicultural measures		2011	asset no longer valid
Rural America : issues and developments		2009	asset no longer valid
Understanding social problems	6th	2002	asset no longer valid
Social problems	3rd	2007	asset no longer valid
Understanding police use of force		2003	asset no longer valid
Forces of deviance : understanding the dark side of policing	2nd	1998	asset no longer valid
How to prevent genocide : a guide for policymakers, scholars, and the concerned citizen		2001	asset no longer valid
Gay men and the sexual history of the political left		1995	asset no longer valid
No more secrets : violence in lesbian relationships		2002	asset no longer valid
Woman-to-woman sexual violence : does she call it rape?		2002	asset no longer valid
The little black book for girlz : a book on healthy sexuality		2006	asset no longer valid
Lesbian and gay psychology : new perspectives		2002	asset no longer valid
Bisexuality : the psychology and politics of an invisible minority		1996	asset no longer valid
Bi any other name : bisexual people speak out		1990	asset no longer valid
Rocking the cradle of sexual politics : what happened when women said incest		1994	asset no longer valid
War on drugs : opposing viewpoints		1990	asset no longer valid
War on drugs : studies in the failure of U.S. narcotics policy		1992	asset no longer valid
The Yale Child Study Center guide to understanding your child : healthy development from birth to adolescence		2002	asset no longer valid
Abortion, the development of the Roman Catholic perspective		1977	asset no longer valid
Religious violence and abortion : the Gideon Project		1993	asset no longer valid
The virtues of the family		1994	asset no longer valid
Beyond tolerance : child pornography on the Internet		2001	asset no longer valid
Criminology : explaining crime and its context	6th	2007	asset no longer valid
Critical victimology : international perspectives		1994	asset no longer valid
Agents of repression : the FBI's secret wars against the Black Panther Party and the American Indian Movement		1990	asset no longer valid
Beyond the Rodney King story : an investigation of police conduct in minority communities		1995	asset no longer valid
Keys to adopting a child		1994	asset no longer valid
Telling the truth to your adopted or foster child : making sense of the past		2000	asset no longer valid

TITLE	Edition	Pub Year	Reason
Family matters : secrecy and disclosure in the history of adoption		1998	asset no longer valid
1-2-3 magic	2nd	1994	asset no longer valid
Debating sexual correctness : pornography, sexual harassment, date rape and the politics of sexual equality		1995	asset no longer valid
Thinking about sexual harassment : a guide for the perplexed		2001	asset no longer valid
Sexual harassment : confrontations and decisions		1992	asset no longer valid
Loving your child is not enough : positive discipline that works		1998	asset no longer valid
Defending ourselves : a guide to prevention, self-defense, and recovery from rape		1994	asset no longer valid
Murder story : a tragedy of our time		1983	asset no longer valid
Forcible rape : the crime, the victim, and the offender		1977	asset no longer valid
U.S. government counterterrorism : a guide to who does what		2012	asset no longer valid
Reducing suicide : a national imperative		2002	asset no longer valid
Monster : the autobiography of an L.A. gang member		1993	asset no longer valid
Community, gender and violence		1995	asset no longer valid
Sex and revolution : women in socialist Cuba		1996	asset no longer valid
Women's rights : a global view		2001	asset no longer valid
Enterprising women : television fandom and the creation of popular myth		1992	asset no longer valid
Sisterhood is global : the international women's movement anthology		1996	asset no longer valid
The politics of women's studies : testimony from thirty founding mothers		2000	asset no longer valid

TITLE	Edition	Pub Year	Reason
State Department reform : report of an Independent Task Force		2001	asset no longer valid
Courts and trials : a reference handbook		2003	asset no longer valid
The federal courts		1990	asset no longer valid
The IRS problem solver		2004	asset no longer valid
The Supreme Court		1981	asset no longer valid
Censoring the Web		2001	asset no longer valid
Practical administrative law for paralegals		1996	asset no longer valid
Coming to terms with security : a lexicon for arms control, disarmament and confidence-building		2003	asset no longer valid
The modern school movement : anarchism and education in the United States		2006	asset no longer valid
Education : reflecting our society?		2000	asset no longer valid
Changing American education : recapturing the past or inventing the future?		1993	asset no longer valid
Justices, presidents, and senators	5th	2008	asset no longer valid
Not a suicide pact : the constitution in a time of national emergency		2006	asset no longer valid
Cyberbullying in social media within educational institutions c.2		2014	asset no longer valid
Universities in the twenty-first century		1996	asset no longer valid
How College Affects Students. vol. 2 : a Third Decade of Research		2005	asset no longer valid
National forest resource management : a handbook for public input and review		1978	asset no longer valid
How to pay zero taxes, 2006		2006	asset no longer valid
Tax reform : a reference handbook		2000	asset no longer valid
Psychology and law : theory, research, and application		2004	asset no longer valid
J.K. Lasser's taxes made easy for your home-based business	4th	2001	asset no longer valid
Tax power for the self-employed : straightforward advice from an expert		2005	asset no longer valid
How to start your own S corporation	2nd	2001	asset no longer valid
Land use and society : geography, law, and public policy		2004	asset no longer valid
Capital punishment		2000	asset no longer valid
The death penalty : constitutional issues, commentaries, and case briefs		2005	asset no longer valid
Criminal justice procedure c.3	7th	2005	asset no longer valid
DNA and the criminal justice system : the technology of justice		2004	asset no longer valid
American courts and the judicial process c.3		2012	asset no longer valid
American courts and the judicial process c.2		2012	asset no longer valid
American courts and the judicial process		2012	asset no longer valid
Criminal courts : a contemporary perspective	2nd	2013	asset no longer valid
Criminal courts : a contemporary perspective c.2	2nd	2013	asset no longer valid
Building design and construction hazards		2005	asset no longer valid
Basic skills for the new mediator		1994	asset no longer valid
Settling disputes : conflict resolution in business, families, and the legal system	2nd	1994	asset no longer valid
So sue me! : how to protect your assets from the lawsuit explosion		2005	asset no longer valid
Civil litigation	2nd	1996	asset no longer valid
Constitutional law	10th	2005	asset no longer valid
Constitutional law	10th	2005	asset no longer valid
Criminal law	10th	2013	asset no longer valid
Correctional law for the correctional officer	4th	2004	asset no longer valid
Law & mental health professionals : Utah		2007	asset no longer valid

NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 & #7720

Date: 4-26-2024 Department: BCES Org/Fund _____

***Codes for Reasons for Deletion**

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

Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	no tags	2 sound level monitors	very old equipment			Dr. S. Nandy		
E	no tags	Dust Sampler	very old equipment			Dr. S. Nandy		
E	no tags	PCR machine	broken			Dr. S. Nandy		
E	no tags	Turbidmeter	very old, outdated			Dr. S. Nandy		
E	no tags	Pulse Controller	very old, outdated			Dr. S. Nandy		
E	no tags	Air Quality Meter	very old, outdated			Dr. S. Nandy		
E	no tags	Hot plate	very old/ hazardous			Dr. S. Nandy		
E	15165	Hot Plate	very old/ hazardous			Dr. S. Nandy		
E	no tag	Thermolyne dry bath	broken equipment			Dr. S. Nandy		
E	0001746	Flammables cabinet	broken door/old			Dr. S. Nandy		
E	004745	PCR System	old/ outdated			Dr. S. Nandy		
E	No tag	ATI Micro balance	old/outdated			Dr. S. Nandy		
E	No tag	Microtome Historange	broken/ old			Dr. S. Nandy		
E	no tag	Spectronic 601	outdated, old			Dr. S. Nandy		
E	no tag	Modurlar processor (LANL)	outdated equipment			Dr. S. Nandy		
E	10442	Jencon Autostill (HT 125)	broken			Dr. S. Nandy		
E	M08274922017	Ice Machine (HT 125)	broken			Dr. S. Nandy		

PRINT NAME & TITLE of authorized signature: **SUSHMITA NANDY, CHAIR, BCES**

Signature: 

Business Office Use Only					
Approved:	<input checked="" type="checkbox"/>	<u>CUL3</u>	Dissaproved:		
	Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency
Notes:					
<u>None listed on inventory/assets</u>					
Disposal Contingent on Business Office Approval					

NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

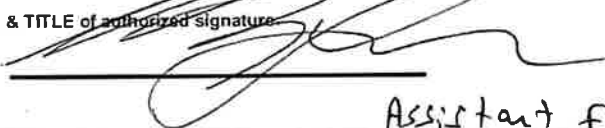
NNMC POLICIES #7710 & #7720

Date: 02/19/2025 Department: Facilities Org/Fund 5021/11000

***Codes for Reasons for Deletion**

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

*Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
A/E	F0141	Village Crawl Tunnel Playground Equip		Yes	0	Facilities	Yes	

PRINT NAME & TITLE of authorized signature:
 Signature: 
Assistant facilities Director

Business Office Use Only						
Approved:	<input checked="" type="checkbox"/>	<u>CUL3</u>	Dissaproved:	_____		
	Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency	
Notes: _____ _____						
Disposal Contingent on Business Office Approval						

NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY NNMC POLICIES #7710 & #7720

Date: 2/7/2025 Department: Business Office Org/Fund _____

***Codes for Reasons for Deletion**

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

Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	S3810	Samsung LED Monitor		X				

PRINT NAME & TITLE of authorized signature: Alfredo Lima

Signature: 

Business Office Use Only

Approved: CvL3 Dissaproved: _____

Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency

Notes:
Item obsolete - broken/non-repairable.

Disposal Contingent on Business Office Approval