



**EASTERN NEW MEXICO UNIVERSITY-RUIDOSO  
Branch Community College Board  
REGULAR MEETING  
February 24, 2016 ♦ 6:00 p.m.  
Room 102**

**AGENDA**

**CALL TO ORDER**

1. Declare a quorum
2. Approve the agenda (Tab 1)
3. Approval of minutes for Regular Board meeting of December 3, 2015 (Tab 2)
4. Approval of minutes for Special Board Meeting of December 17, 2015(Tab 2)

**ROUTINE MATTERS**

1. Introduction of guests ..... Brad Treptow
2. Report from College Board chair..... Brad Treptow
3. Report from the ENMU System president..... Steven Gamble
4. Report from the ENMU-Ruidoso president ..... Clayton Alred
5. Report from the ENMU-Ruidoso Department Chair..... John McCullough

**INFORMATION ITEMS**

1. All State Team Recognition..... Clayton Alred
2. President's Award Recognition ..... Clayton Alred
3. Marketing/Recruitment Committee Report..... Coda Omness
4. ENMU-Ruidoso Foundation Update..... Rhonda Vincent
5. Title V Update..... Anne Marie Kalama
6. Bookstore Report..... Sheila Farquer
7. Budget Update..... Sheila Farquer
8. Enrollment Update..... Pierre Laroche
9. 2016 Legislative Summary..... Clayton Alred
10. Strategic Planning Update..... Clayton Alred
11. Property Acquisition Update..... Clayton Alred

**BUSINESS MATTERS**

1. Community College Board Meeting times (March 31 & April 28)..... Clayton Alred
2. Proposed Tuition Increase (Tab 4)..... Clayton Alred
3. Extend White Mountain Annex contract..... Clayton Alred
4. Medical Coding and Billing Technician Certificate (Tab 4)..... Pierre Laroche

**CLOSED MEETING**

1. Discuss potential acquisition of real property – pursuant to Section 10-15-1(H)(8), NMSA (1978)
2. Discussion of a limited personnel matter pursuant to Section 10-15-1(H)(2), NMSA (1978)

**BOARD ANNOUNCEMENTS AND COMMENTS**

ENMU-Ruidoso Foundation Board Meeting, March 5, 2016, 10:00 a.m., Conference room  
 ENMU Board of Regents Meeting, March 11, 2016, 12:00 p.m., Ruidoso, Room 102  
 ENMU-Ruidoso Community College Board Meeting, March 31, 2016, TBA  
 Spring Break, March 14 – 20, 2016  
 Graduation, May 12, 2016, Spencer Theater

**ADJOURNMENT**

If you are an individual requiring Americans with Disabilities Act accommodations in order to attend Branch Community College Board Meetings, please contact the office of the President, ENMU-Ruidoso, (575) 257-3006 at least forty-eight hours prior to the meeting.

**Eastern New Mexico University-Ruidoso  
COMMUNITY COLLEGE BOARD**

**December 3, 2015**

**6:00 p.m.**

**Room 102**

**CALL TO ORDER**

Mr. Brad Treptow, Chairman, called the meeting to order at 6:00 p.m. and declared a quorum. Dr. Michael Budd, Ms. Gina Klinekole, Mr. James Paxton and Dr. Lynn Willard were present. Also present was Dr. Clayton Alred and Dr. Steve Gamble.

**APPROVE THE AGENDA**

**Dr. Budd moved to approve the agenda as submitted. Ms. Klinekole seconded the motion.**

**Vote: 5-0-0. Motion approved**

**APPROVAL OF MINUTES**

**Dr. Willard moved to approve the September 10, 2015 minutes and the November 12, 2015 minutes. Mr. Paxton seconded the motion.**

**Vote: 5-0-0. Motion approved.**

**INTRODUCTION OF GUESTS**

Mr. Treptow introduced guests: Sheila Farquer, Lisa Maue, Pierre Laroche and Rhonda Vincent.

**REPORT FROM THE PRESIDENT OF THE UNIVERSITY**

- Dr. Gamble reported that the semester was almost over and students are finishing up the semester and meeting their academic goals.
- Dr. Gamble reported that he is getting ready for the legislative session. He does not anticipate anything good from the legislature regarding higher education funding. Dr. Gamble stated that there would be a recommendation of \$100,000 increase in the budget for ENMU-Portales. There is a need of \$600,000 to \$1,000,000 to cover fixed expenses. Additionally, the University's portion of insurance is up \$750,000 over the last 5 years. Cost of utilities is up as well.
- Dr. Gamble stated that for Ruidoso, a tuition increase would not help with the budget. He stated that the dual credit enrollment is the best bet for obtaining new students. Additionally there would need to be budget cuts and a need to understand that reserves cannot be used to cover reoccurring costs.
- Dr. Gamble said all two year institutions are having declining enrollment. The Albuquerque Journal reported that New Mexico has seen an 8.5% decrease in enrollment. Dr. Gamble reported that ENMU has seen a 13.4% increase in fees and tuition in the last two years while North Highlands has seen 20% and Western University has seen 31%.
- Dr. Gamble said keep in mind when working the budget, Ruidoso has reserves and great Title V opportunities.
- Dr. Budd asked Dr. Gamble what is causing enrollment to drop. Dr. Gamble stated that is multiple things but a decrease in high school graduates, ACTs decreasing, graduates moving away contribute to the decline.

**REPORT FROM THE ENMU-RUIDOSO PRESIDENT**

- Dr. Alred reported that the spring registration started in November with 198 students enrolled to date. There is currently fifteen students in computer sciences, three in the OSHA program, two in Hospitality and Tourism; four in welding and two in wildland fire.

- Dr. Alred said that he too was preparing for the legislative session. He stated that the branch campus will be presenting a request asking for a funding increase in noncredit course. He will be attempting to get additional funding for the dual credit as well.
- Dr. Alred attending the Budget Summit for President's and Chief Financial officers in Roswell. He left the meeting with a feeling of being on steady funding ground. All there campuses have adequate reserves.
- Dr. Alred informed the Board it is the second year in a row that all campuses in the ENMU system had no audit comments.
- Dr. Alred reported that the Higher Education Department funding recommendation would be \$2,126,800 which is a \$4,400 increase.
- Dr. Alred reported that the college recently received a grant from the Rural Community College Alliance and American Association of Community Colleges to train an employee to assist with economic development. Coda Omness was chosen as our representative.
- The Annual Spring conference will focus on the forest economy in the Sacramento Mountains.

Mr. Treptow congratulated Sheila Farquer for a successful audit. Mr. Treptow asked Dr. Alred if he had met with any legislatures. Dr. Alred stated he has had a conversation with Mr. Zack Cook.

#### **INFORMATION ITEMS**

1. Report from the ENMU-Ruidoso Foundation - Rhonda Vincent, Foundation Director presented the update on the Foundation.
  - Ms. Vincent informed the Board that the scholarship process was done.
  - The donor reception was held November 5, 2015.
  - Ms. Vincent now has a work study who is working on an alumni list and a mailer going out to 940 people.
  - Ms. Vincent stated that she is looking for unique fundraiser. She has had a difficult time raising money and competing against other non-profits. However, her Foundation Board has adopted a commitment plan that has a goal to have two fundraisers a year: one in the spring and the trap shoot in the fall.
  - Ms. Vincent said that the goal of the Foundation is to help all of the students in need.
  - Ms. Vincent reported on the Title V endowment. The first year matching has been met. The second year has received \$12,000 to date. \$8,000 more is needed before September 30, 2016.
2. Title V Update –
  - Dr. Alred reported that the second year of the Title V grant began October 1, 2015. The evaluator, Dr. Maestes, was on campus at the end of year one.
  - Dr. Alred noted there are two major areas of the grant: 1) Digital enhancement including the creation of a portal to combine all logins into one, and 2) the creation of a Wildland Fire Academy. Fewer students than expected were enrolled in the wildland fire courses and an extension for meeting that enrollment total was requested and granted by the Department of Education.
  - Dr. Alred reported that Anne Marie Kalama became the Title V Director effective for year two. He announced Ryan Kerr had joined the team as the Emergency Medical Service program specialist.
  - Dr. Alred reported that online orientation would soon be added.

Mr. Treptow asked if Ms. Kalama would be present at future meetings. Dr. Alred replied that yes she would be. Mr. Paxton asked if recruiters were going to the state and local authorities. Dr. Alred stated

that yes; many initiatives were taken such as stakeholder luncheons, meetings with the fire departments, the Mescalero Reservation and the high schools. Dr. Budd asked about the loss of the EMS students from the fall and the regeneration of the program in the spring. Dr. Alred responded that due to the cancellation of the EMS program at ENMU-Roswell, the program was not offered in the Fall. Now ENMU-Ruidoso has an Affiliation Agreement with University of New Mexico and will be working under their authority.

3. Bookstore Update – Ms. Farquer presented the Board with the update on the bookstore.
- Ms. Farquer stated they were preparing for the spring semester. The registered students have been contacted by staff to offer help.
  - The bookstore staff has sent the Student Services staff book-buying procedures and a listing of the spring book requirements.
  - Students received information on how to get their books online and that the book store is open to assist them.
  - MBS has sent email to students with financial aid letting them know they are able to charge.

Mr. Treptow asked if students registered are aware of how to create an account and login. Ms. Farquer stated, yes, they were. Mr. Treptow ask if there are plans to create another survey for Spring and what the results of Ms. Hamilton's classes survey. Dr. Alred stated they haven't seen the results of Ms. Hamilton's assignment but will forward the results when he has it.

Dr. Gamble asked that Ms. Farquer comment on her meeting with Scott Smart of ENMU Portales regarding the bookstore. Ms. Farquer stated that is was a good meeting and that the college has the opportunity to piggy back with Portales on their Barnes & Noble program. It appears to be beneficial to ENMU-Ruidoso. Books were would be received very quickly and Mr. Smart volunteered to make arrangements for delivery of books. Ms. Farquer stated that she did not have enough information on the Barnes and Nobel deal to make a recommendation but would do so by the end of February. Dr. Gamble informed the Board that Portales saw a profit increase from \$100,000 to \$300,000 with the change to Barnes and Nobel.

#### **BUSINESS MATTERS**

1. Fy2015-2016 Budget Adjustment Request (BAR) – Ms. Farquer presented FY2015 – 2016 BAR for approval.

**Dr. Willard moved to recommend the FY2015-2016 Budget Adjustment Request as presented. Ms. Klinekole seconded.**

**Vote: 5-0-0. Motion approved.**

2. Prenursing Associate degree and Certificate – Mr. Laroche requested approval of the Prenursing Associate degree and Certificate. Mr. Laroche explained that the changes in the program will align it with New Mexico Nursing Education Consortium standards and other schools in the state.

**Mr. Paxton moved to approve the Prenursing Associate degree and Certificate as presented. Dr. Willard seconded the motion.**

**Vote: 5-0-0. Motion approved.**

3. Community College Board 2016 meeting calendar – Dr. Alred presented for approval the Board meeting calendar for 2016.

**Mr. Paxton moved to approve the Board meeting calendar for 2016. Dr. Willard seconded the motion.**

**Vote: 5-0-0. Motion approved.**

**EXECUTIVE SESSION**

Chairman Treptow asked for a motion to move into closed meeting. Upon a motion made by Dr. Budd and seconded by Dr. Willard, the motion was passed with a roll-call vote.

- Ms. Klinekole            Yes
- Dr. Budd                    Yes
- Chairman Treptow        Yes
- Mr. Paxton                Yes
- Dr. Willard                Yes

The members entered into closed meeting at 7:45 p.m.

Following the closed meeting, Chairman Treptow asked for a motion to return to public session. Upon a motion made by Mr. Paxton and seconded by Ms. Klinekole, the motion was passed with a roll-call vote.

- Ms. Klinekole            Yes
- Dr. Budd                    Yes
- Chairman Treptow        Yes
- Mr. Paxton                Yes
- Dr. Willard                Yes

The members returned to public session at 9:24 p.m. Chairman Treptow announced that no decisions were made during the closed session.

**BOARD ANNOUNCEMENTS AND COMMENTS**

- Student Art Exhibit, December 4, 2015, 6:00 p.m. – 8:00 p.m., White Mountain Annex
- ENMU-Ruidoso Community Choir Winter Concert, December 6, 2015, 3:00 p.m., First Christian Church
- ENMU-Portales Board of Regents Meeting, December 10, 2015, 2:00 p.m., Roswell
- ENMU-Portales Board of Regents Called Meeting, December 11, 2015, 3:00 p.m., Portales
- ENMU-Ruidoso Christmas Party, December 12, 2015, 6:00 – 8:00 p.m., The Lodge at Sierra Blanca
- ENMU-Ruidoso Foundation Board Meeting, March 5, 2016, 10:00 a.m., Conference room

**ADJOURNMENT**

Mr. Paxton moved to adjourn the meeting at 9:28 p.m. Dr. Willard seconded the motion.  
**Vote: 5-0-0. Motion approved.**

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Brad Treptow  
Chairman, Community College Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
James Paxton  
Secretary, Community College Board

\_\_\_\_\_  
Date

Respectfully submitted for approval by:  
Marla Romero, Administrative Assistant to Dr. Clayton Alred

**Eastern New Mexico University-Ruidoso  
COMMUNITY COLLEGE BOARD**

**Special Meeting**

**December 17, 2015**

**6:00 p.m.**

**Room 102**

**CALL TO ORDER**

Mr. Brad Treptow, Chairman, called the meeting to order at 6:00 p.m. and declared a quorum. Dr. Lynn Willard, Dr. Michael Budd and Ms. Gina Klinekole were present. Mr. James Paxton was absent.

Also present were Dr. Clayton Alred and Dr. Steven Gamble by telephone.

**APPROVE THE AGENDA**

**Dr. Willard moved to approve the agenda as submitted with the flexibility to float agenda items. Dr. Budd seconded the motion.**

**Vote: 4-0-0. Motion approved**

**INTRODUCTION OF GUESTS**

**Mr. Treptow introduced Jane Christensen, Daniel Waldo and Sheila Farquer.**

**BUSINESS MATTERS**

1. Amended College Board Meeting Calendar - Dr. Alred presented to the Board for approval an amended meeting calendar changing the meeting scheduled for February 25, 2016 to February 24, 2016.

**Dr. Budd moved to approve the amended meeting calendar as presented. Ms. Klinekole seconded the motion. Vote: 4-0-0. Motion approved.**

2. Purchase Agreement - Dr. Alred presented to the Board the purchase agreement for the property located at 721 Mechem Drive, Ruidoso, NM, which is adjacent to the college's current location. Dr. Alred said that purchasing the additional space has been a long term goal of the college. It was included in a 2002 capital project plan. Dr. Alred stated that ENMU-Ruidoso was the smallest campus in the state and that with the new programs and the loss of the White Mountain Annex lease, the new space is essential. Dr. Alred stated that the college has the capability to purchase the property from the reserve accounts.

Dr. Alred and Mr. Treptow expressed their appreciation to Mr. Paxton and Mr. Gary Lynch as well as the sellers for their support of the college. Mr. Treptow reiterated how beneficial to the college the additional space will be.

Ms. Klinekole said that it was a great opportunity and a good stepping stone. Dr. Budd said that it was a positive thing and that he appreciated the schedule of costs included. Mr. Treptow asked if the costs were hard costs or if they were estimates. Dr. Alred answered that they were estimates.

Mr. Treptow asked if the college's legal counsel reviewed the agreement. Dr. Alred said that the real estate attorney of Suttin, Thayer and Browne, the college's legal counsel, had drafted the agreement with Chris Holland supervising. Mr. Treptow asked when the called meeting for the Board of Regents would be held. Dr. Alred answered that the Board of Regents meeting is scheduled for a special meeting on December 18, 2016. After the Regents approval is obtained, the next approval of the purchase would be the Higher Education Department and then the State Board of Finance. Dr. Alred stated that he had requested to be on the agenda for the meeting with the Higher Education committee.

Mr. Treptow asked if the time frame was sufficient for the feasibility study. Dr. Alred said he believed it was. The survey engagement had already been put into place because that was the first step of the process and obtaining approvals.

Mr. Treptow asked if there were any other questions or discussion. There was none.

**With no further discussion requested, Dr. Willard moved to approve the purchase agreement for the property located at 721 Mechem Drive, Ruidoso, NM. Ms. Klinekole seconded the motion.**

**Vote: 4-0-0. Motion approved.**

3. Authorization of Dr. Alred - Dr. Alred requested authorization to take the necessary steps in obtaining approvals and to make expenditures to obtain items for the process. Dr. Alred noted the estimated costs for the engineering study of \$7,500 which is on the high end depending on what would be required. He also noted that if anything were found with the Phase I Environmental Analysis, it would have to move to a Phase II. Dr. Willard noted that there was no realtor commission listed from either Mr. Paxton or Mr. Lynch. Mr. Treptow asked if earnest money would be easy to get within the time frame. Dr. Alred said yes, he would be able to obtain a cashier's check and deliver it to GSV Title himself. Mr. Treptow requested that Mr. Paxton be kept aware and included with the steps of the purchase.

**Dr. Willard made a motion to authorize Dr. Alred to act as needed to obtain inspections and other necessary items for the purchase of 721 Mechem Drive, Ruidoso with Mr. Paxton being consulted. Dr. Budd second.**

**Vote: 4-0-0. Motion approved.**

#### **BOARD ANNOUNCEMENTS AND COMMENTS**

Board of Regents Meeting, January 20, 2016, 2:00 p.m., Santa Fe

ENMU-Ruidoso Foundation Board Meeting, March 5, 2016, 10:00 a.m., Conference room

#### **ADJOURNMENT**

Ms. Klinekole moved to adjourn the meeting at 6:42 p.m. Dr. Budd seconded the motion.

**Vote: 4-0-0. Motion approved.**

\_\_\_\_\_  
Brad Treptow  
Chairman, Community College Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
James Paxton  
Secretary, Community College Board

\_\_\_\_\_  
Date

Respectfully submitted for approval by:  
Marla Romero, Administrative Assistant to Dr. Clayton Alred



**Date:** February 24, 2016  
**To:** ENMU-Ruidoso Community College Board  
**From:** Coda Omness, director of PR and Marketing *Coda Omness*  
**Via:** Clayton Alred, ENMU-Ruidoso president *Clayton Alred*  
**Subject:** Marketing/Recruitment Committee

#### Summary Statement

The Recruitment Committee was created last spring and has become progressively more active in recent months. The committee membership represents multiple departments from across the campus, and that structure is a clear indication that the process is important to the institution as a whole. Attached is a summary of completed and planned initiatives.

#### Action Requested

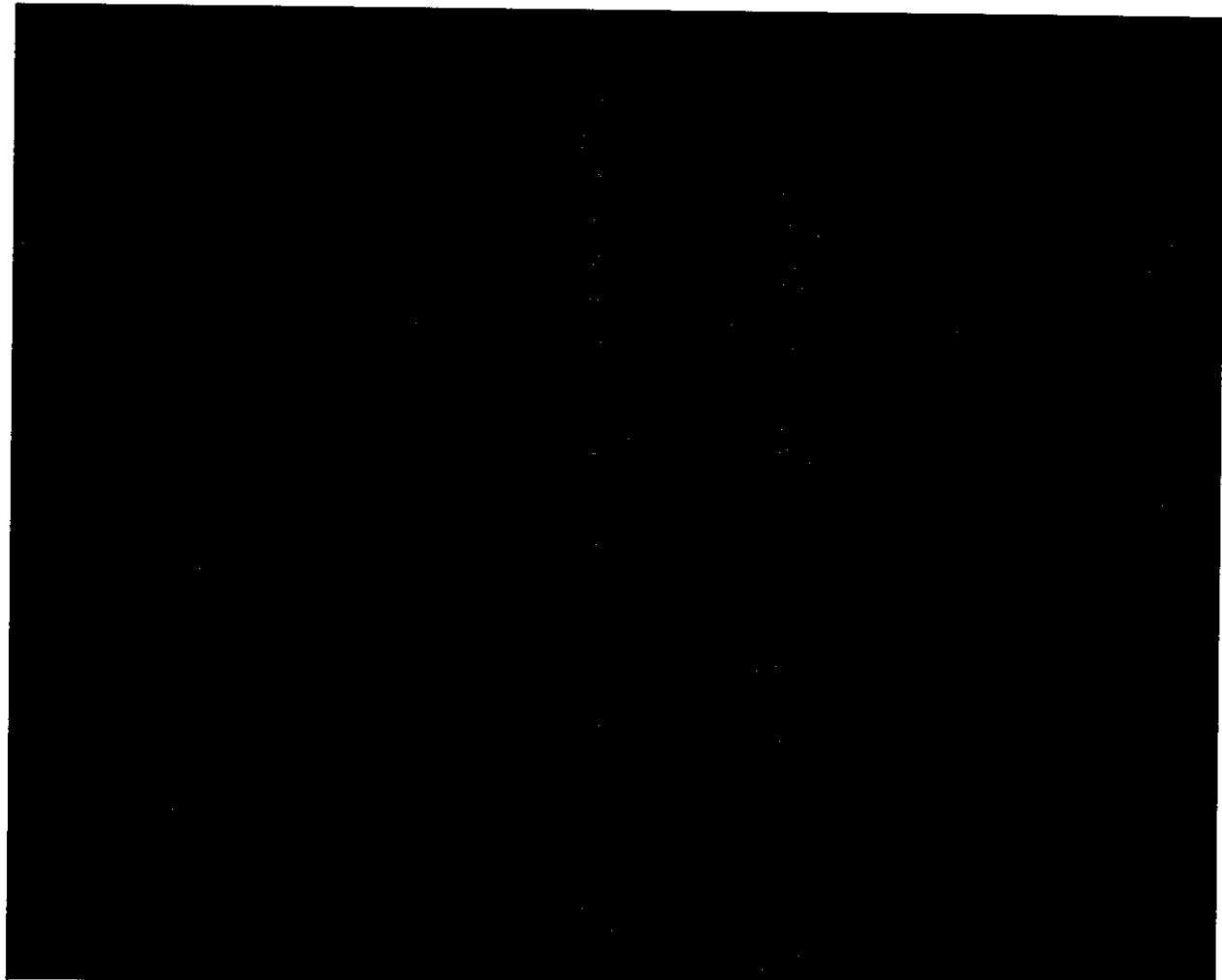
Information only.

#### Attachment



**Recruitment Committee Initiatives...**

Coda Omness  
Pierre Laroche  
Anne Kalama  
Devonna James  
Daniel Waldo  
Trish Pascal  
Dinah Hamilton



Community Advising Events	Marketing, Advising and Student Success	12/1/2015	Events throughout the, Campus, County and Mescalero to promote registration- In Progress
GED Recruitment Packets-	Marketing- VPSL-ABE	12/1/2015	Special Packets to Promote Registration to GED Students- In Progress
Large Employer Luncheons	Marketing , President, VPSL, NMWC Director	11/30/2015	Invite Large Employers to Campus for lunch and info on our programs

Mescalero Outreach	Devonna	12/31/2015	Working with all tribal entities to boost tribal enrollment- There are a number of initiatives that Devonna is pursuing- We may need a separate matrix to track
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Lincoln County Teachers and Administrator Reception	Marketing	04/15/2016	
Monthly Recruiting Events	VPSL/Community Ed		

AZ Wildland Fire Academy	Marketing and Quentin	March 4-11	Vendor space purchased- Quentin is working on MOU for credit for classes
Monthly Movie Nights	Community Ed	On Going	Community Ed will coordinate monthly event- Nights are scheduled starting in April
Youth Academy	Devonna and Annie	02/01/2016	Flyers created and recruitment is in progress- 30 students have been recruited
Mescalero Teacher Ed Program	Devonna	1/20/2015	In Progress- Devonna has identified 40+ potential students. She will evaluate and see what course work we can provide.
Pay it Forward	Kathy	02/10/2016	Kathy is creating the materials that will be distributed
Summer 2016 Schedule	Kathy	2/10/2016	In Progress
Summer Postcard Distribution	Kathy	2/10/2016	In Progress
Parent Education Night	Marketing and Student Services	4/1/2016	Invite parents to tour campus and info on tuition, programs and financial aid
Region IX Child find	Marketing	4/2016	We will set up a booth at all countywide child find sites and hand out information
Faculty and Staff Facts	Marketing	On going	Weekly facts going out on Facebook and in weekly news

2/19/2016 1:52:59 PM



**Date:** February 24, 2016  
**To:** ENMU-Ruidoso Community College Board  
**From:** Clayton Alred, ENMU-Ruidoso president  
**Subject:** Strategic planning

A handwritten signature in black ink, appearing to read "Clayton Alred".

**Summary Statement**

Work continues on updating our strategic plan. Last month Dr. Patrice Caldwell facilitated a session with faculty and staff that focused on a compilation of the prior SWOT analyses. A copy of that compilation follows this memorandum. The intent of that session was to cluster ideas in an effort to focus on a limited set of issues; and then, to draft initial goals for the institution. The group identified three strategic goals that included:

Goal 1: Serving Student Needs.

Goal 2: Maintaining Effective and Efficient Campus Operations.

Goal 3: Rebuilding and strengthening ENMU-Ruidoso's partnerships with its community.

Dr. Caldwell summarized the work of the group and more fully described the process and discussions in a document that also follows this cover letter. As a means of comparison, our previous plan contained priorities (basically goals) that included:

Priority 1: Development and adoption of a Long Term Master Facilities Plan to include options for financing and construction of new campus facilities.

Priority 2: Develop additional Student Services.

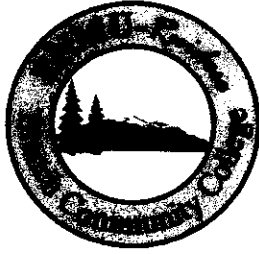
Priority 3: Provide leadership and support in the workforce, economic, and community development of the region.

In the near future, work will continue on developing an updated plan for consideration by the College Board.

**Action Requested**

Information only.

**Attachments**



## Strategic Planning at ENMU-Ruidoso

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### **Campus-Wide Strategic Planning meeting January 29, 2016, 9:00 am – 12:00 noon**

The campus planning group began by reviewing the SWOT analysis prepared last fall, identifying themes and idea clusters. This was followed by a frank discussion of what barriers were impeding the work of the campus from moving forward.

The consensus was that dynamic leadership and vision from Administration was essential in achieving any of the goals that were being identified. Greater consultation and information-sharing, both formal and informal, was viewed as essential to this process. A specific timelines for tasks, with accountability for their completion, was also suggested as a strategy for keeping campus initiatives focused and progressing.

The group also expressed a commitment to adopting a campus culture of support and collaboration, an "I've got your back" approach to daily campus life. With this commitment to support others in their jobs and receive the same support in return, the group identified that following key idea clusters or goals.

#### **Goal 1: Serving Student Needs**

Background: The mission of the ENMU-Ruidoso campus has always been to serve students, to enhance their lives and the community, with academic and workforce related programs, support services, and a personal commitment to every student.

- The task of attracting students supporting them through their degree or certificate, is not the job of one person or one office but a whole-campus effort. Everyone recruits, everyone retains.
- Strengthen outreach to potential students. The campus is already engaged in multiple recruitment activities, but these need the support of additional campus personnel: "early college" at two area high schools; outreach to young people in the workforce but holding minimum wage jobs; dual-enrolled students; students who return home from larger campuses; re-entry students; family "college" nights, with outreach to students and their families; GED program and workforce program connections

- Assess student learning outcomes
  - Assess student learning and achievement
  - Use assessment data to improve pedagogy, revise curriculum and enhance student learning
- Offer a full spectrum of opportunities (academic, career, student support) to support students' academic and career choices.
- Identify programs that meet student needs. Assess their needs via surveys. Find new academic models and new pathways to meet their needs; explore additional online course delivery; consider local students and distance students who might have different needs, interests, and levels of college readiness.
  - For example, cyber-security is a very specialized program and is not attracting many local students. Is this still our mission?
  - What programs are serving local students for job readiness?
  - What niche programs may not attract many local students but can get our name in front of the community and region?

### **Goal 2: Maintaining Effective and Efficient Campus Operations**

- Regularly re-examine resource allocation (people, funding, space, etc.) E.g., new campus expansion
- Address needed faculty line re-allocation based on program growth and needs
- Communicate better and share decision-making across campus

Establish a protocol that allows committees to share information intentionally and regularly (formally, informally)

- Design and monitor efficiency and effectiveness efforts and initiatives. Use the institutional Strategic Plan to address monitor timelines, accountability, and changes in institutional focus.
- Address staffing challenges (slow hires, attracting people to Ruidoso, salary, spousal employment, etc.)
- Provide cross-training for related units; support the "one-person deep" offices (e.g., Institutional Research)

### **Goal 3: Rebuilding and strengthening ENMU-Ruidoso's partnerships with its community**

- Establish lines of communication with community groups and leaders. Do we know what they want or need? Do we ask them? This interaction should come from the top.

- Rebuild trust with the community by actively seeking partnerships, following through and making good on promises. Maintain high visibility in the community through service projects and volunteerism that show ENMU-Ruidoso's support of the community.
- Follow-through on outreach initiatives to Mescalero Apache Homelands, recognizing their unique standing in the community and region.

## **Addendum**

### **Recap of Challenges:**

Economic downturn in Ruidoso, Lincoln County and New Mexico; lack of jobs in the immediate community (students get degrees but must leave the community to work); funding support from Santa Fe is drying up; population declines are partly causing enrollment declines (the only segment of increase is dual enrollment, and many of those students will attend college elsewhere).

Lack of vision

Lack of Communication and Consultation on Campus

Poor campus morale based on multiple factors--some leadership, some among employees

The Committees/Councils system is limited, or information-sharing is not operating well. Committees/councils include President's Council and Academic Council, Recruitment Committee, Safety and Security Committee. Would revising the "leadership team" assist with collaboration and information-sharing?

## Compiled SWOT's for Strategic Planning and Accreditation -- STRENGTHS

- Flexibility and responsiveness in programming [F]
  - Collegiality (friendliness, openness to change) [F]
  - Student population that reflects its community [F]
  - Value for the money (low tuition) [F]
  - Quality of facility [F]
  - Dedicated staff/faculty (staff cohesiveness) [B]
  - Ruidoso Foundation established [F]
  - Multiple ways to take classes (online, face-to-face) [F]
  - Collaboration [F]
  - Affordability and value for the money [B]
  - Strong community support [B]
  - Quality faculty/staff [B]
  - Access (campus reflects its community) [B]
  - Beautiful location [B]
  - Size allows personalized attention [B]
  - Dual enrollment/Zenith Program [B]
  - NM high school equivalency program and strong ABE [B]
  - Proactive response to community or workforce needs [B]
  - Dual credit program (win-win) [C]
  - Campus is committed to community involvement [C]
  - Workforce development center (good leadership) [C]
  - President's ability to share the vision [C]
  - Outreach to area high schools [C]
  - Value (low tuition and fees) [C]
  - Range of degree programs; commitment to identifying new programs [C]
  - Wild Fire program, cyber-security program [C]
  - Equity and access (diverse student body); faculty: student ratio [C]
  - Good access to technology [C]
  - Good rapport with US Forest Service; Village of Ruidoso [C]
  - Employees—faculty and staff [F/S]
  - Committed to the campus [F/S]
  - Positive attitude—many committed to outreach but feel out on a limb with no support from leadership [F/S]
  - Willingness to try new things, embrace change [F/S]
  - Student/faculty ratio is excellent, 14:1; allows "high touch" [F/S]
  - Adult Ed program—feeder to campus, asset to community [F/S]
  - Dual Credit (Lincoln, Otero, 11 HSs) 47% is dual enrollment [F/S]
  - Change in how HS students view ENMU-Ruidoso (more list it as a 1<sup>st</sup> choice) [F/S]
  - Friendly campus [F/S]
  - Generational attendance—parents of students will attend, and cousins, etc. (good community outreach) [F/S]
  - Access—online web-based info and services [F/S]
- [F] Foundation, [B] Board, [C] Community, [F/S] Faculty/Staff



## Compiled SWOT's for Strategic Planning and Accreditation – STRENGTHS (Continued)

Smaller institution/greater responsive [F/S]

Strong student services [F/S]

2-year degrees are affordable and then the campus helps students to the next step [F/S]

Several Niche (unique) programs: Occupational Safety and Health; Wild Fire Science degree,

Cyber-Security degree/certificate--designation from HLS (but need more adjuncts in that area)

SUN online [F/S]

Integration—with workforce, certificates, and many articulations (2-to-4 year degrees) [F/S]

Affordable tuition [F/S]

[F] Foundation, [B] Board, [C] Community, [F/S] Faculty/Staff

## Compiled SWOT's for Strategic Planning and Accreditation – WEAKNESSES

- Space needs [F]
- Constituencies need to know Ruidoso's story (more about the campus and capital needs: perhaps a Mini-fact sheet?) [F]
- Visibility [F]
- Need presence on committees, organizations in community [F]
- Need full-time staff for Foundation [F]
- Could do better communicating with adjoining communities (Honda, Mescalero) [B]
- Insufficient space [B]
- Decline in enrollment [B]
- Loss of ITV (not as least to complete programs and stay in Ruidoso) [B]
- Scheduling of HS equivalency may need greater flexibility to serve more [B]
- Survey community to see "what we're missing"; what will attract Ruidoso residents (65+)? [B]
- Continue to publicize offerings [B]
- Staff training needed (everyone is multi-tasking) [B]
- Are we offering the right services? [B]
- Fear of or resistance to change [C]
- Decline in enrollment, population declines in Village and county [C]
- Increased competition for students [C]
- Average age of county residents—aging out of the educational system [C]
- Lack of campus housing—retention issue? (Housing might be a help to certain programs.) [C]
- The physical campus—can Workforce Development stay on campus? Does it have to move out of Ruidoso? Plans for expansion of the campus [C]
- Stronger marketing needed; can we partner with Ruidoso to promote the area? (outreach to east-central NM and TX) Capitalize on affordability [C]
- Lack of a four-year degree in Ruidoso [C]
- Decline in community support—need more personal and institutional engagement with the community (a function of changes in society? Social media instead of socializing?) [C]
- Perception of HS students that ENMU-Ruidoso is a "fall-back" option for college (an "inexpensive" option); the lure of the big city; ENMU Ruidoso need branding to replace that negative connotation [C]
- Need enhanced hospitality, tourism and culinary arts programs (beyond "safe serve" focus) [C]
- Leadership is not communicating with staff and faculty (campus-wide meetings needed? Invite input before decisions are made? Involve off-campus staff/faculty) [F/S]
- Problems with communication with ENMU-P (education)—no response [F/S]
- Case study: Bookstore [F/S]
- Budget constraints [F/S]
- Inclusion in key committees (president's? safety? Issue of shared governance) [F/S]
- Problems are "fixed" but not really resolved [F/S]
- Good ideas never evolve into a formal project [F/S]
- No acknowledgement of mistakes; this is hurtful to morale [F/S]

[F] Foundation, [B] Board, [C] Community, [F/S] Faculty/Staff

## Compiled SWOT's for Strategic Planning and Accreditation – WEAKNESSES (Continued)

- No communication alienates students (textbooks unavailability) [F/S]
- Outreach to community (canceled art classes) [F/S]
- No consultation: Wellness program “went away”; (where did the money go?) [F/S]
- Little consultation on choice of construction projects; space utilization; students’ wishes—are not consulted, they don’t understand why the construction is being done [F/S]
- Campus needs additional funding; needs to know what the CCB is doing/thinking—publish minutes [F/S]
- HR issue; there’s a divide between exempt and non-exempt (salary scale for non-exempt—no equity, consistency) [F/S]
- Lack of vocational-technical programs and more certification programs for jobs [F/S]
- Some pressure to close programs (why?) [F/S]
- Lack of trust, no consultation [F/S]
- Focus on some issues (art collections) but not critical ones (students) [F/S]
- HLC—no infrastructure, no preparation [F/S]

[F] Foundation, [B] Board, [C] Community, [F/S] Faculty/Staff

## Compiled SWOT's for Strategic Planning and Accreditation – OPPORTUNITIES

- Only higher education institution in the county [F]
- Low tuition [F]
- List of corporate supporters and patrons [F]
- More info to community [F]
- Additional certificate programs [F]
- Capital campaign [F]
- Time constraints [F]
- Title V grant to start Fire Response program/conferences [F]
- Partnerships with Mescalero—programs that they want [F]
- Minority population [F]
- Oil and gas management [F]
- Expansion of funding district [F]
- Partnerships with Mescalero? (e.g., KENW translators near Mescalero homelands) [F]
- Mentoring students in middle school and high school to reduce drop-out rates? [F]
- Hospitality and management—but first secure buy-in from area businesses [B]
- Be more public about HS Equivalency programs [B]
- Tell the ENMU-Ruidoso story—this ties the community to our successes [B]
- Seek additional federal funding [B]
- Consider a community “advisory” committee [B]
- Investigate acquisition of property (donation) [B]
- Find ENMU-Ruidoso’s “niche” (forestry? weekend classes? natural resources? tourism, energy? hospitality?) [B]
- Student housing (area motels?) [B]
- Career technical programs (absorbed from high schools?) [B]
- Offer conferences [B]
- Need more focus on new programs, specialized training programs [C]
- BLM and Mescalero partnerships? Sustainable recreational programs? Senior care/healthcare opportunities? [C]
- Provide affordable housing [C]
- Proximity to Mexico—Juarez, state of Chihuahua—market to students from Mexico [C]
- New programs—tap interests of retirees—for recreation or re-careering [C]
- Collaborating with Spencer Theater [C]
- Federal grants [C]
- Campus-wide forums, if the suggestions are seriously considered; must end the perception that nothing ever happens [F/S]
- Review the SWOT from Dr. Elrod’s time—nothing came of that; what will come of this SWOT? [F/S]
- Cross-training (advising, financial aid, VA); better informed staff/faculty will impact retention [F/S]
- Scheduled communication time [F/S]

[F] Foundation, [B] Board, [C] Community, [F/S] Faculty/Staff

Compiled SWOT's for Strategic Planning and Accreditation – OPPORTUNITIES (Continued)

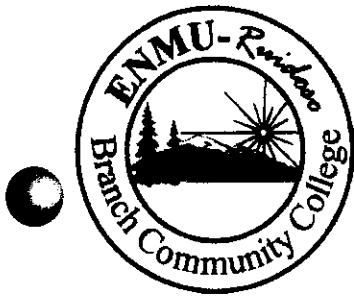
Reach dual students who are not “A” students—create opportunities to recruit TO ENMU-Ruidoso [F/S]  
Mescalero HS and community (STEM, business, cybersecurity consulting company at Mescalero [F/S]  
Contract preferences; work from reservation, Center of Academic Excellence in Cyber Defense (CAE2Y designation for 2-year colleges) NSF, InfraGard) [F/S]  
Must recognize Mescalero Apache Nation as a priority partner (not just an opportunity) [F/S]  
Build teacher education program (provide easy access to 4-yr degree—ECE, ELED) [F/S]  
Hire a professional grant writer [F/S]  
Reach out to community with Spanish language materials [F/S]  
Ag program (need a 2 year program) [F/S]  
Expand Online [F/S]  
Hire a Director of admission [F/S]  
Recruit retirees in area to teach, coach, tutor, mentor with ENMU-Ruidoso (“longevity institute”) [F/S]  
New kinds of community outreach (retirees, ranchers, etc.) [F/S]  
Bring back the tuition waiver (help enrollment?) [F/S]  
Public relations plan must be led by a strong leader [F/S]  
Visibility of the leader (the president)—visit classrooms? Talk to students? [F/S]  
Staff are willing to go the extra mile. They need support in building those relationships when they come back with opportunities and nothing happens. [F/S]  
80% of classes taught by resource faculty. Include them in recognition ceremonies [F/S]  
Expedite hires/replacements (morale issue). Hiring delays and gaps in employment are a burden to everyone. [F/S]  
Use Survey Monkey to collect student input/concerns and staff input [F/S]  
More support for UD coursework on Ruidoso campus (more enrichment) [F/S]  
Summer immersion programs (Elder Hostel model) include transportation [F/S]

[F] Foundation, [B] Board, [C] Community, [F/S] Faculty/Staff

## Compiled SWOT's for Strategic Planning and Accreditation – THREATS

Funding Formula [F]  
Declining State appropriations [F]  
Oil and gas revenue driving the state's economy (no diversification; but also an opportunity) [F]  
Economic recovery has stalled [F]  
Heavy reliance on Mill levy and Tuition [F]  
Isolated rural location (also a strength) [F]  
Reduction in state funding, formula change and uncertain lottery funding [B]  
Underprepared of students [B]  
Program in cyber-security—unable to support, but it should have been popular [B]  
Must support work force needs [B]  
Expanded training opportunities (for community/area businesses) [B]  
Small taxing district [B]  
Funding from the state [C]  
Ramifications of state requirements (credit-bearing classes), impact on two-year colleges [C]  
Endangered dual credit programs [C]  
Slow recovery of the economy; lack of economic diversification in the state [C]  
PARCC (limiting HS graduates) and threats to NM teachers (few students pursuing careers in teaching, especially math and science and secondary ed; competition with Texas [C]  
Possible reduction in federal (and STEM) grant funding [C]  
Funding formula and general budgetary limitations in Santa Fe [F/S]  
Technology not keeping pace [F/S]  
New community college's designated as CAE 2-two [F/S]  
Loss of experienced faculty [F/S]  
Adjunct faculty are limited to 6 hours and must have 18 grad hours in content area; this is going to limit who can teach and may discourage good faculty from teaching from ENMU-Ruidoso [F/S]  
Hiring requirements will also impact FT faculty. Are there different standards at NMSU? Are ENMU's standards higher? Is there a way around this? Exception to rule for CC? Have we talked to HLC about this? [F/S]  
Try chasing the formula a bit (e.g., tuition waiver) [F/S]  
Need stronger marketing effort. (NMHU has the president talking on radio; what is ENMU-Ruidoso's plan?) [F/S]  
Silo mentality is a threat (Assumption that, if we just keep doing what we are doing, don't extend ourselves outside our comfort zone, things will get better.) [F/S]  
Need an independent audit to address concerns or community questions. [F/S]

[F] Foundation, [B] Board, [C] Community, [F/S] Faculty/Staff



Date: February 10, 2016  
To: ENMU-Ruidoso Community College Board  
From: Dr. Clayton Alred, ENMU-Ruidoso president  
Subject: Proposed Tuition Increase

A handwritten signature in black ink, appearing to read "Clayton Alred", is written over the "From:" line of the letterhead.

**Summary Statement**

The attached proposal for increasing tuition at ENMU-Ruidoso was determined to be necessary to add income to the campus.

If approved by the Board of Regents, in-District, Out-of-District, and Out-of-State tuition rates will increase by 4.88%, 3.51%, and 4.58%, respectively. The actual increases are reflected on the attachment.

The increased tuition amounts will have the potential to increase income by \$13,900, 100% of which will be income to ENMU-Ruidoso.

**Action Requested**

Recommend approval of proposed tuition increases by the ENMU Board of Regents

Attachment

ENMU-Ruidoso  
Proposed Tuition Increase  
FY17

Per Credit Hour recommended increase in Tuition Rates for FY17:

	FY16	Proposed FY17	% Change
In-District	\$41	\$43	4.88
Out-of-District	\$55	\$57	3.51
Out-of-State	\$153*	\$160*	4.58

\*After six (6) Credit Hours





Date: February 24, 2016  
To: ENMU-Ruidoso Community College Board  
From: Clayton Alred, ENMU-Ruidoso president  
Subject: White Mountain Annex Building Usage

A handwritten signature in black ink, appearing to read "Clayton Alred".

**Summary Statement**

Attached is a Memorandum of Understanding between ENMU-Ruidoso and Ruidoso Municipal School System regarding the usage of the White Mountain Annex. The MOU will extend the agreement and allow ENMU-Ruidoso to use the space until December 31, 2016.

**Action Requested**

Approve the Memorandum of Understanding between ENMU-Ruidoso and Ruidoso Municipal School District.

MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
EASTERN NEW MEXICO UNIVERSITY – RUIDOSO BRANCH COMMUNITY  
COLLEGE (ENMU-Ruidoso)  
AND  
RUIDOSO MUNICIPAL SCHOOL DISTRICT (RMSD)

A. Purpose and approval:

This MOU concerns and pertains to the responsibilities and obligations incidental to the usage of all or part of the White Mountain Intermediate School by ENMU-Ruidoso for operational and instructional space. The MOU will be reviewed periodically and may be modified by the President of ENMU – Ruidoso and Superintendent of RMSD. The term of this agreement is June 30, 2016 to December 31, 2016. ENMU-Ruidoso and RMSD will remain separate in their administrative and business-related management. The purpose of this MOU is to provide a framework for a continuing cooperative relationship between ENMU-Ruidoso and RMSD.

B. Statement of mutual benefit and interests:

1. Mutual and ongoing support and promotion of ENMU-Ruidoso and RMSD programs, services, and projects
2. Furthering quality education and related services in Lincoln County at the least possible cost to area taxpayers
3. Promoting higher education, economic development, and work force training for the youth and adult learning community constituents
4. Enhancing and supporting the communities of Lincoln County and the Mescalero Apache Reservation

C. ENMU-Ruidoso shall:

1. Continue to refurbish and equip the WMI building in a fashion suitable to a higher education facility and install signage, communications and data infrastructures needed to conduct business
2. Maintain barriers and/or secure doors to prevent access from WMI into any adjoining buildings or property
3. Limit automobile parking and pedestrian traffic to east and north sides of the building. Access on the east side is only to the first three rows of parking spaces (adjacent to the building).
4. Offer credit and community education classes at WMI during the fall, spring and summer semester per the following conditions:
  - a. Classes will be scheduled so to avoid peak traffic conditions during the beginning and ending of the regular RMSD school day
  - b. Classes will not begin or end between the hours of 7:45am and 8:15 am and between 2:45pm and 3:15 pm on Monday, Tuesday, Thursday and Friday. Classes will not begin or end between the hours of 7:45 am and 8:15 am and between 1:15 pm and 1:45 pm on Wednesday.
  - c. ENMU-Ruidoso will limit student access to the immediate WMI building and parking lot.
  - d. ENMU-Ruidoso will provide staffing necessary to maintain the interior space and secure the building when not in use.

5. Provide adult basic education, work force support and economic development services to the community from the WMI facility.
6. Pay for electricity, gas, water, sewer, and garbage proportional to the square footage of WMI used by ENMU-Ruidoso.

D. RMSD shall:

1. Provide access to and use of WMI and adjoining parking by ENMU-Ruidoso at no cost pursuant to NMSA 21-14-4 to conduct and perform services described herein.
2. Provide an invoice to ENMU-Ruidoso quarterly for utility expense proportional to the square footage used by the college.

E. It is Mutually Understood and agreed by and between the parties that:

1. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument in no way restricts the parties from participating in similar activities with other public or private agencies, organizations, and individuals.
2. COMMENCEMENT/EXPIRATION/TERMINATION. This MOU takes effect upon the signature of the parties and should be reviewed/revise, as needed, at least annually. Either party may terminate this MOU with a 120-day written notice.
3. RESPONSIBILITIES OF PARTIES. Both parties will conduct their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Any funds collected by either party as a result of this agreement will be used to offset operational costs.
4. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

*ENMU-Ruidoso Contact*

Clayton Alred, PhD  
President  
Phone: (575) 257-3006  
E-Mail: [clayton.alred@enmu.edu](mailto:clayton.alred@enmu.edu)

*RMSD Contact*

George Bickert, Ed.D  
Superintendent  
Phone: (575) 630-7006  
E-Mail: [bickertg@ruidososchools.org](mailto:bickertg@ruidososchools.org)

5. NON-FUND OBLIGATING DOCUMENT. Nothing in this MOU shall obligate funds from either party. Specific work projects or activities that involve the transfer of funds, services, or property among the parties would require execution of separate agreements and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate authority. This MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.
6. ESTABLISHMENT OF RESPONSIBILITY. This MOU is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by a party against the United States, its agencies, its officers, or any person.
7. MISCELLANEOUS. As between the parties, each party will be solely responsible for liability arising from personal injury, including death, or damage to property arising from the act or failure

to act of the respective party or of its officials, agents and employees pursuant to this Agreement. The liability of each party shall be subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1 et.seq., N.M.S.A. 1978, and of any amendments thereto.

8. AUTHORIZED REPRESENTATIVES. By signature below, the cooperators certify that the individuals listed in this document as representatives of the cooperator are authorized to act in their respective areas for matters related to this agreement.

Approved by:

\_\_\_\_\_  
CLAYTON ALRED, PhD  
President, ENMU-Ruidoso

\_\_\_\_\_  
GEORGE BICKERT, Ed.D.  
Superintendent, Ruidoso Municipal School  
District

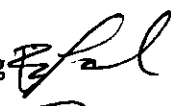
Date \_\_\_\_\_

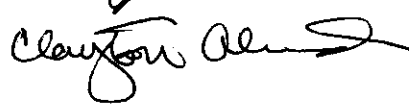
Date \_\_\_\_\_



**Date:** February 24, 2016

**To:** ENMU-Ruidoso Community College Board

**From:** Pierre Laroche, vice president of Student Learning 

**Via:** Clayton Alred, ENMU-Ruidoso president 

**Subject:** Adoption of Medical Billing and Coding SUN PATH Certificate

#### Summary Statement

As part of ENMU-Ruidoso's participation in the Department of Labor TAACCCT grant, the college agreed to offer at least two health related certificates; the Medical Billing and Coding Certificate is the second certificate for consideration by the college.

The New Mexico SUN PATH TAACCCT Consortium's goal is to increase access to programs of study that allow for stacked and latticed credentials that lead to certificate and degree attainment and career advancement. The Medical Billing and Coding Certificate Program prepares students to take the American Health Information Management Association's (AHIMA) Certified Coding Associate (CCA) Exam and/or the American Association of Professional Coders (AAPC) Certified Professional Coder Apprentice (CPC) exam. These credentials (CCA and CPC) are entry-level credentials for students seeking employment in the field of medical billing and coding.

Developed to satisfy an identified workforce need, this certificate will allow students to pursue a Registered Health Information Technician (RHIT ®) Associate Degree and pursue the advanced level Registered Health Information Administrator (RHIA ®) certification. All classes in the Medical Billing and Coding Certificate Program will be offered online via SUN PATH and SUN Online.

Note, approval of this program includes the industry certification exam lab fees.

#### Action Requested

Recommend the Medical Billing and Coding Certificate for approval by the ENMU Board of Regents.





## **Medical Billing and Coding**

**Certificate of Completion (SUN Online)**

**40 credit hours**

The Certificate in Medical Billing and Coding prepares students to take the American Health Information Management Association's (AHIMA) Certified Coding Associate (CCA) exam and/or the American Association of Professional Coders (AAPC) Certified Professional Coder Apprentice (CPC) exam. These credentials (CCA and CPC) are entry-level credentials for students seeking employment in the field of medical billing and coding.

### **Program Objectives:**

1. Collect and maintain health data; verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.
  2. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
  3. Adhere to current regulations and established guidelines in the assignment of clinical classifications and codes; resolve discrepancies between coded data and supporting documentation.
  4. Use established guidelines to ensure accurate healthcare billing and compliance with reimbursement and reporting requirements.
  5. Abstract and maintain data for indices, databases, and registries; compute and interpret healthcare statistics.
  6. Abstract and analyze data to facilitate quality management and performance improvement programs.
  7. Apply current state and federal regulations and established guidelines while responding to the information needs of the various providers and disciplines throughout the continuum of healthcare.
  8. Adhere to current state and federal regulations and established guidelines to ensure the privacy and confidentiality of personal health information while applying institutional policies and procedures for access and disclosure.
  9. Apply institutional policies and procedures to the use of technology to facilitate the collection, storage, analysis, and reporting of information.
  10. Apply knowledge of database architecture and design to meet departmental and organizational needs.
  11. Maintain electronic archival and retrieval systems; design and generate reports to facilitate information retrieval.
  12. Ensure data integrity and validity by using appropriate software and/or hardware; apply departmental and organizational data and information system confidentiality and security policies to protect electronic health information.
- 
- 

**MDST 102: Medical Terminology - 3 Credits**

**BIOL 109: Survey of Anatomy and Physiology for Allied Health - 3 Credits**

**IS 151: Computerized Business Applications 3 Credits**

**HIT 120: Introduction to Health Information Technology 3 Credits**

**BIOL 215: Pathophysiology - 4 Credits**

An introduction to the nature of disease and its effects on body systems. This course deals with disease processes affecting the human body via an integrated approach to specific disease entities.

**HIT 1xx: Computers in Healthcare - 3 Credits**

This course introduces the learner to different computer applications, and specifically electronic health records, found in Healthcare and Health Information Departments in hospitals, nursing homes, and clinics. Students will learn to use publicly available databases as a resource. In addition, basic Information Technology hardware and software, including security software, employed by medical facilities will be addressed.

**HIT 170: Pharmacology and Laboratory Procedures - 3 Credits**

This course is designed specifically for allied health majors to enable them to obtain a basic knowledge and understanding of clinical and diagnostic laboratory tests as performed in the acute care setting and the basics of pharmacology. Learners will identify the classification, uses and action of the most commonly prescribed drugs for conditions affecting each body system. Information is presented using appropriate medical and health terminology so that students at all levels continue to be exposed to the language of the healthcare environment.

**HIT 2xx: Physician Coding (CPT-4) - 3 Credits**

This entry-level course is designed to provide the student with opportunities to learn and apply basic CPT-4 and HCPCS principles and guidelines to code outpatient visits.

**HIT 150: Computers in the Medical Office - 3 Credits**

This course introduces the student to common administrative procedures performed in both small and large medical practices. The student will use a medical software application, MediSoft, to input patient information, create charges, bill insurance companies, and schedule appointments.

**HIT 220: Coding Classification Systems I 4 Credits**

This course provides a study of nomenclatures and classification systems with emphasis on the most recent revisions of ICD-10-CM, and ICD-10-PCS and the application of coding guidelines used to accurately assign codes from these classification systems in different healthcare settings. Students will study ICD-10-CM, and ICD-10-PCS coding conventions and principles.

**HIT 230: Coding Classification Systems II 3 Credits**

This course is a study of ICD-9-CM, ICD 10 CM, ICD 10 PCS, and CPT-4 in coding of source documentation/charts, inpatient and outpatient. Learners will apply skills to the coding of multi-specialty medical records and case studies utilizing ICD-9-CM, ICD 10 CM, ICD 10 PCS, CPT-4, and HCPCS Level II coding systems.

**HIT 215: Reimbursement Methodologies - 3 Credits**

This course will include a detailed study of health care reimbursement issues. Included will be the basic instructions for filing various types of insurance.

**HIT 235: Professional Practice Experience Coding - 1 Credit**

This course allows students to participate in a professional practice learning experience in an online

simulated environment. Coding will be done using the ICD-9-CM, ICD-10CM, ICD-10-PCS, and CPT-4 classification systems and the application of coding guidelines to accurately assign diagnostic codes in all healthcare settings. This experience requiring 30 hours of participation.

**HIT 236: Coding Seminar - 1 Credit**

This course prepares prospective coding certificate graduates for the Certified Coding Associate (CCA) exam and/or the American Association of Professional Coders (AAPC) Certified Professional Coder Apprentice (CPC) exam. Job Interview skills, resume writing, and professionalism will be emphasized.