



**EASTERN NEW MEXICO UNIVERSITY-RUIDOSO
Branch Community College Board
REGULAR MEETING
February 2, 2017 ♦ 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 November 17, 2016 (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 faculty Jack McCaw

INFORMATION ITEMS

1. Legislative Update Clayton Alred
2. All State Team Recognition Clayton Alred
3. President's Award Recognition Clayton Alred
4. Marketing/Recruitment Committee Report Coda Omness
5. ENMU-Ruidoso Foundation Update Rhonda Vincent
6. Grants Update Anne Marie Kalama
7. Preliminary Budget Discussion Sheila Farquer
8. Enrollment Update Pierre Laroche

BUSINESS MATTERS

1. Approval of ENMU-Portales Operating Agreement (Tab 4) Clayton Alred
2. Designate Contact for BBVA Merchant Services Account (Tab 4) Clayton Alred

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

Community College Board and Municipal School Board Election Day, February 7, 2017
 ENMU-Ruidoso Foundation Board Meeting, March 2, 2017, 5:00 p.m., Conference room
 ENMU-Ruidoso Community College Board Meeting, March 9, 2017, Room 102
 Spring Break, March 13 – 19, 2017
 ENMU Board of Regents Meeting, March 24, 2017, 12:00 p.m., Ruidoso, Room 102
 Graduation, May 11, 2017, 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**

November 17, 2016

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 and Mr. James Paxton were present. Dr. Michael Budd and Ms. Gina Klinekole were absent. Also present were Dr. Clayton Alred and Dr. Steven Gamble by phone.

APPROVAL OF THE AGENDA

Dr. Willard moved to approve the agenda as presented. Mr. Paxton seconded the motion. Vote: 3-0-0. Motion approved.

APPROVAL OF MINUTES

Dr. Willard moved to approve the minutes of the regular meeting of September 29, 2016 as submitted. Mr. Paxton seconded the motion. Vote: 3-0-0. Motion approved.

INTRODUCTION OF GUESTS

Mr. Treptow introduced guests: Dr. Dan Patterson, member of the Board of Regents, Mr. Pierre Laroche, Ms. Sheila Farquer, Ms. Coda Omness, Ms. Dinah Hamilton, Ms. Rachel Saenz, and Mr. John Hemphill.

REPORT FROM COLLEGE BOARD CHAIR

Mr. Treptow invited Dr. Patterson to say a few words to the Board. Dr. Patterson offered the Board his appreciation on behalf of the Board of Regents. He stated that he has had an affiliation with ENMU-Ruidoso since the beginning and appreciates being able to see it grow.

Mr. Treptow reported on attending the 25th anniversary celebration and the Foundation reception and was pleased with both. Mr. Treptow stated he attended the Creative Aging Meeting, where Dr. Alred gave the Bond C presentation.

He is looking forward to attending the December 5, 2016 Sun Path meeting in Santa Fe.

REPORT FROM THE PRESIDENT OF THE UNIVERSITY

- Dr. Gamble offered his congratulations on ENMU-Ruidoso's 25th year anniversary.
- Dr. Gamble discussed the passing of the General Obligation Bond C and stated that it is an opportunity to receive financing for facilities. ENMU Portales received \$11,000,000 for renovations to the library.
- Dr. Gamble reported on the state budget. In the last 10 days the deficit amount reported changed three times with the last reported at \$180,000,000 which is down from the initial reports of \$100,000,000 and \$130,000,000. The impact on Portales funding for Fiscal Year 2017 is estimated at 7.5% or \$250,000,000. Dr. Gamble stated that he anticipates an additional 2.5% or \$750,000 cut in funding.
- Dr. Gamble discussed the proposed new ruling from the Higher Education Department and Public Education Department and the effects it will have on the dual credit programs. The limits placed on high school students obtaining college credit was his greatest concern.
- Dr. Gamble stated that even with the challenges faced, the mission, to provide the best education possible, was met on all three campuses.

REPORT FROM THE ENMU-RUIDOSO PRESIDENT

- Dr. Alred stated that it had been a busy semester. He noted the strategic plan being has been finalized and distributed.
- Dr. Alred reminded Board members that the Board elections would be held February 7, 2017. The election notices will be printed in December and the candidate declaration date is December 20, 2016.
- Dr. Alred stated that with the ending of the lease at White Mountain Annex, Workforce Solutions has moved into the former marketing suite. Adult Basic Education classes and the art department will be moving before the end of December.
- Dr. Alred informed the Board that the remodel that started on November 4, 2016 has been delayed due to inaccurate measurements on the site plans.
- Dr. Alred stated that staff and faculty are preparing for the upcoming accreditation review.
- Dr. Alred reported on the dual credit decision from the Higher Education Department and the Public Education Department that limits how many course and which courses high school students would be allowed to take.
- The Board of Regents hired the search firm of Whit and Kiefer to begin the process of finding replacement candidates for System President, Steven Gamble. The firm has held a community forum and has formed a committee represented by all three campuses. Mr. John McCullough is the representative for the Ruidoso campus.
- Dr. Alred informed the Board that Bonds A, B and C passed. ENMU-Ruidoso will receive \$700,000 for the remodel of the Student Services area. Dr. Alred reported that Bond C passed by a 57% approval rating in Lincoln County and 63% state wide. Dr. Alred also mentioned that the hospital bond passed by 71%.

REPORT FROM THE DEPARTMENT CHAIR

Dinah Hamilton, Department Chair of History, Humanities and Social Sciences presented the report. Ms. Hamilton reported she has a total of thirty four students in her program. Ms. Hamilton stated that she faced challenges with the Higher Education Department's credential requirements of eighteen graduate credits in their master degrees in order to teach specific courses. Teachers had to be shifted to different subjects but all were able to continue teaching the same number of hours. Ms. Hamilton reported she is one of the sponsors of Phi Theta Kappa. With the exception of one, all of the previous PTK members graduated in the spring of 2016. There were ten new members recruited. Members will be active with various community service projects.

INFORMATION ITEMS

1. Grants Update – Ms. Rachel Saenz reported that the Wildland Fire Science program has finished its second year courses.
The Sierra Blanca Fire Academy will be held in December with classes being held on campus. The Academy will be used for dual enrollment where students receive certifications and college credit.
Ms. Saenz announced Spencer Baldwin has been hired as the Wildland Fire Specialist. The Title V grant has purchased the retention software, Drop Guard. The program is intended to identify and contact students in need of attention. Implementation is anticipated in the Spring of 2017 and is expected to raise retention rates.
2. Marketing/Recruitment Committee Report – Ms. Coda Omness stated that retainment is up 8% and 145 students have been registered. She stated that there are fifty new applicants to register.

Ms. Omness stated that the recruitment efforts in Mescalero were originally for the teacher education program but now has expanded into other areas. Ms. Omness stated she is currently advising four students from Mescalero that are enrolled in the Wildland Fire Science program. Mr. Laroche commented that they have been meeting with Charles Riles, Head of the BIA who is encouraging the employees to obtain more education.

The Student Services staff is reaching out to students with 15 credit hours or less needed to obtain a degree in order to help them finish.

The department has been short one person and Daniel Waldo has been a great help filling in.

Ms. Omness informed the Board that she will be attending the fire academy in Arizona in March 2017 to enroll students.

3. ENMU-Ruidoso Foundation Update – Dr. Alred provided the Foundation update report. The goal for the Foundation was to raise \$20,000 to match the Title V endowment. The Foundation received a total of \$19,000 which includes a \$5,000 donation from the Ruidoso Valley Greeters and a \$1,000 from the McCune Family Foundation. The next meeting is November 29, 2016. Dr. Willard added that the scholarship reception was well attended.
4. Appropriation Update – Dr. Alred provided a report on the state appropriation trends and the loss of funding to the college. The college has responded to the loss of funding by reducing staff and faculty by attrition, reducing operating costs, placing adjunct monies on hold, and increasing tuition. Additionally, the mil levy has increased slightly.
5. Construction Update – Ms. Sheila Farquer provided the construction update on the entrance remodel. The permit was awarded and demolition had started. During the demolition it was found that the support beams in the area of the new entrance were not in the same place as stated on the plans. New drawings have to be done and resubmitted to the state. The goal is to start construction the last week of November or the first week of December.
A rendition has been made of the proposed construction trade area remodel that all stakeholders have agreed to. The area will be converted into a lab and classroom space specific to the technical programs. In the early spring, the college will start the bidding process with hopes to start construction soon after.

BUSINESS MATTERS

1. Unrestricted Budget Adjustment Request – Ms. Farquer presented the Unrestricted Budget Adjustment Request. The BAR adjusts to reflect actual beginning balances. The BAR transfers \$550,000 from I & G fund to BR&R to fund current campus initiatives and to reflect budget decrease of 5% in state appropriations.

Mr. Paxton moved to approve the Unrestricted Budget Adjustment Request as presented. Dr. Willard seconded the motion.

Vote: 3-0-0. Motion approved.

2. 2017 – 2018 Tuition - Dr. Alred presented to the Board a request for a tuition increase. In district would increase from \$43 to \$45 or 4.65%; Out of district would increase from \$57 to \$60 or 5.26%; Out of state would increase from \$160 to \$168 or 5%.

Dr. Willard moved to approve the tuition increase as presented. Mr. Paxton seconded the motion.

Vote: 3-0-0. Motion approved.

3. Community College Board 2017 meeting calendar – Dr. Alred presented the 2017 Community College Board meeting schedule.

Dr. Willard moved to approve the meeting calendar and noted that all dates are tentative and can change without being presented as a business item in future meetings.

Mr. Paxton seconded.

Vote: 3-0-0. Motion approved.

4. Revision to Prior Learning Assessment Policy – Mr. Laroche presented the Prior Learning Assessment Policy for approval. The revision includes a onetime fee of \$50.00 for CPL for industry credentials; \$50.00 fee per course for course challenging and \$25.00 fee per course to CLEP a course.

Dr. Willard moved to approve the revisions to the Prior Learning Assessment Policy as submitted. Mr. Paxton seconded.

Vote: 3-0-0. Motion approved.

CLOSED SESSION

There were no items to be discussed during a closed session.

BOARD ANNOUNCEMENTS AND COMMENTS

- Thanksgiving Break, November 23, 2016 to November 27, 2016
- ENMU-Ruidoso Foundation Board Meeting, November 29, 2016, 5:00 p.m., Conference room
- Student Art Exhibit, November 29, 2016 – December 2, 2016, White Mountain Annex
- ENMU-Portales Board of Regents Meeting, December 8, 2016, 3:00 p.m., Roswell
- The National Society of Leadership and Success Induction Ceremony, December 9, 2016, 5:30 p.m., White Mountain Annex
- ENMU-Ruidoso Christmas Party, December 9, 2016, 6:00 – 8:00 p.m., Dream Catchers
- ENMU-Ruidoso Community Choir Winter Concert, December 11, 2016, 3:00 p.m., First Christian Church
- Winter Break, December 23, 2016 to January 1, 2017

ADJOURNMENT

Mr. Paxton moved to adjourn the meeting at 8:09 p.m. Dr. Willard seconded the motion.

Vote: 3-0-0. 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



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: February 2, 2017

FROM: Clayton Alred, President

AGENDA ITEM: ROUTINE MATTERS ITEM 4 – ENMU-Ruidoso president's report

DISCUSSION ITEMS:

- Spring 2017 semester
 - Enrollment
 - Construction Progress
- Presidential Search
- Accreditation: April 2017 Campus Visit
- New Employees
- College Board Election

ATTACHMENTS:

- Sample Ballot

OFFICIAL BALLOT - BALOTA OFICIAL
REGULAR SCHOOL DISTRICT ELECTION - ELECCIÓN REGULAR DE DISTRITO ESCOLAR

Ruidoso Municipal School District No. 3 / ENMU-Ruidoso Regular School Board Election
 Distrito de Escuela Municipal No. 3 de Ruidoso / Elección Regular por la Junta de Escuela del ENMU-Ruidoso
 Lincoln County, New Mexico - Condado de Lincoln, Nuevo Mexico
 February 7, 2017 - 7 de febrero de 2017

INSTRUCTIONS: To vote, completely fill in the oval to the LEFT of your choice, like this: ●
INSTRUCCIONES: Para votar complete el óvalo a la IZQUIERDA de su selección, como esto: ●

<p align="center">FOR SCHOOL BOARD MEMBER</p> <p align="center">POR MIEMBRO DE LA JUNTA DE ESCUELA POSITION 3 - POSICIÓN 3 FOUR (4) YEAR TERM - PLAZO DE CUATRO (4) AÑOS VOTE FOR ONE (1) - VOTE POR UNO (1)</p>	<p align="center">FOR ENMU-R SCHOOL BOARD MEMBER</p> <p align="center">POR MIEMBRO DE JUNTA DE ESCUELA DE ENMU-R POSITION 2 - POSICIÓN 2 FOUR (4) YEAR TERM - PLAZO DE CUATRO (4) AÑOS VOTE FOR ONE (1) - VOTE POR UNO (1)</p>
<p><input type="radio"/> ANDREW D FRIBERG</p> <p><input type="radio"/> MICHAEL T WILSON</p> <p><input type="radio"/> PAULINE M STASKI</p>	<p><input type="radio"/> JAMES D PAXTON</p>
<p align="center">FOR SCHOOL BOARD MEMBER</p> <p align="center">POR MIEMBRO DE LA JUNTA DE ESCUELA POSITION 4 - POSICIÓN 4 FOUR (4) YEAR TERM - PLAZO DE CUATRO (4) AÑOS VOTE FOR ONE (1) - VOTE POR UNO (1)</p>	<p align="center">FOR ENMU-R SCHOOL BOARD MEMBER</p> <p align="center">POR MIEMBRO DE JUNTA DE ESCUELA DE ENMU-R POSITION 3 - POSICIÓN 3 FOUR (4) YEAR TERM - PLAZO DE CUATRO (4) AÑOS VOTE FOR ONE (1) - VOTE POR UNO (1)</p>
<p><input type="radio"/> GREG LEE CORY</p>	<p><input type="radio"/> GIMARKLINEKOLE</p>
<p align="center">FOR SCHOOL BOARD MEMBER</p> <p align="center">POR MIEMBRO DE LA JUNTA DE ESCUELA POSITION 5 - POSICIÓN 5 FOUR (4) YEAR TERM - PLAZO DE CUATRO (4) AÑOS VOTE FOR ONE (1) - VOTE POR UNO (1)</p>	
<p><input type="radio"/> LUTHER A LIGHT</p>	

Glenda B. Edwards
 COUNTY CLERK - ESCRIBANA DE CONDADO



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: February 2, 2017

FROM: Clayton Alred, President

AGENDA ITEM: INFORMATION ITEM 1 – Legislative Update

- DISCUSSION ITEMS:
- Lincoln County Day in Santa Fe
 - Pending Legislation Impact on Higher Education
 - Solvency Issues

- ATTACHMENTS:
- Bill Summary (to be distributed at meeting)



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: February 2, 2017

FROM: Clayton Alred, President

AGENDA ITEM: INFORMATION ITEM 2 – All State Team Recognition

DISCUSSION ITEMS: • ENMU Ruidoso Nominee: Susanne Herbst

ATTACHMENTS: •



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: February 2, 2017

FROM: Clayton Alred, President

AGENDA ITEM: INFORMATION ITEM 3 – President’s Award Recognition

- DISCUSSION ITEMS:
- President’s Award for Excellence in Teaching: Mr. Jack McCaw
 - President’s Award for Distinguished Service: Ms. Tonia Ashby

ATTACHMENTS: •



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: 2/2/2017

FROM: Coda Omness

AGENDA ITEM: INFORMATION ITEM 4 -Marketing/Recruitment Report

DISCUSSION ITEMS:

- Student Services New Hire- Hank Hargis, starting February 13
- Full Time Student - 16.0% growth
- Degree Seeking Student -14.8% growth
- Update on Mescalero Outreach- 10% growth
- New Admits-Degree Seeking- 192 Applications- Registered 117
- New Admits- Non Degree (includes dual credit) 130 Applications- Registered 123
- Recruitment Strategic Plan beginning stages

ATTACHMENTS:

-

COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: February 2, 2017

FROM: Rhonda Vincent

AGENDA ITEM: INFORMATION ITEM 5 - ENMU-Ruidoso Foundation Update

INFORMATION ITEMS:

- Foundation Board Meeting held 11.29.16; Board approved a Fundraising Plan to raise \$73,500.00 for 2017
- AIM HIGH – June 24-25 at the IMG; there will be a raffle starting in February for a Sport Utility 4x4
- Planet Green Recycle; Accept empty inkjet cartridges, cell phones, small electronics, GPS units, Ipods/MP3 players, Digital/Video Cameras, Ipads/Tablets, Video game consoles, Calculators, and more! Drop off any of these items in the box at my office door.
- Title V Endowment Match; Year two funds have been raised and received. Year three is underway with a total match needed of \$20,000.00; Thus far \$6,500.00 has been committed leaving a balance of \$13,500.00
- Scholarships- Spring 2017 scholarships (\$8,500.00) have been awarded

ATTACHMENTS: • None



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: February 2, 2017

FROM: Annemarie Kalama

AGENDA ITEM: INFORMATION ITEM 6 - Grants Update (Title V & SunPath)

- DISCUSSION ITEMS:
- ANNUAL PERFORMANCE REPORT (APR) for Year 2 was submitted January 20, 2017 (final submission was due January 31, 2017). *Copy is available upon request.* APR reported that all Objectives for Year 2 were complete (meeting or making substantial progress)
 - STUDENT DATA on January 17, 2017
 - WFS – 47 declared and 8 undeclared
 - WFS Retention – 75% for Fa15 to Sp16; 67% for Sp16 to Fa16
 - EMS – 55 declared and 9 undeclared
 - WILDLAND FIRE SCIENCE is program is being transitioned to the Science Department. Jack McCaw and Spencer Baldwin are meeting weekly with the Title V Activity Director to support this transition.
 - EMERGENCY MEDICAL SERVICES pilot classes have started this spring. Both basic and advanced are being offered. The college recently finalized an MOU with Dona Ana Community College as our accredited sponsor. The EMS specialist is working with 4 resource faculty and 1 IBEST instructor to teach the courses. He is also working with DACC on securing student opportunities for clinical “ride-along” experiences.
 - STRUCTURAL FIRE Specialist has been hired with a start date of Feb 20, 2017. Program development will begin at that time.
 - ONLINE STUDENT SERVICES Specialist is working the various departments to institutionalize the online Orientation making it available to all UNIV 101 students. Pilot for the DropGuard intrusive advising and retention program has started with phase 1 requiring mandatory attendance reporting and monitoring. The financial aid online supports are currently in development.
 - TECHNICAL ASSISTANCE training was provided by the USDE program manager on January 26, 2017 at UNM. Both the grant project manager and activities director attended.
 - SUN PATH -Sun Path has enrolled an additional 37 unique participants this semester and is in the process of ordering new supplies and equipment for programs this fiscal year.
- ATTACHMENTS:
- None



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: February 2, 2017

FROM: Sheila Farquer

AGENDA ITEM: INFORMATION ITEM 7 – Preliminary Budget Discussion

DISCUSSION ITEMS:

- FY18 Budget Process Memo & Budget Forms distributed 01/23/17
- FY18 budget meetings w/dept. chairs or reps 02/06 – 02/08/16
- College Board budget workshop 04/06/17 @ 6:00 p.m.
- College Board meeting to vote on FY18 budget 04/13/17 @ 6:00 p.m.

ATTACHMENTS:

- N/A



Date: February 2, 2017

To: ENMU-Ruidoso Community College Board

From: Dr. Clayton Alred, ENMU-Ruidoso president

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

Subject: ENMU-Ruidoso Community College Operating Agreement

Summary Statement

I am requesting approval of the Eastern New Mexico University Operating Agreement with the ENMU-Ruidoso Branch Community College Board. The operating agreement establishes the relationship, associated authority and responsibilities of the Eastern New Mexico University president, the Board of Regents, ENMU-Ruidoso president, and the Community College Board.

Contingent upon final review and approval of the Board of Regents, the agreement shall be for a two-year term.

Action Requested

Recommend approval of the Eastern New Mexico University and ENMU-Ruidoso Branch Community College Board Operating Agreement

Attachment

**Eastern New Mexico University
And
Eastern New Mexico University-Ruidoso**

OPERATING AGREEMENT

The Board of Regents of Eastern New Mexico University (hereinafter referred to as Board of Regents), Portales, New Mexico, and the Ruidoso Branch Community College Board (hereinafter referred to as the College Board), which is comprised of five elected residents, residing within the community college district, hereby enter into the following agreement, pursuant to section 21-14-16., NMSA 1978, concerning the operation of Eastern New Mexico University-Ruidoso (hereinafter referred to as ENMU-Ruidoso) located in Ruidoso, New Mexico.

Reference: New Mexico Statutes as annotated 1978, chapter 21; State and Private Education Institutions/Article 14 Branch Community Colleges/21-14-2 which addresses Board duties, relationship with parent institution, elections as the primary source for the formulation and implementation of this document.

Duties and Responsibilities

The duties and responsibilities of the ENMU-Ruidoso Community College Board in relation to the operation of ENMU-Ruidoso are as follows:

1. Enter into written agreements with the Board of Regents of Eastern New Mexico University, subject thereafter to biennial review by all parties concerned and to the review and commentary of the Higher Education Department;
2. Act in an advisory capacity to the Board of Regents in all matters relating to the conduct of ENMU-Ruidoso;
3. Approve an annual operating budget for the ENMU-Ruidoso Branch Community College for recommendation to the Board of Regents;
4. Certify to the Lincoln County Commissioners the tax levy;
5. Conduct the election for tax levies for ENMU-Ruidoso;

6. Meet with the Ruidoso president and/or ENMU System president at least two (2) times per year. The president of ENMU will be invited to report to the ENMU-Ruidoso Community College Board. The president of ENMU will be welcome to attend any or all meetings at his/her discretion and may share concerns and items of interest as deemed necessary. An agenda item will be provided on request by the president to the chair, Community College Board; and
7. The College Board and the Board of Regents of Eastern New Mexico University of ENMU-Ruidoso Branch Community College shall jointly conduct a search for qualified candidates for President. The Board of Regents of Eastern New Mexico University, after consultation with the College Board, shall then select a President for ENMU-Ruidoso Branch Community College.

The Board of Regents, through the President of ENMU-Ruidoso, shall have full authority and responsibility in relation to all instructional and administrative matters of ENMU-Ruidoso. ENMU will serve in a supportive capacity for ENMU-Ruidoso. Certain policies in the agreement follow, but it is recognized that unanticipated circumstances may require changes in policies. Such changes will be determined through conferences between representatives of the administrations, submitted to the president and the ENMU-System president for approval before submission to the Board of Regents and the Community College Board. The Community College Board will make a recommendation to the Board of Regents, which will have final approval.

Policies:

1. ENMU-Ruidoso will be operated in accordance with the standards of the Higher Learning Commission of the North Central Association and under appropriate state statutes and the rules and regulations of appropriate state agencies governing the relationship of ENMU and ENMU-Ruidoso.
2. The mission of Eastern New Mexico University-Ruidoso Branch Community College includes seven purposes:
 - To offer general academic studies for students wishing to transfer to a university
 - To offer career and technical education programs leading to gainful employment for students in their chosen field
 - To offer a dual credit enrollment, early college admissions program for qualified high school students within our service area

- To offer workforce education and training services, and provide institutional leadership in the economic development of the region
 - To offer programs of instruction leading to Associate degrees and Certificates of Completion
 - To offer lifelong learning opportunities for all citizens through continuing education and community service programs
 - To offer access to adult basic education for those wishing to achieve literacy skills, completion of high school equivalency diplomas, and English proficiency
3. The instructional program of ENMU-Ruidoso shall be designed to accomplish its stated purposes but still be consistent in its lower division courses to those comparable courses at ENMU and other institutions of higher education.
 4. The instructional program will be coordinated with ENMU, but responsibility for determining courses of study, program content and course scheduling shall rest with the appropriate administrative offices of ENMU-Ruidoso.
 5. ENMU shall honor credits earned through lower division courses at ENMU-Ruidoso as though they were earned at ENMU, subject to the following conditions:
 - a. Credits earned in lower division courses (those numbered 100 or 200) which appear in the ENMU undergraduate catalog shall be a part of the University parallel program at ENMU-Ruidoso and shall receive resident credit from ENMU, subject to University regulations concerning graduation requirements and college degree plan requirements as stated in the undergraduate catalog or in the college degree plans available through the college dean. ENMU-Ruidoso may negotiate degree and transfer agreements with other colleges and universities as deemed necessary to serve the needs of Lincoln and adjoining counties; ENMU will be given first right of refusal on all bachelor's and master's courses and degrees offered through ENMU-Ruidoso.
 - b. ENMU will accept from ENMU-Ruidoso completed courses included in approved associate of science and associate of arts degrees as well as other lower division academic coursework. The total number of lower division credits which may apply toward a baccalaureate degree will be determined by an individual degree program. Among the semester hours normally required in the baccalaureate degree are 40-50 semester hours

of upper division coursework. Upper division ENMU courses taken on the ENMU-Ruidoso campus will satisfy residency requirements for ENMU degree programs. ENMU and ENMU-Ruidoso will ensure prior coordination of the assigning of course numbers in advance of any changes. Such changes will be coordinated by the President of ENMU-Ruidoso or a designee and the vice president for Academic Affairs, ENMU.

- c. Any lower division courses designed to meet the needs of the local educational clientele and that do not appear in the ENMU undergraduate catalog or schedule will be articulated in accordance with policies for new course development. These courses will be honored as a part of a parallel program of study by the other coordinate campuses.
6. The admission criteria shall be established by the Board of Regents in collaboration with the ENMU-Ruidoso administration and Community College Board. Such admission criteria shall follow commonly accepted criteria for "open door" two-year institutions.
 7. Personnel policies governing hiring, evaluation, promotion, retention, dismissal and compensation of faculty and staff shall be established by the Board of Regents in collaboration with the ENMU-Ruidoso administration and Community College Board. Appropriate recognition shall be given to the differing missions of the two campuses.
 - a. Due consideration shall be given to Affirmative Action and Equal Opportunity regulations, statutes and guidelines. Such policies shall be appropriate to faculty and staff at two-year campuses but, wherever appropriate, shall be comparable to policies governing University employees. Consideration will be given to local qualified applicants before employing teachers of the local school system.
 - b. Hiring and dismissal of all administrative personnel shall be the responsibility of the president of ENMU; however, it is expected that the president will delegate authority.
 8. ENMU-Ruidoso shall award the degrees of Associate of Arts, Associate of Science, Associate of Applied Science, Certificates of Occupational Training, and Certificates of Completion (for programs requiring less than the

equivalent of two years for completion) to students who successfully meet the requirements established for such degrees or certificates.

9. Depending upon the availability of space and to the extent it is economically feasible; the physical facilities of ENMU-Ruidoso will be made available to ENMU for provision of upper division and graduate courses. Such offerings will be coordinated through appropriate administrative staff at both campuses. Warranted fees may be assessed to defray the costs of utilities and services.
10. Fiscal administration of ENMU-Ruidoso shall be coordinated with ENMU's Business Office. Appropriate records of financial transactions shall be maintained by ENMU and/or ENMU-Ruidoso including receipts and records of disbursement. Policies and procedures concerning the maintenance of the funds, budgetary planning, and approvals shall be established and reviewed by the appropriate administrative staff, the Community College Board and the Board of Regents periodically. Fiscal support of ENMU-Ruidoso will principally come from the following sources.
 - a. State appropriation as provided by law.
 - b. Local tax support as provided by law.
 - c. Student tuition as established by the Board of Regents in collaboration with the Community College Board.
 - d. Fees as established by the Board of Regents in collaboration with the Community College Board and approved by the New Mexico Department of Higher Education.
 - e. Grants, gifts and other funds that may be available. No funds of ENMU shall be allocated for the support of ENMU-Ruidoso although indirect administrative costs may be borne by ENMU. No funds of the Ruidoso branch may be diverted to the ENMU campus or to any other branch except for the payment of the budgeted indirect administrative overhead or other appropriate purchases of goods or services. Normal services provided by ENMU through the administrative overhead arrangement include general support, personnel, staff development, internal audit services and leadership. Legal services, architectural services and liability

insurance for ENMU-Ruidoso employees will be provided by ENMU-Ruidoso.

11. Capital projects will be developed with participation of both campus administrations and appropriate representatives. The needs of both campuses will be considered and prioritized.
12. Financial aid funds for students will be distributed equitably, determined by jointly developed criteria based on funding source requirements and intents. The financial aid office of both institutions shall monitor such distribution cooperatively. Changes in distribution percentages shall be reviewed by the president of ENMU and the President of ENMU-Ruidoso and approved by the Board of Regents after collaboration with the Community College Board.

Terms:

This agreement shall be for the two-year term from March 1, 2017 to February 28, 2019, and shall be binding upon the Board of Regents of ENMU and the Community College Board of ENMU-Ruidoso. This agreement may be terminated by mutual consent, or it may be terminated by either board upon six month notice. Such termination is to be effective at the close of the academic year following expiration of such six-month notice.

In the event that the College Board or Board of Regents should be unable to meet, with a duly qualified quorum, for the purpose of approving this agreement prior to the expiration of the agreement, this agreement shall remain in effect until after each board has met, with a duly qualified quorum, and has taken action on the operating agreement.

Chair, Community College Board

Date

Secretary, Community College Board

Date

President, Board of Regents

Date

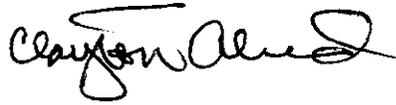
Secretary, Board of Regents

Date



Date: January 23, 2017

To: ENMU-Ruidoso Community College Board

From: Dr. Clayton Alred, ENMU-Ruidoso president 

Subject: Authorization of Legal Contact for BBVA Compass FirstData Merchant Services Account

Summary Statement

The college utilizes FirstData Merchant Services to process its credit card transactions through BBVA Compass and recently updated its credit card processing equipment to enable the use of chip technology. As a result, the vendor is requesting updated corporate minutes that document the name of the Legal Contact for the institution.

The Legal Contact may direct the vendor to change bank account information on behalf of the institution, in conjunction with our financial institution. As president of the college, Dr. Clayton Alred is the logical individual to serve in this capacity, and we ask that he be designated Legal Contact for the BBVA Compass FirstData Merchant Services account.

Action Requested

Authorize Dr. Clayton Alred, president of ENMU-Ruidoso, to be the Legal Contact for the BBVA Compass FirstData Merchant Services account