



**EASTERN NEW MEXICO UNIVERSITY – RUIDOSO BRANCH
COMMUNITY COLLEGE BOARD MEETING**

**ENMU-Ruidoso, Remote Link
19 November 2020 • 5:00 p.m.**

AGENDA

CALL TO ORDER

1. Declare a quorum
2. Approve the agenda

ROUTINE MATTERS

1. Introduction of guests
2. Public Comment (2 minutes maximum, each)
3. Approval of August 24 Regular Meeting Minutes
4. Report from ENMU System Chancellor
5. Report from ENMU-Ruidoso Foundation Director
6. Report from ENMU-Ruidoso Community College Board Chair
7. Report from ENMU-Ruidoso President

INFORMATION AND STUDY ITEMS

1. Strategic Plan Update – Goal Two: Employer ReadyCoda Omness and Ryan Trospen
2. Spring Semester Update..... Ryan Trospen
3. Update on Nexus Phase IIKaren Massey and Ryan Trospen
4. Update on 2021 Legislative Session..... Ryan Trospen
5. Higher Education General Obligation Bond C Update..... Steve Lestarjette and Ryan Trospen
6. Carl Perkins V BAR..... Ryan Trospen
7. Operating Agreement..... Ryan Trospen
8. Policy Updates..... Patrice Caldwell and Ryan Trospen

ACTION ITEMS

1. 2021 College Board Meetings..... Ryan Trospen

BOARD ANNOUNCEMENTS AND COMMENTS

ENMU Board of Regents Meeting Friday, December 11
 Campus Closed for Thanksgiving Holiday, November 25-29
 Last Day of the Semester, December 11
 Campus Closed for Winter Holiday, December 23-January 3

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) 315.1120 at least forty-eight hours prior to the meeting.

**Eastern New Mexico University-Ruidoso
COMMUNITY COLLEGE BOARD
REGULAR MEETING
24 August 2020
5:00 p.m.
ENMU-Ruidoso, Microsoft Teams Link**

CALL TO ORDER

Chair Treptow calls the meeting to order at 5:02 pm and declares a quorum. 5 of 5 members are presents: Brad Treptow, James Paxton, Gina Klinekole, Justin Huffmon and Marla Romero were all present. Ryan Trosper and Nicole DeLorenzo were also present.

APPROVAL OF THE AGENDA

Motion: Ms. Romero
Seconded: Ms. Klinekole
Vote: Roll Call: 5-0-0 All aye
Motion To approve the agenda passes

INTRODUCTION OF GUESTS

Chair Treptow introduces guests: Dr. Patrice Caldwell, Steven Miller, Dr. Karen Massey, Mr. Steve Lestarjette and Mr. Jack McCaw

PUBLIC COMMENTS

None

APPROVAL OF 14 APRIL REGULAR; 09 JUNE SPECIAL; 21 JULY SPECIAL MEETING MINUTES

Motion: Mr. Paxton
Seconded: Ms. Romero
Vote: Roll Call 5-0-0 All aye
Motion To approve all meeting minutes passes

REPORT FROM ENMU SYSTEM CHANCELLOR

Dr. Caldwell reported on the Board of Regents retreat which focused on good stewardship of state resources, balancing mission with size and resources. Also, transitioning services based on dedication to students, aiding them in staying connecting and successful across the system. She reported that 140 students with special needs are on-campus; Workforce prep students are allowed on campus, and 60 students are staying in the dorms. Dr. Caldwell also noted that if the state continues in a downward trend of new cases, Portales will stagger reopening and consider a more in-person, hybrid Spring semester. She noted to not expect full reopening without a vaccine distributed.

REPORT FROM ENMU-RUIDOSO COMMUNITY COLLEGE BOARD CHAIR

Chairman Treptow congratulated Mr. Trosper on his new position. He expressed appreciation for the Welcome Back meeting and President Trosper's presentation at the Rotary Club.

REPORT FROM ENMU-RUIDOSO PRESIDENT

President Trosper provided a virtual tour to all attendees of the recently completed adjacent building, Phase I of the College Nexus Project. Afterward, he detailed his current initiatives as new president to meet with the campus and community. Enrollment report shows 15% down in headcount, but growth from two years ago. Many of the down enrollments are linked to dual credit students and non-traditional students, especially parents. Mr. Trosper then thanked the board for a successful and safe presidential search and continued to highlight various aspects of the college

update notes, found in the board packet. Mr. Treptow opened the floor for questions. The board and Ryan discussed day-to-day logistics of building operations under COVID restrictions. Member Klinekole also noted the effectiveness of the signage on the building.

INFORMATION ITEMS

1. **Strategic Plan Update – Goal Four: Mission Ready:** Mr. Trosper went through the Strategic Plan Update, provided in the board packet. He highlighted the creation of the new position: Director of eLearning and Assessment to replace the current librarian position. Mr. Treptow opened the floor for questions. No further comment.
2. **Update on Reopening Plan:** Mr. Trosper presents the board with the current college reopening plan, which was submitted and approved by NMHED. Mr. Treptow asked how quickly campus can transition between phases. Mr. Trosper offered a nuanced answer, but noted that student stability is of most importance. If students started classes online, they would remain online throughout the semester. Mr. Treptow acknowledged a desire to move back to normal as quickly as possible, stating students and community want to be on campus. President Trosper said he would follow metrics and data. If eight week classes can safely be held on campus, he would consider. Member Romero asked about labs, most handled through virtual lab software. No labs are being conducted on campus. Mr. Trosper ended stating that the community and community situations were still in focus: offering Creative Aging courses to meet non-credit needs.
3. **Recommendation for Tenure, Dr. Shiva Rai:** Mr. McCaw discussed the tenure process and recommended Dr. Rai. The Academic Committee is an ad hoc committee that assembles when necessary to discuss tenure and changing ranks. He discussed the logistics of the process and events in recommending Dr. Rai. The board expressed appreciation from Dr. Rai, the tenure process and the proactiveness of the faculty and administration.
4. **Update on Nexus Phase II:** Dr. Massey provided the board an update on the Nexus construction: Phase I is to be complete within the next week. Everything in building under one-year warranty. Phase II officially started with new contractor, Bradbury Stamm. Estimated completion is April 1, 2021. Mr. Treptow raised concerns over consistency between projects with the new contractor. Dr. Massey noted that the architectural and design firm remained the same so aesthetically and conceptually consistent. The board discussed logistics of operating under building construction and temporary relocation of staff, entrances and corridors.

ACTION ITEMS

1. **Approval of Updated Budget Adjustment Request** – Mr. Trosper provided the board with an updated BAR and explanation. Generally there is no BAR this time of year; however, the special legislative session encountered swaps and cuts to the FY 21 budget, resulting in the need for an updated BAR, redirecting services from unfilled salaries, and extraneous budget lines. Mr. Trosper is hoping potential cuts in January will be similar. The board discussed CARES money and other potential cuts. Mr. Treptow calls for final questions.

Motion: Ms. Romero
Seconded: Ms. Klinekole
Vote: Roll Call 5-0-0 all aye

Motion to approve Updated Budget Adjustment Request passes.

2. **Updated Signature Authority through BBVA Compass** – Formality after President change. Allows Mr. Trosper and Dr. Caldwell to have signature authority on all banking matters, replacing former roles. No discussion, questions or comments from board.

Motion: Ms. Romero
Seconded: Mr. Huffmon
Vote: Roll Call: 5-0-0 all aye

Motion to approve Updated Signature Authority through BBVA Compass passes.

3. **Resolution Authorizing New Account for Debt Service** – Dr. Massey informed the board that this account was created in July to hold monies from the local bond. It was approved by Dr. Carstens. Member Romero questioned the need for the board to sign this resolution if the account was already created. She also asked about the legality and authority of opening a new account without the approval of the local board. The board noted they would not be comfortable taking action on the resolution. Going forward they would transfer the account to Mr. Trospers authority. The board requested materials relating to the authority of account creation. Mr. Trospers provided them the Operating Agreement, acknowledging the account validity. Dr. Massey provided the board on the account activity that will happen annually: 15 transactions; 12 collections for the levy; three payments to NMFA: two interest, one Payment.

Motion:

Seconded:

Vote:

Tabled until further notice.

4. **GO Bond Resolution** – Mr. Trospers presented the board with a resolution for State GO Bond C to be voted on in general election in November. The bond would provide the college with funding to complete Phase III of the College Nexus Project. Mr. Lestarjette notes that the language used in the resolution mimics the ENMU system resolution language. He thanked the board for their support. Mr. Treptow opened the floor for comments, no comments.

Motion:

Ms. Romero

Seconded:

Ms. Klinkole

Vote:

Roll Call: 5-0-0 all aye

Motion to approve GO Bond Resolution passes.

ADJOURNMENT

Chairmen Treptow read the board announcement and asked for final comments. He thanked Dr. Caldwell for her attendance. No further comments.

Motion:

Mr. Paxton

Seconded:

Ms. Klinekole

Vote:

Roll Call: 5-0-0 all aye

Motion

to adjourn passes; Meeting adjourned at 7:16pm

Brad Treptow
Chairman, Community College Board

Date

James Paxton
Secretary, Community College Board

Date

Respectfully submitted for approval by:
Nicole DeLorenzo, Office Administrator to the President

College-wide Notes

ENMU-Ruidoso Foundation

- Elk Raffle has been concluded and the Foundation profited \$30,581.10
 - All tickets were sold plus 3 sponsors
 - Jaynes Corporation gave \$2,5000.00
 - Harvey's Feed \$300.00
 - Zach Cook \$250.00
- An anonymous donation was given to pay for the out of state fees the raffle winners would incur. The Foundation was able to purchase the prizes and advertise and still net over \$30,000!
- In the process of securing this type of raffle yearly. AIM HIGH has been scheduled for June 26, 2021
 - We will continue to monitor the pandemic and the health orders but felt it was best to secure the date
- Our donor reception that is normally held in November has too been cancelled
- The Foundation Board has generously donated face masks and hand sanitizer with the ENMU-Ruidoso Foundation logo
- Mailing out personalized letters to each of our donors including these gifts as a token of our appreciation

Business Office

- Nexus Phase 1
 - The bulk of the work for Phase I is complete. We are continuing to work with Jaynes to complete punch list items. Temporary Certificate of Occupancy was received on July 14, 2020. Final Certificate of Occupancy will be issued after the Phase 2 work to join the two electrical systems in complete.
- Nexus Phase 2
 - Construction for Phase II is well underway. Work to date includes demolition, electrical layout and rough-in, framing layout and installation, begin opening between buildings, HVAC rough-in, and fire suppression system adjustments. Anticipated substantial completion is April 2021.
- Local Bond Issue
 - The Lincoln County Treasurers Office has reported that first bond payments to ENMU-Ruidoso will arrive in December 2020.

New Mexico Workforce Connection Center (NMWCC)

WIOA Adult/Dislocated Worker Grant

- In process of hiring a new Career Coach for the Clovis office.
- Allocated approximately \$769,340.13 in WIOA training throughout Eastern New Mexico to assist individuals pursuing occupations in demand and Employer with On-the-Job contracts.
- We are moving along with Apprenticeship Pathways, currently we have four businesses interested in having participants go through this Pathway. We are hoping our first group will start in the next month.
- We are working with External Affairs to promote our services to the Lincoln County community via a radio station.

Youth Grant

- In process of hiring for the open vacancies we have across Eastern New Mexico.
- We will be launching Career Edge in the next month. A system that will assist in the enrollment, retention and maintenance of our participants.

One-Stop-Operator

- In Process of hiring an Admin assistant that will serve all the remote offices
- In process of hiring an office manager for the Roswell office that will serve all the remote offices in the Eastern area.

Community Development

- Offering new online fitness courses this November and December
- Attended Rural Grantsmanship Institute hosted by ASU Science Foundation

President's Office

- Working on meeting one-on-one with staff and community; have completed 30 meetings so far
- Attended virtual LFC meetings on October 20th and 28th
- Attended Indian Education Division meeting on October 22nd
- Interviewed candidates for VPSLS position
- Promoted Higher Education Bond Cat multiple venues
- Campus received \$17,300 in GEER funding for IT purchases
- Hired new personnel for Director of Workforce, Director of eLearning & Assessment, and Director of Community Development
- Working to formalize partnership with Mescalero Apache Tribe

IT/ Computer Services

- Upgrade staff desktop computers with current generation hardware and webcam/mic setups for improved web-conferencing capabilities
- Upgrade faculty with annotation displays to improve remote learning capabilities
- Computer Software
 - Implemented improvements in room calendar system to improve access to, and allow more intuitive scheduling of, classrooms, conference rooms, and seminar/group-study rooms
 - AV
 - Designed and ordered web conferencing/remote teaching AV upgrades for classroom 201 (auditorium)
 - Installed AV upgrade pilot equipment into classroom 108 including PTZ ceiling camera and speakerphone to improve web-conferencing capabilities
 - Training
 - ENMU-Ruidoso collaborated with ENMU-Portales for IT Trainings for Microsoft and Ellucian Banner
 - Purchasing
 - Identified and ordered equipment to improve various IT systems throughout the school, focusing on backup power, audiovisual upgrades to improve web-conferencing and remote teaching capabilities, and the purchase of additional computers for improved student technology access. Majority of funds being spent are coming from Title V and CARES funds.

External Affairs

- Since September 8, ENMU-Ruidoso has been hosting a 30 minute interview program in KRUIAM. The program is hosted by the Chief External Affairs Officer and Jeff Frawley, department chair.
- The External Affairs Office is working on plans to renovate the large marquee sign on Mechem Drive
- The External Affairs Office is working on potential partnership for child care for spring term.
- While the initial partnership is intended to extend through the COVID19 emergency, a good experience for students and the college may give cause to continue it thereafter.
- The External Affairs Office is in conversations with the Lincoln County Literacy Council to absorb some of the council's mission. The LCLC desires to dissolve its

- Coordinating Perkins Grant Award of \$29,430 with partnering high schools. This grant will supply the college and local high schools with services, supplies and equipment in targeted Workforce Development areas.
- Provided Basic Technology Skills for older adults course through Creative Aging
- In conversations with Mescalero Apache Tribe to provide workforce training program in spring 2021

Vice President of Student Learning and Success

- Continued work on partnership with ENMU-Roswell for RN students
- Working with ENMU-Roswell to hire new faculty member in Nursing for spring term
- Submitted continuation of RPSP funds to help sustain RN partnership

Language and Fine Arts

- 3 new internship/work study opportunities created through LFA department: filmmaking, publishing, radio broadcasting
- Instructor Ellen Wilson created radio-drama-themed THEA 1110 course for spring, culminating with students broadcasting their performances on college radio program, "Mountain Air" on 1400 AM
- Department Chair Jeff Frawley hosting regular episodes of Mountain Air, along with Steve Lestarjette, to highlight student and faculty success stories
- Frawley had one new short story published in a nationally distributed literary magazine
- 2 LFA Dept. courses approved for gen ed curriculum, 2 more submitted for approval
- Frawley and Student Success Emporium working with local school counselors to recruit for education programs
- Frawley and President Trosper attended virtual meeting with ENMU-Portales College of Ed. to discuss building and recruiting for ENMU-Ruidoso's education programs
- Frawley working with Coda Omness to design special spring section of ENGL 1110: Composition I for at-risk students and students who have failed course previously, to include supplemental basic skills instruction and iBest intervention
- ENMU-Ruidoso Foundation approved continuous financial support for department to offer a recurring semester writing contest
- Frawley worked with Kimberly Wills to pilot and implement TurnItIn, a Canvas-integrated plagiarism checker that can be used by instructors, advocates, and tutors to improve their understanding of ethical research and writing
- Frawley working with local schools and UNM Center for Development and Disability for ENMU-Ruidoso to host a virtual job fair for local high school students in Spring 2021

nonprofit status and has expressed interest in depositing its assets with the ENMU-Ruidoso Foundation. The college sees a benefit from utilizing LCLC's tutors for adult education and student tutoring.

- The External Affairs Office has received a request from the Heritage Program to move the program from Presbyterian Hospital to the college. Discussions are being explored.
- The Chief External Affairs Officer has worked with the new Community Development Director to review and revise existing processes, set goals and develop new noncredit courses for the fall and spring semesters.
- The Chief External Affairs developed and implemented a communication plan for the NM GO Bond C campaign. The campaign included radio ads, signs and banners, news articles, web social media postings, and a postcard to all residents of Lincoln County. President Trosper made presentations to college faculty and students (online), the Village of Ruidoso Council and the Ruidoso Downs Council. Other speaking and public engagement opportunities were not available because of the pandemic.
- The External Affairs Office produced the fifth edition of Elevations Newsletter, which mailed to nearly 11,000 homes in Lincoln County.
- The External Affairs Office began conducting a campaign to promote a Cybersecurity Scholarship program to veterans, first responders and Native Americans. The campaign consists of social media advertising, posters and brochures. Enrollment in Cybersecurity doubled during the past year, primarily from social media advertising. The goal of the scholarship campaign is to add another 60 students over the next three years.

Business and Cyber Technology

- The following NSA CAE grant was awarded to ENMU-Ruidoso Cybersecurity Center of Excellence:
 - NSA CAE Workforce Development grant - \$300k 2 years with \$180K 3yr extension

History, Humanities and Social Sciences

- Cynthia Orozco's book , *Agent of Change: Adela Sloss-Vento, Mexican American Civil Rights Activist and Texas Feminist* published by University of Texas Press



Date: 19 November 2020
To: ENMU-Ruidoso College Board
From: Ryan Trosper, ENMU-Ruidoso President
Coda Omness, Student Success Emporium Director

Subject: Strategic Plan Update – Goal Two: Employer Ready

Summary

The college will report regularly on Strategic Plan Goals. Outlined below are details of Strategic Goal Two. Updates on college related activities are attached.

Strategic Goal Two: Employer Ready

The college is ready and able to help business and industry strengthen the economic vitality of the region.

Strategies

1. Primary workforce solutions provider to business and industry
 - A. Be agile and responsive to fluctuations in employer needs.
 - B. Identify skills, technical proficiencies, and coursework needed through focus groups.
 - C. Implement responsive scheduling (workforce training does not fit an academic schedule).
 - D. Leverage customized training and employee assessment services.
2. Responsive partnerships with area employers to reduce the skills gap between job seekers and employer needs
 - A. Use real time economic and labor market data (e.g., Burning Glass) to design robust curriculum to industry specific skills identified in current job descriptions.
 - B. Market the college as a one-stop-shop business and industry solution to the regional economy.
 - C. Cultivate relationships through creation of advisory committees.
 - D. Create 'maker space' to foster innovation and development of new businesses.
3. Stackable credentials as an onramp from entry-level jobs to credit pathways
 - A. Offer short and specialized training certificates developed with the goal for completion in two to three months.
 - B. Develop credits for prior experience and/or industry credentials.
 - C. Utilize a skills-to-employment assessment (e.g., WorkKeys) that identifies training opportunities and career paths for potential students.

Action Requested

Information Only

Attachment

- Strategic Goal Two: Employer Ready Update

Goal Two: Employer Ready

The college is ready and able to help business and industry strengthen the economic vitality of the region.

Strategies	Activities
1. Primary workforce solutions provider to business and industry	
a. Be agile and responsive to fluctuations in employer needs	<ul style="list-style-type: none"> • Served 51 Regional Employers and 804 employees over 12,000 hours of non-credit workforce training 19/20 fiscal year • Developed online course offerings for non-credit workforce development, including Alcohol Server, Waste and Drinking Water Courses, EMT-Advanced and Early Childhood Courses. • With the impact covid-19 has had in the economy, the workforce team has developed new strategies to provide the services needed by employers and employees virtually. • Orientations, intakes and Reemployment Services and Eligibility Assessment workshops have been delivered virtually. • All Hands, New Mexico! Strategy. Assists businesses who are still looking to hire staff during this pandemic post their jobs in the NM workforce website and provide candidates that might meet their needs.
b. Identify skills, technical proficiencies and coursework needed through focus groups	<ul style="list-style-type: none"> • Developed 45-hour Early Childhood course, changed delivery methods and schedule Child Development Certificate and AS is Early Childhood through partnerships and input from Region IX Head start, Mescalero Day Care, Mescalero Head start and Presbyterian Health Services Head start office. • Collected data from NM Wind Growers for Fermentation program, worked closely with Noisy Water Winery on equipment, space and needs. • Working with Pattern Energy and Mesalands Community College developed a pre apprenticeship Wind/Safety Certificate • The External Affairs Office is involved in conversations with the Mescalero Apache Tribe to identify and prioritize workforce training programs needed by its residents. Today, the Tribe has identified seven programs and has prioritized two for launch in early spring 2021. The Community Development Office is now working to identify instructors and develop the curriculum for these programs. • With our new Apprenticeship Coordinator, we are working with local businesses in the eastern area to develop Pathways and apprenticeships that will provide long lasting and well-paying positions for the community. • Businesses are providing input on different skills and classes needed while they provide the work experience via an On the Job Training. We are expecting to have are first active pathway January 1.
c. Implement responsive scheduling (workforce training does not fit an academic schedule)	<ul style="list-style-type: none"> • Partnering with the Sierra Blanca Wildland Fire Academy, adjusting the Spring 2020 Wildland Fire academic courses the college served over 300 regional and national fire fighters both on the credit and noncredit. • The non-credit workforce training courses to be offered in Mescalero would be approximately one-month in duration, offered in early evenings, low cost, and "stackable."

- d. Leverage customized training and employee assessment services
- Offerings include- CPR-Region IX, Mescalero Fire and Rescue, Mescalero Head Start and Day Care; Water Pumps and Wells- Village of Ruidoso, Mescalero Tribe and City of Roswell, Basic Water Rescue- Ruidoso Fire and Police Departments
 - We are working with local businesses to determine skill gap trends in new hires. We provide assessments necessary and/or On the Job Trainings in order to assist businesses with some training costs when they hire staff lacking the necessary skills to fully perform their duties.

2. Responsive partnerships with area employers to reduce the skills gap between job seekers and employer needs

- a. Use real time economic and labor market data (e.g., Burning Glass) to design robust curriculum to industry specific skills identified in current job descriptions
- Utilizing Career and Pathways data from PED-
 - Developed pathways for all CTE degrees and certificates.
 - Developed career and college pathway plan for Adult Education students
 - Implementing IET's (Intergraded training and Education) into Adult Education, providing HSE skills and career exploration
 - With our new Apprenticeship Coordinator, we are working with local businesses in the eastern area to develop an understanding of the type of skills needed to make applicants more desirable.
 - Partnering with Title 3 we are able to use data from the department of labor helping us determine on-demand jobs and skill sets.
- b. Market the college as a one-stop-shop business and industry solution to the regional economy
- The External Affairs Office has promoted the Workforce Development on KRUI radio twice in November, and the Community Development Office once. Both have been featured in Elevations and other social media advertising of the college.
 - What better way to be successful than by having all your needs satisfied in the same location? We are partnering with different educational organizations and partners in order to promote ENMU as the one-stop-shop for the businesses and the community.
- c. Cultivate relationships through creation of advisory committees
- The External Affairs Office is kicking off an "Older Adult Advisory Committee" on December to provide input and help for future older adult CE courses.
- d. Create 'marker space' to foster innovation and development of new businesses
- Through an Eastern Workforce Grant, Emporium staff have completed training to provide entrepreneur training at no cost to Adult Education students in January. Through the grant the college will provide technology, supplies and training. This was supposed to be "live" program. The Emporium staff have developed all online as a backup.
 - Housing the Adult/dw and Youth workforce contracts have allowed us to be creative in providing services to businesses and participants. Both team collaborate together in order to co-enroll and assist individuals in different needs.
 - Our partnerships and the one-stop system has allowed to help businesses find innovative ways to promote within and train new hires to their standards with different assistance resources available for them. Some of those resources are customized trainings, work experiences and on the job trainings to mention a few.

-
3. Stackable credentials as an onramp from entry-level jobs to credit pathways
- a. Offer short and specialized training certificates developed with the goal for completion in two to three months
 - With industry input rescheduled early childhood courses to 8-week online delivery allowing students to complete and apply for their NM CDC.
 - Redesigned Fire 1 and 2 to offer each semester in 8-week blocks to accommodate credit and non-credit students
 - See above. This is our plan for non-credit courses in Mescalero, beginning perhaps as early as January 2021.
 - b. Develop credits for prior experience and/or industry credentials
 - Processed over 20 students CPL -Wildland Fire, Structural Fire, EMS and Police Science.
 - c. Utilize a skills-to-employment assessment (e.g., WorKeys) that identifies training opportunities and career paths for potential students
 -



Date: 19 November 2020
To: ENMU-Ruidoso College Board
From: Ryan Trospen, ENMU-Ruidoso President

Subject: Spring Semester Update

Summary

To continue to focus on safety and student learning for Spring 2021 ENMU-Ruidoso will continue to operate in a mostly remote learning model with limited in person courses. The attached spring semester schedule highlights this approach. Courses will be offered in a traditional online format, a live online format, and hybrid on campus format.

Action Requested
Information Only

Attachment
2021 Spring schedule



Spring 2021 Course Schedule

Days and Times subject to change due to COVID-19

ACCT 200 U 1WW 3 Cr Basic Bookkeeping and Accounting CRN 23237 16 weeks 1/19/2021-5/14/2021	Mccullough, John Online	BIOL 1110L 3WW 1 Cr General Biology Laboratory CRN 23083 16 weeks 1/19/2021-5/14/2021	Lab Fees: \$15.00 Hays, Quentin Online
Books: 1 Mastering Adjusting Entries 2007 ISBN 978-1884826252, 2 Mastering Correction of Accounting Errors 2007 ISBN 978-188826269, 3 Mastering Payroll 2020 ISBN 978-1938741098, 4 Mastering Depreciation 2019 ISBN 978-1938741074, 5 Mastering Inventory 2020 ISBN 978-1938741081, 6 Mastering Internal Controls and Fraud Prevention 2007 ISBN 978-1884826313		Books: None	
ACCT 2120 3WW 3 Cr Principles of Accounting II CRN 23077 16 weeks 1/19/2021-5/14/2021	Mccullough, John Online	BIOL 1141 1WW 3 Cr Survey of Anatomy and Physiology for Allied Health CRN 23081 16 weeks 1/19/2021-5/14/2021	LaCounte, Christopher Online
Books: Accounting loose w/access Warren 978-1337587426, 27th		Books: Body Structures and Functions ISBN 978-1305511361, 13th	
ARTH 1110 2WW 3 Cr Art Appreciation CRN 23079 16 weeks 1/19/2021-5/14/2021	Pekelsma, Judy Online	BIOL 2110L 1WW 1 Cr Principles of Biology: Cellular and Molecular Biology Laboratory CRN 23086 16 weeks 1/19/2021-5/14/2021	Lab Fees: \$20.00 McCaw III, Jack Online
Books: Gateways to Art w/ digital product license key (manual) ISBN 9780500841150, 3rd, Oil and Marble: A Novel of Leonardo and Michelangelo ISBN 978-1628729061		Books: Heyden McNeil Virtual Lab access	
BCIS 1115 1WW 3 Cr Introduction to Computers CRN 23132 16 weeks 1/19/2021-5/14/2021	Lab Fees: \$5.00 Martinson, Jennifer Online	BIOL 2110 1WW 3 Cr Principles of Biology: Cellular and Molecular Biology CRN 23085 16 weeks 1/19/2021-5/14/2021	McCaw III, Jack Live Web Lecture MW 1130 - 1230 pm
Books: GO! WMS Office, vol 1 (e-book)		Books: Openstax Biology	
BFIN 2110 2WW 3 Cr Introduction to Finance CRN 23242 16 weeks 1/19/2021-5/14/2021	Mccullough, John Online	BIOL 2225 1WW 3 Cr Human Anatomy and Physiology II CRN 23087 16 weeks 1/19/2021-5/14/2021	McCaw III, Jack Live Web Lecture T 1000 - 1230 pm
Books: Foundations of Financial Management ISBN 978-1259277160, 18th		Books: Hole's Anatomy & Physiology ISBN 978-0076809967, 14th	
BIOL 1110 3WW 3 Cr General Biology CRN 23082 16 weeks 1/19/2021-5/14/2021	Hays, Quentin Online	BIOL 2225L 1WW 1 Cr Human Anatomy and Physiology II Laboratory CRN 23088 16 weeks 1/19/2021-5/14/2021	Lab Fees: \$18.00 McCaw III, Jack Live Web Lecture R 1000 - 1230 pm
Books: Mastering Biology w Pearson etext The Core ISBN 978-0134299129, 2nd		Books: Laboratory Manual for Hole's Human Anatomy & Physiology Fetal Pig Version ISBN 978-1295295645, 14th	
		BIOL 2310L 1WW 1 Cr Microbiology Laboratory CRN 23090 16 weeks 1/19/2021-5/14/2021	Lab Fees: \$35.00 McCaw III, Jack Online Time TBA
		Books: Heyden McNeil Virtual Lab Access	

Spring 2021 Course Schedule

Days and Times subject to change due to COVID-19

BIOL 2310 1WW 3 Cr

Microbiology

CRN 23089

McCaw III, Jack

16 weeks 1/19/2021-5/14/2021

Live Web Lecture

T 230 - 450 pm

Books: Mastering Microbiology w Pearson etext instant Access
Microbiology Basic & Clinical Principles ISBN 978-0134812854, 1st

BIOL 2610L 1WW 1 Cr

Lab Fees: \$20.00

Principles of Biology: Biodiversity, Ecology, and Evolution Laboratory

CRN 23092

McCaw III, Jack

16 weeks 1/19/2021-5/14/2021

Online

Time TBA

Books: Heyden McNeil Virtual Lab Access

BIOL 2610 1WW 3 Cr

Principles of Biology: Biodiversity, Ecology, and Evolution

CRN 23091

McCaw III, Jack

16 weeks 1/19/2021-5/14/2021

Live Web Lecture

MW 1000 - 1115 am

Books: Openstax Biology

BUS 210 U 1WW 2 Cr

Employability Skills

CRN 23531

Ortiz Rodriguez, Jessica

2nd 8 weeks 3/22/2021-5/14/2021

Online

Time TBA

Books: no book

BUSA 1180 1WW 3 Cr

Business Math

CRN 23243

Mccullough, John

16 weeks 1/19/2021-5/14/2021

Online

Books: Practical Business Math Procedures ISBN 978-1259725067, 12th

CHEM 1225 2WW 3 Cr

General Chemistry II for STEM Majors

CRN 23095

McCaw III, Jack

16 weeks 1/19/2021-5/14/2021

Live Web Lecture

MW 530 - 800 pm

Books: Chemistry: The Central Science ISBN 978-013441423, 14th

CHEM 1225L 3WW 1 Cr

Lab Fees: \$20.00

General Chemistry II Laboratory for STEM Majors

CRN 23096

McCaw III, Jack

16 weeks 1/19/2021-5/14/2021

Live Web Lecture

Time TBA

Books: Heyden McNeil Virtual Lab Access

CJUS 2360 1WW 3 Cr

Criminal Procedures

CRN 23093

Riggs, Jennifer

16 weeks 1/19/2021-5/14/2021

Online

Books: Criminal Procedure ISBN 978-1285457871, 9th

COMM 1130 001 3 Cr

Public Speaking

CRN 23100

Lane, Martha

16 weeks 1/19/2021-5/14/2021

Face to Face Class

Time TBA

Books: Art of Public Speaking w/o connect access plus ISBN 978-0073523910, 9th

COMM 2120 1WW 3 Cr

Interpersonal Communication

CRN 23099

Mccullough, John

16 weeks 1/19/2021-5/14/2021

Online

Books: Interpersonal Communication ISBN 978-0357032947, 9th

COMM 2120 2WW 3 Cr

Interpersonal Communication

CRN 23267

Mccullough, John

16 weeks 1/19/2021-5/14/2021

Online

Books: Interpersonal Communication, ISBN 978-0357032947, 9th

COMM 2150 1WW 3 Cr

Communication for Teachers

CRN 23101

Lane, Martha

16 weeks 1/19/2021-5/14/2021

Online

Books: Open Source

CS 234 U 1WW 3 Cr

Intermediate Programming

CRN 22158

Martinson, Jennifer

16 weeks 1/19/2021-5/14/2021

Online

Books: Java Programming, access code only

ECED 1110 1WW 3 Cr

Child Growth, Development, and Learning

CRN 23105

Gonzalez, Monica

1st 8 weeks 1/19/2021-3/12/2021

Online

Time TBA

Books: The Young Child: Development from Pre-Birth through Age 8
ISBN 978-0134027357, 7th

ECED 1115 2WW 2 Cr

Health, Safety, and Nutrition

CRN 23347

Gonzalez, Monica

1st 8 weeks 1/19/2021-3/12/2021

Online

Time TBA

Books: Safety, Nutrition, and Health in Early Education ISBN 978-1305088900, 6th

ECED 1120 1WW 3 Cr

Guiding Young Children

CRN 23102

Gonzalez, Monica

2nd 8 weeks 3/22/2021-5/14/2021

Online

Time TBA

Books: Who and I in the Lives of Children? An Introduction to Early
Childhood Education ISBN 978-013437249, 11th

Spring 2021 Course Schedule

Days and Times subject to change due to COVID-19

ECED 1125 2WW 3 Cr
Assessment of Childhood and Evaluation Programs
CRN 23349
2nd 8 weeks 3/22/2021-5/14/2021
Lab Fees: \$110.00
Gonzalez, Monica
Online
Time TBA

Books: Meaningful Assessment of Young Child: Celebrating Development and Learning ISBN 978-0132237598

ECED 1130 1WW 3 Cr
Family and Community Collaboration
CRN 23350
1st 8 weeks 1/19/2021-3/12/2021
Gonzalez, Monica
Online
Time TBA

Books: Home, School and Community Relations ISBN 978-1305089013, 9th

ECED 1135 1WW 3 Cr
45-Hour Early Entrance Level
CRN 23351
2nd 8 weeks 3/22/2021-5/14/2021
Gonzalez, Monica
Online
Time TBA

Books: Provided by State

ECED 2110 2WW 2 Cr
Professionalism
CRN 23106
2nd 8 weeks 3/22/2021-5/14/2021
Gonzalez, Monica
Online
Time TBA

Books:

ECED 2115 1WW 3 Cr
Introduction to Language, Literacy, and Reading
CRN 23107
16 weeks 1/19/2021-5/14/2021
Hess Martin, Jennifer
Online
Time TBA

Books: Intro to Language, Literacy and Reading ISBN 978-1305088931, 201750 Childhood Literacy Strategies ISBN 978-0132690072, 2013

ECED 2130 1WW 3 Cr
Curriculum Development and Implementation Age 3 (Pre-K) through Grade 3
CRN 23352
16 weeks 1/19/2021-5/14/2021
Hess Martin, Jennifer
Online
Time TBA

Books: Developmentally Appropriate Curriculum: Best Practices in Early Childhood Education ISBN 978-0134747675, 2019

ECED 2131 1WW 2 Cr
Curriculum Development and Implementation Age 3 (Pre-K) through Grade 3 Practicum
CRN 23353
16 weeks 1/19/2021-5/14/2021
Lab Fees: \$10.00
Hess Martin, Jennifer
Online
Time TBA

Books: none

ECON 2120 2WW 3 Cr
Microeconomic Principles
CRN 23109
16 weeks 1/19/2021-5/14/2021
Mccullough, John
Online

Books: Principle of Microeconomics w/ mindtap ISBN 978-0357530443, 9th

EDF 210 U 001 3 Cr
Human Growth and Development for Educators
CRN 22153
16 weeks 1/19/2021-5/14/2021
Torres-Ovrick, Melvina
Live Web Lecture
M 530 - 645 pm

Books: Development through the Lifespan ISBN 978-0134419695, 7th

EDUC 2116C 001 3 Cr
Structured Observations if Teaching and Learning
CRN 23103
16 weeks 1/19/2021-5/14/2021
Torres-Ovrick, Melvina
Live Web Lecture
W 530 - 645 pm

Books: School: An Introduction to Education ISBN 978-1133959656, 3rd

EMS 100 U 001 1 Cr
Heart Saver/ CPR First Aid
CRN 23354
1/29/2021-1/29/2021
Taylor, Destini and Vincent, Harlan
Lab Fees: \$25.00
Face to Face Class
Time TBA

Books: Heartsaver CPR AED Student Workbook ISBN 978-1616694210

EMS 175 U 001 5 Cr
Advanced EMT (AEMT)
CRN 23288
2/8/2021-5/16/2021
Guillen, Julie and Vincent, Harlan
Lab Fees: \$360.00
Face to Face Class
Time TBA

Books: Advanced Emergency Care & Transportation of the Sick & Injured Advanced Print Bundle ISBN 978-1284122862, 3rd

EMS 175LU 001 5 Cr
Advanced EMT Laboratory
CRN 23289
2/8/2021-5/16/2021
Guillen, Julie and Vincent, Harlan
Face to Face Class
Time TBA

Books:

EMS 203 U 1WW 3 Cr
Human Pathophysiology
CRN 23278
16 weeks 1/19/2021-5/14/2021
LaCounte, Christopher
Online
Time TBA

Books: Body Structures and Functions ISBN 978-1305511361, 13th

ENG 275 U 1WW 3 Cr
The Motion Picture
CRN 23273
16 weeks 1/19/2021-5/14/2021
Nelson, Katherine
Online

Books: Looking at Movies (e-book) ISBN 978-0393691139, 6th

ENGL 1110 6WW 3 Cr
Composition I
CRN 23110
16 weeks 1/19/2021-5/14/2021
Frawley, Jeff
Online

Books: Identity: A Reader for Writers ISBN 978-0199947461

Spring 2021 Course Schedule

Days and Times subject to change due to COVID-19

ENGL 1120 1WW 3 Cr Composition II CRN 23112 16 weeks 1/19/2021-5/14/2021	Frawley, Jeff Online	FIRE 111 U 1WW 4 Cr Structural Firefighter I CRN 23365 1st 8 weeks 1/19/2021-3/12/2021	Ward, Mikel Online Time TBA
Books: Open Source		Books: Fundamentals of Fire Fighter Skills, enhanced includes Navigate 2 preferred access ISBN 978-1284144635, 4th	
ENGL 1120 3WW 3 Cr Composition II CRN 23268 16 weeks 1/19/2021-5/14/2021	Nelson, Katherine Online	FIRE 111LU 001 2 Cr Structural Firefighter I Laboratory CRN 23366 1st 8 weeks 1/19/2021-3/12/2021	Lab Fees: \$135.00 Ward, Mikel Face to Face Class Time TBA
Books: Open Source		Books:	
ENGL 1120 6WW 3 Cr Composition II CRN 23269 16 weeks 1/19/2021-5/14/2021	Karabelski, Sarah Online	FIRE 112 U 1WW 4 Cr Structural Firefighter II CRN 23367 2nd 8 weeks 3/22/2021-5/14/2021	Ward, Mikel Online Time TBA
Books: Open Source		Books: Fundamentals of Fire Fighter Skills, enhanced includes Navigate 2 preferred access ISBN 978-1284144635, 4th	
ENGL 1410 1WW 3 Cr Introduction to Literature CRN 23113 16 weeks 1/19/2021-5/14/2021	Frawley, Jeff Online	FIRE 112LU 001 2 Cr Structural Firefighter II Laboratory CRN 23368 2nd 8 weeks 3/22/2021-5/14/2021	Lab Fees: \$135.00 Ward, Mikel Face to Face Class Time TBA
Books: Norton Introduction to Literature(shorter) w 2016 MLA Update ISBN 978-0393664942, 13th		Books:	
ENGL 2210 3WW 3 Cr Professional and Technical Communication CRN 23271 16 weeks 1/19/2021-5/14/2021	Nelson, Katherine Online	FYEX 1110 2WW 3 Cr First-Year Experience CRN 23163 1st 8 weeks 1/19/2021-3/12/2021	Omness, Coda Online Time TBA
Books: Writing that Works: Communicating Effectively on the Job ISBN 978-1319019488, 12th		Books: no book	
ENGL 2310 1WW 3 Cr Introduction to Creative Writing CRN 23272 16 weeks 1/19/2021-5/14/2021	Frawley, Jeff Online	FYEX 1110 3WW 3 Cr First-Year Experience CRN 23164 2nd 8 weeks 3/22/2021-5/14/2021	Omness, Coda Online Time TBA
Books: Open Source		Books: no book	
ENGL 2640 1WW 3 Cr British Literature II CRN 23116 16 weeks 1/19/2021-5/14/2021	Hanscom, Sharon Online	GEOG 1130 2WW 3 Cr Human Geography CRN 23078 16 weeks 1/19/2021-5/14/2021	Porter, Brittany Online Time TBA
Books: The Broadview Anthology of British Literature: Vol 1 compact edition ISBN 978-1554812547		Books: Human Geography: People, Place, and Culture ISBN 978-1119577539, 12th	
ENGL 2998 1WW 1 Cr Internship in English CRN 23336 16 weeks 1/19/2021-5/14/2021	Staff Time TBA	GEOL 1120 2WW 3 Cr Environmental Geology CRN 23121 16 weeks 1/19/2021-5/14/2021	Serino, Deneysel Online Time TBA
Books:		Books: Environmental Geology ISBN 978-0078022951, 11th	

Spring 2021 Course Schedule

Days and Times subject to change due to COVID-19

<p>GEOL 1120L 3WW 1 Cr Environmental Geology Laboratory CRN 23123 16 weeks 1/19/2021-5/14/2021</p> <p>Books: Rock and Mineral Sample https://www.flinnsci.com?washington-school-collection/ap4879</p>	<p>Serino, Deneysel Online Time TBA</p>	<p>HTCA 260 U 1WW 1 Cr Sanitation and Safety CRN 23356 1st 8 weeks 1/19/2021-3/12/2021</p> <p>Books:</p>	<p>Lab Fees: \$50.00 Omness, Coda Online Time TBA</p>
<p>HIST 1110 2WW 3 Cr United States History I CRN 23124 16 weeks 1/19/2021-5/14/2021</p> <p>Books: American People Vol I (loose pages) ISBN 978-0134584096, 8th</p>	<p>Orozco, Cynthia Online</p>	<p>HTCA 262 U 001 3 Cr Food Preparation I CRN 23357 1st 8 weeks 1/19/2021-3/12/2021</p> <p>Books:</p>	<p>Lab Fees: \$150.00 Staff Time TBA</p>
<p>HIST 1120 4WW 3 Cr United States History II CRN 23125 16 weeks 1/19/2021-5/14/2021</p> <p>Books: American People: Creating a Nation & Society ISBN 978-0134169996, 8th</p>	<p>Orozco, Cynthia Online</p>	<p>HTCA 262LU 001 1 Cr Food Preparation I Laboratory CRN 23358 1st 8 weeks 1/19/2021-3/12/2021</p> <p>Books:</p>	<p>Lab Fees: \$100.00 Staff Time TBA</p>
<p>HIST 1160 2WW 3 Cr Western Civilization II CRN 23126 16 weeks 1/19/2021-5/14/2021</p> <p>Books: Western Civilization V2 ISBN 978-1285436555, 9th</p>	<p>Orozco, Cynthia Online</p>	<p>HTCA 263 U 001 3 Cr Food Preparation II CRN 23359 2nd 8 weeks 3/22/2021-5/14/2021</p> <p>Books:</p>	<p>Lab Fees: \$150.00 Staff Time TBA</p>
<p>HIST 2110 2WW 3 Cr Survey of New Mexico History CRN 23127 2nd 8 weeks 3/22/2021-5/14/2021</p> <p>Books: New Mexico ISBN 978-0826340030</p>	<p>Orozco, Cynthia Online</p>	<p>HTCA 263LU 001 1 Cr Food Preparation II Laboratory CRN 23361 2nd 8 weeks 3/22/2021-5/14/2021</p> <p>Books:</p>	<p>Lab Fees: \$100.00 Staff Face to Face Class Time TBA</p>
<p>HLED 1510 1WW 3 Cr Medical Terminology CRN 23135 16 weeks 1/19/2021-5/14/2021</p> <p>Books: Medical Terminology for Health Professionals ISBN 978-1305634350, 8th</p>	<p>LaCounte, Christopher Online Time TBA</p>	<p>HUMN 2110 1WW 3 Cr Introduction to Humanities II CRN 23131 1st 8 weeks 1/19/2021-3/12/2021</p> <p>Books: Landmark in Humanities ISBN978-1260220759, 5th</p>	<p>Orozco, Cynthia Online</p>
<p>HMSV 2410 1WW 3 Cr Principles of Prevention and Research in Alcohol and Drug Abuse CRN 23128 1st 8 weeks 1/19/2021-3/12/2021</p> <p>Books: Rethinking Substance Abuse ISBN 978-1606236987</p>	<p>Anderson, Christi Online</p>	<p>IS 101 U 1WW 4 Cr IT Essentials I: PC Hardware, Software, and Practical Applications CRN 23546 16 weeks 1/19/2021-5/14/2021</p> <p>Books: TestOut PC Pro and CompTIA A+TestOut Lab Sim 978-19935080428</p>	<p>Lab Fees: \$5.00 Miller, Stephen Online Time TBA</p>
<p>HMSV 2420 1WW 3 Cr Principles of Treatment and Recovery in Alcohol and Drug Abuse CRN 23129 2nd 8 weeks 3/22/2021-5/14/2021</p> <p>Books: Chemical Dependency Counseling ISBN 978-1506307343, 5th</p>	<p>Anderson, Christi Online</p>	<p>IS 121 U 1WW 4 Cr IT Essentials II: Network Operating Systems CRN 23547 16 weeks 1/19/2021-5/14/2021</p> <p>Books: TestOut Network Pro, Testout Network Pro and CompTIA Network+ ISBN 978-1935080435</p>	<p>Lab Fees: \$5.00 Miller, Stephen Online Time TBA</p>

Spring 2021 Course Schedule

Days and Times subject to change due to COVID-19

IS 131 U 1WW 3 Cr Lab Fees: \$82.00
 Computer and Security Fundamentals
 CRN 20873 Hutchins, Joel
 16 weeks 1/19/2021-5/14/2021 Online

Books: CompTIA Security+ Guide to Network Security Fundamentals
 ISBN 978-1337288781, 6th

IS 136 U 1WW 3 Cr
 Guide to Business Continuity and Disaster Recovery
 CRN 20874 Gonzalez, Juan
 16 weeks 1/19/2021-5/14/2021 Online

Books: Principles of Incident Response and Disaster Recovery

IS 153 U 1WW 3 Cr Lab Fees: \$35.00
 Introductions (Foundations) of Information Systems
 CRN 20876 Miller, Stephen
 16 weeks 1/19/2021-5/14/2021 Online

Books: Understanding Computers Today ISBN 978-1305656314, 18th

IS 160 U 1WW 3 Cr Lab Fees: \$82.00
 Overview of Operations and Utilities
 CRN 20877 Miller, Stephen
 16 weeks 1/19/2021-5/14/2021 Online

Books: Survey of Operating Systems ISBN 978-1260096002 or ISBN
 978-1260481952, 6th

IS 170 U 1WW 3 Cr
 Systems Analysis and Design
 CRN 21207 Miller, Stephen
 16 weeks 1/19/2021-5/14/2021 Online

Books: Essentials of Systems Analysis and Design ISBN 978-
 0137067114, 5th

IS 253 U 1WW 3 Cr Lab Fees: \$35.00
 Firewalls and How They Work
 CRN 20878 Gonzalez, Juan
 16 weeks 1/19/2021-5/14/2021 Online

Books: Guide to Firewalls and VPNs ISBN 978-1111135393

IS 257 U 1WW 3 Cr Lab Fees: \$117.00
 Ethical Hacking, Network Defense and Counter Measures
 CRN 20879 Miller, Stephen
 16 weeks 1/19/2021-5/14/2021 Online

Books: Hands-ON Ethical Hacking+Network Defense ISBN 978-
 1435486096, Guide to Network Defense and Countermeasures 978-
 1133727941

IS 258 U 1WW 3 Cr
 Cyber Ethics, Professionalism, and Career Development
 CRN 20880 Hutchins, Joel
 16 weeks 1/19/2021-5/14/2021 Online

Books: Cyberethics ISBN 978-128408198, 6th, Illustrated Course
 Guides: Professionalism Soft Skills for a Digital Workplace ISBN 978-
 0538469784

IS 270 U 1WW 3 Cr
 Data and Information Management
 CRN 22160 Miller, Stephen
 16 weeks 1/19/2021-5/14/2021 Online

Books: Databases Illuminated ISBN 978-1449606008, 2nd

IS 287 U 1WW 3 Cr
 Application Development
 CRN 22161 Miller, Stephen
 16 weeks 1/19/2021-5/14/2021 Online

Books: Secure Software Design ISBN 978-1449626327

IS 298 U 1WW 3 Cr Lab Fees: \$117.00
 Programmatic Capstone/Cybersecurity Challenge Elective Course
 CRN 21217 Miller, Stephen
 16 weeks 1/19/2021-5/14/2021 Online

Books: CompTIA Security+Guide to Network Security Fundamentals
 ISBN 978-1305093911, Hands-On Ethical Hacking and Network Defense
 ISBN 978-1435486096

MATH 1130 5WW 4 Cr
 Survey of Mathematics
 CRN 23142 Rai, Shiva
 16 weeks 1/19/2021-5/14/2021 Live Web Lecture
 MWF 0800 - 0850 am

Books: Open Educational Source

MATH 1216 5WW 4 Cr
 Preparatory Algebra
 CRN 23140 Herrera, Arturo
 16 weeks 1/19/2021-5/14/2021 Live Web Lecture
 MWF 0800 - 0850 am

Books: Open Education Resources

MATH 1216 6WW 4 Cr
 Preparatory Algebra
 CRN 23290 Hargis, Hank
 16 weeks 1/19/2021-5/14/2021 Live Web Lecture
 Time TBA

Books: Open Educational Resources

MATH 1216 7WW 4 Cr
 Preparatory Algebra
 CRN 23291 Rai, Shiva
 16 weeks 1/19/2021-5/14/2021 Online
 Time TBA

Books: Open Educational Resources

MATH 1220 6WW 4 Cr
 College Algebra
 CRN 23143 Johnson, Jennifer
 16 weeks 1/19/2021-5/14/2021 Live Web Lecture
 Time TBA

Books: Open Educational Resources

Spring 2021 Course Schedule

Days and Times subject to change due to COVID-19

MATH 1220 9WW 4 Cr College Algebra CRN 23284 16 weeks 1/19/2021-5/14/2021	Rai, Shiva Live Web Lecture Time TBA	MKTG 2110 2WW 3 Cr Principles of Marketing CRN 23151 16 weeks 1/19/2021-5/14/2021	Wills, Kimberly Online
Books: Open Educational Resources		Books: Basic Marketing ISBN 978-0078028984, 19th	
MATH 1220 10W 4 Cr College Algebra CRN 23286 16 weeks 1/19/2021-5/14/2021	Rai, Shiva Online Time TBA	NA 111 U 1WW 2 Cr Nursing Assistant CRN 23292 3/22/2021-5/7/2021	Dalton, Christel Online
Books: Open Educational Resources		Books: Lippincott Textbook for Nursing Assistants: A Humanistic Approach to Caregiving ISBN 978-1975108502, 5th	
MATH 1230 1WW 3 Cr Trigonometry CRN 23146 16 weeks 1/19/2021-5/14/2021	Rai, Shiva Live Web Lecture Time TBA	NA 111LU 001 2 Cr Nursing Assistants Laboratory CRN 23293 3/5/2021-5/7/2021	Lab Fees: \$10.00 Dalton, Christel Face to Face Class F 0900 - 330 pm
Books: Open Educational Resources		Books: Workbook for Lippincott Nursing Assistant: A Humanistic Approach to Caregiving ISBN 978-1975108540, 5th	
MATH 1350 4WW 4 Cr Introduction to Statistics CRN 23145 16 weeks 1/19/2021-5/14/2021	Rai, Shiva Live Web Lecture Time TBA	NUTR 2110 2WW 3 Cr Human Nutrition CRN 23152 16 weeks 1/19/2021-5/14/2021	Huddleston, Dawn Online Time TBA
Books: Lime scratchcard Data Mining Algorithms Dragan Radulovic		Books: Understanding Nutrition ISBN 978-1337392693, 15th	
MATH 1350 8WW 4 Cr Introduction to Statistics CRN 23287 16 weeks 1/19/2021-5/14/2021	Rai, Shiva Online Time TBA	POLS 1120 2WW 3 Cr American National Government CRN 23153 16 weeks 1/19/2021-5/14/2021	Travis, Susan Online
Books: Lime scratchcard Data Mining Algorithms Dragan Radulovic		Books: Struggle for Democracy Election Ed (REVEL Access) ISBN 978-0134551760, 12th	
MATH 1510 3WW 4 Cr Calculus I CRN 23554 16 weeks 1/19/2021-5/14/2021	Rai, Shiva Online	PSYC 1110 5WW 3 Cr Introduction to Psychology CRN 23154 16 weeks 1/19/2021-5/14/2021	Hamilton, Dinah Online Time TBA
Books: Openstax		Books: Psychology in Everyday Life ISBN 978-1319013738, 5th	
MATH 1520 1WW 4 Cr Calculus II		PSYC 2110 1WW 3 Cr Social Psychology CRN 23157 16 weeks 1/19/2021-5/14/2021	Hamilton, Dinah Online
Books: Openstax		Books: Social Psychology ISBN 978-1942041313, 5th	
MATH 2625 1WW 3 Cr Elementary Mathematical Concepts II CRN 23149 16 weeks 1/19/2021-5/14/2021	Johnson, Jennifer Live Web Lecture Time TBA	PSYC 2130 2WW 3 Cr Adolescent Psychology CRN 23156 2nd 8 weeks 3/22/2021-5/14/2021	Hamilton, Dinah Online
Books: Mathematical for Elementary Teachers		Books: Child & Adolescent Development ISBN 978-1942041788, 6th	

Spring 2021 Course Schedule

Days and Times subject to change due to COVID-19

<p>PSYC 2260 1WW 3 Cr Positive Psychology CRN 23155 1st 8 weeks 1/19/2021-3/12/2021</p> <p>Books: Happier ISBN 978-0071492393</p>	<p>Hamilton, Dinah Online Time TBA</p>	<p>UNIV 100 U 4WW Cr Orientation CRN 23550 1/14/2021-1/14/2021</p> <p>Books:</p>	<p>Prelo, Ashley Online Time TBA</p>
<p>SOCI 1110 4WW 3 Cr Introduction to Sociology CRN 23159 16 weeks 1/19/2021-5/14/2021</p> <p>Books: Sociology for the 21st Century: 2010 Census Update ISBN 978-0205179664, 5th</p>	<p>Riggs, Jennifer Online</p>	<p>UNIV 100 U 5WW Cr Orientation CRN 23551 1/15/2021-1/15/2021</p> <p>Books:</p>	<p>Gonzalez, Monica Online Time TBA</p>
<p>SOCI 2310 2WW 3 Cr Contemporary Social Problems CRN 23275 1st 8 weeks 1/19/2021-3/12/2021</p> <p>Books: No book</p>	<p>Travis, Susan Online</p>	<p>UNIV 100 U 6WW Cr Orientation CRN 23552 1/16/2021-1/16/2021</p> <p>Books:</p>	<p>Hargis, Hank Online Time TBA</p>
<p>SPAN 1120 2WW 4 Cr Spanish II CRN 23160 16 weeks 1/19/2021-5/14/2021</p> <p>Books: Panorama Student Edition (loose pgs) w/ Supersiteplus access ISBN 978-1680043730</p>	<p>Lab Fees: \$30.00 Sims, Peg Online</p>	<p>WELD 110 U 001 4 Cr Introduction to Welding CRN 23355 16 weeks 1/19/2021-5/14/2021</p> <p>Books:</p>	<p>Lab Fees: \$100.00 Mader, David Face to Face Class Time TBA</p>
<p>THEA 1210 001 3 Cr Acting for Non-Majors CRN 23162 16 weeks 1/19/2021-5/14/2021</p> <p>Books: Open Source</p>	<p>Wilson, Ellen Face to Face Class Time TBA</p>	<p>WELD 125 U 001 6 Cr Gas Metal Arc/ Flux Core CRN 22180 16 weeks 1/19/2021-5/14/2021</p> <p>Books:</p>	<p>Lab Fees: \$100.00 Mader, David Face to Face Class Time TBA</p>
<p>UNIV 100 U 1WW 0 Cr Orientation CRN 22163 1/11/2021-1/11/2021</p> <p>Books:</p>	<p>Hargis, Hank Online Time TBA</p>	<p>WELD 289 U 002 Cr Internship Training CRN 22310 16 weeks 1/19/2021-5/14/2021</p> <p>Books:</p>	<p>Mader, David Face to Face Class Time TBA</p>
<p>UNIV 100 U 2WW Cr Orientation CRN 23548 1/12/2021-1/12/2021</p> <p>Books:</p>	<p>Waldo, Daniel Online Time TBA</p>	<p>WILD 100 U 1WW 1 Cr Introduction to ICS CRN 23362 2nd 8 weeks 3/22/2021-5/14/2021</p> <p>Books:</p>	<p>Lab Fees: \$40.00 Vincent, Harlan Online Time TBA</p>
<p>UNIV 100 U 3WW Cr Orientation CRN 23549 1/13/2021-1/13/2021</p> <p>Books:</p>	<p>Ortiz Rodriguez, Jessica Online Time TBA</p>	<p>WILD 130 U 001 3 Cr Firefighter Training CRN 22196 1/4/2021-1/8/2021</p> <p>Books:</p>	<p>Lab Fees: \$40.00 Vincent, Harlan Face to Face Class Time TBA</p>

Spring 2021 Course Schedule

Days and Times subject to change due to COVID-19

WILD 180 U 001 0.5 Cr Lab Fees: \$40.00
Human Factors In the Wildland Fire Service
CRN 22198 Vincent, Harlan
1/4/2021-1/8/2021 Face to Face Class
Time TBA

Books:

WILD 190 U 001 1 Cr Lab Fees: \$40.00
Introduction to Wildland Fire Behavior
CRN 22197 Vincent, Harlan
1/4/2021-1/8/2021 Face to Face Class
Time TBA

Books:

WILD 211 U 001 2 Cr Lab Fees: \$40.00
Portable Pumps and Water Use
CRN 21586 Vincent, Harlan
1/4/2021-1/8/2021 Face to Face Class
Time TBA

Books:

WILD 212 U 001 3 Cr Lab Fees: \$40.00
Wildland Fire Chain Saws
CRN 23363 Vincent, Harlan
1/4/2021-1/8/2021 Face to Face Class
Time TBA

Books:

WILD 219 U 001 2 Cr Lab Fees: \$40.00
Firing Operations
CRN 23364 Vincent, Harlan
1/4/2021-1/8/2021 Face to Face Class
Time TBA

Books:

WILD 260 U 1WW 2 Cr Lab Fees: \$40.00
Interagency Incident Business Management
CRN 21587 Vincent, Harlan
1/4/2021-1/8/2021 Face to Face Class
Time TBA

Books:

WILD 270 U 001 2 Cr Lab Fees: \$40.00
Basic Air Operations
CRN 21588 Vincent, Harlan
1/4/2021-1/8/2021 Face to Face Class
Time TBA

Books:

WILD 280 U 001 2 Cr Lab Fees: \$40.00
Followership to Leadership
CRN 21591 Vincent, Harlan
1/4/2021-1/8/2021 Face to Face Class
Time TBA

Books:



Date: 19 November 2020
To: ENMU-Ruidoso College Board
From: Ryan Trospen, ENMU-Ruidoso President
Dr. Karen Massey, ENMU-Ruidoso Chief Business Officer

Subject: Update on Nexus Phase II

Summary

Dr. Karen Massey and President Trospen will provide a verbal update on progress of Nexus Phase II building project.

Action Requested
Information Only

Attachment
None



Date: 19 November 2020
To: ENMU-Ruidoso College Board
From: Ryan Trospen, ENMU-Ruidoso President

Subject: Update on 2021 Legislative Session

Summary

Working with other New Mexico Association of Community Colleges and with the Chancellor have led to this overview of updates for the 2021 Legislative Session. Recent focus for the legislative session has been on higher education relationship with the Legislative Finance Committee and on recent association presentations on “right-sizing” higher education.

Currently the format for the legislative session in January has not been decided and should be finalized in the next few weeks.

Finally, initial higher education funding as proposed by New Mexico Higher Education Department shows a slight reduction. This reduction includes a 2% reduction for I & G funding and a 4% reduction for RPSP funding. Additionally, on a positive note it shows colleges receiving CARES money back that was shifted away in the June special session.

Action Requested
Information Only

Attachment
None



Date: 19 November 2020
To: ENMU-Ruidoso College Board
From: Ryan Trospen, ENMU-Ruidoso President
Steve Lestarjette, Chief External Affairs Officer

Subject: Higher Education General Obligation Bond C Update

Summary

Steve Lestarjette will provide a verbal update on the Higher Education General Obligation Bond C.

Action Requested

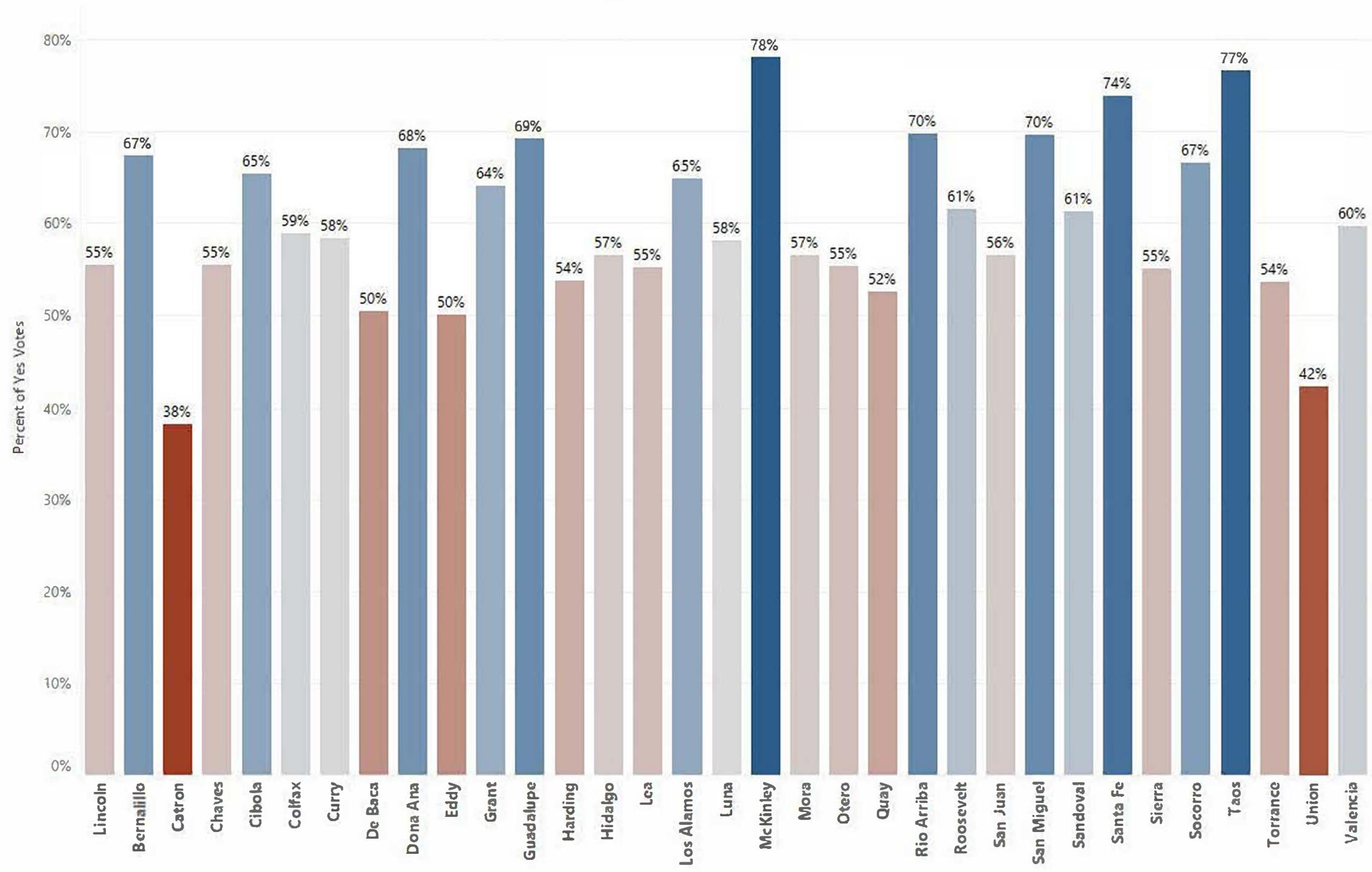
Information Only

Attachment

- Bond C Results
- 2020 Bond Comparison

Bond C Results by County

Percentage of Votes in Favor



2020 Bond C Election Results: Lincoln County, NM

NM State		
	Vote	Percent
For	524512	65%
Against	283991	35%
Total	808503	

Lincoln County		
	Vote	Percent
For	5240	55%
Against	4215	45%
Total	9455	

Precinct 01		
	Vote	Percent
For	95	46%
Against	110	54%
Total	205	

Precinct 02		
	Vote	Percent
For	130	66%
Against	68	34%
Total	198	

Precinct 03		
	Vote	Percent
For	345	46%
Against	406	54%
Total	751	

Precinct 04		
	Vote	Percent
For	197	54%
Against	170	46%
Total	367	

Precinct 05		
	Vote	Percent
For	544	56%
Against	428	44%
Total	972	

Precinct 06		
	Vote	Percent
For	356	53%
Against	317	47%
Total	673	

Precinct 07		
	Vote	Percent
For	526	60%
Against	356	40%
Total	882	

Precinct 08		
	Vote	Percent
For	401	55%
Against	328	45%
Total	729	

Precinct 09		
	Vote	Percent
For	504	61%
Against	316	39%
Total	820	

Precinct 10		
	Vote	Percent
For	129	60%
Against	87	40%
Total	216	

Precinct 11		
	Vote	Percent
For	355	60%
Against	239	40%
Total	594	

Precinct 12		
	Vote	Percent
For	171	55%
Against	138	45%
Total	309	

Precinct 13		
	Vote	Percent
For	192	61%
Against	125	39%
Total	317	

Precinct 16		
	Vote	Percent
For	64	48%
Against	70	52%
Total	134	

Precinct 19		
	Vote	Percent
For	84	47%
Against	94	53%
Total	178	

Precinct 22		
	Vote	Percent
For	84	63%
Against	50	37%
Total	134	

Precinct 14		
	Vote	Percent
For	241	48%
Against	262	52%
Total	503	

Precinct 17		
	Vote	Percent
For	159	51%
Against	152	49%
Total	311	

Precinct 20		
	Vote	Percent
For	122	52%
Against	114	48%
Total	236	

Precinct 15		
	Vote	Percent
For	120	56%
Against	96	44%
Total	216	

Precinct 18		
	Vote	Percent
For	86	61%
Against	54	39%
Total	140	

Precinct 21		
	Vote	Percent
For	335	59%
Against	235	41%
Total	570	

2020 Bond C Election Results: Lincoln County, NM

NM State	2020		2018	
	Vote	Percent	Vote	Percent
For	524512	65%	413105	66%
Against	283991	35%	214752	34%
Total	808503		627857	

Precinct 01

2020	Vote	Percent	2018	Vote	Percent
For	95	46%		90	48%
Against	110	54%		99	52%
Total	205			189	

Precinct 04

2020	Vote	Percent	2018	Vote	Percent
For	197	54%		141	47%
Against	170	46%		156	53%
Total	367			297	

Precinct 07

2020	Vote	Percent	2018	Vote	Percent
For	526	60%		406	61%
Against	356	40%		256	39%
Total	882			662	

Precinct 10

2020	Vote	Percent	2018	Vote	Percent
For	129	60%		84	58%
Against	87	40%		60	42%
Total	216			144	

Precinct 13

2020	Vote	Percent	2018	Vote	Percent
For	192	61%		166	67%
Against	125	39%		81	33%
Total	317			247	

Precinct 16

2020	Vote	Percent	2018	Vote	Percent
For	64	48%		57	52%
Against	70	52%		53	48%
Total	134			110	

Precinct 19

2020	Vote	Percent	2018	Vote	Percent
For	84	47%		78	53%
Against	94	53%		68	47%
Total	178			146	

Precinct 22

2020	Vote	Percent	2018	Vote	Percent
For	84	63%		67	65%
Against	50	37%		36	35%
Total	134			103	

Lincoln County 2020			2018		
	Vote	Percent	Vote	Percent	
For	5240	55%	3980	55%	
Against	4215	45%	3293	45%	
Total	9455		7273		

Precinct 02					
2020	Vote	Percent	2018	Vote	Percent
For	130	66%		96	67%
Against	68	34%		47	33%
Total	198			143	

Precinct 05					
2020	Vote	Percent	2018	Vote	Percent
For	544	56%		383	51%
Against	428	44%		370	49%
Total	972			753	

Precinct 08					
2020	Vote	Percent	2018	Vote	Percent
For	401	55%		328	57%
Against	328	45%		243	43%
Total	729			571	

Precinct 11					
2020	Vote	Percent	2018	Vote	Percent
For	355	60%		284	64%
Against	239	40%		157	36%
Total	594			441	

Precinct 14					
2020	Vote	Percent	2018	Vote	Percent
For	241	48%		186	46%
Against	262	52%		215	54%
Total	503			401	

Precinct 17					
2020	Vote	Percent	2018	Vote	Percent
For	159	51%		117	48%
Against	152	49%		129	52%
Total	311			246	

Precinct 20

2020	Vote	Percent	2018	Vote	Percent
For	122	52%		91	54%
Against	114	48%		78	46%
Total	236			169	

Change in state
2182

Precinct 03					
2020	<u>Vote</u>	<u>Percent</u>	2018	<u>Vote</u>	<u>Percent</u>
For	345	46%		286	48%
Against	406	54%		311	52%
Total	751			597	

Precinct 06					
2020	<u>Vote</u>	<u>Percent</u>	2018	<u>Vote</u>	<u>Percent</u>
For	356	53%		296	53%
Against	317	47%		266	47%
Total	673			562	

Precinct 09					
2020	<u>Vote</u>	<u>Percent</u>	2018	<u>Vote</u>	<u>Percent</u>
For	504	61%		336	56%
Against	316	39%		269	44%
Total	820			605	

Precinct 12					
2020	<u>Vote</u>	<u>Percent</u>	2018	<u>Vote</u>	<u>Percent</u>
For	171	55%		121	56%
Against	138	45%		96	44%
Total	309			217	

Precinct 15					
2020	<u>Vote</u>	<u>Percent</u>	2018	<u>Vote</u>	<u>Percent</u>
For	120	56%		95	56%
Against	96	44%		75	44%
Total	216			170	

Precinct 18					
2020	<u>Vote</u>	<u>Percent</u>	2018	<u>Vote</u>	<u>Percent</u>
For	86	61%		60	57%
Against	54	39%		46	43%
Total	140			106	

Precinct 21

2020	Vote	Percent	2018	Vote	Percent
For	335	59%		212	54%
Against	235	41%		182	46%
Total	570			394	

Comparison Pass Rate 2020 and 2018

	2020	2018	Net Change In College District	
NM State	65%	66%	-1%	-
Lincoln County	55%	55%	0%	-
Precinct 1	46%	48%	-2%	no
Precinct 2	66%	67%	-1%	no
Precinct 3	46%	48%	-2%	no
Precinct 4	54%	47%	7%	partial
Precinct 5	56%	51%	5%	partial
Precinct 6	53%	53%	0%	yes
Precinct 7	60%	61%	-1%	partial
Precinct 8	55%	57%	-2%	yes
Precinct 9	61%	56%	5%	yes
Precinct 10	60%	58%	2%	yes
Precinct 11	60%	64%	-4%	yes
Precinct 12	55%	56%	-1%	partial
Precinct 13	61%	67%	-6%	no
Precinct 14	48%	46%	2%	partial
Precinct 15	56%	56%	0%	partial
Precinct 16	48%	52%	-4%	partial
Precinct 17	51%	48%	3%	no
Precinct 18	61%	57%	4%	Yes
Precinct 19	47%	53%	-6%	no
Precinct 20	52%	54%	-2%	no
Precinct 21	59%	54%	5%	partial
Precinct 22	63%	65%	-2%	yes

	2020	2018	district?		Key:
NM State	65%	66%	-		Support
Lincoln Co.	55%	55%	-		Oppose
Precinct 1	46%	48%	no		50-54
Precinct 2	66%	67%	no		55-60
Precinct 3	46%	48%	no		61-66
Precinct 4	54%	47%	partial	flip for	67-71
Precinct 5	56%	51%	partial		
Precinct 6	53%	53%	yes		
Precinct 7	60%	61%	partial		
Precinct 8	55%	57%	yes		
Precinct 9	61%	56%	yes		
Precinct 10	60%	58%	yes		
Precinct 11	60%	64%	yes		
Precinct 12	55%	56%	partial		
Precinct 13	61%	67%	no		
Precinct 14	48%	46%	partial		
Precinct 15	56%	56%	partial		
Precinct 16	48%	52%	partial	flip against	
Precinct 17	51%	48%	no	flip for	
Precinct 18	61%	57%	Yes		
Precinct 19	47%	53%	no	flip against	
Precinct 20	52%	54%	no		
Precinct 21	59%	54%	partial		
Precinct 22	63%	65%	yes		

BOND QUESTION C: The 2020 Capital Projects
General Obligation Bond Act authorizes the issuance and sale of higher education, special schools and tribal schools capital improvement and acquisition bonds. Shall the state be authorized to issue general obligation bonds in an amount not to exceed one hundred fifty-six million three hundred fifty-eight thousand four hundred seventy-five dollars (\$156,358,475) to make capital expenditures for certain higher education, special schools and tribal schools capital improve

Bond Question D: The 2018 Capital Projects
General Obligation Bond Act authorizes the issuance and sale of higher education, special schools and tribal schools capital improvement and acquisition bonds. Shall the state be authorized to issue general obligation bonds in an amount not to exceed one hundred thirty-six million two hundred thirty thousand dollars (\$136,230,000) to make capital expenditures for certain higher education, special schools and tribal schools capital improvements and acquisitions and prov



Date: 19 November 2020
To: ENMU-Ruidoso College Board
From: Ryan Trospen, ENMU-Ruidoso President

Subject: Carl Perkins V BAR

Summary

The attached Budget Adjustment Request (BAR) is for a Carl D. Perkins Grant awarded to ENMU-Ruidoso beginning October 1, 2020. This BAR is required to be turned into the New Mexico Public Education Department and requires Board of Regents approval.

Explanation of Adjustments:

- Budget reflects \$4,836 of sub-award funds for ENMU-Ruidoso and \$24,594 of funds for regional association partnership with local secondary partners

Action Requested
Information Only

Attachment
Award letters for FY20-21



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

RYAN STEWART, Ed.L.D.
SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

October 01, 2020

Mr. Ryan Trospen, President
ENMU-Ruidoso Region H - Regional Association
709 Mechem Dr
Ruidoso, NM 88345

Dear President Trospen:

The New Mexico Public Education Department (PED) has granted ENMU-Ruidoso Region H - Regional Association its final FY20-21 subaward for funding through The Strengthening Career and Technical Education for the 21st Century Act (Vocational Education), Pooled Funding of Regional Association Basic Grant. In accordance with federal regulations at 2 C.F.R. § 200.331(a), please note the following federal award identification information specific to this subaward ENMU-Ruidoso Region H - Regional Association is receiving through PED:

<u>Subrecipient's name</u>	ENMU-Ruidoso Region H - Regional Association
<u>Subrecipient's DUNS number</u>	00-344-1276
<u>Federal Award Identification Number (FAIN)</u>	V048A200031
<u>Federal award date</u>	07/01/2020
<u>Subaward period of performance</u> <u>Start and end dates</u>	07/01/2020-06/30/2021
<u>Amount of federal funds obligated by this subaward</u>	\$24,594.00
<u>Total amount of federal funds previously obligated to ENMU-Ruidoso Region H - Regional Association</u>	\$ 0.00
<u>Total amount of the federal award</u>	\$24,594.00

<u>Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)</u>	Vocational Education – Basic Grants to States
<u>Federal awarding agency</u>	United States Department of Education
<u>Contact information for awarding official</u>	Trina Shields, Director Division of Academic and Technical Education U.S. Department of Education Office of Career, Technical, and Adult Education 400 Maryland Avenue, SW Washington, DC 20202-7100
<u>CFDA number and name</u>	84.048A Vocational Education- Basic Grants to States
<u>Research and development (R&D) award (Yes/No)</u>	No
<u>Indirect cost rate for federal award</u>	http://webnew.ped.state.nm.us/officesandprograms/administrative-services/accounting/ Carl Perkins Act allows up to 5% for indirect cost

Based on the available USDE funding, final FY20-21 subawards are listed below. Please review ENMU-Ruidoso Region H - Regional Association's current budget in the Operating Budget Management System (OBMS) and submit an electronic Budget Adjustment Request (BAR), using the PED OBMS website. Please consider ENMU-Ruidoso Region H - Regional Association's currently pending budget adjustments to ensure the necessary adjustments reflect 100 percent of the awards as listed below:

FY20-21 Final Award	\$24,594.00
Total District Budget	\$24,594.00
FY20-21 Approved Budget	\$ 0.00
Total Amount of BAR	\$24,594.00

The following requirements apply to this subaward:

- 2 C.F.R. Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards¹
- 2 C.F.R. Part 3474: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 C.F.R. Part 3485: Nonprocurement Debarment and Suspension

¹ The regulations at 2 C.F.R. Part 200 are located online at: http://www.ecfr.gov/cgi-bin/text-idc?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

FY20-21 Pooled Funding of Regional Association Basic Grant

October 01, 2020

Page 3 of 3

Reporting Requirements

Please submit a BAR through OBMS for the award amount using **fund code 24177** and **revenue object code 44500**. Please adhere to the following timelines required for obligation, liquidation and RfR submission:

- **Submit your BAR** and a copy of this letter through OBMS by **October 31, 2020**.
- The FY20-21 award amounts indicated above must be **obligated by June 30, 2021** and **expended by September 30, 2021**
- Reestablish Budget for Unliquidated Obligations (Encumbered Balance as of 6/30/21 of FY20-21 Final Award) in **FY21-22** through OBMS by **July 16, 2021** using **fund code 24178** and **revenue object code 44500**
- Pursuant to NMSA 6-5-3, the **appropriate fund shall be encumbered prior to the issuance of vouchers or purchase orders** or the engagement of **contracts**

Access to Records and Financial Statements

In addition, pursuant to 2 C.F.R. § 200.331(a)(5), ENMU-Ruidoso Region H - Regional Association must permit PED and auditors access to ENMU-Ruidoso Region H - Regional Association's records and financial statements as necessary.

Closeout Procedures

- The **final day to submit request for reimbursements** for FY20-21 is **July 7, 2021**
- Deadline to submit an Adjustment Request for Reimbursement (ARfR) for FY20-21, provided a final RfR was submitted through period ending June 30, 2021 by July 7, 2021, is **August 13, 2021**
- Submit 1st Quarter RfR Deadline (Unliquidated Obligations' Expenses as of 9/30/21) for **FY21-22** is **November 1, 2021**

Regards,

DocuSigned by:

D318497BE81F476...

Gwendolyn Perea Warniment, PhD
Deputy Secretary, Teaching, Learning & Assessment

GPW/ep/jb

cc: Perkins Program Project Director, ENMU-Ruidoso Region H - Regional Association
Karen Massey, Chief Business Officer, ENMU-Ruidoso Region H - Regional Association



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
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RYAN STEWART, Ed.L.D.
 SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM
 GOVERNOR

October 01, 2020

Mr. Ryan Trospen, President
 ENMU - Ruidoso
 709 Mechem Dr
 Ruidoso, NM 88345

Dear President Trospen:

The New Mexico Public Education Department (PED) has granted ENMU - Ruidoso its final FY20-21 subaward for funding through The Strengthening Career and Technical Education for the 21st Century Act (Vocational Education), Basic Grant to Post Secondary Institutions. In accordance with federal regulations at 2 C.F.R. § 200.331(a), please note the following federal award identification information specific to this subaward ENMU - Ruidoso is receiving through PED:

<u>Subrecipient's name</u>	ENMU - Ruidoso
<u>Subrecipient's DUNS number</u>	00-344-1276
<u>Federal Award Identification Number (FAIN)</u>	V048A200031
<u>Federal award date</u>	07/01/2020
<u>Subaward period of performance</u> <u>Start and end dates</u>	07/01/2020-06/30/2021
<u>Amount of federal funds obligated by this subaward</u>	\$4,836.00
<u>Total amount of federal funds previously obligated to ENMU - Ruidoso</u>	\$ 0.00
<u>Total amount of the federal award</u>	\$4,836.00

FY20-21 Basic Grant to Post Secondary Institutions

October 01, 2020

Page 3 of 3

Reporting Requirements

Please submit a BAR through OBMS for the award amount using **fund code 24177** and **revenue object code 44500**. Please adhere to the following timelines required for obligation, liquidation and RfR submission:

- **Submit your BAR and a copy of this letter through OBMS by October 31, 2020.**
- **The FY20-21 award amounts indicated above must be obligated by June 30, 2021 and expended by September 30, 2021**
- **Reestablish Budget for Unliquidated Obligations (Encumbered Balance as of 6/30/21 of FY20-21 Final Award) in FY21-22 through OBMS by July 16, 2021 using fund code 24178 and revenue object code 44500**
- **Pursuant to NMSA 6-5-3, the appropriate fund shall be encumbered prior to the issuance of vouchers or purchase orders or the engagement of contracts**

Access to Records and Financial Statements

In addition, pursuant to 2 C.F.R. § 200.331(a)(5), ENMU - Ruidoso must permit PED and auditors access to ENMU - Ruidoso's records and financial statements as necessary.

Closeout Procedures

- **The final day to submit request for reimbursements for FY20-21 is July 7, 2021**
- **Deadline to submit an Adjustment Request for Reimbursement (ARfR) for FY20-21, provided a final RfR was submitted through period ending June 30, 2021 by July 7, 2021, is August 13, 2021**
- **Submit 1st Quarter RfR Deadline (Unliquidated Obligations' Expenses as of 9/30/21) for FY21-22 is November 1, 2021**

Regards,

DocuSigned by:



D318497BE81F476...

Gwendolyn Perea Warniment, PhD

Deputy Secretary, Teaching, Learning & Assessment

GPW/ep/jb

cc: Perkins Program Project Director, ENMU - Ruidoso
Karen Massey, Chief Business Officer, ENMU - Ruidoso



Date: 19 November 2020
To: ENMU-Ruidoso College Board
From: Ryan Trospen, ENMU-Ruidoso President

Subject: Operating Agreement

Summary

Attached is the 2019-2021 Operating Agreement between the Eastern New Mexico University System Board of Regents and the Ruidoso Branch Community College Board.

The agreement was approved by the Ruidoso Branch Community College Board on 14 March 2019.

The Board of Regents approved the agreement on 29 March 2019.

Action Requested

Information Only

Attachment

Operating Agreement between the Eastern New Mexico University System Board of Regents and the Ruidoso Branch Community College Board

**Eastern New Mexico University System Board of Regents
and
Ruidoso Branch Community College Board**

OPERATING AGREEMENT

The Board of Regents of the Eastern New Mexico University System (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 was created pursuant to Section 21-14-16, NMSA 1978, and is comprised of five elected residents residing within the community college district, hereby enter into the following agreement, pursuant to Section 21-14-2(B)(1), NMSA 1978, concerning the operation of Ruidoso Branch Community College (hereinafter referred to as ENMU-Ruidoso) located in Ruidoso, New Mexico.

Reference as the primary source for the formulation and implementation of this document: New Mexico Statutes Annotated 1978, Chapter 21 State and Private Education Institutions; Article 14 Branch Community Colleges; 21-14-2. Board duties; relationship with parent institution; elections. (See Appendix A)

Duties and Responsibilities

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

1. Enter into written agreements with the Board of Regents, 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 ENMU-Ruidoso, 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 ENMU-Ruidoso president and/or ENMU System chancellor at least two (2) times per year. The chancellor of the ENMU System will be invited to report to the College Board. The chancellor 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 chancellor to the chair, College Board; and
7. The College Board and the Board of Regents shall jointly conduct a search for qualified candidates for president of ENMU-Ruidoso. The Board of Regents, 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. The ENMU System offices 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 ENMU-Ruidoso president and the ENMU-System chancellor for approval before submission to the College Board and the Board of Regents. The 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 the ENMU System 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-Portales and other institutions of higher education.
4. The instructional program will be coordinated with the ENMU System, but responsibility for determining courses of study, program content and course scheduling shall rest with the appropriate administrative offices of ENMU-Ruidoso.
5. The ENMU System campuses shall honor credits earned through lower division courses at ENMU-Ruidoso as though they were earned at other ENMU System campuses, subject to the following conditions:
 - a. Credits earned in lower division courses (those numbered 100 or 200) which also appear in the ENMU-Portales undergraduate catalog shall be a part of the University parallel program at ENMU-Ruidoso and shall receive resident credit from ENMU-Portales, subject to University regulations concerning graduation requirements and college degree plan requirements as stated: (a) in the

ENMU-Portales undergraduate catalog current when an ENMU-Ruidoso student begins initial college enrollment, (b) in the college degree plans available through the college dean, (c) in articulation agreements, or (d) in memorandums of understanding. 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-Portales will be given first opportunity on all bachelor's and master's courses and degrees offered through ENMU-Ruidoso.

- b. ENMU-Portales 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. Upper division ENMU-Portales courses taken on the ENMU-Ruidoso campus will satisfy residency requirements for ENMU-Portales degree programs. ENMU-Portales 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-Portales.
 - c. Any lower division courses designed to meet the needs of the local educational clientele and that do not appear in the ENMU-Portales 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 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 College Board. Appropriate recognition shall be given to the differing missions of the ENMU System 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. The president of ENMU-Ruidoso is the hiring authority for hiring and dismissal of all personnel at ENMU-Ruidoso.
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.

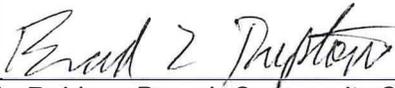
9. Depending upon the availability of space and to the extent it is economically feasible, the physical facilities of ENMU-Ruidoso will be made available to ENMU-Portales for provision of upper division and graduate courses. Such offerings will be coordinated through appropriate administrative staff 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 the ENMU System business office. Appropriate records of financial transactions shall be maintained by the ENMU System 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 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 College Board.
 - d. Fees as established by the Board of Regents in collaboration with the 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 the ENMU System shall be allocated for the support of ENMU-Ruidoso although indirect administrative costs may be borne by the ENMU System. No funds of ENMU-Ruidoso may be diverted to the ENMU System or to any other institution in the system, except for the payment of the budgeted indirect administrative overhead or other appropriate purchases of goods or services. Normal services provided by the ENMU System through the administrative overhead arrangement include general support, personnel, staff development, internal audit services and leadership. Legal services and architectural services will be provided by ENMU-Ruidoso.
11. Capital projects will be developed with participation of ENMU System and ENMU-Ruidoso campus administrations and appropriate representatives.
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 chancellor of the ENMU System and the President of ENMU-Ruidoso.

Terms:

This agreement shall be for the two-year term from March 1, 2019 to February 28, 2021, and shall be binding upon the Board of Regents and the College Board. 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. However, if the branch community college has outstanding general obligation or revenue bonds, neither the College Board nor the Board of Regents may terminate the agreement until the outstanding bonds are retired, except as provided by Section 21-13-24.1 NMSA 1978.

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, Ruidoso Branch Community College Board

3-14-19
Date



Secretary, Ruidoso Branch Community College Board

03-14-2019
Date



President, ENMU Board of Regents

3/29/2019
Date



Secretary, ENMU Board of Regents

3-29-2019
Date



Date: 19 November 2020
To: ENMU-Ruidoso College Board
From: Dr. Patrice Caldwell, ENMU System Chancellor
Ryan Troser, ENMU-Ruidoso President

Subject: Policy Updates

Summary

This is intended to provide the board with updates of changes to system policy. Attached, for review are recent changes to policy 80-12 and the staff handbook.

Action Requested
Information Only

Attachment

- Policy 80-12
- ENMU Staff Handbook

80-12 Title IX (Equal Opportunity, Harassment, and Nondiscrimination on the Basis of Sex)

1. **Purpose.** The Eastern New Mexico University System (the System/System) affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. The System prohibits any and all discrimination on the basis of sex. All policies and subsequent procedures below are subject to resolution using the ENMU Equity Resolution Process, as detailed below. When the responding party is a member of the System community, the Equity Resolution Process is applicable regardless of the status of the reporting party who may be a member or non-member of the System community, including prospective students, students, student organizations, faculty, administrators, staff, prospective employees, guests, and visitors.

Policies

2. **Scope.** The System adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. This policy and procedure specifically govern the System's sex-based discrimination policies and procedures. The System does not discriminate on the basis of sex in its educational programs, activities, employment, and admission decisions, and the University is required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner.

When brought to the attention of the System, any sex-based discrimination will be appropriately addressed and remedied by the System according to the Equity Resolution Process described below. Non-members of the campus community who engage in violations of this policy with the System's programs or on System property are not under the jurisdiction of this policy but can be subject to actions that limit their access and/or involvement with System programs, events or property as a result of their misconduct. All vendors serving the System through third party contracts are subject to these policies and procedures.

4. **Policy on Discriminatory or Bias-Related Harassment.** Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of hostility, discrimination, or harassment on the basis of sex. The System harassment policy and other related policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of prohibited harassment that are also prohibited under System policies.

A. Harassment constitutes a form of discrimination that is prohibited by System policy as well as the law. Harassment includes, without limitation, gender-based harassment, sex-stereotyping, sexual harassment, or other conduct that, when considered in light of the constellation of surrounding circumstances, expectations, and relationships, has the purpose or effect of discriminating against any member of the System Community on the basis of sex, whether such conduct is perpetrated by an employee, student, visitor, guest, or third party.

B. A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe or persistent/pervasive and objectively offensive such that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. The System reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not on the basis of sex. Addressing such behaviors may not result in the imposition of discipline under System policy but will be addressed through respectful confrontation, remedial actions, education, and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques,

employees should contact the Office of Human Resources at their respective campus, and students should contact the Office of Student Affairs or its equivalent at their respective campus.

- C. The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of New Mexico regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. The System has adopted definitions related to its policies and subsequent procedures that outline sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees but of students as well. Anyone experiencing sexual harassment in any System program is encouraged to report it immediately to the Title IX Coordinator or his/her designee(s).

5. **Title IX Coordinator.** The System Director of Human Resources serves as the Title IX Coordinator for the Portales Campus and Ruidoso Campus and may delegate responsibility to Deputy Coordinators and Title IX Investigators as needed. The Roswell Campus shall maintain their own Title IX Coordinator. The Title IX Coordinator oversees implementation and compliance of System policies and procedures regarding Title IX and 34 C.F.R. Part 106.8A. The Title IX Coordinator acts with independence and authority free from conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator, contact the campus, President. To raise concerns regarding a potential conflict of interest with any other administrator in the Equity Resolution Process, please contact the Title IX Coordinator.

- A. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. - Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports regarding this policy and subsequent procedures may be made internally to:

ENMU-Portales/Ruidoso Campus

Name: Benito Gonzales
 ENMU System Human Resources Director
 Title IX Coordinator
 Office of Human Resources
 ENMU-Portales Administration Building Room #113
 (575) 562-2115
benito.gonzales@enmu.edu

Name: Stephanie Miles
 ENMU HR Generalist
 Deputy Title IX Coordinator
 Office of Human Resources
 ENMU-Portales Administration Building Room #113
 (575) 562-2115

Name: Christi Melton
 ENMU-R HR Generalist

Deputy Title IX Coordinator
Office of Human Resources
ENMU Ruidoso Room # 248
(575)315-1205
Christi.melton@enmu.edu

ENMU- Roswell Campus

Name: Dr. Linda Neel
Executive Director of Student Services/Title IX Coordinator
ENMU-Roswell Student Affairs
Student Services Center 575-624-7142
linda.neel@roswell.enmu.edu

Name: Rebecca Schneider
Director of Human Resources/Deputy Title IX Coordinator
Office of Human Resources
College Services Center
575-624-7411
Rebecca.schneider@roswell.enmu.edu

Inquiries may be made externally to:
U.S. Department of Education
Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline: (800) 421-3481
Facsimile: (202) 453-6012
TDD: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Definitions. The System may impose any fair and equitable sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other sex/gender-based offenses, including intimate partner (dating and/or domestic) violence, non-consensual sexual contact and/or stalking based on the facts and circumstances of the particular allegation. Below are definitions sorted by category:

Sexual Harassment:

- A. **Sexual Assault** –an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Here are the listed offenses:

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

Forcible Rape— (Except Statutory Rape) The carnal knowledge of a person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Forcible Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent

Sex Offenses, Nonforcible— (Except Prostitution Offenses) Unlawful, nonforcible sexual intercourse.

Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

- B. Dating Violence** - The term “dating violence” means violence committed by a person—
- (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (b) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship
- C. Domestic Violence** - The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- D. Stalking** - The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
- (a) fear for his or her safety or the safety of others; or
 - (b) suffer substantial emotional distress.
- E. Quid Pro Quo** - A System employee conditioning an educational benefit or service upon a person’s participation in unwelcome sexual conduct (often called “quid pro quo” harassment);

- F. Unwelcome Conduct** - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

Other Applicable Definitions pertinent to this Policy:

- A. Consent.** Knowingly, voluntarily and in clear permission by word or action, agreeing to engage in mutually agreed-upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Silence or the absence of resistance alone is not consent. There is no requirement on a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not, by definition, forced.

In the State of New Mexico, as a general rule, a minor (meaning a person under the age of eighteen years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than eighteen years old may be a crime, and a potential violation of the policy, even if the minor wanted to engage in the act.

- B. Insufficient Information.** A lack of sufficient evidence, facts, or information that inhibited the investigation or reasonable investigator's ability to conduct an investigation or make a reasonable finding.
- C. Complainant.** Refers to the person impacted by the alleged discrimination.
- D. Respondent.** Refers to the person who has allegedly engaged in discrimination.
- E. Retaliation.** (a) Retaliation prohibited. No recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by title IX or this part, constitutes retaliation.

- F. Substantiated.** An allegation of sex-based discrimination under this policy is substantiated if the evidence presented to the fact-finder would lead a reasonable person to believe that it is more likely than not that the acts complained of occurred and that they constitute sex-based discrimination.
- G. Unsubstantiated.** An allegation of sex-based discrimination under this policy is unsubstantiated if the evidence presented to the fact-finder would lead a reasonable person to believe that it is more likely than not that the acts complained of did not occur, or if the acts complained of did occur, that such acts do not constitute sex-based discrimination.
- H. Title IX Coordinator(s).** The person(s) designated by the System to coordinate efforts to comply with and implement this policy and its procedures. The System Title IX Coordinators are responsible for coordinating administrative investigations related to reports of sexual misconduct and are available to discuss options, provide support, explain the System policies and procedures, and provide education on relevant issues. The Title IX Coordinators may designate one or more assistants to perform these duties. While many responsibilities rest with these individuals, it is understood that successful processes are ultimately dependent upon the collaborative effort of the System and involved departments as a whole.
- I. Actual Knowledge.** Actual knowledge means notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient
- J. Officials with Authority.** Any Official of the recipient who has the authority to institute corrective measures. Officials with authority are Title IX Coordinators, Deputy Coordinators, and any position that is Dean/Director level or above.

Procedures

- 8. How to Report.** Reports of sex-based discrimination may be made using any of the following options:
- A. Report directly to a Title IX Coordinator or a Deputy Title IX Coordinator;
 - B. Portales and Ruidoso students and employees can report online, using the reporting form posted on your campus Title IX website.
 - C. Report to any ENMU system employee as all are mandatory reporters. Mandatory reporters must notify an Official with Authority, defined as any official of the ENMU System who has the authority to institute corrective measures. Officials with authority are Title IX Coordinators, Deputy Coordinators, and any position that is Dean/Director level or above.

All reports are acted upon promptly, while every effort is made by the System to preserve the privacy of reports. Such reports may also be anonymous. Anonymous reports will be investigated to the extent possible, given the information provided to determine if remedies can be provided. Additionally, all employees of the System are designated as mandated reporters and will share a report with the Title IX Coordinator or an Official with Authority at their respective campus without unnecessary delay. Confidentiality and mandated reporting is addressed more specifically below. Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the Campus President. There is no time limitation on a reporting party's ability to file a

report; however, if the responding party is no longer subject to the System's jurisdiction, the ability to investigate, respond and provide remedies may be more limited

- 9. Jurisdiction.** This policy applies to behaviors that take place on property owned, operated or controlled by the System; at System events, and off-campus as appropriate where such conduct has the purpose or effect of discriminating against any person on the basis of sex with respect to any education program or activity of the System. This also includes any building owned or controlled by any student organization officially recognized by the System.
- 10. Interim Supportive Measures.** Upon receiving a report of sex-based discrimination, the System can implement initial, responsive, and/or protective actions equitably to both parties. Such actions may include but are not limited to the following actions: no-contact orders, paid administrative leave, limiting access to facilities, providing counseling and/or medical services, academic support, living arrangement adjustments, transportation accommodations, visa and immigration assistance, student financial aid counseling, providing police services, academic or work schedule accommodations, safety planning, or referral to campus and community support services.
- A. The System will take prompt action with respect to any member of the community, guest, or visitor upon finding that they have engaged in harassing or discriminatory behavior or retaliation.
- B. The System will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the System's ability to provide the accommodations or protective measures.
- 11. Confidentiality and Anonymous Reporting.** All System employees (students, faculty, staff, and administrators) are expected to report actual or suspected sex-based discrimination to appropriate Officials with Authority immediately, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On-campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected sex-based discrimination to appropriate university officials – thereby offering options and advice without any obligation to inform an outside agency or campus official unless a reporting party has requested information to be shared. Other resources exist for reporting parties to report crimes and policy violations, and these resources will take action when an incident is reported to them. The following describes the reporting options at the System.
- A. **Confidential Reporting.** If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:
- (1) On-campus licensed professional counselors and associated staff;
 - (2) On-campus licensed health service providers and associated staff;
 - (3) On-campus members of the clergy/chaplains working within the scope of their licensure or ordination. This does not apply to members of the clergy/chaplains serving as faculty for the System; or
 - (4) Off-campus (non-employees) who are licensed professional counselors, sexual assault crisis counselors, domestic violence resources, state assistance agencies, and/or clergy/chaplains.

B. All of the above-listed individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. System employees listed above will submit anonymous statistical reporting information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

C. **Formal Reporting Options.** All System employees have a duty to report unless they fall under the scope of the "Confidential Reporting" section above. A Complainant may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared with the Title IX Coordinator or Officials with Authority. Employees must promptly share with an Official with Authority all details of the reports they receive. Interim Supportive Measures may result from such disclosures without formal System action.

- (1) If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the complainant may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law.
- (2) A Complainant has the right and can expect to have allegations taken seriously by the System when formally reported, and to have those incidents fairly investigated and properly resolved through these procedures.
- (3) Formal reporting still affords some privacy to the Complainant and Respondent, and only a small group of officials who need to know will be told, including but not limited to (when applicable) the Behavior Intervention Team (BIT), Office of the Vice President for Student Affairs or its equivalent on the respective campus, Area Executive Administrators, Title IX Coordinator, Adjudication Officer, and law enforcement personnel serving the System. Information will be shared as necessary with investigators, witnesses, and both parties. The circle of people with knowledge will be kept as tight as possible in an effort to preserve the privacy of both parties. Additionally, anonymous reports can be submitted by anyone, using the online reporting form posted on each system campus Title IX website. Anonymous reports may prompt a need for the institution to investigate to the extent possible given the information provided.
- (4) Failure of a non-confidential employee, as described in this section to report an incident or incidents of sex/gender harassment, discrimination, sexual misconduct, and/or retaliation of which they become aware is a violation of System policy and can be subject to disciplinary action.

12. Federal Timely Warning Notice Obligations. Parties reporting sexual misconduct should be aware that under the Clery Act, System administrators must issue timely warnings for incidents reported to them that pose a substantial existing threat of bodily harm danger to members of the campus community. The System will ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make decisions concerning their health and safety in light of the potential danger. These Timely Warning Notices should be issued as soon as pertinent information is available regarding Clery Act reportable offenses when reported to a Campus Security Authority (CSA), local law enforcement, or the ENMU DPS that occurred in the Clery Act reportable geographic areas.

- 13. False Allegations.** Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action under the student code of conduct or system or campus policy.
- 14. Amnesty for Reporting Party and Witnesses.** The System encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to System officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interest of our community that reporting parties choose to report to university officials and that witnesses come forward to share what they know. To encourage reporting, the System pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident being investigated.
- A. **Students.** Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the ENMU police officers). The System pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the System will provide educational options, rather than punishment, to those who offer their assistance to others in need.
- B. **Employees.** Sometimes, employees are also hesitant to report sex-based discrimination or harassment they have experienced for fear that they may get themselves in trouble. For example, an employee who has violated the professional relationships policy and is then assaulted in the course of that relationship might hesitate to report the incident to System officials. The institution may, at its discretion, offer employee reporting parties amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to witnesses on a case-by-case basis.
- 15. Parental Notification (Allegations Involving Students).** The System reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation, particularly alcohol and other drug violations. The System also reserves the right to designate which System officials have a need to know about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).
- 16. Federal Statistical Reporting Obligations.** Certain campus officials who are deemed Campus Security Authorities (CSA) have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to the ENMU Department of Public Safety regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security and Fire Safety Report. This report helps provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include, but are not limited to student affairs or its equivalent on the respective campus, student conduct officers, law enforcement, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery Act location categories), and the Clery Act crime category. This reporting protects the identity of the victim and may be done anonymously.

17. Equity Resolution Process. The System will act on any formal allegation or notice of violation of this policy that is received by an Official with Authority.

The procedures described below apply to all allegations of sex-based discrimination involving students, staff, or faculty members, whether the allegations are leveled against an employee, student, visitor, guest, or third party. These procedures may also be used to address collateral misconduct occurring in conjunction with sex-based discrimination (e.g., vandalism, physical abuse of another, etc.). All other allegations of misconduct unrelated to incidents covered by this policy will be addressed through the procedures elaborated in the respective student, faculty, and staff handbooks.

- A. **Generally.** Upon notice to the Title IX Coordinator or designee(s), this resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe this or other policies have been violated. If so, the System will initiate a confidential investigation that is thorough, reliable, impartial, prompt, and fair. The investigation and the subsequent resolution process determines whether this or other policies have been violated. If so, the System will promptly implement effective remedies designed to end the conduct and/or discrimination, prevent its recurrence, and address its effects.
- B. **Process.** Allegations of violation(s) of this policy are resolved using the Equity Resolution Process. Those who may be involved in the Equity Resolution Process are mentioned in this policy, which is publicly available to our campuses, prospective students, parents, and prospective employees. Administrators associated with the Equity Resolution Process are trained in different aspects of the resolution process: they may serve in any of the following roles at the direction of the Title IX Coordinator:
- (1) To provide sensitive intake for and initial advice pertaining to allegations;
 - (2) To serve in mediation or a restorative justice role in conflict resolution;
 - (3) To fairly and adequately investigate allegations;
 - (4) To act as process advisors to those involved in the Equity Resolution Process;
 - (5) To serve in hearings associated with allegations; or
 - (6) To serve in appeals for allegations.
- C. **Training.** Professionals involved in the Equity Resolution Process also recommend proactive policies and serve in an educative role for the community. Professionals involved in the Equity Resolution Process work in close coordination with the Department of Public Safety, Title IX Coordinator, Office of the Vice President of Student Affairs (or its equivalent on the respective campus), Campus Presidents, and the ENMU System Chancellor. Those involved in the Equity Resolution Process receive annual training organized by the Title IX Coordinator, including a review of System policies and procedures as well as applicable federal and state laws and regulations so that they are able to appropriately address allegations, provide accurate information, protect the safety of, and promote accountability to members of the community. This training will include, but is not limited to how to appropriately remedy, investigate, render findings and determine appropriate sanctions in reference to all forms of sex-based discrimination and other forms of harassment; the System's policies and procedures; confidentiality and privacy; and applicable laws, regulations, and federal regulatory guidance.

All professionals involved in the Equity Resolution Process are required to attend annual training to be eligible to serve in the Equity Resolution Process.

D. **Reporting.** Any member of the community, guest, or visitor who believes that this policy has been violated should contact an Official with Authority.

(1) It is also possible for employees to notify a supervisor or for students to notify an administrative advisor or faculty member. Any member of the community, including visitors, may contact ENMU Police Officers or public safety personnel to make a report. These individuals will, in turn, notify the Title IX Coordinator. The campus Title IX website also includes a reporting form which may serve to initiate the Equity Resolution Process.

(2) All employees receiving reports of a potential violation of this policy are expected to promptly contact an Official with Authority, within twenty-four (24) hours of becoming aware of a report or incident, or within a reasonable time depending on the facts and circumstances. All initial contacts will be treated with privacy: specific information on any allegations received by any party will be reported to the Title IX Coordinator, but subject to the System's obligation to redress violations, every effort will be made to maintain the privacy of those initiating an allegation. In all cases, the System will give consideration to the reporting party with respect to how the reported misconduct is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution even when a reporting party chooses not to initiate or participate in the resolution process.

E. **Preliminary Inquiry.** Following receipt of notice or a report of a violation of this policy, the Title IX Coordinator will direct and be involved in a preliminary inquiry of the allegations to determine if there is reasonable cause to believe this policy has been violated. The preliminary inquiry is typically 1-5 days in duration but can take longer depending on the number of individuals needed to conduct the inquiry with and the availability of those individuals.

(1) In cases where the reporting party wishes to proceed or the System determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Title IX Coordinator will direct a formal investigation to commence, and the allegation will be resolved through one of two processes discussed briefly here and in greater detail below:

- a. **Informal Resolution** – An informal resolution process is allowed, except for allegations where an employee harassed a student. Both parties must agree in writing to the informal resolution. Either party may withdraw from the informal resolution process and resume the formal resolution process at any time.
- b. **Formal Resolution** – A resolution of contested allegations with a hearing.

(2) The process followed considers the preference of the parties, but is ultimately determined at the discretion of the Title IX Coordinator. The parties may elect for Informal Resolution, but Informal Resolution may also apply if the responding party accepts responsibility for all alleged violations of policy. If either party or both parties opt for a Formal Resolution, or the Title IX Coordinator determines that Formal Resolution is appropriate, the allegation will be addressed using the Formal Resolution option.

- (3) **Mandatory Dismissal-** If during the preliminary inquiry or at any point during the formal investigation, the Title IX Coordinator or their designees determines that there is no reasonable cause to believe that this policy has been violated, or that the allegations do not meet the Title IX definition of sexual harassment, the process will end unless the reporting party requests that the Title IX Coordinator makes a determination to re-open the investigation or to forward the matter for a formal hearing. This decision lies in the sole discretion of the Title IX Coordinator. Dismissal does not preclude action under ENMU policy or the Student Code of Conduct.
- (4) **Notice Requirement –** Before any formal interview, the respondent must receive written notice (with sufficient time to prepare before the initial interview), including identities of the parties involved, the conduct allegedly constituting sexual harassment and the date of the alleged incident. There is a continuing obligation for ENMU to update the written notice upon any changes. The notice will be distributed per the time frame in the investigation section (H).
- (5) ENMU must apply a presumption that the respondent is not responsible for the alleged conduct during the grievance process so that ENMU bears the burden of proof and the standard of evidence is applied correctly
- (6) ENMU uses the preponderance of the evidence standard. The preponderance of the evidence is one type of evidentiary standard used in a burden of proof analysis. Under the preponderance standard, the burden of proof is met when the party with the burden convinces the fact finder that there is a greater than 50% chance that the claim is true.

F. **Interim Supportive Measures.** The Title IX Coordinator or their designee(s), in coordination with appropriate institutional administrators, may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations. These remedies may include, but are not limited to:

- (1) Referral to counseling and health services;
- (2) Placing an employee on administrative leave;
- (3) Education to the community;
- (4) Altering the housing situation of the responding party, resident student, resident employee or reporting party;
- (5) Altering work arrangement for employees;
- (6) Providing campus escorts (safe ride services);
- (7) Providing reasonable transportation accommodations;
- (8) Implementing contact limitations between the parties;
- (9) Restricting access to certain campus facilities or campuses; and/or
- (10) Offering adjustments to academic deadlines, course schedules, etc.

- G. Interim Actions.** The System may decide on an emergency removal, meaning that it may interim suspend a student, employee (administrative leave), or organization pending the completion of Equity Resolution Process investigation and procedures. An emergency removal may only take place after an individualized safety and risk analysis determines that there is an immediate threat, and provides the respondent notice and an opportunity to challenge the decision immediately following removal. In all cases in which an emergency removal is imposed, the student, employee, or student organization will be given the option to meet with the Title IX Coordinator, Area Executive Administrator, or the Vice President of Student Affairs or its equivalent on the respective campus (whichever is applicable) prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the emergency removal should not be implemented. The Title IX Coordinator, Area Executive Administrator, or the Vice President of Student Affairs or its equivalent on the respective campus (whichever is applicable) has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.
- (1) During an interim suspension or administrative leave, a student or employee may be denied access to System housing and/or System campuses, facilities, or events. As determined by the Title IX Coordinator, the Vice President of Student Affairs, or its equivalent on the respective campus (whichever is applicable), this restriction can include classes and/or all other System activities or privileges for which the student might otherwise be eligible. At the discretion of the Title IX Coordinator or the Vice President of Student Affairs or its equivalent on the respective campus (whichever is applicable), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.
 - (2) The System will maintain as confidential any interim actions or protective measures, provided confidentiality does not impair the System's ability to provide the interim actions or protective measures.

H. Investigation.

Once the decision is made to initiate a formal investigation, the Title IX Coordinator will appoint trained Title IX Investigator(s) to conduct the investigation, usually within two (2) days of determining that an investigation should proceed. The Title IX Coordinator or their designee(s) will provide written notification of the commencement of the investigation to the parties within five (5) days of the Title IX Coordinator's determination to conduct a formal investigation unless for good cause a later date is required. The System aims to complete all investigations within sixty (60) calendar days after written notice of the commencement of the investigation; however, this sixty-day period may be extended as necessary for good cause as determined by and at the discretion of the Title IX Coordinator or their designee(s) with notice to the parties as appropriate. System action will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

- (1) All investigations will be conducted by trained personnel who will ensure that the investigation is thorough, reliable, impartial, prompt, and fair. Investigations entail interviews with all parties and relevant witnesses as well as the examination of available evidence.

- (2) ENMU may not restrict either party from either discussing the allegations under investigation or gathering and presenting relevant evidence. The U.S. Department of Education states that restricting respondents from discussing allegations may limit their ability to effectively present evidence.
- (3) Both parties must be given an equal opportunity to inspect evidence directly related to the allegations at least ten (10) days before completion of the investigative report and at any hearing. Evidence must include any inculpatory or exculpatory evidence, whether obtained from an involved party or another source.
- (4) The investigators will typically take the following steps, if not already completed (not necessarily in order):
 - a. In coordination with campus partners, initiate or assist with any necessary remedial actions;
 - b. Determine the identity and contact information of the reporting party;
 - c. Identify all policies allegedly violated;
 - d. Assist the Title IX Coordinator with an immediate preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy. If there is insufficient evidence to support a reasonable cause, the inquiry should be closed with no further action;
 - e. Interview of the complainant;
 - f. Prepare the notice of allegations on the basis of the preliminary inquiry;
 - g. Commence a thorough, reliable and impartial investigation
 - h. Meet with the complainant to review their statement, if necessary;
 - i. Provide written notification to the parties prior to their interviews that they may have the assistance of an advisor of their choosing present for all meetings attended by the advisee;
 - j. Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
 - k. After all available evidence is gathered, the Title IX Investigator will prepare a written report of the investigation, which must include the original complaint, the witnesses interviewed, and a summary of the evidence gathered.
 - l. The written report of the investigation will be reviewed by the Title IX Coordinator for completeness and clarity, and the investigative report will be provided to the complainant and the respondent for review.
 - m. The parties will have 10 business days to review and provide a written response to the report. Upon receipt of written responses, the investigator will consider the written comments and will adjust the report if deemed appropriate.
 - n. Once the report is finalized, it will be delivered to the Title IX Coordinator for referral to the Decision-Maker, in preparation for a formal hearing as provided in this policy.
- (5) At any point during the investigation, if it is determined there is no reasonable cause to believe that System policy has been violated, the Title IX Coordinator has the authority to terminate the investigation and end resolution proceedings.
- (6) Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the System investigation and the Equity Resolution Process. Any witness who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony later in a hearing (if a hearing is held). Failure of a witness to cooperate with and/or participate in the investigation or Equity Resolution Process

constitutes a violation of policy and may be subject to discipline. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person or if the investigators determine that timeliness or efficiency dictates a need for remote interviewing. Parties who elect not to participate in the investigation or to withhold information from the investigation will not have the opportunity to offer evidence during the hearing and/or appeal stages of the process if it could have been offered during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

- (7) No unauthorized audio and/or video recording of any kind is permitted during the investigation meetings or other Equity Resolution Process proceedings.

I. **Advisors.** Each party is allowed to have an advisor of their choice present with them for all Equity Resolution Process meetings and proceedings, from intake through to final determination. The parties may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and usually not otherwise involved in the resolution process, such as serving as a witness. The advisor may be a friend, mentor, family member, attorney, or any other supporter a party chooses to advise them who is available and eligible. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community. The parties involved may choose to proceed without an advisor; however, if the process leads to a hearing, each party must have an advisor for the hearing. ENMU will provide an advisor for any party that does not otherwise have one.

- (1) The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith.
- (2) Advisors must be able to conduct any cross-examination of the other party in hearings as it is not allowed for the parties to cross-examine each other in a hearing.
- (3) If a party does not have an advisor present at the live hearing, the System must provide without fee or charge to that party, an advisor of the System's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
- (4) Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who steps out of their role will be warned only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting can continue without the advisor present if the party so chooses, unless it is a hearing. The party can also choose to postpone the meeting until they find a new advisor, which they have 48 hours to do after the removal of the original advisor unless for good cause a later date is required. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated or replaced by a different advisor.
- (5) The System expects that the parties will wish to share documentation related to the allegations with their advisors. It is the responsibility of the parties to collect and distribute such materials to their advisors. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the System. The

System may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the System's privacy expectations.

- (6) The System expects an advisor to adjust their schedule to allow them to attend System meetings when scheduled. The System does not typically change scheduled meetings to accommodate an advisor's inability to attend. The System will, however, make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video, and/or virtual meeting technologies as may be convenient and available. A party may elect to change advisors during the process and is not bound to use the same advisor throughout.
- (7) The parties must advise the Title IX Coordinator of the identity of their advisor as soon as possible. The parties must provide timely notice to the Title IX Coordinator if they change advisors at any time.

J. **Proceedings.** Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings in accordance with System policy. While the contents of the hearing are private, the parties have the discretion to share their own experiences if they so choose, and should discuss doing so with their advisors.

K. **Informal Resolution.**

- (1) An informal resolution can be pursued for any behavior that falls within this policy, at any time during the process. This option may be used when:
 - a. A responding party admits responsibility for all or part of the alleged policy violations at any point in the process;
 - b. the investigation reaches a finding that the parties accept;
 - c. both parties elect to resolve the allegation using the Informal Resolution Process and the Title IX Coordinator assents.
- (2) In the Informal Resolution, the investigator has the authority to address all collateral misconduct, meaning that they hear all allegations of discrimination, harassment, and retaliation, but also may address any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, and Nondiscrimination. Accordingly, investigations should be conducted with as wide a scope as necessary.
- (3) Any evidence that the investigator believes is relevant and credible may be considered, including history and pattern evidence. The investigator may exclude irrelevant or immaterial evidence and may choose to disregard evidence lacking in credibility, or that is improperly prejudicial.
- (4) Unless the investigator determines it is appropriate, the investigation and the finding will not consider (1) incidents not directly related to the possible violation, unless they show a pattern, (2) the sexual history of the reporting party (though there may be a limited exception made in regards to the sexual history between the parties), (3) or the character of the reporting party. While previous conduct violations by the responding party are not generally admissible as information about the present allegation, the investigators may

consider information about previous good faith allegations and/or findings to consider as evidence of a pattern and/or predatory conduct.

- (5) The investigator(s) will not meet with character witnesses, but investigators will accept up to two (2) letters supporting the character of each of the parties.
- (6) The investigator(s) will base the determination(s) on the preponderance of the evidence, whether it is more likely than not that the responding party violated policy as alleged.
- (7) If alleged misconduct is resolved at this stage, the Title IX Coordinator will inform the parties of the final determination within five (5) business days of the resolution, without significant time delay between notifications, unless for good cause a later date is required. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official System records, or emailed to the parties System-issued email account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any resulting sanctions that the System is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the System is permitted to share under state or federal law. The notice will also include information on when the results are considered by the System to be final, any changes that occur prior to finalization, and any appeals options that are available.
- (8) At any point during the Informal Resolution process, including at its conclusion, either party may request that the matter be referred to the Formal Resolution process.
- (9) In cases involving at-will employees, all findings and responsive actions will be determined by the Area Executive Administrator or the Campus President, in collaboration with the Title IX Coordinator, based on the results of the investigation.

18. Formal Hearing. If a hearing is requested as the result of a failed informal resolution process or if a hearing is required for a student or employee of the System as a result of an investigation, the evidence will be presented at formal live hearing which shall take place within thirty (30) days of the conclusion of the investigation, unless for good cause a later date is required. The Title IX Coordinator will provide the written investigation report to the appropriate ENMU-campus administrator, depending upon whether the responding party is an employee or a student. Each campus may also decide to contract out these responsibilities to a third party. The campus administrator to whom the written investigation report is delivered shall serve as the Decision-Maker.

A. Notice of Hearing. At least five (5) days prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the Decision-Maker will send a letter to the parties with the following information:

- (1) A description of the charges against the responding party and the written report of the investigation.
- (2) The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If the responding party does not appear at the scheduled hearing, the hearing will be held in their absence. For

compelling reasons, the Co-chair may reschedule the hearing. Live hearings will usually take place via the virtual medium.

- (3) Notification that both parties must have an advisor of their choosing at the hearing (Refer to 80-12-16. F. for additional information regarding Advisors.).

- B. Scope of the Hearing.** The scope of the hearing will be limited to the complaint, content of the written investigation report and any other evidence collected during the process. Formal rules of evidence do not apply. The respondent will be allowed to address the written investigation report, including presentation of any evidence which the responding party wishes to present; however, the Decision-Maker may, with discretion, prohibit the introduction of duplicative or irrelevant evidence. The respondent may, but is not required to, provide an oral or written statement in response to the written investigation report and the recommended sanctions.

Cross-Examination must only be conducted by an advisor and never by the party. Questions challenging credibility are allowed. The Decision-Maker must evaluate each question to determine relevance before the question is answered, and must explain why a particular question shall be excluded. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. If an individual refuses to submit to cross-examination, the Decision-Maker may not rely on any statement of that individual to determine responsibility.

Proceedings are private. All persons present at any time during the hearing are expected to keep the contents of the hearing private. The parties have the discretion to share their own experiences if they so choose, and should discuss doing so with their advisors.

Hearings (except for deliberations) are recorded for purposes of review in the event of an appeal. The parties may not record the proceedings, and no other unauthorized recordings are permitted. The Decision-Maker, the parties, and appropriate administrative officers of the System will be allowed to listen to the recording in a location determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission from the Title IX Coordinator.

- C. Deliberations and Decisions.** The Decision-Maker will deliberate in closed session to determine whether or not institutional Title IX Policy was violated, and if so, to determine appropriate remedies, corrective actions or sanctions. The Decision-Maker will consider the written investigation report, the evidence submitted by the responding party at the hearing, if any, and the statement, if any, of the responding party.

The Decision-Maker will prepare a written deliberation report and deliver it to the Title IX Coordinator and both parties simultaneously. The report will include a statement of the sanctions imposed if any, and the reasons therefor. The written determination must include:

- (a.) Identification of the allegations potentially constituting sexual harassment as defined in this policy;
- (b) A description of the procedural steps taken from the receipt of the formal complaint

through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

- (c) Findings of fact supporting the determination;
- (d) Conclusions regarding the application of the recipient's code of conduct to the facts;
- (e) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- (f) The recipient's procedures and permissible bases for the complainant and respondent to appeal.

D. Recommended Sanctions. In determining the sanctions to be imposed, the Decision-Maker may consider any of the following:

- (1) The nature, severity of, and circumstances surrounding the violation;
- (2) An individual's disciplinary history;
- (3) Previous allegations or allegations involving similar conduct;
- (4) Any other information deemed relevant by the Decision-Maker;
- (5) The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation;
- (6) The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation;
- (7) The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community

19. Sanctions. The following sanctions are the usual sanctions that may be imposed in a fair, equitable, and consistent manner.

A. Student Sanctions. The following are the usual sanctions that may be imposed upon students or student organizations individually or in combination:

- (1) Warning – A formal warning and statement that the behavior was unacceptable and a warning that further infractions of any System or branch campus' policies, procedures or directives will result in more severe sanctions/responsive actions.
- (2) Probation – A written reprimand for violation of the Student Code of Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any System or branch campus' policies, procedures or directives within a specified period of time. Terms of the probation will be specified and may include denial of specific privileges, exclusion from co-curricular activities, no-contact orders, and/or other measures deemed appropriate.
- (3) Suspension - Termination of student status for a definite period of time not to exceed two (2) years and/or until specific criteria are met. Students who return from suspension are

automatically placed on probation through the remainder of their tenure at the System. This sanction may be noted as a Conduct Suspension on the student's official transcript, at the discretion of the Vice President of Student Affairs or the equivalent on the respective campus.

- (4) Expulsion - Permanent termination of student status, revocation of rights to be on campus for any reason, or attend System-sponsored events. This sanction will be noted as a Conduct Expulsion on the student's official transcript.
- (5) Organizational Sanctions – Deactivation, de-recognition, loss of privileges (including System registration and recognition), for a specified period of time.
- (6) Other Actions – In addition to or in place of the above sanctions, the System may assign any other sanctions as deemed appropriate.

B. Employee Sanctions. Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include, but are not limited to:

- 1.) Verbal or Written Warning
- 2.) Professional Development Training
- 3.) Performance Improvement/Management
- 4.) Required Counseling
- 5.) Probation
- 6.) Loss of Annual Pay Increase
- 7.) Loss of Oversight or Supervisory Responsibility
- 8.) Transfer of Position
- 9.) Demotion
- 10.) Suspension without pay
- 11.) Termination
- 12.) Other Actions – In addition to or in place of the above sanctions, the System may assign any other sanctions deemed appropriate.

C. Withdrawal or Resignation While Allegations Pending.

- (1) **Students.** Should a student decide to leave and/or not participate in the Equity Resolution Process, the process will nonetheless proceed in the student's absence to a reasonable resolution, and that student will not be permitted to return to the System unless all sanctions if any are imposed, have been satisfied. The student will not have access to an academic transcript until the allegations have been resolved.
- (2) **Employees.** Should an employee resign with unresolved allegations pending, the process will nonetheless proceed in the employee's absence. If the allegations are

substantiated, or the employee fails to participate in the process, the former employee will be ineligible for rehire.

20. Appeals.

- A. Within three (3) days of the Decision-Maker's written deliberation report, unless for good cause a later date is required, a party may appeal the findings of the investigation and/or the sanctions imposed only on one or more bases as provided below.
- (1) Procedural irregularity that affected the outcome of the matter;
 - (2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - (3) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. The appeal will be assigned to an appropriate Appeal Decision-Maker, who may be an Adjudication Officer, Executive Area Administrator, Campus President, or System Chancellor. The Appeal Decision-Maker hearing the appeal will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. The party requesting an appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. When any party requests an appeal, the Title IX Coordinator will share the appeal request with the other party(ies), who may file a response within three (3) days of notice by the Title IX Coordinator. If new grounds are raised, the original, appealing party will be permitted to submit a written response to these new grounds within three (3) business days. Any response or appeal request will be shared with each party.
- C. When the Appeal Decision-Maker hearing the appeal finds that at least one of the grounds is met by at least one party, additional principles governing the hearing of appeals will include the following:
- (1) Decision(s) by the Appeal Decision-Maker hearing the appeal are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
 - (2) Appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity for the Appeal Decision-Maker hearing the appeal to substitute their judgment for that of the original Decision-Maker merely because they disagree with its finding and/or sanctions.
 - (3) Appeals granted based on new evidence should normally be remanded to the original hearing Decision-Maker or investigators for reconsideration.
 - (4) Sanctions imposed as the result of the Formal or Informal Resolution processes are implemented immediately unless the Title IX Coordinator or their designee stays their implementation, pending the outcome of the appeal. Considerations for employee policy notice and separation

and/or suspension requirements will be made as the System must follow the applicable policy and/or handbook.

- D. For students: Graduation, study abroad, internships/ externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal.
- E. Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- F. All parties will be informed in writing within three (3) business days of the outcome of the appeal, without significant time delay between notifications, and in accordance with the standards for notice of outcome as defined above, unless for good cause a later date is required.
- G. In rare cases where a procedural or substantive error cannot be cured (as in cases of substantiated bias), the appeal Administrator may recommend a new hearing with a new Hearing Administrator. The results of a remand to a hearing Administrator cannot be appealed. The results of any such new hearing can be appealed, once, on any of the three applicable grounds for appeals.
- H. In cases where the appeal results in reinstatement to the System or resumption of privileges, all reasonable attempts will be made to restore the responding party to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

21. Long-Term Remedies/Actions. At the discretion of the Title IX Coordinator, long-term remedies may also be provided even when the responding party is found not responsible. The System will maintain as confidential any long-term remedies/actions or protective measures, provided confidentiality does not impair the institution's ability to provide the actions or protective measures. Following the conclusion of the Equity Resolution Process and in addition to any sanctions implemented, the Title IX Coordinator may utilize long-term remedies or actions to stop the harassment or discrimination, remedy its effects and prevent their reoccurrence. These remedies/actions may include, but are not limited to:

- A. Referral to counseling and health services;
- B. Education of the community;
- E. Permanently altering the housing situation of the responding party (resident student or resident employee (or the reporting party, if desired));
- F. Permanently altering work arrangements for employees;
- G. Providing campus escorts;
- H. Climate surveys;
- I. Policy modification;

- J. Providing transportation accommodations;
- K. Implementing long-term contact limitations between the parties; and/or
- L. Offering adjustments to academic deadlines, course schedules, etc.

- 22. Failure to Complete Sanctions/Comply with Interim and Long-Term Remedies/Responsive Actions.** All responding parties are expected to comply with conduct sanctions, responsive actions, and corrective actions within the timeframe specified by an adjudication officer or appropriate administrator. Failure to abide by these conduct sanctions, responsive actions and corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the System and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of an adjudication officer or an appropriate administrator.
- 23. Records.** In implementing this policy, records of all allegations, investigations, resolutions, and hearings will be kept by the Title IX Coordinator indefinitely in an appropriate Records Management System, which will be referred to as the Title IX Coordinator database.
- 24. Disability Accommodation in the Equity Resolution Process.** The System is committed to providing qualified students, employees, or others with disabilities with reasonable accommodations and support needed to ensure equal access to the Equity Resolution Process at the System. Anyone needing such accommodations or support should contact the Director of the Office of Accessibility Resources or their position equivalent at branch campuses, who will review the request and, in consultation with the person requesting the accommodation, and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation.

Approved by the Board of Regents, August 12, 2020.
Amendments approved by the Board of Regents, September 25, 2020

Eastern New Mexico University
Staff Handbook



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Introduction

Welcome to Eastern New Mexico University System (The System). As an employee you will have a chance to support the System in providing higher education for the State of New Mexico. The policies and procedures referenced in this handbook are subject to change at any time at the discretion of the Board of Regents. From time to time you may receive information concerning changes in policy and updates. Should you have questions regarding any policies, please ask your supervisor or the Office of Human Resources.

The System and its employees are subject to additional policies and guidelines that are not detailed in this employee handbook, as well as policies and practices based on federal and state laws. System and campus-specific policies and procedures are located online in the Portal. <https://my.enmu.edu/web/governance/policy-manual>. The primary policies referenced in this handbook are in section 40 Personnel.

This Staff Handbook supersedes earlier Handbook versions. All System and campus policies approved by the Board of Regents that post-date the Staff Handbook shall supersede this Handbook. No statement contained in this document shall be construed as a limitation of the powers exercised by the Board of Regents of Eastern New Mexico University System under the Constitution of the State of New Mexico.

The Eastern New Mexico University System is an affirmative action and equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran, or any other status protected by law in its programs, activities or employment. Employees requiring accommodations for disabilities should notify the Office of Human Resources. The ENMU System subscribes to Title IX of the Education Amendments of 1972 that prohibits discrimination or harassment on the basis of sex in any educational program or activity receiving federal funds.

Employee Information Disclosure

The System recognizes that as a public institution, it has an obligation to the citizens of the State to disclose on request the salary paid to any employee of the institution. In addition, the System recognizes its obligation to its employees not to disclose personal and private information maintained in personnel files.

All personnel records are considered confidential and the property of the System. Personnel records and files will therefore be available or disclosed only to those persons who are authorized by the System to have access to them on a need to know basis or to other such persons authorized by the System under legal rights to review or obtain applicable parts of such records. (See ENMU AGP&P 65-2, Inspection of System Records and 65-1, Confidential Information Security.)

Employees may have access to all information in their own personnel file, such as PAN's, payroll data, performance evaluations, and other normal employment data (including disciplinary actions) initiated by the System. Supervisors may access the non-confidential portion of their direct reports file. They may not have access to benefit or medical information.

Compliance with State and Federal Law

Eastern New Mexico University complies with all laws of the United States and the state of New Mexico relating to nondiscrimination, affirmative action, employer and employee relations and labor laws. The ENMU System is committed to ensuring equal opportunity in employment and to adhering to the practice of affirmative action to recruit, employ, retain and promote those protected under Title VII of the Civil Rights Act of 1964 and the Human Rights Act of the State of New Mexico.

For additional details on the General Personnel Policy, see AGP&P 40-1.

Management Rights

ENMU shall retain the right, in accordance with applicable Federal and State laws and Board of Regents policies, to determine the mission of the System, campuses and its constituent colleges, schools and departments; to set standards; to exercise control and discretion over the System organization and its operations; to direct employees of the System; to hire, promote, transfer, assign and retain employees in, or relieve employees from, positions within the System and to suspend, demote, discharge or take other disciplinary action against employees; to maintain the efficiency of the operations entrusted to the administration; to determine the methods, means and personnel by which such operations are to be conducted; and to take whatever actions may be necessary to carry out the functions and mission of the System and campuses and maintain uninterrupted service to its students and faculty in situations of emergency.

For additional details on the Employee Disciplinary Action and Termination Policy, see AGP&P 40-11.

General Personnel Policies

Staffing. The System shall follow recruitment and selection practices designed to provide it with the highest quality employees who share its values and are reflective of its diversity goals.

Job Design and Structure. The System shall provide meaningful jobs and an organizational structure that defines the relationship between their specific duties and responsibilities and how those responsibilities relate to the broader goals and programs of the System.

Advancement. The System provides enhanced career opportunities for employees who are committed to their own career development, demonstrate continuous skills improvement, are able, and desire to assume new and greater responsibilities.

Compensation. The System shall provide competitive salary and benefit plans supporting the System campuses in their goal to attract and retain the best people. Compensation shall reflect education, experience, internal equity and individual performance.

Performance Management. The System shall measure employee performance based on quality of work, ongoing improvement and customer service. Performance management shall be based on realistic expectations; managers shall provide meaningful written feedback regarding job objectives.

Training and Development. The System provides continuing education opportunities for employees to help them build upon their competencies in the changing work environment and develop and enhance their careers within the System.

For additional details on the General Personnel Policy, see AGP&P 40-1.

Code of Conduct

General Policy

In accepting a position with Eastern New Mexico University- Portales/Ruidoso (ENMU), employees accept the obligation to be acquainted fully with the mission, philosophy, purposes and objectives of the institution. Employees shall agree without reservation to work to meet goals and carry out effectively all other assigned duties.

Business Ethics

Employees of ENMU shall maintain the highest standards of business ethics in transactions with the institution and the public. ENMU employees will not act on System matters on the basis of personal interest nor will they divulge confidential information to unauthorized persons. (See ENMU AGP&P 65-7, Confidentiality of Records.)

General Ethics. Employees shall maintain the highest standards of professional ethics in transactions with the System and with the public, and perform their duties faithfully and efficiently and not give rise to suspicion of improper conflict with interests of the System or any agency of the state of New Mexico.

Acceptance of Gifts. No employee shall directly or indirectly accept any gift which would influence the manner in which the duties of such person will be performed, and in particular, no employee may accept gratuities in connection with any business dealings of the System, nor shall any employee be reimbursed for expenses related to business dealings of the System except such expenses as would be reimbursed pursuant to the New Mexico Mileage and Per Diem Act. [See NMSA 1978, § 10-16-4.1(1993).]

For additional details on the Administrator and Staff Code of Conduct, see AGP&P 20-2.

Conflict of Interest

Conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the System's business or professional dealings.

Any Eastern New Mexico University System employee or close family member as defined in Administrator and Staff Code of Conduct, who has a financial interest in a business must publicly disclose this interest before the System can purchase goods or services from this business. The public disclosure must be made in writing annually and will be maintained by the University. (See AGP&P 20-2, Administrator and Staff Code of Conduct.)

Outside Employment. An employee shall not engage in outside employment when that outside employment is incompatible or in conflict with the discharge of that person's duties with the System or when that outside employment may tend to impair that employee's independence of judgment or action in the performance of that employee's duties with the System.

For additional details on the Code of Conduct and Conflict of Interest see AGP&P 20-2.

Employee Classifications

The classification of a position determines how employees may be paid, among other things, for hours worked in excess of 40 hours per week and whether or not he or she is subject to the minimum wage and overtime provisions of the FLSA (Fair Labor Standards Act). The Office of Human Resources determines whether positions shall be exempt or nonexempt based on the job duties and other factors.

Exempt Employees. Exempt employees are salaried employees and are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees include such positions as directors, managers and some professional staff.

Nonexempt Employees. Nonexempt employees are employees who normally are paid on an hourly basis and are subject to the minimum wage and overtime provisions of the FLSA. Nonexempt staff employees are paid based on hours worked as reported on a time sheet. They are entitled to premium compensation for overtime work. Nonexempt employee positions include such positions as secretarial, clerical, maintenance.

Note: Non-exempt employees ordinarily will be paid on an hourly basis. However, the method of compensation (hourly vs. salaried) is not necessarily determined by an employee's status as exempt or non-exempt. Under applicable federal regulations, an employee's job duties and the weekly rate of compensation determine the employee's status as exempt or non-exempt.

For additional details on the Employee Classifications, see AGP&P 40-2.

Employee Appointment Status.

Regular Full-Time Employees. A regular full-time employee is hired for an indefinite period and is normally scheduled to work 40 hours per week. Appointment is continuous, subject to satisfactory performance and availability of funding.

Regular Part-Time Employees. A regular part-time employee is hired for an indefinite period and is scheduled to work fewer than 40 hours per week. Employees in this category are classified either as three-quarter time, normally scheduled to work 30–39 hours per week; half time, normally scheduled to work twenty to 20–29 hours per week or less than half time, normally scheduled to work 1–19 hours per week. Appointment is continuous, subject to satisfactory performance and availability of funding.

Externally Funded Employees. An externally funded employee is hired (full-time or part-time) into a position that is designated to run for a specified period. This may happen for various reasons, such as, the position is funded from non-recurring sources (e.g. contracts and grants) or the position is needed to complete a special project. Externally funded employees are normally hired for periods exceeding nine months and lapsing prior to the date of discontinuance of the external funding.

Term Appointment Employees. Term appointment employees are normally separated from the System at a specified date unless the Human Resources office notifies the employee that the appointment shall be extended. For the specified period of appointment, term employees are entitled to the same rights and privileges as regular status employees except the right to grieve separation at the end of the appointment. Term appointment employees are not placed on layoff status at the end of the appointment.

At-Will Employees. At-will employees are hired into certain senior and other positions designated by the president of the branch community college or the System chancellor. Either the employer or the at-will employee can terminate the employment relationship at any time with or without cause and with or without notice.

Temporary Employees. Temporary employees are hired to work reasonably predictable schedules, full-time or part-time, that ordinarily will not exceed nine months. Temporary positions are normally not renewable; however, extensions may be granted with approval of the employee's dean, director or department head and the director of Human Resources. Temporary employees are also subject to the at-will employment status in which either party can terminate the employment relationship at any time with or without cause and with or without notice. In the event that the duration of a temporary employee's employment exceeds nine months, his or her status as a temporary, at-will employee will not change.

Occasional Employees. Individuals employed to work special events on an intermittent, sporadic basis, to work during peak work periods, to fill in for absent employees and in other similar circumstances shall be classified as "occasional" employees. Occasional employee positions may be renewed by submitting a Personnel Action Notice (PAN) to the appropriate Office of Human Resources for approval. Occasional employees are also subject to the employment at-will status in which either party can terminate the employment relationship at any time with or without cause and with or without notice.

For additional details on Employee Classifications, see AGP&P 40-2.

Employees with Multiple Positions

An employee working two regular part-time positions totaling 40 hours or more per week will be considered a regular full-time employee. If the total hours regularly worked are fewer than 40, the employee will be considered regular part-time.

An employee working two temporary part-time positions totaling 40 hours or more per week will be considered a temporary full-time employee. If the total hours regularly worked are fewer than 40, the employee will be considered temporary part-time.

An employee working a regular part-time position and a temporary part-time position will be considered a regular part-time employee.

All additional ENMU employment exclusive of the employee's primary duties must have prior approval of the executive administrator and the director of Human Resources.

For additional details on all the Employee Classification, see AGP&P 40-2.

Annual Evaluation Process

Each year, every regular full-time and regular part-time University employee is evaluated on his or her performance. Performance evaluations shall be conducted through the use of evaluation criteria, forms and procedures established by the University administration and overseen by the Office of Human Resources.

The purpose of this evaluation is to define and communicate employment expectations, to set priorities for each evaluation period, to assess performance and to determine the employee's eligibility for non-recurring performance awards, should the University administration and the Board of Regents determine such awards can be given.

For additional details on the Employee Evaluations, see AGP&P 40-10.

Probation, Promotion, Transfer

Probationary Period. All employees hired into a regular position are hired on a probationary basis. Exempt (professional) employees and all police officers have a probationary period of the first 12 calendar months of their employment. Evaluations will be conducted at four and eight months of their first year.

Nonexempt (support) employees have a probationary period of six months, with a required evaluation at the three month point of their employment.

An employee may be released from employment during the probationary period with or without cause.

Promotion and Transfer. New positions and job vacancies advertised by the System can be filled from within the System by promotion or transfer of qualified and interested persons (of any classification) who are regular employees. All regular positions or vacancies (full-time and part-time) are covered by this practice. In cases of promotions or transfers, decisions are based on the needs of the System, as well as training, experience, and past performance without regard to race, color, creed, national origin, religion, age, sex, or disability.

All regular employees, including regular full-time, regular part-time, and full- or part-time externally funded employees, are eligible for promotion and transfer.

Promotion or transfer during the employee's probationary period is not permitted.

Any employee who is promoted or transferred will be required to serve a probationary period in the new position.

For additional information on Recruitment and Hiring, See AGP&P 40-3.

Types of Termination

The System recognizes seven categories of termination or separation from employment: resignation, retirement, release, relieved, layoff, discharge or death.

Resignation. In the event an employee decides to resign, a written resignation must be submitted to the employer as soon as possible and no less than two weeks prior to the effective date of proposed separation. An employee who has walked off the job or who is absent for two consecutive work days without permission except when an emergency situation precludes giving notice is considered to have resigned. An employee who fails to return to work within the prescribed time limit following a leave for extended illness, injury or personal reasons is considered to have resigned.

Retirement. Employees may elect to retire after meeting eligibility requirements for retirement and should give two weeks' notice.

Release. Employees are terminated at the end of temporary employment.

Relieved. Employees may be terminated during their probationary period (six months for support employees, twelve months for professional employees) without cause or recourse.

Layoff. Employees may be terminated because of reduction in force due to lack of funds, work or other compelling reasons. For an employee in good standing, every effort is made to place that employee in another position within the System prior to layoff. The order of layoff shall be based on performance, ability, training, seniority and other qualification as determined by the System. When performance, ability, etc., are equal, seniority shall be the determining factor. Probationary, temporary and occasional employees are normally laid off before regular employees in the same classification and department.

Discharge. An employee may be terminated after corrective discipline has failed or the seriousness of the misconduct or situation so warrants.

Death. Upon the death of an employee, the supervisor shall notify Human Resources. That office will assist the next of kin in completing termination forms, filing insurance claims, etc.

For additional information on Employee Disciplinary Action and Terminations, see AGP&P 40-11.

Grievance and Complaint Procedure

A "complaint" is a charge of improper or unfair treatment by another member of the System community. A complaint is a less formal process that does not involve a hearing.

A "grievance" is any of the following:

- (1) An allegation by a faculty or staff member that there has been a violation, misinterpretation or improper application of the terms and conditions of any University handbook or other regulation, policy or procedure applicable to the member.
- (2) An allegation by a faculty or staff member regarding improper, arbitrary or discriminatory application of University policies and practices relating to terms and conditions of the grievant's employment.
- (3) An allegation that a member of the University faculty or staff has engaged in improper conduct in violation of a state or federal statute or regulation.
- (4) An allegation of a dispute between or among University faculty and/or staff that relates to their employment, the resolution of which would benefit the University and further the University's mission. This is not intended to include petty personality conflicts.

Complaints and grievances are addressed through the procedures and processes outlined in AGP&P 40-12, Complaints and Grievances.

Benefits

Annual (or Vacation) Leave

The System recognizes the value to the System and to its employees of providing paid vacations of reasonable duration. Vacations provide the employee an opportunity to relax for an extended period and return to the job with renewed interest and vitality.

Employees are expected to request leave, in advance, from their supervisors to assure that duties can be reassigned and operations continued in the employee's absence. While annual leaves are normally scheduled in accordance with the employee's wishes, the campus reserves the right to schedule an employee's vacation in accordance with the needs of the campus.

Annual leave is earned during actual time worked and during paid sick leave, vacation time, holidays and leaves of absence with pay.

For additional information on annual (or vacation) accrual rates and other leave details, see AGP&P 40-7, Leave.

Holidays

This section describes which holidays are observed, which staff employees are eligible for holiday pay, calculation of holiday pay and compensation to staff employees who must work on a holiday. Although the System does not grant holiday pay for religious holidays other than Christmas, the administration will attempt to accommodate those employees who request time off to observe a religious holiday. In such cases, employees normally will be required to take annual leave or leave without pay.

Employee Eligibility for Holiday Pay. Unless otherwise stated in a particular employee's appointment letter or contract of employment, the following employees are eligible to receive paid holidays: (i) support employees (both regular and temporary) working 30 or more hours per week, when the holiday falls on a regularly scheduled workday; and (ii) professional employees (both regular and temporary); and (iii) at-will employees, unless classified as support (non-exempt) working less than 30 hours per week; and (iv) Faculty on regular or summer contracts. Occasional employees, adjunct/resource faculty, and temporary support employees working less than 30 hours per week are not eligible for holiday pay.

Holidays Observed. The following holidays are observed by employees of the System: the workday preceding New Year's Day, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day preceding and the day following Thanksgiving Day, Christmas Eve Day and Christmas Day. The specific days observed as the holiday period are announced each year by the chancellor and/or branch community college president. The System reserves the right to adjust the actual observance of all holidays.

Non-exempt employees who are required to work on a holiday shall be paid for the hours worked at a premium rate of two times their regular rate.

Exempt employees, including faculty, professional staff and other employees paid on a salary basis, are not entitled to receive any special pay, other than the employee's usual salary, for work on a holiday.

For additional information on all Leave, see AGP&P 40-7, Leave.

Sick Leave

Paid Sick Leave. Accrued sick leave shall only be used for the specific purposes defined herein and shall not be used the same as accrued annual leave. Eligible employees shall accrue, use and be paid for paid sick leave only according to the provisions of this section. The provisions of this section can apply to sick leave taken under the Family Medical Leave Act (FMLA), which runs concurrent with FMLA.

Family and Medical Leave Act. In compliance with the federal Family and Medical Leave Act (FMLA), the System shall provide eligible employees up to 12 weeks of job-protected leave (FMLA leave) within a 12-month period for certain family, medical and military-related reasons. FMLA for military reasons may be extended beyond 12 weeks if certain criteria are met. For purposes of this policy, the “leave” year is a “rolling calendar year.” That is, the “leave” year is determined by the date that the employee takes FMLA leave for the first time as an ENMU employee. Subsequent leave years begin when that employee takes FMLA leave following completion of any previous 12-month leave year (See 29 CFR 825.200(b)(3) of the Family Medical Leave Act.)

Military Leave. The System shall grant a military leave of absence to any regular employee while on active duty in the Armed Forces of the United States, defined to include the Army, Navy, Air Force, Marine Corps, Coast Guard and their reserve components; the National Guard and State Guard or the U.S. Public Health Service; and their reserve components.

Leave without Pay. In certain circumstances, a leave of absence without pay may be granted to or imposed upon staff employees. Voluntary leave without pay may be granted only after leave accruals have been exhausted.

For additional information on all Leave, see AGP&P 40-7.

Tuition Waivers.

The ENMU System provides a tuition waiver to all employees working at least .50 FTE and all retirees. System employees attending classes shall be subject to the limitations set forth in this section.

With the permission of the employee’s immediate supervisor, the employee may use the tuition waiver (course fees are paid by the employee). Semesters are fall, spring and summer (defined as the period between spring commencement and the first day of the fall semester).

If a course is offered during the employee’s regular working hours as well as outside the employee’s regular work hours, the employee must enroll for the course outside regular working hours. Time off during the workday to attend classes cannot be granted unless the employee’s course leads to a degree or enhances the employee’s professional development, as determined by the supervisor, and can be accomplished without compromising office operations.

At the discretion of the employee’s immediate supervisor, an employee may be allowed to make up the hours missed to attend one class during work hours, so long as the time away

from work does not compromise office operations. Otherwise these hours are unpaid or vacation leave.

Exceptions to the limitations stated above may not be made except by written approval of the employee's area supervisor and the branch community college president or chancellor.

This benefit is transferable to the employee's spouse any semester in which the employee does not use the waiver. If the spouse is also an employee, the employee shall use his or her own waiver and cannot add that of the spouse to the tuition waiver benefit.

For additional information on Employee Benefits, see AGP&P 40-8

Unemployment Compensation.

Unemployment compensation coverage is designed to provide benefit payments for a short period to workers who, through no fault of their own, are unable to obtain gainful employment. The System pays the full cost of the coverage for its employees.

Eligibility. The New Mexico Department of Workforce Solutions (DWFS) determines which individuals are eligible for unemployment compensation insurance benefits based on the circumstances of the separation and the provisions of the Unemployment Compensation Act (NMSA 1978, § §51-1-1 to-59 (1936 as amended through 2013)).

For additional information on Employee Benefits, see AGP&P 40-8

Workers' Compensation.

The following are System policies and procedures for applying for workers' compensation for injuries sustained during job-related activities as an employee of the System. The campus insurer administers these compensation payments and covers any person receiving a salary or wage from and acting in the service of the System. HR is the contact for workers' compensation matters.

For additional information on Employee Benefits, see AGP&P 40-8

Other Benefits

Flexible Spending Accounts Program. The Flexible Spending Accounts (FSA) Program, which is administered by a third party, is a fringe benefit authorized by the Internal Revenue Code and regulated by the Internal Revenue Service (IRS). IRS regulations define expenses that qualify for reimbursement under this plan. Nothing in this policy shall impose or limit requirements otherwise imposed by law. Exceptions to the regulations governing this program cannot be granted by the System or any campus within the System.

Retirement. The New Mexico Educational Retirement Plan is a qualified benefit plan, most employees are required to contribute to this plan. Employees may contact HR with questions or for information not covered in AGP&P 40-8, Benefits

Insurance Benefits. The System makes most insurance benefits available through the campus insurance carrier to be received by eligible individuals.

Tax-Deferred Annuities. Employees may enter into contracts for tax-deferred annuities, covered by Section 403(b) of the Internal Revenue Code, and have the annuity payments made by bi-weekly payroll deduction. The employee may thus postpone paying income tax on that portion of earnings until retirement, at which time the employee's income and tax rate may be lower. However, there are penalties for early withdrawal. Different vendors offer such tax-deferred annuities and a list of participating companies and payroll deduction forms may be obtained from HR. The System shall act only as a collector of the premiums without endorsing any of the participating companies.

For additional information on all Employee Benefits, see AGP&P 40-8

Progressive Discipline

The System normally uses the progressive discipline process described in this policy to address misconduct and continued performance problems. Progressive discipline is intended to be corrective, *not* punitive in nature. It is designed to provide employees with notice of deficiencies and an opportunity to improve. However, some violations of policies and procedures or continued negative behavior or performance may be of such a serious nature that immediate suspension or discharge may be appropriate.

The System uses progressive discipline for regular, temporary, term or at-will employees. Progressive discipline is designed to allow an employee a reasonable opportunity to meet the requirements of the job, comply with policies, procedures, practices and regulations of the System, campus and department, and allow the employee an opportunity to improve performance. Progressive discipline may not be appropriate in all instances, such as when health or safety is at risk or a crime has been committed, and does not prevent a supervisor from imposing stronger discipline with the approval of the campus director of Human Resources, depending on the individual circumstances. Some violations could be of such a serious nature that disciplinary action could lead directly to suspension or discharge with the approval of the campus director of Human Resources and/or SDHR.

Progressive discipline actions include the use of oral warnings, written warnings, suspensions and/or discharge. Discipline should be administered equitably, consistently and progressively. Depending on the nature of the performance problem or misconduct, a supervisor, in consultation with the Office of Human Resources, may start progressive discipline at any appropriate point in the process. The following sections describe in detail the actions used in progressive discipline.

For additional information on Employee Disciplinary Action and Termination, see AGP&P 40-11

Work Schedules

Traditional Work Schedules. The traditional work schedule is 40 hours per week and consists of five traditional work days within a seven-calendar day period, normally Monday through Friday. Nontraditional schedules may be adopted by each campus in order fit the needs and the mission of the campus. Some examples of where nontraditional work schedules exist in but are not limited to, law enforcement, athletics, plant maintenance, libraries and other seven day per week operations.

Traditional Workday. The traditional workday consists of eight hours, usually in two, four-hour increments, with one unpaid hour off for a meal between the four-hour increments.

Traditional Working Hours. The traditional daily working hours are from 8:00 a.m. to 5:00 p.m., with one unpaid hour off for lunch.

Work Week. The work week begins at 12:00 a.m. (midnight) Saturday and ends at 11:59 p.m. Friday for payroll and time reporting purposes. For employees on shifts beginning fewer than eight hours before midnight on Friday and extending into Saturday, the work week begins with the start of the shift and extends to the same hour on the following Friday.

Attendance and Tardiness

Consistent attendance and punctuality are considered imperative to Eastern New Mexico University System operations and are therefore mandatory for each employee. Poor, uncertain or irregular attendance, excessive absenteeism and tardiness that renders an employee insufficiently available for work will be evaluated on a case-by-case basis to determine the merits of retention or termination.

Rest Periods

The System provides a rest period, not to exceed 15 minutes for every four hours worked. Rest periods can be scheduled by the supervisor and employee, usually on a staggered basis to ensure that no office or department goes unstaffed. Rest periods cannot accumulate for the purpose of taking extended lunch periods, quitting early, or taking other times off, with the supervisor's permission.

Lunch Periods

Lunch periods are one hour in duration and can be scheduled by the supervisor and employee on a staggered basis depending on the needs and requirements of the work unit.

For additional information on Work Time, see AGP&P 40-6.

Conclusion

The System and its employees are subject to additional policies and guidelines that are not detailed in this employee handbook, as well as policies and practices based on federal and state laws. System and campus specific policies and procedures are located online in the Portal.

<https://my.enmu.edu/web/governance/policy-manual>. The primary policies referenced in this handbook are in section 40 Personnel. Please read all these for greater detail of the above-mentioned information.

Revised OPA/HR August 2020



Date: 19 November 2020
To: ENMU-Ruidoso Branch Community College Board
From: Ryan Trospen, ENMU-Ruidoso President
Action Item 1: College Board Meetings 2021

Summary

Below are the proposed regular meeting dates for ENMU-Ruidoso Community College Board, for the 2021 calendar year:

ENMU-Ruidoso Board Obligations:

Proposed Regular CCB Date	BOR Agenda Items Due	BOR Date
	Monday, January 4, 2021	Wednesday, January 20, 2021
<i>Thursday, March 4th, 2021*</i>	Monday, March 15, 2021	<i>Friday, March 26, 2021 (On Campus)</i>
Thursday, March 25, 2021	Monday, April 12, 2021	Friday, April 23, 2021
	Monday, April 26, 2021	Friday, May 7, 2021
Thursday, May 20, 2021	Monday, May 24, 2021	Saturday, June 5, 2021
Thursday, August 19, 2021	-	Sept. Date pending Homecoming
<i>Saturday, September 18, 2021**</i>	Monday, November 1, 2021	Friday, November 12, 2021
Thursday, November 18, 2021	Monday, December 29, 2021	Friday, December 10, 2021

**Budget Workshop*
***Board Retreat*

Action Requested:

The ENMU-Ruidoso Branch Community College Board approves the updated calendar of regular meetings for 2021

Attachments:

None