



**EASTERN NEW MEXICO UNIVERSITY-RUIDOSO
Branch Community College Board
REGULAR MEETING
September 21, 2017 ♦ 5:00 p.m.
Room 115
AGENDA**

CALL TO ORDER

1. Declare a quorum
2. Approve the agenda (Tab 1)
3. Approval of minutes for Regular Board meeting of April 13, 2017 (Tab 2)
4. Approval of minutes for Special Board meeting of August 24, 2017 (Tab 2)
5. Approval of minutes for Special Board meeting of September 6, 2017 (Tab 2)

ROUTINE MATTERS

1. Introduction of guests..... Brad Treptow
2. Report from College Board chair..... Brad Treptow
3. Report from the ENMU System president Jeff Elwell
4. Report from the ENMU-Ruidoso president..... Clayton Alred
5. Report from the ENMU-Ruidoso faculty John McCullough

INFORMATION ITEMS

1. Trades Remodel Discussion..... Robert Price
2. Presidential Search Committee Update..... F. Lynn Willard
3. Marketing/Recruitment Committee Report (Tab 3) Coda Omness
4. ENMU-Ruidoso Foundation Update (Tab 3) Rhonda Vincent
5. Grants Update (Tab 3)..... Juanita Garcia
6. Enrollment Update (Tab 3)..... Pierre Laroche

BUSINESS MATTERS

1. Degree and Certificate Additions (Tab 4)..... Pierre Laroche
 - a. Structural Fire Science Certificate
 - b. Elementary/Special Education AA
 - c. Secondary Education AA
2. Degree and Certificate Deletion (Tab 4) Pierre Laroche
 - a. Teacher Transfer AA
3. College Resource Officer Contract (Tab 4) Clayton Alred
4. Houston-Galveston Area Council (Tab 4) Clayton Alred

CLOSED MEETING

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

BOARD ANNOUNCEMENTS AND COMMENTS

ENMU Board of Regents Meeting, October 6, 2017 9:30 a.m., Portales
 ENMU-Ruidoso Community College Board Meeting, November 16, 2017, 5:00 p.m., Room 115
 Thanksgiving Holiday, November 22-24, 2017
 ENMU-Ruidoso Foundation Board Meeting, December 14, 2017, 5:00 p.m., Conference room
 Winter Holiday, December 23, 2017 – January 1, 2018

ADJOURNMENT

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

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

April 13, 2017

6:00 p.m.

Room 102

CALL TO ORDER

Mr. Brad Treptow called the meeting to order at 6:03 p.m. and declared a quorum.

Dr. Lynn Willard, Mr. James Paxton, and Ms. Gina Klinekole were present. Also present were Dr. Clayton Alred and Dr. Steven Gamble.

APPROVAL OF THE AGENDA

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

Vote: 4-0-0. Motion approved.

APPROVAL OF MINUTES

Dr. Willard moved to approve the minutes of the regular meeting of March 9, 2017 and the minutes of the budget workshop of April 6, 2017 as submitted. Ms. Klinekole seconded the motion.

Vote: 4-0-0. Motion approved.

INTRODUCTION OF GUESTS

Mr. Treptow introduced guests: Ms. Annie Kalama, Mr. James Pawlak, Ms. Sheila Farquer, Mr. Pierre Laroche, Ms. Coda Omness, Ms. Rhonda Vincent and Ms. Andrea Fernandez.

REPORT FROM COLLEGE BOARD CHAIR – Mr. Treptow stated the current meeting would be Dr. Gamble's last Community College Board meeting as the System President. He expressed his gratitude to Dr. Gamble for his years of support.

Mr. Treptow expressed his appreciation to his College Board associates, Dr. Alred, Mr. Laroche and Ms. Farquer for a productive budget workshop. Additionally, Mr. Treptow stated he was appreciative of the Board of Regents for allowing Ruidoso to host the Board meeting March 24, 2017.

REPORT FROM THE PRESIDENT OF THE UNIVERSITY

- Dr. Gamble stated that he would be retiring after sixteen years at ENMU. He announced the new System President is J.S. "Jeff" Elwell who will be moving from the University of Tennessee-Chattanooga.
- Dr. Gamble reported on the budget and stated Portales' budget was approximately 80% personnel related and in order to balance the budget, they would be decreasing positions, through attrition, by an additional thirteen.
- Dr. Gamble reported he gave his last Ruidoso staff meeting earlier in the day at 4:00 p.m. which included an overview of the history of the campus and the budget situation.

- Dr. Gamble stated he received information that the legislative council will be filing suit against Governor Martinez for the items she vetoed including higher education appropriations.
- Lastly, Dr. Gamble expressed his appreciation to the staff, faculty and College Board members for their work.

REPORT FROM THE ENMU-RUIDOSO PRESIDENT

- Dr. Alred reported the early registration for Fall and Summer began on April 2, 2017.
- Dr. Alred informed the Board that there would be a Higher Learning Commission accreditation visit to Portales on April 17-18 with a team member traveling to the Ruidoso campus on April 17, 2017.
- Dr. Alred reiterated Dr. Gamble's comment on Governor Martinez's appropriations veto and the anticipated special legislative session.
- Dr. Alred announced the ENMU-Mescalero Apache promise M.O.U. is in its final stages.
- Dr. Alred informed the Board of the Randall Robbins Exhibit and artist's reception May 4, 2017, 6:00 p.m. to 7:00 p.m. Additionally there will be a student art exhibit reception held on April 28, 2017 at 4:00 p.m.

REPORT FROM THE ENMU-RUIDOSO FACULTY

Dr. Krishna Thapa Magar, provided the faculty report on the mathematics department.

- A remedial math class was reinstated during the Fall 2016 semester.
- One math class is now being offered every semester at the Inn of the Mountain Gods. Additionally, a summer math class will be offered.
- The department will be offering Trigonometry, Calculus I, and Calculus II and is working on a possible Associate Degree in Mathematics.
- Dr. Thapa Magar stated he has proposed a budget request for a new math faculty member.
- Dr. Thapa Magar stated that he will be piloting new model of teaching Introduction to Statistics which was modeled by a Florida Atlantic University Statistics Professor, Dr. Dragan Radulovic. The new model will teach students Statistics and Excel at the same time.
- Dr. Thapa Magar is working on a possibility of organizing "Math Day" every year.

INFORMATION ITEMS

1. Marketing/Recruitment Committee Report – Ms. Coda Omness presented the report on the Marketing and Recruitment Committee. She stated that her department is reaching out to students who attended during the Spring semester to schedule appointments to register for the Fall semester.

Ms. Omness informed the Board that Hank Hargis is working with Adult Basic Education and will be piloting a tutoring program for those with lower Accuplacer test scores.

Ms. Omness stated that a parents night will be held prior to the Fall semester and again in October 2017.

2. Grants Update – Ms. Annie Kalama provided the update on the Title V grant and SunPath grant.

The SunPath Employer Appreciation Luncheon is scheduled for May 3, 2017. The Santa Fe Community College final compliance visit is also scheduled for May 3, 2017.

The Title V Internal Monitoring team meeting was held on March 29, 2017. The development of the Structural Fire Program is in process. Interviews for the EMS Specialist position will take place in April 2017.

3. ENMU-Ruidoso Foundation Update – Ms. Rhonda Vincent presented an update on Foundation activities. The scholarship committee will meet within the next two months to review applications. The scholarship applications are due April 30, 2017. Ms. Vincent also noted that raffle sales for the drawing of the ATV during the AIM HIGH event is in progress.

4. FY16-17 Budget Adjustment Request – Ms. Farquer presented the FY 2016/2017 Budget Adjustment Request and pointed out adjustments made were only to Instructional and General Revenue to reflect the \$6,200 “Hold Harmless” state appropriation awarded for FY17 that was not previously included in revenue.

The I&G expenditure adjustments reflect budget reallocations due to staff reorganization that occurred at the start of the fiscal year. Total I&G expenditures have not been adjusted.

The other adjustments in expenditures in Public Service and the Auxiliary Enterprise reflect estimated actuals for FY17.

5. Construction Update – Ms. Sheila Farquer presented a construction update on the front remodel project. The completion of the construction is at 43%. Ms. Farquer reported on cost changes, provided an explanation of delays and a summary of complaints received, such as fumes, dust, and noise.

Mr. Treptow stated that he wanted a target completion date prior to the start of the Fall semester.

Dr. Alred commented that new paperwork has to be filed with HED for exceeding the budget threshold. Monies will come from reserve balance.

6. Annual retreat date discussion – The Board discussed potential dates for the annual Board retreat. The Board consensus is to hold the retreat on Saturday, July 15, 2017 at 9:00 a.m.

BUSINESS MATTERS

1. Rapid Workforce Development Fund (Wind Technician) – Dr. Alred presented a draft copy of the ENMU-Ruidoso application for Rapid Workforce Development funding.

Dr. Willard moved to file the application for the funding. Mr. Paxton seconded the motion.

Vote: 4-0-0. Motion approved.

2. Capital Projects Plan – Dr. Alred presented the Capital Projects Plan listing the top three priorities. Renovation to the roof of the new building is the top priority.

Dr. Willard moved to recommend approval of the Capital Projects Plan. Ms. Klinekole seconded the motion.

Vote: 4-0-0. Motion approved.

3. Open Meetings Resolution – Dr. Alred presented the resolution for consideration and approval by the Board.

Ms. Klinekole moved to approve Open Meetings Resolution. Mr. Paxton seconded the motion.

Vote: 4-0-0. Motion approved.

4. Fiscal Year 18 Budget –

Ms. Farquer presented the FY18 budget. The Instructional and General Revenue budget is \$3,313,600 which represents a 6.1% reduction from the FY17 budget. The budget includes priority objectives such as the additions of a math faculty member and a security officer. Ms. Andrea Fernandez requested to make a public comment. Mr. Treptow allowed Ms. Fernandez three minutes for her comment which was regarding the budgeted \$60,000 expenditure related to security.

Mr. Paxton motioned to approve the FY18 Budget. Ms. Klinekole seconded the motion.

Vote: 4-0-0. Motion approved.

5. Appointment of College Board Member – The Board discussed the letters of interest from Andrea Fernandez and Kimberly Smith.

Ms. Klinekole moved to approve Ms. Fernandez's appointment to the Board. No second was given. Motion died.

Dr. Willard moved to approve Ms. Smith's appointment to the Board. Mr. Paxton seconded.

Vote: 3-0-1.

6. Graduation List – Mr. Laroche presented the 2016-2017 graduation list for approval. Mr. Laroche informed the Board there were 100 completions this year.

Dr. Willard moved to approve the graduation list. Ms. Klinekole seconded the motion.

Vote: 4-0-0. Motion approved.

7. Degree and Certificate Deletion in the 2017/18 catalog

The ENMU-Ruidoso Academic Council has recommended the deactivation of the following 8 certificates and degrees:

- ART—Studio Arts Associate of Arts (AA)
- CNST—Construction Trades Associate of Applied Science (AAS), Certificate of Completion (CC)
- ENG—English Literature Associate of Arts (AA)
- HIST—History Associate of Arts (AA)
- HTCA—Culinary Arts Certificate of Completion (CC)
- OSH—Occ. Safety and Health Associate of Applied Science (AAS), Certificate of Completion (CC)

Mr. Paxton motioned to recommend approval by the ENMU Board of Regents to deactivate said degrees and certificates from the 2017/18 catalog. Dr. Willard seconded the motion.

Vote: 4-0-0. Motion approved.

CLOSED SESSION

Mr. Paxton motioned to enter into Executive Session. Dr. Willard seconded the motion.

Roll Call:

Ms. Klinekole	Yes
Mr. Treptow	Yes
Mr. Paxton	Yes
Dr. Willard	Yes

The Board entered into Closed Session at 8:31 p.m.

Roll Call:

Ms. Klinekole	Yes
Mr. Treptow	Yes
Mr. Paxton	Yes
Dr. Willard	Yes

The Board returned to Open Session at 8:48 p.m. Dr. Willard affirmed there were no decisions made in Executive Session.

BOARD ANNOUNCEMENTS AND COMMENTS

ENMU Board of Regents Meeting, April 21, 2017, 9:30 a.m., Portales

Graduation, May 11, 2017, 7:00 p.m., Spencer Theater

ENMU Board of Regents Meeting, June 3, 2017, 1:00 p.m., Portales

ENMU-Ruidoso Foundation Board Meeting, June 14, 2017, 5:00 p.m., Conference room

ENMU-Ruidoso Community College Retreat, July 15, 2017, Location – TBD

ENMU Foundation Trap Shoot, June 24 & 25, 2017, Inn of the Mountain Gods

ENMU-Ruidoso Community College Board Meeting, September 21, 2017, 6:00 p.m., Room 102

ADJOURNMENT

Mr. Paxton moved to adjourn the meeting at 8:50 p.m. Ms. Klinekole seconded the motion.

Vote: 4-0-0. Motion approved.

Brad Treptow
Chairman, Community College Board

Date

James Paxton
Secretary, Community College Board

Date

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

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

**August 24, 2017
3:00 p.m.
Conference Room**

CALL TO ORDER

Mr. Brad Treptow called the meeting to order at 3:02 p.m. and declared a quorum. Dr. Lynn Willard, Mr. James Paxton, and Ms. Kimberly Smith were present. Also present were Dr. Clayton Alred and Dr. Jeff Elwell by Skype.

APPROVAL OF THE AGENDA

**Dr. Willard moved to approve the agenda allowing the flexibility to float items as the Board Chairman deemed necessary. Mr. Paxton seconded the motion.
Vote: 4-0-0. Motion approved.**

CLOSED SESSION

Mr. Paxton motioned to enter into Executive Session. Ms. Smith seconded the motion.

Roll Call:

Ms. Klinekole	Absent
Ms. Smith	Yes
Mr. Treptow	Yes
Mr. Paxton	Yes
Dr. Willard	Yes

The Board entered into Closed Session at 3:07.

Ms. Smith motioned to return to Open Session. Dr. Willard seconded the motion.

Roll Call:

Ms. Klinekole	Absent
Ms. Smith	Yes
Mr. Treptow	Yes
Mr. Paxton	Yes
Dr. Willard	Yes

The Board returned to Open Session at 4:00 p.m. Dr. Willard affirmed there was no decision or discussion, other than noted on the agenda, made in Executive Session.

BUSINESS MATTERS

1. Construction Trades Remodel – Dr. Alred presented the proposal of estimated costs of \$428,300 and a blueprint to remodel the trades area. The amount includes material, labor, equipment, architectural services and gross receipts tax.

Dr. Alred provided an explanation of changes to the area, including an additional classroom, glass doors to separate classroom areas and storage/demonstration areas.

Each room is estimated to seat 20 - 25 students. The classrooms will be for any use and the storage and demonstration areas will be dedicated to EMS and Wildland Fire programs.

The Board discussed keeping ASA Architecture and the current contractor that were responsible for the delays in the front remodel. The Board expressed displeasure with the architectural firm and Mr. Treptow wanted assurances that delays would not happen again. Mr. Treptow requested a meeting with the architect firm as well as the contractor prior to the start of the remodel.

Discussion was held regarding the ability to change architects. Dr. Alred explained to the Board that plans from ASA were drawn and to change at this point, the college would lose the \$40,000 fee. Additionally, other architectural firms would require two to three months to draw the blueprints. Mr. Treptow questioned the current time line. Dr. Alred stated that if all approvals were received, completion is expected by the end of December 2017.

Dr. Alred also noted the cost of the remodel was \$428,300 and the college was awarded \$600,000. The additional funds will be used for the adjacent building.

Dr. Willard moved to recommend to the ENMU Board of Regents approval of the cost proposal to remodel the trades area for \$428,300. Mr. Paxton seconded the motion.

Vote: 4-0-0. Motion approved.

2. Rapid Workforce Development Fund (Wind Technician) – Dr. Alred spoke about the Rapid Workforce Development Fund application that was approved by the Board on April 13, 2017 and filed with the Higher Education Department later that month. To date, no action has been taken on the funding requests. As a result, Dr. Alred asked the Board to authorize the expenditure of \$100,000 to provide startup funding for the program.

Dr. Willard moved to approve the expenditure of \$100,000 from reserves. Ms. Smith seconded the motion.

Vote: 4-0-0. Motion approved

BOARD ANNOUNCEMENTS AND COMMENTS

ENMU Board of Regents Meeting, September 14, 9:30 a.m., Portales

ENMU-Ruidoso Community College Board Meeting, September 21, 2017, 6:00 p.m., Room 102

Dr. Willard asked attending Board members if there were any objections to changing the Board meeting time from 6:00 p.m. to 3:00 p.m. Mr. Paxton stated he would prefer the meeting to remain in the evenings. Dr. Willard asked if there were objections to moving the meeting to 5:00 p.m. There were no objections to moving the meeting time to 5:00 p.m. Mr. Treptow amended the announcement for the September 21, 2017 Board meeting to state 5:00 p.m.

ADJOURNMENT

Mr. Paxton moved to adjourn the meeting at 5:15 p.m. Ms. Smith seconded the motion.
Vote: 4-0-0. Motion approved.

Brad Treptow
Chairman, Community College Board

Date

James Paxton
Secretary, Community College Board

Date

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

**Eastern New Mexico University-Ruidoso
COMMUNITY COLLEGE BOARD
September 6, 2017
12:00 p.m.
Conference Room**

CALL TO ORDER

Mr. Brad Treptow called the meeting to order at 12:00 p.m. and declared a quorum. Dr. Lynn Willard, Ms. Gina Klinekole, and Ms. Kimberly Smith were present. Also present was Dr. Clayton Alred.

APPROVAL OF THE AGENDA

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

Vote: 4-0-0. Motion approved.

BUSINESS MATTERS

1. ENMU-Ruidoso Presidential Job Description – Mr. Treptow asked Dr. Lynn Willard to lead the discussion of the ENMU-Ruidoso Presidential Search Expanded Announcement. Dr. Willard informed the Board Members that the Presidential Search Committee had been formed. The committee members are Dr. Patrice Caldwell, ENMU-Portales representative, Mr. Frizzell Frizzell, Jr., community and tribal representative, Dr. James Miller, community representative, Mr. Christian Castro, student representative, Ms. Coda Omness and Mr. James Pawlak, staff representatives, Ms. Dinah Hamilton and Mr. Jack McCaw, faculty representatives and Mr. James Paxton, Board representative. Dr. Willard reported the committee had met and reviewed four announcements, chose one to use and made edits for publication. Dr. Willard reported that a webpage will be created within ENMU-Ruidoso's website for the presidential search and will include a link to the announcement and NeoGov to apply. Dr. Willard presented to the Board the expanded announcement, used as the Presidential job description, for review and amendments. The Board made amendments as noted on the attached draft copy.

**Upon completion of amendments, Dr. Willard moved to approve the Expanded Presidential Job Description as revised by the Board members to be submitted for approval to Dr. Jeff Elwell, ENMU system president. Ms. Smith seconded the motion.
Vote: 4-0-0. Motion approved.**

Mr. Treptow requested a Presidential Search Update be added to the November 2017 Community College Board agenda.

BOARD ANNOUNCEMENTS AND COMMENTS

ENMU Board of Regents Meeting, September 14, 9:30 a.m., Portales
ENMU-Ruidoso Community College Board Meeting, September 21, 2017, 5:00 p.m., Room
102

ADJOURNMENT

Ms. Klinekole moved to adjourn the meeting at 12:35 p.m. Ms. Smith seconded the motion.
Vote: 4-0-0. Motion approved.

Brad Treptow
Chairman, Community College Board

Date

James Paxton
Secretary, Community College Board

Date

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



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: 09/21/2017

FROM: Coda Omness

AGENDA ITEM: INFORMATION ITEM 3

- DISCUSSION ITEMS:
- Drop Guard- New Retention software to track students who are at high risk of dropping out or failing. A plan is in place that includes Student Services, Student Success and Faculty. Students are being contacted daily that are missing assignments and class. The team is also working closely with students who are Lottery Scholarship candidates to give them the support they need to be successful during their first semester.
 - Non-Degree Seeking Students numbers are down on the credit side. We have moved a number of those students into community education. They are now teaching ceramics and painting on the community education side and we have retained most of the noncredit students.
 - Working closely with Region 9 and the Green Child we have increased enrollment in our education classes. Many of this semesters courses have over 15 students in them.
 - We will start a recruitment push in October for the spring semester, we will host a parent's night and financial aid workshops. More info to come.

ATTACHMENTS: •



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: September 21, 2017

FROM: Rhonda Vincent-Foundation Development Director

AGENDA ITEM: INFORMATION ITEM 4

- DISCUSSION ITEMS:
- Scholarship Awards have been given for 2017-2018 in the amount of \$10,750.00
 - Donor Reception
 - AIM HIGH fundraiser made \$23,188.26

ATTACHMENTS: •



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: September 21, 2017

FROM: Juanita Garcia

AGENDA ITEM: INFORMATION ITEM 5 – Title V Grant Update

DISCUSSION ITEMS: Title V Year 3 Activities Overview

- Wildland Fire Program transition from Title V to Science Department
- EMS Program development
- Structural Fire development in process
- Online Services
- Title V vacant positions
- External Evaluator annual review

ATTACHMENTS: •



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: 9/21/2017

FROM: Pierre Laroche, vice president of Student Learning

AGENDA ITEM: INFORMATION ITEM No. 6

DISCUSSION ITEMS: • Below are the Fall census data for the past 4 years:

<i>Census data</i>	<i>Fall 17</i>	<i>Fall 16</i>	<i>Fall 15</i>	<i>Fall 14</i>	<i>Fall 13</i>
headcount	615	655	723	922	970
SCH	4483	4394	4602	5894	6624
FTE	299	293	307	393	442

Headcount continues to decrease (largely due to significant declines in dual credit, non-degree seeking students, and online ENMU-Portales students) while FTE has increased. The gains in FTE are the result of an increase in degree-seeking students who appear to attending full-time.

While I don't want to exaggerate the silver lining, these data suggest an increase in tuition-paying students. Meanwhile, shifts in dual-credit offerings and ART curriculum have had a negative effect on the overall institutional headcount.

ATTACHMENTS: •



Date: September 21, 2017
To: ENMU-Ruidoso College Board
From: Pierre Laroche, vice president of Student Learning *P. Laroche*
Via: Clayton Alred, president *Clayton Alred*
Subject: Adoption of Structural Fire Science Certificate

Summary Statement

As a result of the college's work to build degree programs for first responders through the Title V development grant, a Structural Fire Science (SFS) Certificate program has been developed. The coursework required for completion of this certificate is aligned with national industry training standards set forth by the International Fire Service Accreditation Congress (IFSAC) and serves as an entry point into an academic and employment pathway for students interested in a firefighting career.

Developed using input from both local and regional fire fighters, this certificate includes the training needed for students to gain IFSAC certification while providing the core requirements needed for an entry level firefighter. All of the coursework included in this certificate program stacks directly into the current SFS Associated of Applied Sciences degree. Additionally, through a 2+2 agreement with ENMU Portales campus, students are transfer ready for the Emergency Management Bachelors of Arts and Applied Sciences degree. This certificate completes the degree pathway from entry to bachelor's level.

Action Requested

Recommend approval of the Structural Fire Science Certificate by the ENMU Board of Regents.

Attachment

Structural Fire Science catalogue course description and fee schedule

Structural Fire Science

Certificate of Completion

38 credit hours

The Certificate of Completion in Structural Fire Science will prepare the student to rapidly enter the workforce, and ensure successful employment with the Fire and Emergency Services. The core coursework for the AAS degree is designed to ensure the student has attained a mastery of the fundamental principles in the causes of fire, organizational structure, fire behavior, emergency tactics and fire suppression, as well as the basics of urban firefighting. This core coursework is also the foundation of the "Fire Academy Certification", demonstrating general proficiency for the student to enter the workforce as an entry level firefighter.

1. Students will be able to demonstrate a complete proficiency of all job performance requirements established in NFPA 1001, as applicable to this program.
2. Students will be able to discuss the impact of the history of Fire Service as it relates to current industry trends.
3. Students will be able to evaluate the principles of fire chemistry, fire behavior, and safety practices in the fire service industry.

Course # - Firefighter I & Firefighter I Lab New Course Title, New Course Description

Fire departments and other emergency agencies are organized and managed around a common set of regulations, skills, and emergency services terminology. This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. This course is designed to train the student to Structural Firefighter Level 1 as outlined in NFPA 1001, Professional Qualifications Standard. Course includes IFSAC Certification. This course includes the hands-on Lab portion of the course.

Course # - Firefighter II & Firefighter II Lab New Course #, New Course Title, New Course Description

Fire departments and other emergency agencies are organized and managed around a common set of regulations, skills, and emergency services terminology. This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. This course is designed to train the student to Structural Firefighter Level 2 as outlined in NFPA 1001, Professional Qualifications Standard. Course includes IFSAC Certification. This course includes the hands-on Lab portion of the course.

FIRE 103 – Fire Protection Hydraulics and Water Supply

This course provides the student the basics of water supply, through hydrants, drafting and water shuttles. The course will introduce the student to the basic skills and knowledge required to operate a fire pump that provides the necessary water supply while maintaining the mechanical soundness of the pump. The student shall learn the

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necessary skills and abilities to obtain water from sources other than hydrants at the fireground, and operate a tanker shuttle to provide adequate water supply for firefighting operations.

FIRE 117 Hazardous Materials Awareness/Operations New Course Title, New Course Description

This course provides the student with the education and skills to operate at a Hazardous Materials Incident at the Awareness and Operations Level, as outlined in NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents and OSHA 29 CFR 1910.120. This course provides the student with the basic skills and abilities to identify hazardous materials, how to immediately address spills, leaks, and fires at hazardous materials incidents, and how to set-up and maintain a decontamination line/team to support hazardous materials technicians during large operations.

FIRE 119 Basic Auto Extrication New Course Description

This course introduces the student to the basic concepts and skills of motor vehicle components, motor vehicle stabilization, motor vehicle extrication, and safety while operating within a motor vehicle accident scene.

FIRE 204 Structural Firefighting Tactics and Strategies New Course Description

This course provides the student with a comprehensive understanding of structural fires and suppression tactics. This course introduces the student to essential subjects such as Fire Flow Formulas, Offensive and Defensive Attacks, Strategy and Tactics, Direct and Indirect Attacks, Incident Command System, and Fire ground Evolutions.

EMS 111/L – EMT Basic

Provides an introductory survey of emergency medical services with emphasis on intermediate care, aid and transportation of the sick and injured. Includes lecture, lab, clinical and capstone. Local EMS facilities will be used for application and practice of skills learned in class.

Biology 109 – Survey of Anatomy and Physiology for Allied Health (Co-requisite for EMS 111)

This one semester survey course is a study of normal structure and function of human anatomy and physiology, including an understanding of the relationship of all body systems in maintaining homeostasis. Topics to be covered include cells, tissues, and organ systems. This is an introductory course for students entering Emergency Medical Services, Mortuary Science, Occupational Therapy Assistant, Radiographic Technology or Respiratory Therapy. Not Equivalent to BIOL 209/210. Credit not applicable toward Biology major/minor, Dental Hygiene, Nursing or other Allied Health program.

Structural Fire Science Course Fees	
FIRE 105	\$135.00
FIRE 111L	\$135.00
FIRE 112L	\$135.00
FIRE 117	\$ 35.00
FIRE 119	\$ 35.00
FIRE 204	\$135.00

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Date: September 21, 2017
To: ENMU-Ruidoso College Board
From: Pierre Laroche, vice president of Student Learning *PL*
Via: Clayton Alred, president *C. Alred*
Subject: Addition of Elementary Education/ Special Education Associate of Art Degree
and Secondary Education Associate of Art Degree

Summary Statement

The ENMU-Ruidoso Academic Council has recommended the addition to the academic catalog of Associate of Arts in Elementary Education/ Special Education Associate of Art Degree, and also in Secondary Education.

The two new education degrees are the result of streamlining the existing Teacher Education Transfer degree (recommended for deletion at this meeting). Recent shifts and additions in ENMU-Portales' Education degree necessitated the adjustment. The new degrees will offer more succinct and clear pathways to completion for students. In addition, because the new AA degrees offer concentration that compliment specific BA degrees, students will be able accumulate more credits that will transfer to ENMU Portales.

Action Requested

Recommend Elementary Education/ Special Education AA degree and Secondary Education AA degree for approval by the ENMU-Board of Regents.

Attachment

- Degree Plan – Elementary/Special Education
- Degree Plan – Secondary Education

ELEMENTARY/SPECIAL EDUCATION

Associate of Arts Degree

61 credit hours

The Associate of Arts degree in Elementary Education will allow students to enter a Bachelor's program leading to teacher certification in the state of New Mexico.

Upon completion of this program students will be able to:

- Analyze and discuss educational issues, theories, and research
- Examine and evaluate effective teaching strategies and techniques, effective planning approaches, motivation strategies, and classroom management
- Observe, create and execute a lesson using current research strategies
- Evaluate students' diversities and individual learning differences
- Demonstrate how the proper integration of technology facilitates student learning
- Analyze ones' own qualifications and commitment to becoming a teacher

NOTE: GPA of 3.00 is required

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Institutional Requirements – 3 hours

UNIV 101 – Freshman Seminar - 3

New Mexico General Education Common Core (NMGECC) 35 hours

I. Communications – 9 hours

Required Courses:

ENG 102 – English Composition – 3

ENG 104 – English Composition & Research – 3

EDF 110* – Communications for Educators – 3

or COMM 101 – Interpersonal Communication – 3

or COMM 102 – Public Speaking - 3

*EDF 110 Required by Portales, course may not transfer to other universities.

II. Mathematics – 3 hours

MATH 261 – Mathematical for Teaching Grades Prek-2 – 3

III. Science – 8 hours

Required one Life Science and one Physical Science:

Choose a Life Science from the following:

BIOL 113/L - Biology for General Education/Lab – 4

BIOL 154/L - General Biology: Subcellular through Organismic Biology/Lab – 4

BIOL 155/L - General Biology: Organismic through Supra Organismic Biology/Lab – 4

Choose a Physical Science from the following:

- CHEM 113/L – Chemistry for Today/Lab – 4
- CHEM 151/L – General Chemistry I/Lab – 4
- GEOL 113/L – The Geological Environment/Lab – 4
- GEOL 151/L – Physical Geology/Lab – 4
- PHYS 113/L – Survey of Physics/Lab – 4
- PHYS 141/L – Astronomy/Lab – 4
- PHYS 151/L – General Physics/Lab – 4

IV. Social Science – 6 hours

Required courses:

- ECON 200 – Survey of Economics – 3
- PSCI 102 – American National Government – 3

V. Fine Arts and Humanities – 9 hours

a. Fine Arts – 3 hours

Choose one course from the following:

- ART 131 – Art Appreciation – 3
- MUS 113 – Music Appreciation – 3

b. Humanities – 6 hours

Required Courses:

- HIST 101 – Survey of American History to 1877 – 3
- and HIST 102 – Survey of American History since 1877 – 3

Or

- HIST 121 – Survey of Western Civilization to 1500 – 3
- and HIST 122 – Survey of Western Civilization from 1500 – 3

Program Requirements – 23 hours

- ANTH/GEOG 233 – People and Cultures of the World – 3
- EDF 210 – Human, Growth and Development for Educators – 3
- EDF 222/L – Structured Observation of Teaching /Lab – 3
- EDF 299 – Programmatic Capstone – 1
- MATH 262 – Mathematics for Teaching Grades 3-5 – 3
- SPAN 101 – Beginning Spanish – 4
- or any Foreign Language
- ENG 221 – Survey of British Literature I – 3
- and ENG 222 – Survey of British Literature II – 3
- Or**
- ENG 251 – American Literature Survey I – 3
- and ENG 252 – American Literature Survey II – 3

SECONDARY EDUCATION

Associate of Arts Degree

60-64 credit hours

The Associate of Arts degree in Teacher Education Transfer Program will allow students to enter a Bachelor's program leading to teacher certification in the state of New Mexico.

Upon completion of this program students will be able to:

- Analyze and discuss educational issues, theories, and research
- Examine and evaluate effective teaching strategies and techniques, effective planning approaches, motivation strategies, and classroom management
- Observe, create and execute a lesson using current research strategies
- Evaluate students' diversities and individual learning differences
- Demonstrate how the proper integration of technology facilitates student learning
- Analyze ones' own qualifications and commitment to becoming a teacher

NOTE: GPA of 3.00 is required

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Institutional Requirements – 3 – 7 hours

UNIV 101 – Freshman Seminar – 3

MATH 104 - Preparatory Algebra – 4*

*Can be waived if student is taking MATH 113 or has completed a higher level Math.

New Mexico General Education Common Core (NMGECC)

35 hours

I. Communications – 9 hours

Required Courses:

ENG 102 – English Composition – 3

ENG 104 – English Composition & Research – 3

EDF 110* – Communications for Educators – 3

or COMM 101 – Interpersonal Communication – 3

*EDF 110 Required by Portales, course may not transfer to other universities.

II. Mathematics – 3 hours

MATH 113 – Liberal Arts Math – 3

MATH 119 – College Algebra – 3

or any MATH course listed in the NMGECC

III. Science – 8 hours

Required one Life Science and one Physical Science:

Choose a Life Science from the following:

BIOL 113/L - Biology for General Education/Lab – 4

BIOL 154/L - General Biology: Subcellular through Organismic Biology/Lab – 4

BIOL 155/L - General Biology: Organismic through Supra Organismic Biology/Lab – 4

BIOL 209/L – Anatomy and Physiology I/Lab – 4

BIOL 210/L – Anatomy and Physiology II/Lab – 4

Choose a Physical Science from the following:

- CHEM 113/L – Chemistry for Today/Lab – 4
- CHEM 151/L – General Chemistry I/Lab – 4
- GEOL 113/L – The Geological Environment/Lab – 4
- GEOL 123/L – Earth Resources/Lab – 4
- GEOL 151/L – Physical Geology/Lab – 4
- PHYS 113/L – Survey of Physics/Lab – 4
- PHYS 141/L – Astronomy/Lab – 4
- PHYS 151/L – General Physics/Lab – 4

IV. Social Science – 6 hours

Required courses:

- ECON 200 – Survey of Economics – 3
- PSCI 102 – American National Government – 3

V. Fine Arts and Humanities – 9 hours

- a. Fine Arts – 3 hours

Choose one course from the following:

- ART 131 – Art Appreciation – 3
- MUS 113 – Music Appreciation – 3

- b. Humanities – 6 hours

Required Courses:

- HIST 101 – Survey of American History to 1877 – 3
- and HIST 102 – Survey of American History since 1877 – 3

Or

- HIST 121 – Survey of Western Civilization to 1500 – 3
- and HIST 122 – Survey of Western Civilization from 1500 – 3

Program Requirements – 13 hours

- ANTH/GEOG 233 – People and Cultures of the World – 3
- EDF 210 Human, Growth and Development for Educators – 3
- EDF 222/L – Structured Observation of Teaching /Lab – 3
- STAT 213 – Statistical Methods – 4

Concentration – 9 – 12 hours

Select a concentration below for a secondary education major.

Biology Secondary – 12 hours

- BIOL 154/L – General Biology I – 4
- BIOL 155/L – General Biology II – 4
- BIOL 209/L – Applied Anatomy and Physiology – 4
- CHEM 151/L – General Chemistry I – 4
- CHEM 152/L – General Chemistry II – 4
- GEOL 151/L – Physical Geology – 4
- PHYS 151/L – General Physics I – 4
- PHYS 152/L – General Physics II – 4
- MATH 215 – Survey of Calculus – 4

English Secondary – 9 - 10 hours

- ENG 211 – Introduction to Literature – 3
- ENG 221 – British Literature Survey I – 3
- ENG 222 – British Literature Survey II – 3

ENG 251 – American Literature Survey I – 3
ENG 252 – U S Literature Survey II – 3
SPAN 101 – Beginning Spanish – 4

Social Studies with an emphasis in History – 9 hours

ECON 221 – Principles of Macroeconomics – 3
HIST 101 – Survey of American History to 1877 – 3
and HIST 102 – Survey of American History since 1877 – 3

Or

HIST 121 – Survey of Western Civilization to 1500 – 3
and HIST 122 – Survey of Western Civilization from 1500 – 3
HIST 203 – New Mexico – 3
PSCI 101 – Introduction to Political Science – 3
SOC 101 – Introduction to Sociology – 3
SPAN 101 – Beginning Spanish – 4

Spanish Licensure – 12 hours

SPAN 101 – Beginning Spanish – 4
SPAN 102 – Continuation of Beginning Spanish – 4
SPAN 201 – Intermediate Spanish – 4
SPAN 202 – Continuation of Intermediate Spanish – 4



Date: September 21, 2017
To: ENMU-Ruidoso College Board
From: Pierre Laroche, vice president of Student Learning *PL*
Via: Clayton Alred, president *C. Alred*

Subject: Deletion of the Teacher Education Transfer Associate of Arts Degree

Summary Statement

The ENMU-Ruidoso Academic Council has recommended the deletion of the Teacher Education Transfer Associate of Arts degree from the academic catalog.

Recent shifts and additions in ENMU-Portales' Education degrees significantly complicated ENMU-Ruidoso's Teacher Education Transfer degree. In response to these changes, faculty and staff have proposed creating two separate degrees (recommended for addition at this meeting) that align directly with BA degrees at ENMU-Portales.

Action Requested

Recommend Teacher Education Transfer AA for deletion by the ENMU-Board of Regents.



Date: September 21, 2017
To: ENMU-Ruidoso Branch Community College Board of Directors
From: Dr. Clayton Alred, ENMU-Ruidoso president *C. Alred*
Subject: College Resource Officer Contract

Summary Statement:

Attached for your consideration is a contract for services to provide the College with a uniformed, armed police officer to serve as a College Resource Officer. This agreement with the Village of Ruidoso is patterned after the existing agreement with the Ruidoso Municipal School District.

Where possible, only similar terms were substituted (e.g., ENMU-Ruidoso was substituted for RMSD) with little or no revision to the content. Where necessary, revisions were included to allow for statutes applicable to higher education. The agreement references the Governmental Accounting Standards Board (GASB); the standards mandated for accounting and audit procedures for public colleges and universities. It also references the federally mandated activities associated with Title IX of the 1972 Higher Education Act and its subsequent amendments.

The cost of the nine-month, full-time position is split with the Village and totals \$29,000.

Action Requested: Approve Contract with Village of Ruidoso for College Resource Officer

Attachment: College Resource Officer Contract

CONTRACT FOR SERVICES BETWEEN
THE VILLAGE OF RUIDOSO (VOR)
AND
EASTERN NEW MEXICO UNIVERSITY
RUIDOSO BRANCH COMMUNITY COLLEGE (ENMU-R)
REGARDING PLACEMENT OF A COLLEGE RESOURCE OFFICER AT
EASTERN NEW MEXICO UNIVERSITY-RUIDOSO

The Village of Ruidoso and ENMU-Ruidoso mutually agree as follows:

1. Term: This Contract will remain in effect from September 12, 2017 through May 11, 2018, but may be rescinded or terminated with or without cause by either party upon 30 days prior written notice. The Agreement may be renewed and extended annually for additional and successive terms. Any future renewals or extensions may be terminated with or without cause by either party upon 30 days prior written notice.
2. Intent: The goals of this Contract are to assist ENMU-R in providing a safe campus environment and improve relationships between law enforcement officers and College stakeholders. This Contract also attempts to promote a better understanding of the law enforcement officer's role in society while educating students and College personnel which will build a better community while also providing a role model in the higher education system.
3. Provision of a College Resource Officer (CRO): The Village of Ruidoso will provide to the ENMU-R one (1) College Resource Officer (CRO) for regular class days beginning with the date of this Contract and continuing through May 11, 2018, to carry out specific duties as outlined in this Contract. The qualifications and duties of the CRO are enumerated in Attachment A of this Contract.
4. Consideration: In consideration of the assignment of a police officer to work with the College as provided herein, the College agrees to pay the Village one-half (1/2) of the CRO's salary and benefits for the term that this Contract is in effect. For the 2017-2018 academic year, the total cost of the Contract will be \$29,000.
5. Assignment of CRO: In consideration of the full and complete payment of the cost of providing the CRO for the assigned time period, the CRO will be assigned to ENMU-R on a full-time basis, but not to exceed forty (40) hours per week. The Village will endeavor to have police officers available for duty at the campus each day during the academic year. The Village is not required to furnish substitute officers on days when regular College Resource Officers are absent due to illness or police department requirements. The CRO shall be assigned and dispatched within ENMU-R by the College President or his or her designee. The officer's CRO activities will be restricted to the assigned location/s for: (A) Day-to-day security for the campus during normal campus hours of operation, (B) Off-campus activities when officer participation is requested by the College President, and (C) In response to off-campus, but College-related, criminal activity.
6. Village of Ruidoso Employee: The CRO shall remain a term employee of the Village of Ruidoso, for the term of this Contract, and not an employee of ENMU-R. The CRO shall abide

by the policies and procedures of the Village of Ruidoso, and of ENMU-R when these are not in conflict with the policies and procedures of the Village of Ruidoso. The CRO shall not accrue leave, retirement, insurance, or other benefits provided to employees of ENMU-R as a result of this Contract.

7. Job Performance: The Village of Ruidoso shall periodically evaluate the CRO with regard to his or her job performance in coordination with the College President or his or her designee for ENMU-R. In the event that ENMU-R has evaluated the CRO to have job performance deficiencies or unsatisfactory job performance, the CRO's immediate supervisor within the Village of Ruidoso shall meet with the President or his or her designee to discuss whether remedial action can be taken to improve the CRO's job performance or whether the CRO shall be replaced, including the sharing of the cost for any proposed remedial action or replacement. The CRO will have an opportunity to challenge any adverse evaluation in accordance to the village of Ruidoso Policy and Procedures.

8. Equipment, Supplies and Training:

A. ENMU-R shall provide the officer a work area and such equipment as are necessary at his/her assigned responsibilities. This equipment shall include a telephone and filing space capable of being secured and access to a computer.

B. The Village of Ruidoso shall provide, as necessary, to the CRO or reimburse the CRO for the following:

- i. The CRO's uniform, including associated belts, holsters, etc. to hold police equipment.
- ii. All necessary police equipment, including radios, weapons and emergency equipment. The police radio shall enable the CRO to have direct contact with the Village of Ruidoso.
- iii. Standard police cruiser unit, including required maintenance and repair of the assigned police unit and provision of a substitute or replacement unit when necessary. The standard police cruiser unit shall be equipped for the performance of the CRO's law enforcement duties, and the CRO shall be authorized to use the police unit for all transportation during working hours, including emergency response to and from ENMU-R pursuant to the policies and procedures of the Village of Ruidoso for such use. If permitted by the Village of Ruidoso, the CRO is authorized to use the police cruiser for transportation to and from the CRO's residence and work or any other transportation authorized by the Village of Ruidoso.
- iv. Membership dues and costs for continuing education and training as a CRO.
- v. All required and necessary police training and recurrent training necessary for a Police Officer.
- vi. All required police certification necessary for a Police Officer.

9. Required Approval/Effective Date: The Contract shall not become effective until it has been approved by the College Board for the ENMU-Ruidoso and by the Village of Ruidoso Council.

10. Accountability for Funds and Records: Each party shall be strictly accountable for all receipts and disbursements under the Contract. All procedures shall follow the requirements of the most recent edition of the Governmental Accounting Standards Board (GASB) Manual. All

receipts and disbursements shall be subject to audit in accordance with the New Mexico Audit Act.

11. Termination: This Contract may be terminated by either party upon thirty (30) days written notice to the other party prior to the intended termination date. By such termination, no party may nullify obligations incurred for performance prior to the date of termination.

12. Integration of Contract: This Contract incorporates all of the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written Contract. No prior agreements or understandings, verbal or otherwise, of the parties or their agents shall become valid or enforceable unless embodied in this Contract.

13. Amendment: This Contract shall not be altered, changed or amended except by an instrument in writing and executed by the parties hereto. Such amendment shall be subject to the approval of the College Board for ENMU-R and by the Village of Ruidoso Council.

14. Liability: No party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Contract. Any liability incurred in connection with this Contract is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978 §§ 41-4-1 et seq., as the same may be amended from time to time. This Contract contains the understanding between the named parties only and shall not create or confer on any other person or entity any right or benefit, substantive or procedural, enforceable at law or otherwise against the named parties, their officers, directors, employees, agents, representatives, attorneys, contractors, subcontractors, consultants, or advisors.

15. Funding: Notwithstanding the provisions of Paragraph 4, above, the payment terms of this Contract are contingent upon sufficient authorizations and appropriations being or having been made by the New Mexico State Legislature for performance of this Contract in the fiscal year which begins July 1, 2017, and in succeeding fiscal years. If sufficient appropriations and authorizations are not made or have not been made by the New Mexico State Legislature in any fiscal year, this Contract shall terminate upon seven (7) days written notice from ENMU-R to Village of Ruidoso provided that such termination shall not nullify ENMU-R's obligation to pay Village of Ruidoso for such sums as have been previously approved for payment. The decision of ENMU-R as to whether sufficient authorizations and appropriations are or have been made in any fiscal year shall be final. Termination of this Contract for lack of sufficient appropriations shall not constitute a termination for fault on the part of ENMU-R. The parties further agree that ENMU-R's sole obligation to pay, in the event this Contract is terminated for lack of sufficient appropriations, is the obligation to pay Village of Ruidoso for work performed prior to notice of termination unless otherwise modified in writing by the parties.

16. Applicable Law: This Contract shall be governed by the laws of the State of New Mexico.

17. Waiver: No waiver of any breach of the contract or any of the terms or conditions thereof shall be held to be a waiver of any other or subsequent breach; nor shall any waiver be valid, alleged or binding unless the same shall be in writing and signed by the party alleged to have granted the waiver.

18. Insurance: The Village of Ruidoso agrees to maintain liability insurance for the CRO providing coverage in an amount equal to or exceeding the amount required by the New Mexico Tort Claims Act, including on all vehicles utilized by CRO.

CONTRACT FOR SERVICES BETWEEN
THE VILLAGE OF RUIDOSO (VOR)
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REGARDING PLACEMENT OF A COLLEGE RESOURCE OFFICER AT
EASTERN NEW MEXICO UNIVERSITY-RUIDOSO

Required Signatures

For the Village of Ruidoso

For ENMU-Ruidoso

Darren Hooker, Chief
Ruidoso Police Department

Dr. Clayton Alred, President
ENMU-Ruidoso

Tom Battin, Mayor
Village of Ruidoso

Brad Treptow, President
ENMR-Ruidoso College Board

ATTEST:

Lynn Crawford, Mayor Pro Tem
Village of Ruidoso

James Paxton, Vice President
ENMR-Ruidoso College Board

(SEAL)

(SEAL)

CONTRACT FOR SERVICES BETWEEN
THE VILLAGE OF RUIDOSO (VOR)
AND
EASTERN NEW MEXICO UNIVERSITY
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REGARDING PLACEMENT OF A COLLEGE RESOURCE OFFICER AT
EASTERN NEW MEXICO UNIVERSITY-RUIDOSO

Attachment A
College Resource Officer Qualifications and Duties

1. CRO Qualifications: Notwithstanding any qualifications set forth in the normal course of employment as a Police Officer by the Village of Ruidoso, the CRO shall meet the following qualifications:
 - A. Be a certified law enforcement officer by the State of New Mexico.
 - B. Have excellent communications skills.
 - C. Be able to relate well to citizens of all ages.
 - D. Possess good coordinating and planning skills.
2. The CRO shall take law enforcement action as required. The CRO shall conduct his or her law enforcement activities pursuant to all of the Police Department's operating guides, policies, and operation directives, except as otherwise provided in this Contract. As soon as practical, the CRO shall make the President and/or his or her designee aware of such action, and shall complete all reports as may be required for a Police Officer and transmit said reports or copies of said reports to the Village of Ruidoso. At the request of the President or his or her designee, the CRO shall take appropriate law enforcement action against intruders and unwanted visitors who may appear at ENMU-R or College-related functions, to the extent the CRO may do so under the authority or color of law.
3. The CRO shall maintain a detailed and accurate record of all his or her operations and activities on the property of ENMU-R.
4. The CRO shall give assistance to other police officers in matters regarding his or her assignment to ENMU-R whenever necessary, including the apprehension of criminal suspects engaged in criminal activities and execution of warrants when appropriate.
5. The CRO will be responsible for determining the need for additional police presence or assistance on campus and will make such request when needed. In the event the CRO requests additional patrol units on campus, he or she will act as the primary unit directing and assisting the additional police units except as otherwise provided by the Village of Ruidoso pursuant to its policies and procedures.
6. The CRO shall provide for the protection of students and staff from negative influences and from criminal conduct, and he or she shall assist in the maintenance of peace and order on the property of ENMU-R.
7. The CRO shall adhere to all state and federal laws and the policy/procedure manual of the Village of Ruidoso in the performance of his or her law enforcement duties within the property of ENMU-R.
8. The CRO will be expected to be present at off-campus functions such as fundraisers and

commencement to maintain order at those functions. The CRO will coordinate such activities with the President or his or her designee for ENMU-R.

9. The CRO shall wear the appropriate uniform of a College Resource Officer with the Village of Ruidoso during his or her working hours unless otherwise approved by the Police Chief, and by the President or his or her designee for ENMU-R.

10. The CRO when working at ENMU-R shall be armed at all times, unless otherwise directed by the Police Department's policies, procedures or directives.

11. The CRO shall act as an advisor to the President or his or her designee for ENMU-R in safety and security matters, violence reduction strategies, and legal aspects of the activity of students. In that capacity the CRO will serve as a permanent member of the Safety and Security Committee.

12. The CRO will assist the President and his or her designee in developing plans and strategies to prevent and/or minimize dangerous situations.

13. The CRO is not a disciplinarian. The CRO will not administer discipline or punishment. If members of the staff of ENMU-R believes a violation of the law has occurred they shall contact the CRO who will determine whether law enforcement action is appropriate. 14. The CRO will not take part in any disciplinary actions. If the incident is a violation of the law, the CRO may assist the administration in determining if law enforcement action is appropriate. The CRO may accompany a campus interviewer, when determined appropriate by the administrator, to offer advice on Criminal, Civil, or Social issues regarding the circumstance surrounding the particular case. Any ENMU-R administrator may request that the CRO act as a witness.

15. Should it become necessary for the CRO to conduct formal police interviews with the staff or students, the CRO shall adhere to applicable legal requirements and the policies of the Village of Ruidoso with regard to such police interviews.

16. The CRO shall keep documentation of all in-office sessions, and he or she shall adhere to all Campus policies and procedures.

17. The CRO shall keep a copy of all police and College reports regarding criminal incidents at ENMU-R. For security reasons these copies will be maintained at the Ruidoso Police Department's Records Division.

18. Except in extraordinary emergency circumstances, the CRO will not transport a sick or injured individual for medical assistance or provide escort with his or her police unit for College personnel, or use his or her police cruiser/unit for personal use. The CRO may transport individuals in his or her police cruiser in a situation related to the CRO's law enforcement functions (arrest, etc.). The CRO may assist the administration in escorting students who are violent or have threatened violence toward the College administration or others from the campus. In the event of a conflict between the policies and procedures of ENMU-R and the Village of Ruidoso, the policies and procedures of the Police Department shall control, except as expressly limited by this Contract.

19. The CRO will, whenever possible, attend campus meetings and faculty groups to solicit their support and understanding of the duties and responsibilities of the CRO and promote awareness of the CRO's law enforcement functions.

20. The CRO will, whenever possible, be available for conferences with stakeholders to assist them with problems for a law enforcement or crime prevention nature.

21. The CRO will be familiar with the community agencies which offer assistance to students and their families, such as mental health clinics, drug treatment centers, etc.

22. The CRO shall coordinate all his or her activities with the President or his or her designee

for ENMU-R and shall seek permission, advice, and guidance from the President or his or her designee prior to enacting any program within ENMU-R.

23. The CRO will teach law enforcement related topics at the request of the College administration. The CRO may be requested to teach on a regular basis. The following list is not intended to be an all-inclusive list of subjects covered by the CRO.

- A. Justification for rules of law,
- B. Consequences of crime,
- C. Criminal justice systems,
- D. Career opportunities in law enforcement,
- E. Substance abuse prevention, and
- F. Violence and crime prevention especially the prevention of sexual assault as required by Title IX of the 1972 Higher Education Act and subsequent amendments.

24. With the assistance of the College administration, the CRO will develop expertise in presenting various subjects such as understanding the law, law enforcement, and the police mission.



www.ruidoso.enmu.edu

Date: August 8, 2017

To: ENMU-Ruidoso Community College Board

From: Dr. Clayton Alred, ENMU-Ruidoso president *C. Alred*

Subject: Authorization to join Houston-Galveston Area Council

Summary Statement

The Structural Fire Science Specialist within the Title V grant team is requesting that the college join the Houston-Galveston Area Council (H-GAC) to enable the college access to purchasing discounts on fire training equipment which may be available through the H-GAC's purchasing power.

H-GAC is authorized by the state of Texas to manage a cooperative purchasing program under which it contracts with eligible entities to perform governmental functions, including the purchase of goods and services. There is no direct cost to the institution for using H-GAC's services. However, the college must make application to join H-GAC and must have received authority from its governing body to make such application.

Membership in H-GAC is annual, and automatically renewable annually for each succeeding fiscal year.

Action Requested

Authorize Dr. Clayton Alred, president of ENMU-Ruidoso, to sign the H-GAC Interlocal Contract for Cooperative Purchasing on behalf of ENMU-Ruidoso



**INTERLOCAL CONTRACT
FOR COOPERATIVE PURCHASING**

ILC
No.: _____
Permanent Number assigned by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and * EASTERN NEW MEXICO UNIVERSITY - RUIDOSO BRANCH COMMUNITY COLLEGE *, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at * 709 MECHAM DR, RUIDOSO, NM 88345

WITNESSETH

WHEREAS, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

WHEREAS, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on * _____ (Date), and that it desires to contract with H-GAC on the terms set forth below;

NOW, THEREFORE, H-GAC and the End User do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

ARTICLE 2: APPLICABLE LAWS

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

ARTICLE 3: WHOLE AGREEMENT

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

ARTICLE 4: PERFORMANCE PERIOD

The period of this Contract shall be for the balance of the fiscal year of the End User, which began * JULY 1, 2017 and ends * JUNE 30, 2018. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

ARTICLE 5: SCOPE OF SERVICES

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

(over)

ARTICLE 6: PAYMENTS

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H-GAC contractor.

ARTICLE 7: CHANGES AND AMENDMENTS

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

ARTICLE 8: TERMINATION PROCEDURES

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

ARTICLE 9: SEVERABILITY

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

ARTICLE 10: FORCE MAJEURE

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

ARTICLE 11: VENUE

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

THIS INSTRUMENT HAS BEEN EXECUTED IN TWO ORIGINALS BY THE PARTIES HERETO AS FOLLOWS:

EASTERN NEWMEXICO UNIVERSITY -
* RUIDOSO BRANCH COMMUNITY COLLEGE *
Name of End User (local government, agency, or non-profit corporation)

* 709 MELCHEM DRIVE
Mailing Address
* RUIDOSO NM 88345
City State ZIP Code

*By:
Signature of chief elected or appointed official

* CLAYTON ALLIED, PRESIDENT
Typed Name & Title of Signatory Date
ENMU - RUIDOSO

Houston-Galveston Area Council
3555 Timmons Lane, Suite 120, Houston, TX 77027

By: _____
Executive Director

Attest: _____
Manager

Date: _____

*Denotes required fields

* aka ENMU - RUIDOSO

***Request for Information**

Please sign and return the Interlocal Contract, along with this completed form, to H-GAC by emailing it to cpcontractfax@h-gac.com or by faxing it to 713-993-2424. The contract may also be mailed to:

H-GAC Cooperative Purchasing Program
P.O. Box 22777, Houston, TX 77227-2777

Name of End User Agency: EASTERN NEW MEXICO UNIVERSITY -
RUIDOSO BRANCH COMMUNITY COLLEGE County Name: LINCOLN (NM)
(Municipality/County/District/etc.)
Mailing Address: 709 MECHEM DR. RUIDOSO NM 88345
(Street Address/P.O. Box) (City) (State) (ZIP Code)
Main Telephone Number: (575) 257-2120 FAX Number: (575) 257-9409
Physical Address: SAME
(Street Address, if different from mailing address) (City) (State) (ZIP Code)
Web Site Address: WWW.RUIDOSO.ENMU.EDU

Official Contact: CLAYTON ALRED
(Point of Contact for HGAC Buy Interlocal Contract)
Mailing Address: 709 MECHEM DR
(Street Address/P.O. Box)
RUIDOSO NM 88345
(City) (State) (ZIP Code)

Title: PRESIDENT
Ph No.: (575) 257 - 2120
Fx No.: (575) 257 - 9409
E-Mail Address: clayton.alred@enmu.edu

Authorized Official: SHEILA FARGUER
(Mayor/City Manager/Executive Director/etc.)
Mailing Address: 709 MECHEM DR
(Street Address/O.O. Box)
RUIDOSO NM 88345
(City) (State) (ZIP Code)

Title: DIRECTOR OF BUSINESS AFFAIRS
Ph No.: (575) 257 - 2120 xt 378
Fx No.: (575) 257 - 4261
E-Mail Address: sheila.farguer@enmu.edu

Official Contact: JANE BLAKELEY
(Purchasing Agent/Auditor etc.)
Mailing Address: 1500 S. AVE K, STATION 50
(Street Address/O.O. Box)
PORTALES NM 88130
(City) (State) (ZIP Code)

Title: PURCHASING DIRECTOR
Ph No.: (575) 562 - 2425
Fx No.: () -
E-Mail Address: purchasing.department@enmu.edu

Official Contact: TONIA ASHBY
(Public Works Director/Police Chief etc.)
Mailing Address: 709 MECHEM DR
(Street Address/O.O. Box)
RUIDOSO NM 88345
(City) (State) (ZIP Code)

Title: ADMIN ASSISTANT
Ph No.: (575) 257 - 2120 xt 420
Fx No.: (575) 257 - 9409
E-Mail Address: tonia.ashby@enmu.edu

Official Contact: MIKEL WARD
(EMS Director/Fire Chief etc.)
Mailing Address: 709 MECHEM DRIVE
(Street Address/O.O. Box)
RUIDOSO NM 88345
(City) (State) (ZIP Code)

Title: PROGRAM SPECIALIST
Ph No.: (575) 257 - 2120 xt 425
Fx No.: (575) 257 - 9409
E-Mail Address: mikel.ward@enmu.edu

* denotes required fields

_____ (End User) is a non-profit corporation with an Internal Revenue Service determination in compliance with the Internal Revenue Code Section _____. Copies of IRS determination letter and By-Laws/Charter/Articles of Incorporation are enclosed.

- End User is ~~a non-profit corporation~~ ^{Legislatively -} created and operated to provide one or more governmental functions and services. "Governmental functions and services" means all or part of a function or service in any of the following areas: ^{within the state of New Mexico.}

Please check the appropriate Functions/Services:

- | | |
|--|--|
| <input type="checkbox"/> Police Protection and Detention Services | <input type="checkbox"/> Fire Protection |
| <input type="checkbox"/> Streets, Roads, and Drainage | <input type="checkbox"/> Public Health and Welfare |
| <input type="checkbox"/> Parks and Recreation | <input type="checkbox"/> Library and Museum Services |
| <input type="checkbox"/> Records Center Services | <input type="checkbox"/> Waste Disposal |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Comprehensive Health Care and Hospital Services | <input type="checkbox"/> Public Funds Investment |

- Primary, Secondary or Post-Secondary Education

Administrative Functions*

- | | |
|---|---|
| <input type="checkbox"/> Tax Assessment and Collection | <input checked="" type="checkbox"/> Data Processing |
| <input type="checkbox"/> Personnel Services | <input type="checkbox"/> Warehousing |
| <input checked="" type="checkbox"/> Purchasing | <input type="checkbox"/> Equipment Repair |
| <input checked="" type="checkbox"/> Records Management Services | <input type="checkbox"/> Printing |

*Administrative functions means functions normally associated with the routine operation of government.

End User agrees to notify the Houston-Galveston Area Council immediately if there are any changes to the services or functions end user provides.

End User is made aware that no for-profit organizations may participate in this agreement and agrees to abide by this restriction.

By signing this document, End User certifies that the information provided herein is true and accurate.

Signature of End User

CLAYTON ACHED, PRESIDENT
Printed Name and Title
ENMU - TWIDOSO

Date



| LOGIN

GENERAL PURPOSE
& EMERGENCY
VEHICLES

INFRASTRUCTURE
EQUIPMENT &
SERVICES

COMMUNICATIONS
EQUIPMENT &
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EQUIPMENT

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INFORMATION ABOUT THE PROGRAM

FREQUENTLY ASKED QUESTIONS (FAQS)

Q: What is H-GAC?

A: The Houston-Galveston Area Council (H-GAC) is a regional council of governments operating under the laws of the State of Texas and governed by a board comprised of 36 elected officials from the 13 county region. The H-GAC Board awards all contracts, which can then be made available to local governments nationwide thru HGACBuy.

Q: How does HGACBuy work?

A: Government entities join by executing an Interlocal Contract to participate in HGACBuy. This document sets out the conditions, requirements and processes through which an entity's purchase orders are received, confirmed to contract and processed.

Q: Can my entity purchase through HGACBuy?

A: The Texas Interlocal Cooperation Act permits joint participation by local governments, states, state agencies, and certain non-profit corporations. Most states have interlocal cooperation authority or other joint power provisions that allow participation in cooperative activities.

Q: I have to advertise for bids therefore I can't purchase thru HGACBuy.

A: HGACBuy uses mass circulation, minority emphasis print media, and internet services to post legal notices and bid solicitations. Therefore, posting of public notices to solicit bids and the formal competitive bid process are satisfied thru HGACBuy procedures.

Q: What other services are offered through the HGACBuy program?

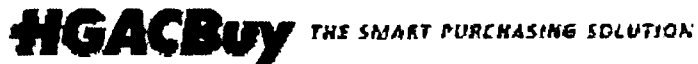
A: Researching products, writing specifications, holding pre-bid conferences, assisting with order placement, contacting vendor reps, helping to resolve order issues, and reviewing and certifying purchase orders to confirm compliance with any specific HGACBuy contract.

Q: What is the difference between HGACBuy and some other cooperatives?

A: HGACBuy is a unit of local government and a political subdivision of the State of Texas. The HGACBuy Program is over 30 years old and specializes in high ticket, capital intensive products and services that require technical, detailed specifications and extensive professional skills to evaluate bid responses. All products offered through HGACBuy have been awarded by virtue of a public competitive process. There are no annual membership dues required to purchase thru HGACBuy.

Q: Where do I find information on products offered through HGACBuy?

A: Access HGACBuy's web site at www.hgacbuy.org for a complete listing of products with descriptions, prices, contractors and/or contacts.


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INFORMATION ABOUT THE PROGRAM

INTERLOCAL CONTRACT FORM (ILC)

Interlocal Contract

[FREQUE
QUESTIK](#)


JOINING HGACBUY BY EXECUTING AN INTERLOCAL CONTRACT (ILC)

In order to participate in HGACBuy, you must:

- ✓ 1. Be a **state agency**, county, municipality, special district, or other political subdivision of a state, or a qualifying non-profit corporation (providing one or more governmental function or service); and
2. Possess legal authority to enter into the Contract.

End User warrants that both requirements are fulfilled by execution of an ILC.

Steps for completing and executing the ILC:

Step 1: Fill in all required information, including the date of your governing body authorization and print a copy of the appropriate **HGACBuy ILC** form.

Step 2: Secure signature by an individual with authority to contractually bind your entity.

Step 3: Scan and email a copy to H-GAC at epcontractfax@h-gac.com or Fax it to 713-993-2424. The contract may also be mailed to H-GAC Cooperative Purchasing Program, P.O. Box 22777, Houston, TX 77227-2777.

Step 4: H-GAC will execute the contract and return a copy to you electronically.

Special Requirements For Non-Profit Corporations:

Qualifying non-profit corporations providing one or more government services (e.g. Volunteer Fire Departments, Emergency Medical Services) must also submit the following items together with the ILC documents:

1. Copy of 501(c)(3) Form
2. Copy of Charter and By-Laws highlighting section(s) demonstrating that your organization performs a governmental service.



LOGIN

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INFORMATION ABOUT THE PROGRAM

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End User



New Mexico

Acequia De Ojo Sarco (New Mexcio Acequia Association)	Ojo Sarco
Alamogordo Public Schools (NM)	Alamogordo
Anthony Water & Sanitation District (NM)	Anthony
Bernalillo County	Albuquerque
Carlsbad Irrigation District (NM)	Carlsbad
Carlsbad Municipal School (NM)	Carlsbad
Catron County (NM)	Reserve
Chaves County	Roswell
City of Alamogordo (NM)	Alamogordo
City of Albuquerque (NM)	Albuquerque
City of Aztec (NM)	Aztec
City of Belen (NM)	Belen
City of Bloomfield	Bloomfield
City of Carlsbad (NM)	Carlsbad
City of Clovis (NM)	Clovis
City of Deming (NM)	Deming
City of Elephant Butte (NM)	Elephant Butte
City of Eunice (NM)	Eunice
City of Farmington (NM)	Farmington
City of Gallup	Gallup
City of Grants (NM)	Grants
City of Hobbs (NM)	Hobbs
City of Jal (NM)	Jal
City of Las Cruces (NM)	Las Cruces
City of Las Vegas	Las Vegas
City of Lovington (NM)	Lovington
City of Portales (NM)	Portales
City of Raton (NM)	Raton
City of Rio Communities (NM)	Rio Communities
City of Rio Rancho (NM)	Rio Rancho
City of Roswell (NM)	Roswell
City of Santa Fe (NM)	Santa Fe
City of Santa Rosa (NM)	Santa Rosa
City of Socorro (NM)	Socorro
City of Sunland Park (NM)	Sunland Park
City of Texico (NM)	Texico
City of Truth or Consequences (NM)	Truth or Consequences
City of Tucumcari (NM)	Tucumcari
Colbre Consolidated School District (NM)	Bayard
Colfax County	Raton

Village of Cuba (NM)
Village of Des Moines (NM)
Village of Dora (NM)
Village of Eagle Nest (NM)
Village of Floyd (NM)
Village of Folsom (NM)
Village of Fort Sumner (NM)
Village of Grady (NM)
Village of Hatch (NM)
Village of Logan (NM)
Village of Los Lunas (NM)
Village of Loving (NM)
Village of Maxwell (NM)
Village of Melrose (NM)
Village of Pecos (NM)
Village of Questa (NM)
Village of Roy (NM)
Village of Ruidoso (NM)
Village of San Jon (NM)
Village of Taos Ski Valley (NM)
Village of Tularosa (NM)
Village of Wagon Mound (NM)

Cuba
Des Moines
Dora
Eagle Nest
Floyd
Folsom
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Grady
Hatch
Logan
Los Lunas
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