



EASTERN NEW MEXICO UNIVERSITY-RUIDOSO
Branch Community College Board
REGULAR MEETING
March 31, 2016 ♦ 11:30 a.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 February 24, 2016 (Tab 2)
4. Approval of minutes for Budget Board meeting of March 22, 2016 (Tab 2)

ROUTINE MATTERS

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

INFORMATION ITEMS

1. Marketing/Recruitment Committee Report Coda Omness
2. Title V Update Anne Marie Kalama
3. Property Acquisition Update Clayton Alred
4. 2016 Legislative Summary Clayton Alred
5. Bookstore Report Sheila Farquer
6. Budget Adjustment Requests (Tab 3) Sheila Farquer

BUSINESS MATTERS

1. FY17 Budget (Tab 4) Clayton Alred/Sheila Farquer
2. Community College Board Annual Retreat meeting date 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-Ruidoso Community College Board Meeting, April 28 2016, 11:30 a.m., Room 115
Graduation, May 12, 2016, Spencer Theater
ENMU-Ruidoso Foundation Board Meeting, June 4, 2016, 10:00 a.m., Conference room

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**

February 24, 2016

6:00 p.m.

Room 102

CALL TO ORDER

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

Also present were Dr. Clayton Alred and Dr. Steve Gamble.

APPROVE THE AGENDA

Ms. Klinekole moved to approve the agenda as submitted giving the Board President the option to float the agenda items as necessary. Dr. Budd seconded the motion.

Vote: 4-0-0. Motion approved.

APPROVAL OF MINUTES

Dr. Willard moved to approve the December 3, 2015 minutes and the December 17, 2015 minutes with two corrections to be made to the December 3, 2015 minutes. Both changes are to be made within the second paragraph of page two; change attending to attended and there to three.

Dr. Budd seconded the motion.

Vote: 4-0-0. Motion approved.

INTRODUCTION OF GUESTS

Mr. Treptow introduced guests: James Pawlak, Annie Kalama, Coda Omness, John McCullough, Rhonda Vincent and Lisa Maue.

REPORT FROM COLLEGE BOARD CHAIR

Mr. Treptow wished everyone a Happy New Year and hoped everyone has a good start to the New Year. Mr. Treptow stated that he had attended the Lincoln County Day in Santa Fe and that he was happy to see the college well represented by Dr. Alred, Ms. Omness and Ms. Vincent.

REPORT FROM THE PRESIDENT OF THE UNIVERSITY

- Dr. Gamble offered his gratitude for the condolences he received on the passing of his mother.
- Dr. Gamble discussed the legislative session. He stated that it will be a bad year with budget but that it is not a catastrophe. The institutions will get through it. If more cuts are required next year, it could lead to a catastrophe. Dr. Gamble provided a handout on enrollment. He noted approximately 40% of many institutions are dual credit. Dr. Gamble gave out a salary increase history handout. He commented that he had met with ENMU-Ruidoso staff and faculty earlier in the day for the same discussion.
- Dr. Gamble informed the Board that he plans on retiring the summer of 2017.
- Dr. Gamble offered the services of Ms. Ronnie Birdsong to help student service department as the enrollment manager with no cost to the college except her travel expenses. Dr. Alred accepted the offer.

REPORT FROM THE ENMU-RUIDOSO PRESIDENT

- Dr. Alred discussed the legislative session. He reported that House Bill 2 reduced FY16 budget by \$31 million. The campus lost funding of \$13,000 for FY16. With the FY17 budget, the campus will lose \$50,000 in state appropriations.
- Dr. Alred reported that the enrollment census reflected 727 students. He stated that during the last four years the spring enrollment was lower than fall enrollment. However, this spring has four students more than last fall. Mr. Treptow commented on the reversal and congratulated staff on their efforts that are now creating results.

REPORT FROM DEPARTMENT CHAIR

- The report from the Department Chair is a new addition to the routine matters of the College Board meetings. Each meeting a different Department Chair will give a report to the College Board. Mr. John McCullough, Chair of Business and Information Systems, gave the first report. Ms. McCullough reported that he had 47 students enrolled in programs in his department. He stated that there are online classes the students can utilized but there are some classes that are not suited for online, such as accounting. He stated that he had taken Quality Matters training and has had his eyes opened on some things that should be done to enhance the online classes. Mr. McCullough stated he felt that he had all the necessary resources to conduct all of his classes.

INFORMATION ITEMS

1. All State Team Recognition – Dr. Alred reported that the students receiving recognition for the All-State Team in Santa Fe were Chelsey Koch and Jewel Allen.
2. President's Award Recognition – Dr. Alred informed the Board that the winner of the President's Service Award was John Hemphill and the winner for Excellence in Teaching was Dinah Hamilton.
3. Marketing/Recruitment Committee Report – Ms. Coda Omness presented the update for the Marketing/Recruitment Committee. The committee has representation from various areas of the college. The members are: Kathy Kiefer, Barbara Paul, Erik Padilla, Devonna James, Dinah Hamilton, Rachel Whitehead, Annie Kalama, Pierre Laroche and Trish Pascale. The committee has been creating packages for students, making retention calls and creating programs to involve faculty and staff in recruitment efforts.
4. ENMU-Ruidoso Foundation Update - Rhonda Vincent, Foundation Director presented the update on the Foundation.
 - Seventeen out of twenty five scholarships had been awarded. She has gone to the high school to inform them of the availability of the scholarships.
 - A fundraiser is scheduled for June 18, 2016 and is branded as "Aim High". The fundraiser, which will be a trap shoot, is in need of more community members willing to sponsor.
5. Title V Update – Ms. Anne Marie Kalama gave an update on the Title V grant.
 - Year two initiatives are 1) Development of the program; 2) Development of online student services and 3) Expansion of the infrastructure.
 - Title V will be partnering with the Inn of the Mountain Gods to hold a summer youth program.
 - The Emergency Medical association with the University of New Mexico is being finalized.
 - The online portal is complete.
 - The Title V team is encouraging recruitment efforts. They are working with Student Services and have completed a draft for student orientation. They have held stakeholder luncheons.

- The report for year one has been completed and submitted.
 - The Internal monitoring team met in December 16, 2015.
 - There are two vacancies in staffing.
6. Bookstore Update – Ms. Farquer presented the Board with the update on the bookstore.
 - The Spring semester has had fewer issues with students obtaining books. Personnel have called students and offered assistance.
 - The decision to use Barnes and Nobel with ENMU-Portales has been finalized. Ms. Farquer is working with ENMU - Portales' bookstore manager and will be generating a Memorandum of Understanding.
 7. Budget Update – Dr. Alred informed the Board of the need to schedule a budget workshop meeting prior to March 31, 2016. He stated that the FY16 budget was \$3,818,000. He anticipates the FY17 budget to be \$3,678,000. Dr. Alred stated that it will not be pleasant but the budget will be balanced.
 8. Enrollment Update – Pierre Laroche presented enrollment data reflecting trends in the Fall and Spring of 2013/2014; 2014/2015; 2015/2016. The enrollment report included student credit hours, full time equivalency, and head count. Mr. Laroche concluded that enrollment appears to be leveling off.
 9. 2016 Legislative Summary – The General Obligations Bond Act passed and there will be a bond election in November 2016. For the Ruidoso campus, there will be a \$700,000 project on the ballot to plan, design, and renovate classroom and student services spaces.
 10. Strategic Planning Update – Dr. Alred reported that Dr. Patrice Caldwell visited the campus to lead a S.W.O.T. analysis with the staff and faculty. Dr. Caldwell assembled the analysis into issues and has created specific goals. The next step is to revisit and verify that the three goals meet the present plan. The Board has asked that action be taken sooner rather than waiting for further discussion at the annual retreat.
 11. Property Acquisition Update – Dr. Alred updated the Board on the property acquisition of 721 Mechem Drive. The approvals have been obtained from the Community College Board and the Board of Regents. He stated that the additional earnest monies have been paid. The college is currently waiting on approval of the Higher Education Department which meets on March 9, 2016 and the State Board of Finance which meets on March 15, 2016.

BUSINESS MATTERS

1. Community College Board Meeting times – Dr. Alred requested the Board schedule the times for the March 31st and April 28th meetings.

Dr. Willard moved to recommend a start time of 11:30 a.m. for both meetings. Ms. Klinekole seconded.

Vote: 4-0-0. Motion approved.

2. Proposed Tuition Increase – Dr. Alred presented a request for a tuition increase. The increase would be approximately five percent. The In-district tuition would increase from \$41 to \$43; Out-of-district tuition would increase from \$55 to \$57 and Out-of-state tuition would increase \$153 to \$160. The increase in tuition would increase income approximately \$14,000. Dr. Alred stated that small increases on an annual basis were better on the students than one large increase at some point in the future. He stated there was a meeting held for students to discuss the increase. No students attended.

Dr. Budd moved to recommend approval of proposed tuition increase. Ms. Klinekole seconded the motion.

Vote: 4-0-0. Motion approved.

3. Extend White Mountain Annex contract – Dr. Alred presented for approval the Memorandum of Understanding between ENMU-Ruidoso and Ruidoso Municipal Schools that will extend the usage of the White Mountain Annex until December 31, 2016.

Dr. Willard moved to approve the MOU between ENMU-Ruidoso and Ruidoso Municipal Schools. Ms. Klinekole seconded the motion.

Vote: 4-0-0. Motion approved.

4. Medical Coding and Billing Technician Certificate – Mr. Laroche presented a recommendation to approve the Medical Coding and Billing Technician Certificate. He stated that the certificate would be offered through Sun Path. It is a 40 credit hour curriculum and will result in an employment certificate.

Ms. Klinekole moved to recommend approval of the Medical Coding and Billing Technician Certificate to the Board of Regents. Dr. Budd seconded the motion.

Vote: 4-0-0. Motion approved.

BOARD ANNOUNCEMENTS AND COMMENTS

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

ENMU-Portales Board of Regents Meeting, March 11, 2016, 12:00 p.m., Ruidoso, Room 102

Spring Break, March 14-20, 2016

ENMU-Ruidoso Community College Board Meeting, March 31, 2016, 11:30 a.m., Room 115

Graduation, May 12, 2016, Spencer Theater

EXECUTIVE SESSION

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

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

The members entered into closed meeting at 8:52 p.m.

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

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

The members returned to public session at 9:55 p.m. Chairman Treptow announced that no decisions were made during the closed session.

ADJOURNMENT

Dr. Budd moved to adjourn the meeting at 9:56 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
BUDGET WORKSHOP**

March 22, 2016

6:00 p.m.

Room 115

CALL TO ORDER

Mr. Brad Treptow, Chairman, called the meeting to order at 6:01 p.m. and declared a quorum. Dr. Michael Budd, Mr. James Paxton, Ms. Gina Klinekole and Dr. Lynn Willard were present. Also attending were Dr. Clayton Alred, Ms. Sheila Farquer, and Mr. Pierre Laroche.

APPROVE THE AGENDA

Dr. Budd moved to approve the agenda. Dr. Willard seconded the motion.

Vote: 5-0-0. Motion approved

BUSINESS MATTERS

1. Discussion of FY2017 Budget – Dr. Alred opened the budget discussion with comments about funding for the next year. Ms. Farquer then provided a thorough review of the fiscal year 2017 budget.

ANNOUNCEMENT

Mr. Treptow announced that the next College Board meeting will be March 31, 2016 at 11:30 a.m. in room 115.

ADJOURNMENT

Dr. Willard motioned to adjourn the meeting at 8:44 p.m. Ms. Klinekole seconded the motion.

Vote: 5-0-0. Motion approved.

Brad Treptow
Chairman, Community College Board

Date

James Paxton
Secretary, Community College Board

Date

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



Date: March 23, 2016

To: ENMU-Ruidoso Branch Community College Board of Directors

From: Dr. Clayton Alred, ENMU-Ruidoso president

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

Re: ENMU-Ruidoso Fiscal Year 2015 – 16 Budget Adjustment Requests

It is a requirement of the New Mexico Higher Education Department that a budget adjustment request (BAR) be submitted to report any fluctuations that have occurred during a fiscal year. Such BARs must be approved by the Board of Regents. ENMU-Ruidoso has experienced changes in both its restricted and unrestricted financial activities during the fiscal year. The attached BARs have been prepared to reflect the budget fluctuations which have occurred during fiscal year 2016.

Restricted Budget

Adjust federal and state grant activities to reflect estimated actuals for FY16.

Unrestricted Budget

The major Instructional and General Revenue changes reflect the decrease in enrollment (Tuition and Fees) during this fiscal year in both credit and community education courses (down \$158,000), recognize the additional state funding received for HED High Skills Award (\$17,785) which was offset by the state-mandated reduction (\$12,700) in the state appropriation (net increase of \$5,085), and the additional local mill levy collections (\$11,500). Although Auxiliary Enterprises were also impacted by enrollment decreases, the Bookstore experienced an increase in revenues of \$16,000.

Other adjustments in Revenues and Expenditures in Instruction and General, Public Services, Internal Services, Student Financial Aid and the Auxiliary Enterprise reflect estimated actuals for FY16.

Action Requested

Information Only

Attachments

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : ENMU-Ruidoso

FY 16

Adjustment to Fund: Restricted

Request # 1

	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
REVENUES			
Instruction and General	1,380,000	(150,000)	1,230,000
Student Social & Cultural Activities		0	
Research		0	
Public Service	1,100,000	150,000	1,250,000
Internal Service Dept.		0	
Student Financial Aid	1,677,000	(677,000)	1,000,000
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	4,157,000	(677,000)	3,480,000
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Subtotal Plant Funds	0	0	0
TOTAL REVENUES	4,157,000	(677,000)	3,480,000
BEGINNING BALANCES			
Instruction and General	0	0	0
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid		0	
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	0	0	0
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Subtotal Plant Funds	0	0	0
TOTAL BEGINNING BALANCES	0	0	0
TOTAL AVAILABLE			
Instruction and General	1,380,000	(150,000)	1,230,000
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	1,100,000	150,000	1,250,000
Internal Service Dept.	0	0	0
Student Financial Aid	1,677,000	(677,000)	1,000,000
Auxiliary Enterprises	0	0	0
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	4,157,000	(677,000)	3,480,000
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
GRAND TOTAL AVAILABLE	4,157,000	(677,000)	3,480,000

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION :	<u>ENMU-Ruidoso</u>		FY 16
Adjustment to Fund:	<u>Restricted</u>	Request #	<u>1</u>
	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
EXPENDITURES			
Instruction and General	1,380,000	(150,000)	1,230,000
Student Social & Cultural Activities		0	
Research		0	
Public Service	1,100,000	150,000	1,250,000
Internal Service Dept.		0	
Student Financial Aid	1,677,000	(677,000)	1,000,000
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	<u>4,157,000</u>	<u>(677,000)</u>	<u>3,480,000</u>
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of indebtedness		0	
Subtotal Plant Funds	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>4,157,000</u>	<u>(677,000)</u>	<u>3,480,000</u>
TRANSFERS IN (OUT)			
Instruction and General	0	0	0
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid		0	
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	<u>0</u>	<u>0</u>	<u>0</u>
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of indebtedness		0	
Subtotal Plant Funds	<u>0</u>	<u>0</u>	<u>0</u>
NET TRANSFERS	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCES			
Instruction and General	0	0	0
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	0	0	0
Internal Service Dept.	0	0	0
Student Financial Aid	0	0	0
Auxiliary Enterprises	0	0	0
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	<u>0</u>	<u>0</u>	<u>0</u>
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of indebtedness	0	0	0
Subtotal Plant Funds	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ENDING BALANCES	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES, TRANSFERS, BALANCES	<u>4,157,000</u>	<u>(677,000)</u>	<u>3,480,000</u>

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST**

INSTITUTION : ENMU-Ruidoso

FY 16

Adjustment to Fund: Restricted

Request # 1

	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
INSTRUCTION & GENERAL:			
REVENUES			
Tuition and Fees		0	
Federal Government Appropriations		0	
State Government Appropriations		0	
Local Government Appropriations		0	
Federal Grants/Contracts	1,030,000	(50,000)	980,000
State Grants/Contracts	150,000	0	150,000
Local Grants/Contracts		0	
Private Gifts/Grants/Contracts	200,000	(100,000)	100,000
Endowment/Land/Permanent Fund		0	
Sales & Services of Ed Activities		0	
Other Sources		0	
TOTAL REVENUES	1,380,000	(150,000)	1,230,000
BEGINNING BALANCE	0	0	
TOTAL AVAILABLE	1,380,000	(150,000)	1,230,000
EXPENDITURES			
Instruction	1,145,000	(120,000)	1,025,000
Academic Support	70,000	0	70,000
Student Services	30,000	0	30,000
Institutional Support	130,000	(30,000)	100,000
Operation & Maintenance of Plant	5,000	0	5,000
TOTAL EXPENDITURES	1,380,000	(150,000)	1,230,000
TRANSFERS (IN) OUT OF I&G			
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid		0	
Auxiliary Enterprises		0	
Intercollegiate Athletics		0	
Independent Operations		0	
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Non-Budgetary Exhibits:			
Endowment Fund		0	
Other (Specify)		0	
Other (Specify)		0	
NET TRANSFERS	0	0	0
ENDING BALANCE	0	0	0

Prepared by: Carol Fletcher 575-562-2611

Date Approved by BOR

22-Apr-2016

For NMHED Use Only	Accept	Reject	Date	
NMHED Analyst	_____	_____	____/____/____	NMHED Control # _____
NMHED Director	_____	_____	____/____/____	
For DFA Use Only				
DFA Analyst	_____	_____	____/____/____	DFA Control # _____
DFA Director	_____	_____	____/____/____	Agency Code _____
Increase _____ Decrease _____ Transfer _____				

INSTITUTION : <u>ENMU-Ruidoso</u>		FY <u>16</u>	
Adjustment to Fund: <u>Restricted</u>		Request # <u>1</u>	
	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>

Adjust budget to reflect estimated actuals.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : ENMU-Ruidoso

FY 16

Adjustment to Fund: Unrestricted

Request # 2

	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
REVENUES			
Instruction and General	3,818,000	(124,800)	3,693,200
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid	43,700	(16,000)	27,700
Auxiliary Enterprises	79,000	16,000	95,000
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	3,940,700	(124,800)	3,815,900
Capital Outlay	305,000	600,000	905,000
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Subtotal Plant Funds	305,000	600,000	905,000
TOTAL REVENUES	4,245,700	475,200	4,720,900
BEGINNING BALANCES			
Instruction and General	1,129,116	0	1,129,116
Student Social & Cultural Activities		0	
Research		0	
Public Service	64,742	0	64,742
Internal Service Dept.	35,885	0	35,885
Student Financial Aid	156,744	0	156,744
Auxiliary Enterprises	(38,388)	0	(38,388)
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	1,348,099	0	1,348,099
Capital Outlay	2,151,458	0	2,151,458
Renewals & Replacements	231,955	0	231,955
Retirement of Indebtedness		0	
Subtotal Plant Funds	2,383,413	0	2,383,413
TOTAL BEGINNING BALANCES	3,731,512	0	3,731,512
TOTAL AVAILABLE			
Instruction and General	4,947,116	(124,800)	4,822,316
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	64,742	0	64,742
Internal Service Dept.	35,885	0	35,885
Student Financial Aid	200,444	(16,000)	184,444
Auxiliary Enterprises	40,612	16,000	56,612
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	5,288,799	(124,800)	5,163,999
Capital Outlay	2,456,458	600,000	3,056,458
Renewals & Replacements	231,955	0	231,955
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	2,688,413	600,000	3,288,413
GRAND TOTAL AVAILABLE	7,977,212	475,200	8,452,412

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : ENMU-Ruidoso

FY 16

Adjustment to Fund: Unrestricted

Request # 2

	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
EXPENDITURES			
Instruction and General	3,734,000	0	3,734,000
Student Social & Cultural Activities		0	
Research		0	
Public Service		25,000	25,000
Internal Service Dept.	(1,000)	2,000	1,000
Student Financial Aid	79,700	(20,000)	59,700
Auxiliary Enterprises	85,000	60,000	145,000
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	3,897,700	67,000	3,964,700
Capital Outlay	508,000	1,506,000	2,014,000
Renewals & Replacements	0	150,000	150,000
Retirement of Indebtedness		0	
Subtotal Plant Funds	508,000	1,656,000	2,164,000
TOTAL EXPENDITURES	4,405,700	1,723,000	6,128,700
TRANSFERS IN (OUT)			
Instruction and General	(981,000)	6,000	(975,000)
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid	36,000	(6,000)	30,000
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	(945,000)	0	(945,000)
Capital Outlay	910,000	0	910,000
Renewals & Replacements	35,000	0	35,000
Retirement of Indebtedness		0	
Subtotal Plant Funds	945,000	0	945,000
NET TRANSFERS	0	0	0
ENDING BALANCES			
Instruction and General	232,116	(118,800)	113,316
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	64,742	(25,000)	39,742
Internal Service Dept.	36,885	(2,000)	34,885
Student Financial Aid	156,744	(2,000)	154,744
Auxiliary Enterprises	(44,388)	(44,000)	(88,388)
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	446,099	(191,800)	254,299
Capital Outlay	2,858,458	(906,000)	1,952,458
Renewals & Replacements	266,955	(150,000)	116,955
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	3,125,413	(1,056,000)	2,069,413
TOTAL ENDING BALANCES	3,571,512	(1,247,800)	2,323,712
TOTAL EXPENDITURES, TRANSFERS, BALANCES	7,977,212	475,200	8,452,412

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : ENMU-Ruidoso

FY 16

Adjustment to Fund: Unrestricted

Request # 2

	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
INSTRUCTION & GENERAL:			
REVENUES			
Tuition and Fees	558,000	(158,000)	400,000
Federal Government Appropriations		0	
State Government Appropriations	2,122,400	5,085	2,127,485
Local Government Appropriations	1,115,000	11,150	1,126,150
Federal Grants/Contracts		0	
State Grants/Contracts		0	
Local Grants/Contracts		0	
Private Gifts/Grants/Contracts		0	
Endowment/Land/Permanent Fund		0	
Sales & Services of Ed Activities		0	
Other Sources	22,600	16,965	39,565
TOTAL REVENUES	3,818,000	(124,800)	3,693,200
BEGINNING BALANCE	1,129,116	0	1,129,116
TOTAL AVAILABLE	4,947,116	(124,800)	4,822,316
EXPENDITURES			
Instruction	1,544,000	0	1,544,000
Academic Support	491,000	0	491,000
Student Services	290,000	0	290,000
Institutional Support	1,126,000	0	1,126,000
Operation & Maintenance of Plant	283,000	0	283,000
TOTAL EXPENDITURES	3,734,000	0	3,734,000
TRANSFERS (IN) OUT OF I&G			
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid	36,000	(6,000)	30,000
Auxiliary Enterprises		0	
Intercollegiate Athletics		0	
Independent Operations		0	
Capital Outlay	910,000	0	910,000
Renewals & Replacements	35,000	0	35,000
Retirement of Indebtedness		0	
Non-Budgetary Exhibits:			
Endowment Fund		0	
Other (Specify)		0	
Other (Specify)		0	
NET TRANSFERS	981,000	(6,000)	975,000
ENDING BALANCE	232,116	(118,800)	113,316

Prepared by: Carol Fletcher 575-562-2611

Date Approved by BOR

22-Apr-2016

For NMHED Use Only	Accept	Reject	Date	
NMHED Analyst	_____	_____	____/____/____	NMHED Control # _____
NMHED Director	_____	_____	____/____/____	
For DFA Use Only				
DFA Analyst	_____	_____	____/____/____	DFA Control # _____
DFA Director	_____	_____	____/____/____	Agency Code _____
Increase _____ Decrease _____ Transfer _____				

INSTITUTION : <u>ENMU-Ruidoso</u>		FY <u>16</u>
Adjustment to Fund: <u>Unrestricted</u>		Request # <u>2</u>
	Current Approved Budget	INCREASE (DECREASE)
		Revised Budget

Capital expenditures include GOB and STB funded projects, and the anticipated purchase of a building.



Date: March 23, 2016

To: ENMU-Ruidoso Community College Board

From: Dr. Clayton Alred, ENMU-Ruidoso president

Subject: Fiscal Year 2016 – 17 I&G Budget

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

Summary Statement

The ENMU-Ruidoso I&G budget for fiscal year 2016 – 2017 totals \$3,526,243 and represents a 5.56% reduction of the budget adopted one year ago. Revenues are expected to decrease \$192,000, and expenditures are being reduced approximately \$207,756. The major changes reflected in the FY17 budget are itemized on the attached *ENMU-Ruidoso Budget Proposal Notes FY17*.

Action Requested

Recommend approval of the ENMU-Ruidoso FY17 I&G budget by the ENMU Board of Regents

Attachments:

ENMU-Ruidoso Budget Proposal Notes FY17
FY17 Proposed I&G Budget

ENMU-Ruidoso
Budget Proposal Notes
FY17

	Line Item / Description				Impact
REVENUES	State appropriation decrease				\$ (57,500)
	Mil Levy - budgeted for collections at 98% of billed (same as FY16)				\$ -
	Tuition increase of 5% (add \$13,900) / net decrease in revenues	FY16	FY17		(\$89,600)
		\$41	In-District \$43		
		\$55	Out-of-District \$57		
		\$153	Out-of-State \$160	(after 6 CHs)	
	Fees - Lab, Graduation				\$ (35,900)
	Other Sources (GED testing, Community Ed offerings)				\$ (9,000)
	Impact on Revenues				\$ (192,000)
EXPENDITURES					
Instruction	Reduce Resource Faculty usage	\$ (111,300)			\$ (136,594)
	Reduce Dual Credit offerings	\$ (8,000)			
	Reduce F-T Safety Faculty to P-T	\$ (22,478)			
	Fringes reductions	\$ (32,093)			
	Reduce Community Ed faculty usage	\$ (7,300)			
	Net, other changes	\$ 44,577	\$ (136,594)		
Academic Support	Elimination of support staff by attrition	\$ (31,339)			\$ (78,427)
	Relocate Dual Credit Coordinator	\$ (38,339)			
	Fringes reductions	\$ (10,797)			
	Net, other changes	\$ 2,048	\$ (78,427)		
Student Services	Relocate Dual Credit Coordinator	\$ 38,339			\$ 24,161
	New position: JDCC (Job Development Career Coach)	\$ 19,504			
	Fringe reductions	\$ (6,476)			
	Net, other changes	\$ (27,206)	\$ 24,161		
Institutional Support	New position: Academic Support (absorbed from Bookstore operations)	\$ 21,611			\$ 530
	Elimination of IT Tech position, never filled	\$ (27,872)			
	Advertising / Marketing	\$ 8,000			
	College Board expenses exclude cost of election	\$ 5,000			
	Fringe reductions	\$ (3,922)			
	Net, other changes	\$ (2,287)	\$ 530		
Physical Plant	Payroll savings from employee retirement	\$ (5,370)			\$ (17,426)
	Net, other changes	\$ (12,056)			
Internal Services	Services - Increase in costs of \$7,570 allocated among departments				\$ -
	[Postage, internet (Baja), printing and copiers (DSI), local & LD telephone (Windstream & Century Link), document destruction]				
Institution-Wide Adjustments	Wellness Program (continues to be suspended)				\$ -
	Tuition Waivers (continue to be suspended)				\$ -
Other	Misc. increases / (reductions) in other costs throughout institution - net				
	Impact on Expenditures				\$ (207,756)
	Total Operational Impact on FY17 as compared to FY16 budget				\$ 15,756
Transfers (to "saving accounts"):					
	Student Aid (scholarships)	\$ 36,000			
	Equipment Renewals & Replacements (ERR)	\$ 10,000			
	Building Renewals & Replacements (BRR)	\$ 35,000	\$ 81,000		
Auxiliary Operations	Bookstore - estimated commissions	\$ 5,000			
Outlays from Reserves	Capital Outlay / Projects proposed to be funded from Reserves:				
	Continuity of Operations Back up Plan	\$ 15,000			
	Computer / Technology Updates	\$ 38,000	\$ 53,000		
NOTES:					
Tuition, Institutional Fee and Lab Fees calculated based on enrollment of 5578 Credit Hours					
Dual-Credit enrolled students do not generate Tuition, Institutional Fee or Lab Fees income					

FOR INTERNAL USE ONLY

	ORIGINAL APPROVED BUDGET 2015-2016				ESTIMATED ACTUALS 2015-2016				OPERATING BUDGET 2016-2017			
	UNRESTRICTED		RESTRICTED		UNRESTRICTED		RESTRICTED		UNRESTRICTED		RESTRICTED	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
REVENUES												
INSTRUCTION & GENERAL (EXH 2)		3,818,000		1,380,000		3,693,200		1,230,000		3,626,000		1,230,000
STUDENT SOCIAL & CULTURAL (EXH 15)												
RESEARCH (EXH 16)												
PUBLIC SERVICE (EXH 17)				1,100,000				1,250,000				1,250,000
INTERNAL SERVICE (EXH 18)												
STUDENT AID (EXH 19)		43,700		1,677,000		27,700		1,000,000		31,200		1,000,000
AUXILIARIES (EXH 20)		79,000				95,000				5,000		
INTERCOLLEGIATE ATHLETICS (EXH 21)												
SUB-TOTAL CURRENT FUNDS		3,940,700		4,157,000		3,815,900		3,480,000		3,662,200		3,480,000
CAPITAL OUTLAY (EXH I)		305,000				905,000				900,000		
RENEWALS & REPLACEMENTS (EXH II)												
RETIREMENT OF INDEBTEDNESS (EXH III)												
TOTAL REVENUES		4,245,700		4,157,000		4,720,900		3,480,000		4,562,200		3,480,000
BEGINNING BALANCES												
INSTRUCTION & GENERAL (EXH 2)		562,026				1,129,116				113,316		
STUDENT SOCIAL & CULTURAL (EXH 15)												
RESEARCH (EXH 16)												
PUBLIC SERVICE (EXH 17)		40,281				64,742				39,742		
INTERNAL SERVICE (EXH 18)		39,034				35,885				34,885		
STUDENT AID (EXH 19)		143,281				156,744				154,744		
AUXILIARIES (EXH 20)		30,912				(38,388)				(88,388)		
INTERCOLLEGIATE ATHLETICS (EXH 21)												
SUB-TOTAL CURRENT FUNDS		815,534				1,348,099				254,299		
CAPITAL OUTLAY (EXH I)		1,904,526				2,151,458				1,952,458		
RENEWALS & REPLACEMENTS (EXH II)		140,488				231,955				116,955		
RETIREMENT OF INDEBTEDNESS (EXH III)												
TOTAL BEGINNING BALANCES		2,860,548				3,731,512				2,323,712		
TOTAL AVAILABLE												
INSTRUCTION & GENERAL (EXH 2)		4,380,026		1,380,000		4,822,316		1,230,000		3,739,316		1,230,000
STUDENT SOCIAL & CULTURAL (EXH 15)												
RESEARCH (EXH 16)												
PUBLIC SERVICE (EXH 17)		40,281		1,100,000		64,742		1,250,000		39,742		1,250,000
INTERNAL SERVICE (EXH 18)		39,034				35,885				34,885		
STUDENT AID (EXH 19)		186,981		1,677,000		184,444		1,000,000		185,944		1,000,000
AUXILIARIES (EXH 20)		109,912				56,612				(83,388)		
INTERCOLLEGIATE ATHLETICS (EXH 21)												
SUB-TOTAL CURRENT FUNDS		4,756,234		4,157,000		5,163,999		3,480,000		3,916,499		3,480,000
CAPITAL OUTLAY (EXH I)		2,209,526				3,056,458				2,852,458		
RENEWALS & REPLACEMENTS (EXH II)		140,488				231,955				116,955		
RETIREMENT OF INDEBTEDNESS (EXH III)												
TOTAL AVAILABLE		7,106,248		4,157,000		8,452,412		3,480,000		6,885,912		3,480,000

EXHIBIT 1
SUMMARY OF CURRENT FUNDS AND PLANT FUNDS
PAGE 2

EASTERN NEW MEXICO UNIVERSITY - RUIDOSO BRANCH CAMPUS

PAGE
2

EXPENDITURES	ORIGINAL APPROVED BUDGET 2015-2016				ESTIMATED ACTUALS 2015-2016				OPERATING BUDGET 2016-2017			
	UNRESTRICTED		RESTRICTED		UNRESTRICTED		RESTRICTED		UNRESTRICTED		RESTRICTED	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
INSTRUCTION & GENERAL (EXH 2)	65.61	3,734,000	7.37	1,380,000	65.61	3,734,000	7.37	1,230,000	57.77	3,529,000	6.61	1,230,000
STUDENT SOCIAL & CULTURAL (EXH 15)												
RESEARCH (EXH 16)												
PUBLIC SERVICE (EXH 17)				1,100,000		25,000		1,250,000				1,250,000
INTERNAL SERVICE (EXH 18)		(1,000)				1,000						
STUDENT AID (EXH 19)		79,700		1,677,000		59,700		1,000,000		63,200		1,000,000
AUXILIARIES (EXH 20)	0.75	85,000			0.75	145,000						
INTERCOLLEGIATE ATHLETICS (EXH 21)												
SUB-TOTAL CURRENT FUNDS	66.36	3,897,700	7.37	4,157,000	66.36	3,964,700	7.37	3,480,000	57.77	3,592,200	6.61	3,480,000
CAPITAL OUTLAY (EXH I)		508,000				2,014,000				953,000		
RENEWALS & REPLACEMENTS (EXH II)						150,000				50,000		
RETIREMENT OF INDEBTEDNESS (EXH III)												
TOTAL EXPENDITURES		4,405,700		4,157,000		6,128,700		3,480,000		4,595,200		3,480,000
TRANSFERS TO OR (FROM)												
INSTRUCTION & GENERAL (EXH 2)		(81,000)				(975,000)				(81,000)		
STUDENT SOCIAL & CULTURAL (EXH 15)												
RESEARCH (EXH 16)												
PUBLIC SERVICE (EXH 17)												
INTERNAL SERVICE (EXH 18)												
STUDENT AID (EXH 19)		36,000				30,000				36,000		
AUXILIARIES (EXH 20)												
INTERCOLLEGIATE ATHLETICS (EXH 21)												
SUB-TOTAL CURRENT FUNDS		(45,000)				(945,000)				(45,000)		
CAPITAL OUTLAY (EXH I)		10,000				910,000				10,000		
RENEWALS & REPLACEMENTS (EXH II)		35,000				35,000				35,000		
RETIREMENT OF INDEBTEDNESS (EXH III)												
TOTAL TRANSFERS												
ENDING BALANCE												
INSTRUCTION & GENERAL (EXH 2)		565,026				113,316				129,316		
STUDENT SOCIAL & CULTURAL (EXH 15)												
RESEARCH (EXH 16)												
PUBLIC SERVICE (EXH 17)		40,281				39,742				39,742		
INTERNAL SERVICE (EXH 18)		40,034				34,885				34,885		
STUDENT AID (EXH 19)		143,281				154,744				158,744		
AUXILIARIES (EXH 20)		24,912				(88,388)				(83,388)		
INTERCOLLEGIATE ATHLETICS (EXH 21)												
SUB-TOTAL CURRENT FUNDS		813,534				254,299				279,300		
CAPITAL OUTLAY (EXH I)		1,711,526				1,952,458				1,909,458		
RENEWALS & REPLACEMENTS (EXH II)		175,488				116,955				101,955		
RETIREMENT OF INDEBTEDNESS (EXH III)												
TOTAL ENDING BALANCES		2,700,548				2,323,712				2,290,713		
TOTAL EXPENDITURES, TRANSFERS & BALANCES		7,106,248		4,157,000		8,452,412		3,480,000		6,885,912		3,480,000

ORIGINAL APPROVED BUDGET 2015-2016				ESTIMATED ACTUALS 2015-2016				OPERATING BUDGET 2016-2017			
UNRESTRICTED		RESTRICTED		UNRESTRICTED		RESTRICTED		UNRESTRICTED		RESTRICTED	
FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT

I & G (TO) FROM

MANDATORY

RETIREMENT OF INDEBTEDNESS
STUDENT LOAN MATCHING

REQUIRED

STUDENT AID
BUILDING RNWLS & REPL
BUILDING RNWLS & REPL--Supp Appr
PLANT EQUIPMENT

NON-MANDATORY

STUDENT SOCIAL & CULTURAL
RESEARCH
INTERNAL SERVICE
STUDENT AID
AUXILIARIES
INTERCOLLEGIATE ATHLETICS
BUILDING RENEWAL & REPLACEMENT
CAPITAL OUTLAY / ERR
TOTAL FROM I & G

36,000	30,000	36,000
35,000	35,000	35,000
10,000	910,000	10,000
81,000	975,000	81,000

NET TRANSFERS TO (FROM)

INSTRUCTION & GENERAL	(81,000)	(975,000)	(81,000)
STUDENT SOCIAL & CULTURAL RESEARCH PUBLIC SERVICE INTERNAL SERVICE			
STUDENT AID	36,000	30,000	36,000
AUXILIARIES INTERCOLLEGIATE ATHLETICS			

NET TRANSFERS TO (FROM)

CURRENT FUNDS	(45,000)	(945,000)	(45,000)
CAPITAL OUTLAY PLANT EQUIPMENT	10,000	910,000	10,000
RENEWALS & REPLACEMENTS	35,000	35,000	35,000
DEBT SERVICE STUDENT LOAN ENDOWMENT FUNDS			

	ORIGINAL APPROVED BUDGET 2015-2016				ESTIMATED ACTUALS 2015-2016				OPERATING BUDGET 2016-2017			
	UNRESTRICTED		RESTRICTED		UNRESTRICTED		RESTRICTED		UNRESTRICTED		RESTRICTED	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
REVENUES												
TUITION AND FEES		558,000				400,000				423,500		
FEDERAL APPROPRIATIONS												
STATE APPROPRIATIONS		2,122,400				2,127,485				2,064,900		
LOCAL APP (MILL LEVY)		1,115,000				1,126,150				1,115,000		
FEDERAL GRANTS				1,030,000				980,000				980,000
STATE GRANTS				150,000				150,000				150,000
LOCAL GRANTS												
PRIVATE GIFTS				200,000				100,000				100,000
LAND & PERMANENT FUND												
SALES AND SERVICES												
OTHER SOURCES		22,600				39,565				22,600		
TOTAL REVENUES		3,818,000		1,380,000		3,693,200		1,230,000		3,626,000		1,230,000
BEGINNING BALANCES		562,026				1,129,116				113,316		
TOTAL AVAILABLE		4,380,026		1,380,000		4,822,316		1,230,000		3,739,316		1,230,000
EXPENDITURES												
INSTRUCTION	34.35	1,544,000	1.92	1,145,000	34.35	1,544,000	1.92	1,025,000	28.19	1,408,000	1.80	1,025,000
ACADEMIC SUPPORT	8.17	491,000	4.01	70,000	8.17	491,000	4.01	70,000	6.42	413,000	3.37	70,000
STUDENT SERVICES	4.79	290,000	1.20	30,000	4.79	290,000	1.20	30,000	5.29	315,000	1.20	30,000
INSTITUTIONAL SUPPORT	14.31	1,126,000	0.24	130,000	14.31	1,126,000	0.24	100,000	13.88	1,127,000	0.24	100,000
PLANT OPERATION & MAINTENANC	4.00	283,000		5,000	4.00	283,000		5,000	4.00	266,000		5,000
TOTAL EXPENDITURES	65.61	3,734,000	7.37	1,380,000	65.61	3,734,000	7.37	1,230,000	57.77	3,529,000	6.61	1,230,000
TRANSFERS IN OR (OUT)												
STUDENT SOCIAL & CULTURAL												
RESEARCH												
PUBLIC SERVICE												
INTERNAL SERVICE												
STUDENT AID		36,000				30,000				36,000		
AUXILIARIES												
INTERCOLLEGIATE ATHLETICS												
CAPITAL OUTLAY												
PLANT EQUIPMENT		10,000				910,000				10,000		
DEBT SERVICE												
STUDENT LOAN												
BUILDING RENEWALS & REPLACEMENTS		35,000				35,000				35,000		
ENDOWMENT												
TOTAL TRANSFERS		81,000				975,000				81,000		
ENDING BALANCE		565,026		15.1%		113,316		3.0%		129,316		3.7%