



EASTERN NEW MEXICO UNIVERSITY-RUIDOSO
Branch Community College Board
November 17, 2016 ♦ 6:00 p.m.
709 Mechem Drive
Ruidoso, NM 88345

REVISED AGENDA

CALL TO ORDER

1. Declare a quorum
2. Approve the agenda (Tab 1)
3. Approval of minutes for Regular Board meeting of September 29, 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 Department Chair Dinah Hamilton

INFORMATION ITEMS

1. Grants Update Anne Marie Kalama
2. Marketing/Recruitment Committee Report Coda Omness
3. ENMU-Ruidoso Foundation Update Clayton Alred
4. Appropriation Update (Tab 3) Clayton Alred
5. Construction Update (Tab 3) Sheila Farquer

BUSINESS MATTERS

1. Unrestricted Budget Adjustment Request (Tab 4) Sheila Farquer
2. 2017 – 2018 Tuition (Tab 4) Clayton Alred
3. Community College Board 2017 Meeting Calendar (Tab 4) Clayton Alred
4. Revision to Prior Learning Assessment Policy (Tab 4) Pierre Laroché

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

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

ADJOURNMENT

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.

SECTION 2

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

September 29, 2016

6:00 p.m.

Auxiliary Building

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

Vote: 5-0-0. Motion approved.

APPROVAL OF MINUTES

Dr. Willard moved to approve the minutes of the special meeting of August 30, 2016 as submitted.

Ms. Klinekole seconded the motion.

Vote: 5-0-0. Motion approved.

INTRODUCTION OF GUESTS

Mr. Treptow introduced guests: Mr. Terry Othick, Mr. Pierre Laroche, Ms. Sheila Farquer, Mr. James Pawlak, Mr. John McCullough, Ms. Annie Kalama, and Ms. Devonna James. Mr. Ty Trujillo arrived and was introduced at a later time.

REPORT FROM COLLEGE BOARD CHAIR

Mr. Treptow stated that he was happy to be meeting in the newly acquired auxiliary building and noted that it would need infrastructure upgrades in order to be used in the future.

REPORT FROM THE PRESIDENT OF THE UNIVERSITY

- Dr. Gamble reported that the special session of the Legislature would be convening on September 30, 2016. They will be addressing the FY16 and FY17 budget. The FY16 budget has an estimated deficit of \$200,000 to \$300,000. Fiscal year 2017 is anticipated to have a revenue shortfall of \$500,000 to \$600,000.
- Dr. Gamble attended a General Obligation Bond meeting with Bryan Sanderhoff, a pollster for New Mexico. Mr. Sanderhoff reported that his group was making calls to verify where the state citizens stand on the GO Bond C issue. He reported that the poll was positive and about 55% of those polled, are in support of the bond; approximately 24% are against. Dr. Gamble stated that the promotion plans for the GO Bond C will continue.

REPORT FROM THE ENMU-RUIDOSO PRESIDENT

- Dr. Alred welcomed Regent Othick and gave his appreciation of Regent Othick's attendance.
- Dr. Alred reported enrollment was at 655 with FTE of 293, which is down 4.5%.
- Dr. Alred reported on the special legislative session. He stated that the \$2,000,000 would cause a reduction of \$100,000 for ENMU Ruidoso. He stated that college operations are moving forward as normal. However, every vacancy is carefully scrutinized. The college will not currently replace the second biology faculty member and will limit use of resource faculty.
- Dr. Alred provided some Higher Education information. Dr. Damron took part in the Domenici Institute Conference and focused her report on the costs of higher education. During the Second

Annual Governor's Summit, Governor Martinez unveiled Route to 66 initiative. The goal of the initiative is to achieve 66% of New Mexican citizens attaining either a certification or degree.

- Dr. Alred reported that Workforce Solutions would be holding a job fair in the new building.
- Dr. Alred passed the floor to Devonna James who informed the Board about the events happening around the 25th anniversary celebration.

REPORT FROM THE DEPARTMENT CHAIR

John McCullough, Department Chair of Business and Information Systems presented the report. Mr. McCullough reported he has nineteen students declare for Business Administration degrees, eleven for Information Systems/Cyber Security degrees and five for Hospitality degrees. Mr. McCullough reported that classes were full and has had positive feedback from the instructors. Mr. McCullough stated that the student population appeared to be changing with less nontraditional students and more recently graduated students. The Board expressed their appreciation to Mr. McCullough.

INFORMATION ITEMS

1. Community College Parity Act – Mr. Ty Trujillo, Executive Director of New Mexico Association of Community Colleges provided the Board an overview of the Parity Act.
2. Grants Update – Ms. Annie Kalama provided the update on the SunPath grant. The Certified Nursing Assistance program will be offered to students during the Spring semester. The autoclave for the program has been purchased. The Prenursing degree has been updated in the catalog and links on the website have been updated. Staff will be attending a statewide employer meeting in Santa Fe on December 5, 2016.

Ms. Kalama then provided the updated on the Title V grant. The second year to the grant ends September 30, 2016. Dr. Maestes, the external evaluator was on campus to review the documentation and administration of the grant. There is no report yet but Dr. Maestes noted the strengths are the project management and documentation. The weaknesses are the time required to hire staff and the carryover of funds.

The Wildland Fire Science program currently has forty-one students declared in the program with nineteen registered for classes. WFS classes will start in October. The grant's retention goals are 80%. The actual spring to fall retention was 75%. In December, the College will be partnering with the Sierra Blanca Wildland Academy to offer classes

The Emergency Medical Science program has seventeen declared students with three registered for classes.

There were 250 students who piloted the online orientation which met and exceeded the objective of 150 participants.

In October 2016, the Wildland Fire Science specialist will be interviewed. The Emergency Medical Science specialist is in the hiring process and the expected start October 17, 2016.

Lastly, Ms. Kalama stated that they are exploring partnering with another accredited partner for the EMS program instead of using University of New Mexico.

3. ENMU-Ruidoso Foundation Update – Dr. Willard provided the updated for the Foundation. The last meeting was held September 27, 2016. The second annual AIM High fundraiser is scheduled for June 24 and 25, 2017. The Foundation is considering the possibility of having an ATV raffle. Dr. Willard stated that the Foundation is working on obtaining contributions for the Title V endowment. The next meeting had not yet been scheduled but was planned to be held the same time as the donor reception.

4. Construction Update – Dr. Alred stated that the purchase order is in place for the entry remodel. The tentative start date is November 1, 2016. The contractor, Classic Industries, is in the final stages of obtaining the permit from the State. Construction is estimated to take three months to complete. The remodel of the construction trades area is in the planning stages and will be funded with the severance tax bond monies. Meetings have been held with architects and the grant directors for initial plans.
Dr. Alred presented two proposals from Dekker, Perich, and Sabatini for the adjacent building. The first proposal is to draw the plans for the building with a cost of \$12,300. The second proposal is to draw two conceptual plans for the space at a cost of \$31,500. The plans would be used for information on a special bond election for facility renovation.
5. Report of Actuals – Ms. Sheila Farquer presented to the Board the Report of Actuals.

BUSINESS MATTERS

1. Strategic Plan – Dr. Alred presented to the Board for the approval the Strategic Plan. Mr. Treptow asked when the Strategic Plan would come back to the Board for review and reapproval. Dr. Alred stated that it would be presented at the June 2017 Board retreat.

Dr. Willard moved to approve the Strategic Plan as presented. Dr. Budd seconded the motion.

Vote: 5-0-0. Motion approved.

2. Adoption of Election Resolution and Proclamation – Dr. Alred presented to the Board for approval the Election Resolution and Proclamation in English and Spanish. The resolutions are required to be filed with the Lincoln County Clerk for the Community College Board Election scheduled for February 2017.

Dr. Willard moved to adopt the Election Resolution and Proclamations as presented. Ms. Klinekole seconded the motion.

Vote: 5-0-0. Motion approved.

3. Memorandum of Understanding – Lincoln Leadership – Dr. Alred presented to the Board for approval the renewed Memorandum of Understanding with Lincoln Leadership.

Mr. Paxton moved to approve the Memorandum of Understanding with Lincoln Leadership as presented. Ms. Klinekole seconded the motion.

Vote: 5-0-0. Motion approved.

4. Memorandum of Understanding-Creative Aging – Dr. Alred presented to the Board for approval the Memorandum of Understanding with Creative Aging Advisory Committee.

Mr. Paxton moved to approve the Memorandum of Understanding with Creative Aging Advisory Committee as presents. Dr. Budd seconded the motion.

Vote: 5-0-0. Motion approved.

BOARD ANNOUNCEMENTS AND COMMENTS

ENMU-Ruidoso Foundation Board Meeting, TBD

ENMU-Ruidoso 25th Anniversary Celebration, October 12, 2016, 5:00 p.m.

ENMU Board of Regents Meeting, October 14, 2016, 9:30 a.m., Portales

ENMU- Ruidoso Community College Board Meeting, November 17, 2016, 6:00 p.m.

ADJOURNMENT

Ms. Klinekole moved to adjourn the meeting at 8:38 p.m. Dr. Budd 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

SECTION 3



www.ruidoso.enmu.edu

Date: November 14, 2016

To: ENMU-Ruidoso Branch Community College Board of Directors

From: Dr. Clayton Alred, ENMU-Ruidoso president

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Re: State Appropriations

Attached is a multi-year summary of appropriations from the State to ENMU-Ruidoso. The appropriations have varied from year to year for multiple reasons. In 2012, the performance-based funding formula was implemented and the revenue decline was reversed as the institution improved performance and funding to the campus. More recently, declines have been a result of reductions to the State budget. Specifically, the \$103,200 reduction to the current fiscal year was necessary due to reduced income to the State following depressed oil and gas revenues. The institution also lost \$6,200 when the "hold harmless" mechanism was removed from the funding formula. The most recent entry in the table below, represents the Higher Education Department recommended funding level for fiscal year 2017-2018 which was distributed in recent days. One should exercise caution regarding the H.E.D. recommendation, changes are a virtual certainty during the 2017 legislative session.

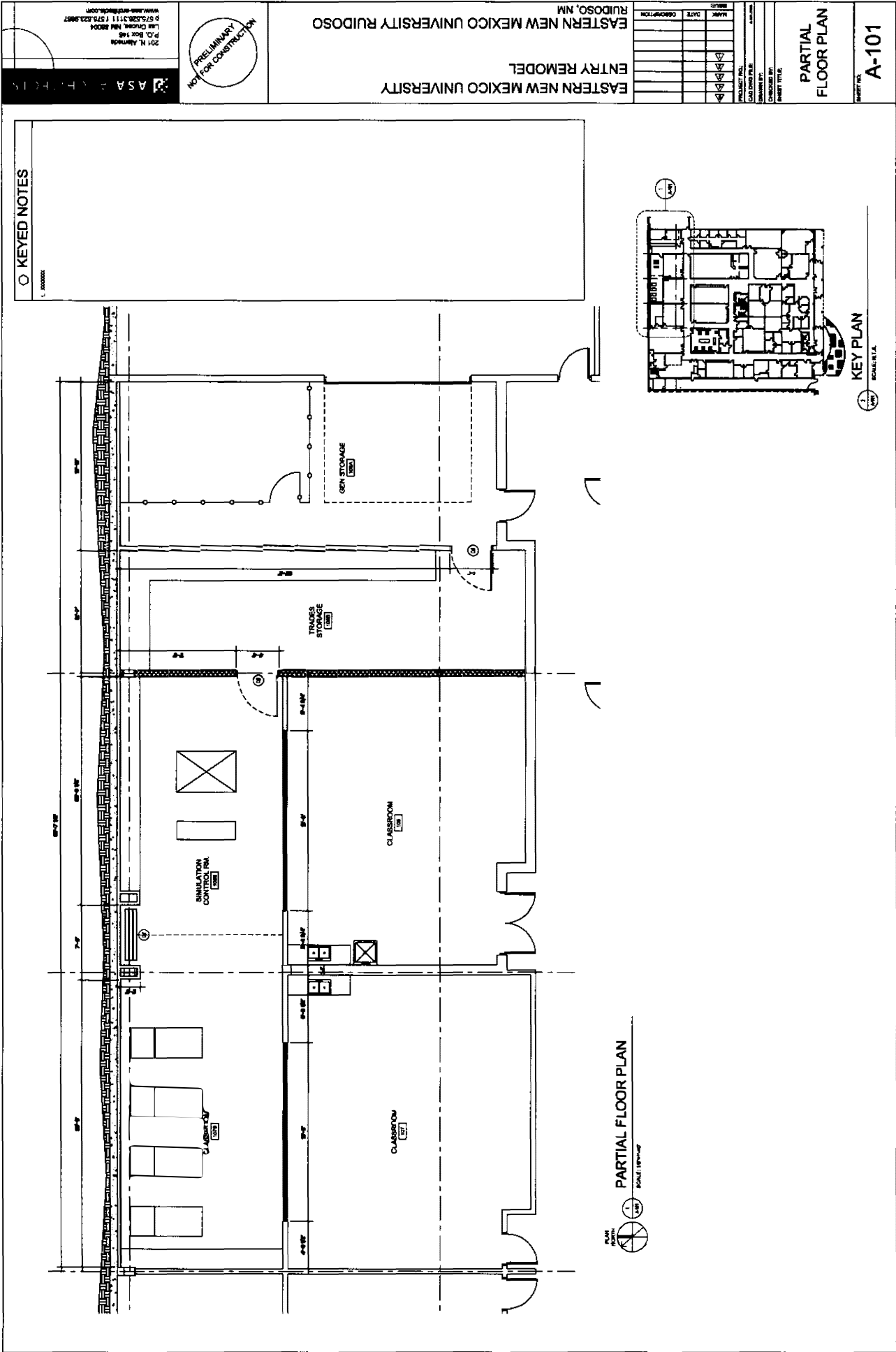
The remaining sources of funding to the institution – mil levy proceeds and tuition & fees – have experienced fluctuations also. Declining enrollments have reduced income as a result of diminished tuition collections, and the mil levy income has remained stable with slight increases. Tuition income has declined in excess of \$300,000 in recent years. Finally, in September our mil levy income was estimated at \$1,198,831.38 by the Lincoln County which is an increase of about \$35,000 over the prior year.

Action Requested

Information only.

Attachment

RECENT HISTORY OF STATE APPROPRIATIONS TO ENMU-RUIDOSO		
INTERVAL	APPROPRIATION	PRIOR YEAR CHANGE
Fiscal Year 2017-2018 H.E.D. Recommendation	\$1,959,500	\$4,000
Fiscal Year 2016-2017 Loss of "Hold Harmless"	\$1,955,500	(\$6,200)
Fiscal Year 2016-2017 Solvency	\$1,961,700	(\$103,200)
Fiscal Year 2016-2017 Appropriation	\$2,064,900	(\$57,500)
Fiscal Year 2015-2016 Appropriation	\$2,122,400	\$9,100
Fiscal Year 2014-2015 Appropriation	\$2,113,300	\$40,700
Fiscal Year 2013-2014 Appropriation	\$2,072,600	\$14,100
Fiscal Year 2012-2013 Appropriation	\$2,058,500	\$91,700
Fiscal Year 2011-2012 Appropriation	\$1,966,800	(\$99,800)
Fiscal Year 2010-2011 Appropriation	\$2,066,600	





CLASSIC INDUSTRIES,
INC.
WARNING
HARD HATS
REQUIRED

SECTION 4



www.ruidoso.enmu.edu

Date: November 14, 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 2016 – 16 December Unrestricted Budget Adjustment Request

The New Mexico Higher Education Department (NMHED) requires all institutions to submit a December Budget Adjustment Request (BAR) for fiscal year ending June 30, 2016. The BAR is required to verify actual fund balances as of the beginning of the fiscal year to ensure compliance with the prior year's audit.

The Beginning Fund balances have been adjusted to reflect actual beginning balances after the close of last fiscal year. In addition, the current year budget has been reduced to reflect the 5% decrease in state appropriations; and a Transfer of \$550,000 has been made from the I&G Fund Balance into BR&R to fund current campus initiatives.

Action Requested

Recommend approval of the FY16 – 17 Unrestricted Budget Adjustment Request to the Board of Regents

Attachment

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION	<u>ENMU-Ruidoso</u>		FY <u>17</u>
Adjustment to Fund:	<u>Unrestricted</u>	Request #	<u>1</u>
	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
REVENUES			
Instruction and General	3,626,000	(115,200)	3,510,800
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid	31,200	0	31,200
Auxiliary Enterprises	5,000	0	5,000
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	3,662,200	(115,200)	3,547,000
Capital Outlay	900,000	0	900,000
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Subtotal Plant Funds	900,000	0	900,000
TOTAL REVENUES	4,562,200	(115,200)	4,447,000
BEGINNING BALANCES			
Instruction and General	113,316	607,921	721,237
Student Social & Cultural Activities		0	
Research		0	
Public Service	39,742	4,911	44,653
Internal Service Dept.	34,885	8,773	43,658
Student Financial Aid	170,744	(5,948)	164,796
Auxiliary Enterprises	(88,388)	22,313	(66,075)
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	270,299	637,970	908,269
Capital Outlay	1,952,458	68,752	2,021,210
Renewals & Replacements	116,955	150,000	266,955
Retirement of Indebtedness		0	
Subtotal Plant Funds	2,069,413	218,752	2,288,165
TOTAL BEGINNING BALANCES	2,339,712	856,722	3,196,434
TOTAL AVAILABLE			
Instruction and General	3,739,316	492,721	4,232,037
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	39,742	4,911	44,653
Internal Service Dept.	34,885	8,773	43,658
Student Financial Aid	201,944	(5,948)	195,996
Auxiliary Enterprises	(83,388)	22,313	(61,075)
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	3,932,499	522,770	4,455,269
Capital Outlay	2,852,458	68,752	2,921,210
Renewals & Replacements	116,955	150,000	266,955
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	2,969,413	218,752	3,188,165
GRAND TOTAL AVAILABLE	6,901,912	741,522	7,643,434

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : ENMU-Ruidoso

FY 17

Adjustment to Fund: Unrestricted

Request # 1

	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
EXPENDITURES			
Instruction and General	3,529,000	(115,200)	3,413,800
Student Social & Cultural Activities		0	
Research		0	
Public Service	0	0	
Internal Service Dept.	0	0	
Student Financial Aid	63,200	0	63,200
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	3,592,200	(115,200)	3,477,000
Capital Outlay	953,000	0	953,000
Renewals & Replacements	50,000	0	50,000
Retirement of Indebtedness		0	
Subtotal Plant Funds	1,003,000	0	1,003,000
TOTAL EXPENDITURES	4,595,200	(115,200)	4,480,000
TRANSFERS IN (OUT)			
Instruction and General	(81,000)	(550,000)	(631,000)
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid	36,000	0	36,000
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	(45,000)	(550,000)	(595,000)
Capital Outlay	10,000	0	10,000
Renewals & Replacements	35,000	550,000	585,000
Retirement of Indebtedness		0	
Subtotal Plant Funds	45,000	550,000	595,000
NET TRANSFERS	0	0	0
ENDING BALANCES			
Instruction and General	129,316	57,921	187,237
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	39,742	4,911	44,653
Internal Service Dept.	34,885	8,773	43,658
Student Financial Aid	174,744	(5,948)	168,796
Auxiliary Enterprises	(83,388)	22,313	(61,075)
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	295,299	87,970	383,269
Capital Outlay	1,909,458	68,752	1,978,210
Renewals & Replacements	101,955	700,000	801,955
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	2,011,413	768,752	2,780,165
TOTAL ENDING BALANCES	2,306,712	856,722	3,163,434
TOTAL EXPENDITURES, TRANSFERS, BALANCES	6,901,912	741,522	7,643,434

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

INSTITUTION : ENMU-Ruidoso FY 17

Adjustment to Fund: Unrestricted Request # 1

	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
INSTRUCTION & GENERAL:			
REVENUES			
Tuition and Fees	423,500	(5,800)	417,700
Federal Government Appropriations		0	
State Government Appropriations	2,071,100	(109,400)	1,961,700
Local Government Appropriations	1,115,000	0	1,115,000
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	16,400	0	16,400
TOTAL REVENUES	3,626,000	(115,200)	3,510,800
BEGINNING BALANCE	113,316	607,921	721,237
TOTAL AVAILABLE	3,739,316	492,721	4,232,037
EXPENDITURES			
Instruction	1,408,000	(64,850)	1,343,150
Academic Support	413,000	0	413,000
Student Services	315,000	(50,350)	264,650
Institutional Support	1,127,000	0	1,127,000
Operation & Maintenance of Plant	266,000	0	266,000
TOTAL EXPENDITURES	3,529,000	(115,200)	3,413,800
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	0	36,000
Auxiliary Enterprises		0	
Intercollegiate Athletics		0	
Independent Operations		0	
Capital Outlay	10,000	0	10,000
Renewals & Replacements	35,000	550,000	585,000
Retirement of Indebtedness		0	
Non-Budgetary Exhibits:			
Endowment Fund		0	
Other (Specify)		0	
Other (Specify)		0	
NET TRANSFERS	81,000	550,000	631,000
ENDING BALANCE	129,316	57,921	187,237

Prepared by: Carol Fletcher 575-562-2611

Date Approved by BOR 8-Dec-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 _____				

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : ENMU-Ruidoso

FY 17

Adjustment to Fund: Unrestricted

Request # 1

Current Approved
Budget

INCREASE
(DECREASE)

Revised Budget

Explanation for Budget Adjustments.

Beginning balances adjusted to reflect actual beginning balances.

Adjusted for state appropriation reductions of 103,200 special session and 6,200 hold harmless.

Adjusted for tuition and fee decreased revenue.

Transfer from I&G to Building Renewal & Replacement for planned building remodel and building repairs and maintenance.



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

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

Summary Statement

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

If approved by the Board of Regents, in-District, Out-of-District, and Out-of-State tuition rates will increase by 4.65%, 5.26%, and 5.00%, respectively. The actual increases are reflected on the attachment.

If enrollment remains flat, the increased tuition amounts will have the potential to increase income by \$14,500, 100% of which will be income to ENMU-Ruidoso.

Action Requested

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

Attachment

ENMU-Ruidoso
Proposed Tuition Increase
FY18

Per Credit Hour recommended increase in Tuition Rates for FY18:

	FY17	Proposed FY18	% Change
In-District	\$43	\$45	4.65
Out-of-District	\$57	\$60	5.26
Out-of-State	\$160*	\$168*	5.00

*After six (6) Credit Hours



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Date: November 10, 2016
To: ENMU-Ruidoso Community College Board
From: Dr. Clayton Alred, ENMU-Ruidoso president
Subject: Community College Board meeting schedule

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Summary Statement

Attached for consideration is the 2017 meeting schedule for the Community College Board.

Action Requested

Approve proposed meeting dates of the Community College Board.

Attachment



ENMU-Ruidoso
Community College Board
2017 Regular Schedule Meetings

Date	Time	Event	Location
Thursday, February 2, 2017	6:00 PM	Regular Meeting	Room 102
Thursday, March 9, 2017	6:00 PM	Regular Meeting	Room 102
Thursday, April 6, 2017	6:00 PM	Budget Workshop	Conference Room
Thursday, April 13, 2017	6:00 PM	Regular Meeting	Room 102
June, 2017	TBD	Annual Retreat	TBD
Thursday, September 21, 2017	6:00 PM	Regular Meeting	Room 102
Thursday, November 16, 2017	6:00 PM	Regular Meeting	Room 102



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Date: November 14, 2016
To: ENMU-Ruidoso Community College Board
From: Pierre Laroche, vice president of Student Learning

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Subject: Revision of PLA (Prior Learning Assessment Policy)

Summary Statement

As part of ENMU-Ruidoso's participation in the Department of Labor TAACCCT grant, and in compliance with Legislative Education Study Committee, the college agreed to create a Prior Learning Assessment policy to serve our traditional students and incoming veterans. The term "prior learning assessment" (PLA) refers to all of the processes that ENMU-Ruidoso uses to review and evaluate evidence of learning and to award academic credit towards a certificate or an associate's degree program.

As a member of the SUN PATH TAACCCT Consortium, ENMU-Ruidoso staff members have attended training provided by CAEL (Council for Adult and Experiential Learning) and created a prior learning assessment policy in line with their recommendations.

Developed to satisfy an identified student need, this policy will allow the institution to recognize college level learning as evidenced by state and national industry licenses, certifications and recognized for-credit exams. ENMU-Ruidoso relies on the following policy to ensure practices consistent with academic integrity and responsiveness to nontraditional learners.

Action Requested

Recommend the PLA (Prior Learning Assessment Policy) for approval by the ENMU Board of Regents.

**Prior Learning Assessment Policy
Eastern New Mexico University Ruidoso
Branch Community College**

1. Purpose.

The purpose of the Prior Learning Assessment (PLA) is to recognize college level learning through state and national industry licenses and certifications outside of formal higher education. ENMU - Ruidoso relies on the following policy to ensure practices consistent with academic integrity and responsiveness to nontraditional learners. Such learning as evidenced by state and national industry licenses, certifications and recognized for credit examinations. The term "prior learning assessment" (PLA) refers to all of the processes that ENMU - Ruidoso uses to review and evaluate evidence of learning and to award academic credit towards a certificate or an associate's degree program.

2. Policy.

- A. Eligibility: Students who are admitted to the college and have declared a major in either a certificate or degree program are eligible to participate in prior learning assessment.
- B. Number of Credits: A student can earn PLA credit for multiple classes if they have the right industry credentials, experience or knowledge. In order to complete their degree, however, at least 15 of the total credits must be earned in courses taken at ENMU-Ruidoso, and not through PLA credit or advanced placement. Credits earned through prior learning assessment are never considered part of the residency requirement.

Procedure

3. Validation Methods.

Prior learning must match existing courses using the course description and course outcomes and must adhere to the following guidelines and methods for validating prior learning for awarding credit.

Guidelines and methods for validating prior learning:

- Program specific crosswalks are developed and implemented when appropriate.
- Credit recommendations listed in the American Council on Education (ACE) National Guide to College Credit for Workforce Training and the ACE Military Guide. <http://www.acenet.edu/news-room/Pages/Adult-Learners-Using-Your-ACE-Credit-Recommendations.aspx>
- Credit demonstrated by successfully passing national for credit examination programs such as DSST Exams; Excelsior College Examinations, the College Board College Level Examination Program (CLEP) and Advanced Placement (AP) exams. The scores that

constitute a passing score are available in the catalog. (See attached: Appendix B-1 Clep; Appendix B-2 ENMU DSST; and Appendix B-3 AP Examinations).

- Degree relevant prior learning credit awarded and transcribed by other accredited institutions.
- Challenge examinations which may take the form of tests, projects, writing assignments and other measures of course competency. (See Appendix C Challenge Examination in Academic Programs).
- Institutional validation procedures will be objective to the extent that external evaluators would reach the same conclusion given the material reviewed, consistent with CAEL guidelines.

4. Application.

Credits awarded from prior learning assessment will be applied to credential requirements in the following manner

1. Prior learning credits will be awarded upon approval from the Subject Matter Expert and Vice President of Student Learning. Completion of Certificate or Degree is contingent upon completion of the minimum credit hour residency requirement.
2. Prior learning credits shall be applied to meeting degree or program requirements in the same manner as credits earned at the awarding institution.
3. Institutions may award credit for prior learning only in those courses or program areas for which they have program approval by the state.
4. Institutions shall award their own course title and number to the credit awarded. Conventional letter grades shall not be used.

5. Transferability.

Unless there exists a formal articulation agreement among institutions, transferability of credits is at the discretion of each institution.

6. Fees.

Fees for credit earned through prior learning are assessed for the process of prior learning assessment and not per credit earned. These fees apply regardless of the results of the assessment. *Note: fees do not include charges for individual national for credit examination programs.*

PLA Assessment Fees per Certificate or Degree Program:

CPL for industry credentials- \$50.00 one-time fee

Course challenging- \$50.00 fee per course

National for-credit examination programs (example CLEP) - \$25.00 fee per course

7. Review.

This policy shall be reviewed by academic council concurrent with catalog policy updates and revised to reflect conformity with institutional academic and administrative standards.

Effective Date: 5/5/16 pending approval