

**NORTHERN NEW MEXICO COLLEGE**



**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS**

**DECEMBER 11, 2025**



# NORTHERN New Mexico College



## NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Thursday, December 11, 2025 at 9:00AM**, Via Zoom and in person at Northern New Mexico College, Board Room, Española Campus, Española, New Mexico.

Join Zoom Meeting

<https://nnmc.zoom.us/j/91241247203>

## FINAL AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. PUBLIC INPUT**
- IV. COMMENTS FROM THE BOARD**
  - A. Board of Regents Subcommittee Reports
    - 1. Housing Committee – Informational
    - 2. Audit, Finance, Facilities Committee – Informational
    - 3. Academic and Student Affairs Committee – Informational
    - 4. Governance Committee - Informational
    - 5. HERC Committee - Informational
- V. APPROVAL OF MINUTES - Action Required**
- VI. PRESIDENT’S REPORT AND ANNOUNCEMENTS**
  - A. Celebrate Northern – Informational
  - B. CUP/NMICC Report – Informational
  - C. NNMC Foundation – Informational
  - D. Introduction of Staff and Faculty – Informational
- VII. FACULTY SENATE PRESIDENT REPORT**
- VIII. STUDENT SENATE PRESIDENT REPORT**
- IX. VICE PRESIDENT FOR FINANCE**
  - 1. Asset Disposal - Action Item
- X. PROVOST & VICE PRESIDENT FOR ACADEMIC AFFAIRS**
  - 1. Approval of Certificate in Technical Trades (Carpentry) - Action Item
- XI. DEEP DIVE**
  - 1. National Student Exchange (NSE) program
- XII. EXECUTIVE SESSION**
  - (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee;



- a. No items
- (2) Bargaining strategy preliminary to collective bargaining
  - a. No items
- (3) Threatened or pending litigation subject to the attorney-client privilege in which the College may be a participant; and
  - a. No items
- (4) Real estate acquisition or disposal.
  - a. No items
- XIII. VOTE TO REOPEN MEETING** - Certification that only those matters described in the Executive Session Agenda were discussed in the closed session; if necessary, final action with regard to certain matters will be taken in Open Session
- XIV. ADJOURNMENT**

***In accordance with the Americans with Disabilities Act (ADA), physically challenged individuals who require special accommodations should contact the President's Office at 505-747-2140 at least one week prior to the meeting or as soon as possible.***



# NORTHERN New Mexico College



## Memorandum

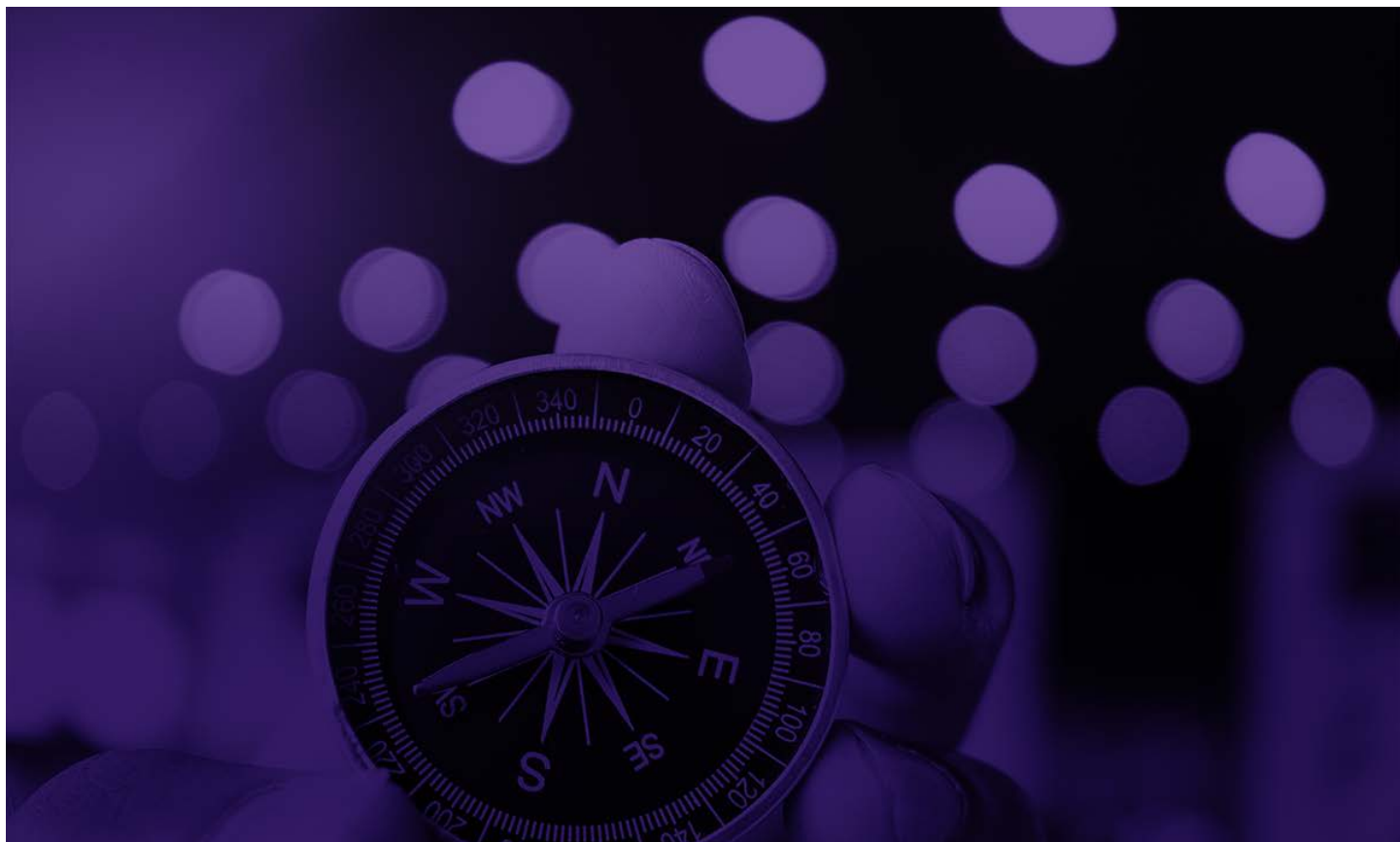
**To:** Board of Regents, Northern New Mexico College  
**From:** Governance Committee (via Matt Baca, General Counsel)  
**Date:** December 11, 2025  
**Re:** 2025 Board Self-Assessment

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*Issue:* Attached are the results of the Board's 2025 self-assessment that was recently conducted via the Association of Governing Boards of Universities and Colleges.

*Recommendation:* No action is required; these results are for the Board's information at this time.





# Northern New Mexico College

## Board Performance Survey Results

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November 2025



## AGB Board Performance Survey Results

### Understand and Improve Board Performance

Impactful boards intentionally strive to strengthen relationships, build trust, and improve individual and organizational effectiveness. A regular survey of board members can provide actionable insights into how well the board is aligned with the institution's mission and vision, where the board excels, and where it needs improvement.

AGB's Board Performance Survey comprises up to 30 fixed questions to help you evaluate your board's performance and uncover areas for development. This information can be used to guide boardroom discussions or to create board development plans. An AGB consultant can help you review the results of your survey during a One-Hour Governance Consultation. It also can be used as the foundation for further engagement with an experienced AGB consultant who can provide insights that specifically respond to your organization's current circumstances.

Access to this tool is an exclusive AGB member benefit that is available at no additional cost once during each term of membership. AGB recommends using the Board Performance Survey annually for a basic understanding of board alignment around your strategic governance challenges and opportunities.

*The AGB Board Performance Survey instrument is copyrighted AGB intellectual property and may not be copied, altered, or distributed without consent from AGB.*



# Survey Overview

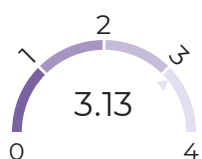
Total number of responses:

Finished

5

Response averages per section, where:

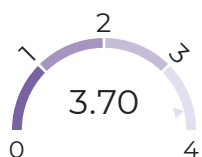
**Poor = 0, Fair = 1, Satisfactory = 2, Very Good = 3, Excellent = 4**



## Section 1: Mission and Strategy

Average Score:

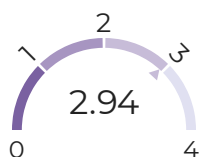
3.13



## Section 2: Leadership and Shared Governance

Average Score:

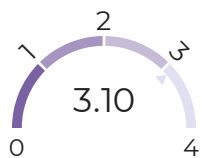
3.70



## Section 3: Institutional Sustainability

Average Score:

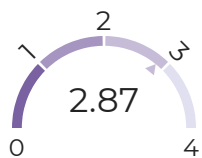
2.94



## Section 4: Quality of Educational Experience

Average Score:

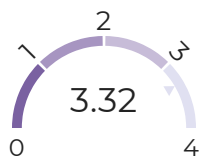
3.10



## Section 5: Board Performance

Average Score:

2.87



## Section 6: Board Culture

Average Score:

3.32

*\*The above calculations are averages of averages and may differ slightly from data table averages.*

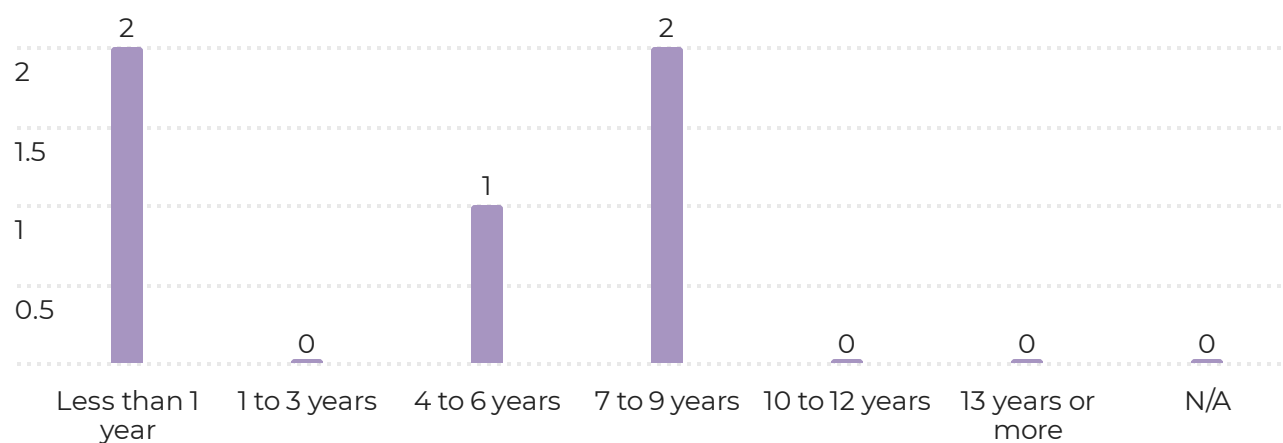


## Participant Profile

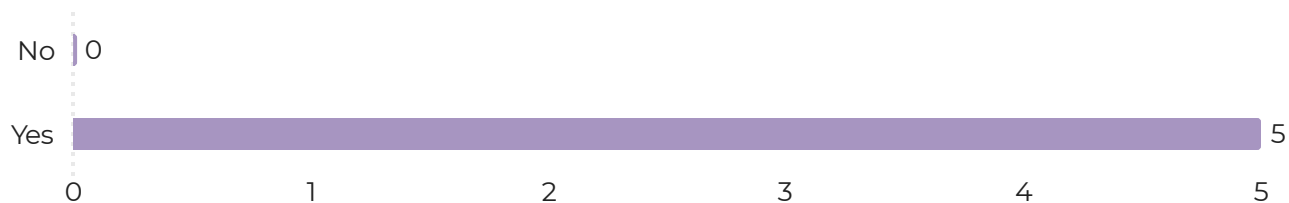
What is your role on this board? Please check one.



How long have you served on this board?



Do you have a vote on the board?





## Section 1: Mission and Strategy

### Response Table: Mission and Strategy

Question	Poor	Fair	Satisfactory	Very Good	Excellent	Don't Know
1.1 The board periodically reviews the mission to ensure it fits the current context of higher education and reflects the history of the institution.	0	0	2	2	1	0
1.2 The board ensures the institution operates under a written strategic plan that defines the institution's strengths, challenges, and priorities.	0	0	0	3	2	0
1.3 The board seeks out and considers diverse and competing points of view when discussing critical issues.	0	1	0	1	3	0

### Chart: Mission and Strategy





## Data Table: Mission and Strategy

Question	Min	Max	Mean
1.1 The board periodically reviews the mission to ensure it fits the current context of higher education and reflects the history of the institution.	2.00	4.00	2.80
1.2 The board ensures the institution operates under a written strategic plan that defines the institution's strengths, challenges, and priorities.	3.00	4.00	3.40
1.3 The board seeks out and considers diverse and competing points of view when discussing critical issues.	1.00	4.00	3.20

**Poor = 0, Fair = 1, Satisfactory = 2, Very Good = 3, Excellent = 4**

(Respondents who answered "Don't Know" are excluded from the calculations for this question.)



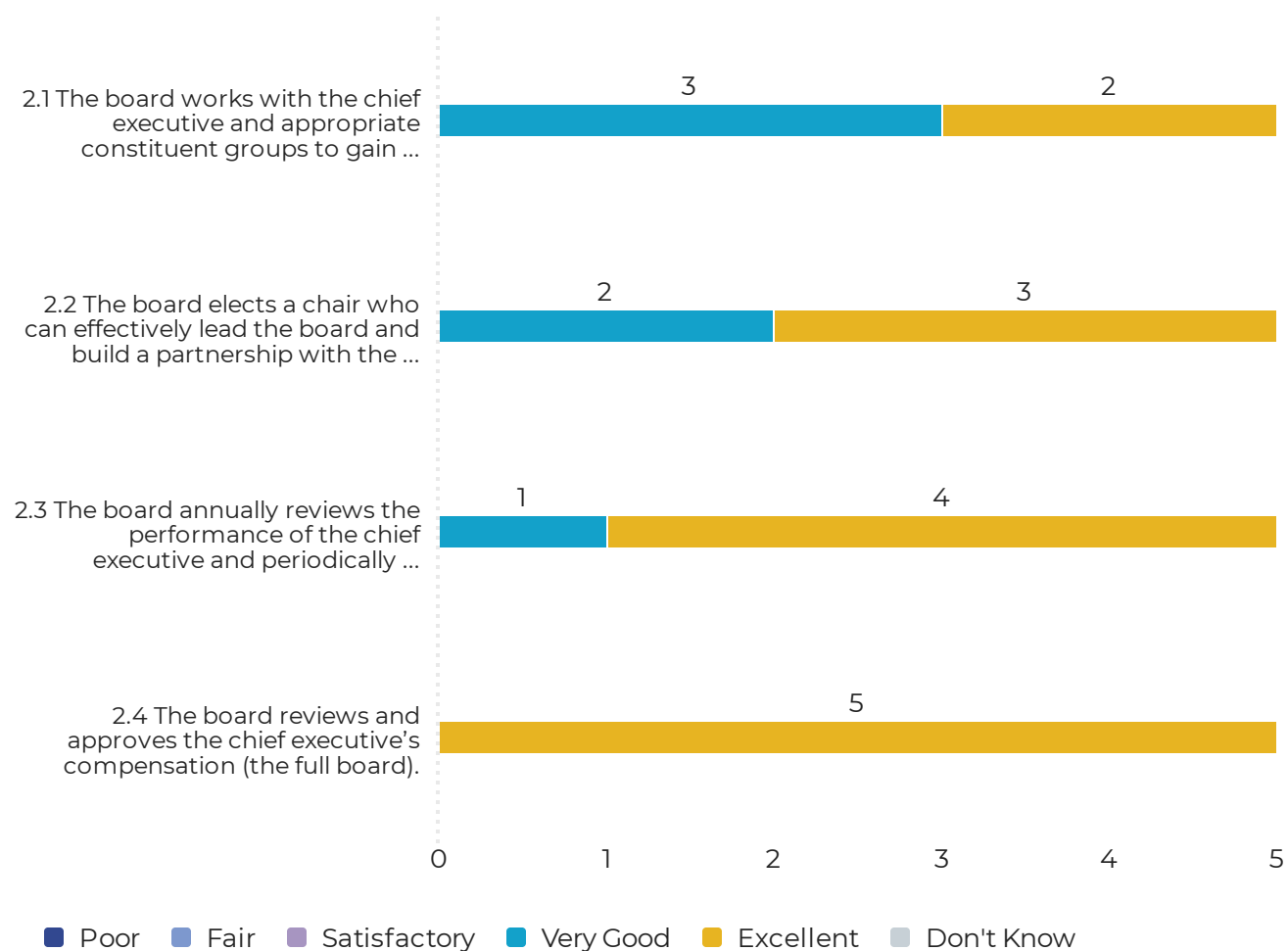
## Section 2: Leadership and Shared Governance

### Response Table: Leadership and Shared Governance

Question	Poor	Fair	Satisfactory	Very Good	Excellent	Don't Know
2.1 The board works with the chief executive and appropriate constituent groups to gain support for institutional goals.	0	0	0	3	2	0
2.2 The board elects a chair who can effectively lead the board and build a partnership with the chief executive.	0	0	0	2	3	0
2.3 The board annually reviews the performance of the chief executive and periodically conducts a comprehensive assessment.	0	0	0	1	4	0
2.4 The board reviews and approves the chief executive's compensation (the full board).	0	0	0	0	5	0



## Chart: Leadership and Shared Governance





## Data Table: Leadership and Shared Governance

Question	Min	Max	Mean
2.1 The board works with the chief executive and appropriate constituent groups to gain support for institutional goals.	3.00	4.00	3.40
2.2 The board elects a chair who can effectively lead the board and build a partnership with the chief executive.	3.00	4.00	3.60
2.3 The board annually reviews the performance of the chief executive and periodically conducts a comprehensive assessment.	3.00	4.00	3.80
2.4 The board reviews and approves the chief executive's compensation (the full board).	4.00	4.00	4.00

**Poor = 0, Fair = 1, Satisfactory = 2, Very Good = 3, Excellent = 4**

(Respondents who answered "Don't Know" are excluded from the calculations for this question.)



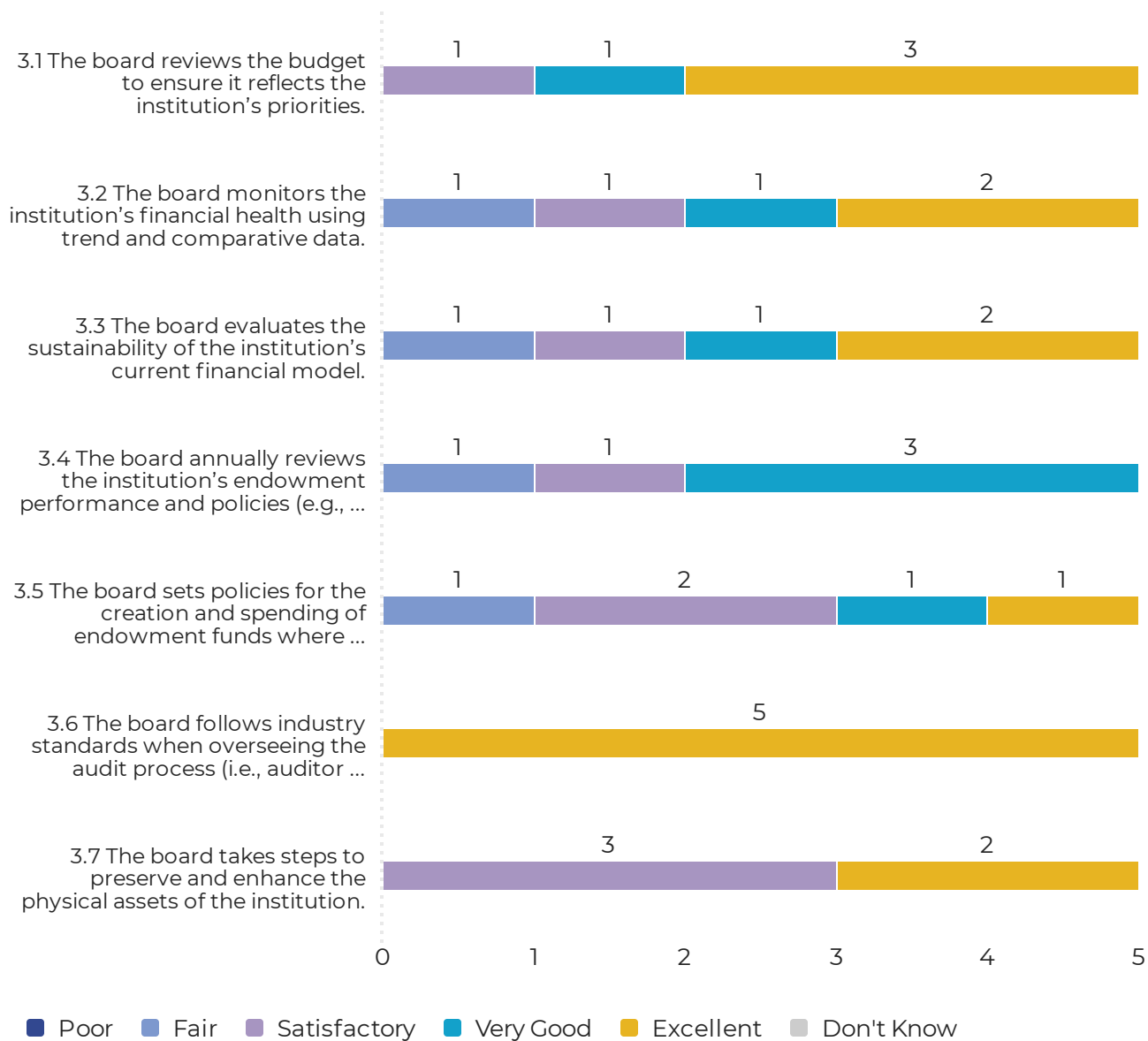
## Section 3: Institutional Sustainability

### Response Table: Institutional Sustainability

Question	Poor	Fair	Satisfactory	Very Good	Excellent	Don't Know
3.1 The board reviews the budget to ensure it reflects the institution's priorities.	0	0	1	1	3	0
3.2 The board monitors the institution's financial health using trend and comparative data.	0	1	1	1	2	0
3.3 The board evaluates the sustainability of the institution's current financial model.	0	1	1	1	2	0
3.4 The board annually reviews the institution's endowment performance and policies (e.g., asset allocation; endowment drawdown).	0	1	1	3	0	0
3.5 The board sets policies for the creation and spending of endowment funds where applicable.	0	1	2	1	1	0
3.6 The board follows industry standards when overseeing the audit process (i.e., auditor independence, audit committee membership).	0	0	0	0	5	0
3.7 The board takes steps to preserve and enhance the physical assets of the institution.	0	0	3	0	2	0



## Chart: Institutional Sustainability





## Data Table: Institutional Sustainability

Question	Min	Max	Mean
3.1 The board reviews the budget to ensure it reflects the institution's priorities.	2.00	4.00	3.40
3.2 The board monitors the institution's financial health using trend and comparative data.	1.00	4.00	2.80
3.3 The board evaluates the sustainability of the institution's current financial model.	1.00	4.00	2.80
3.4 The board annually reviews the institution's endowment performance and policies (e.g., asset allocation; endowment drawdown).	1.00	3.00	2.40
3.5 The board sets policies for the creation and spending of endowment funds where applicable.	1.00	4.00	2.40
3.6 The board follows industry standards when overseeing the audit process (i.e., auditor independence, audit committee membership).	4.00	4.00	4.00
3.7 The board takes steps to preserve and enhance the physical assets of the institution.	2.00	4.00	2.80

**Poor = 0, Fair = 1, Satisfactory = 2, Very Good = 3, Excellent = 4**

(Respondents who answered "Don't Know" are excluded from the calculations for this question.)



## Section 4: Quality of Educational Programs

### Response Table: Quality of Educational Programs

Question	Poor	Fair	Satisfactory	Very Good	Excellent	Don't Know
4.1 The board monitors educational quality, using trend and comparative data for student learning outcomes, retention and graduation rates, and the value of degrees/certificates.	0	0	2	2	1	0
4.2 The board ensures policies and practices are in place to protect academic freedom and institutional autonomy.	0	1	0	1	2	1
4.3 The board reviews the institution's accreditation reports including responses to identified concerns or deficiencies.	0	0	1	1	3	0

### Chart: Quality of Educational Programs





## Data Table: Quality of Educational Programs

Question	Min	Max	Mean
4.1 The board monitors educational quality, using trend and comparative data for student learning outcomes, retention and graduation rates, and the value of degrees/certificates.	2.00	4.00	2.80
4.2 The board ensures policies and practices are in place to protect academic freedom and institutional autonomy.	1.00	4.00	3.00
4.3 The board reviews the institution's accreditation reports including responses to identified concerns or deficiencies.	2.00	4.00	3.40

**Poor = 0, Fair = 1, Satisfactory = 2, Very Good = 3, Excellent = 4**

(Respondents who answered "Don't Know" are excluded from the calculations for this question.)



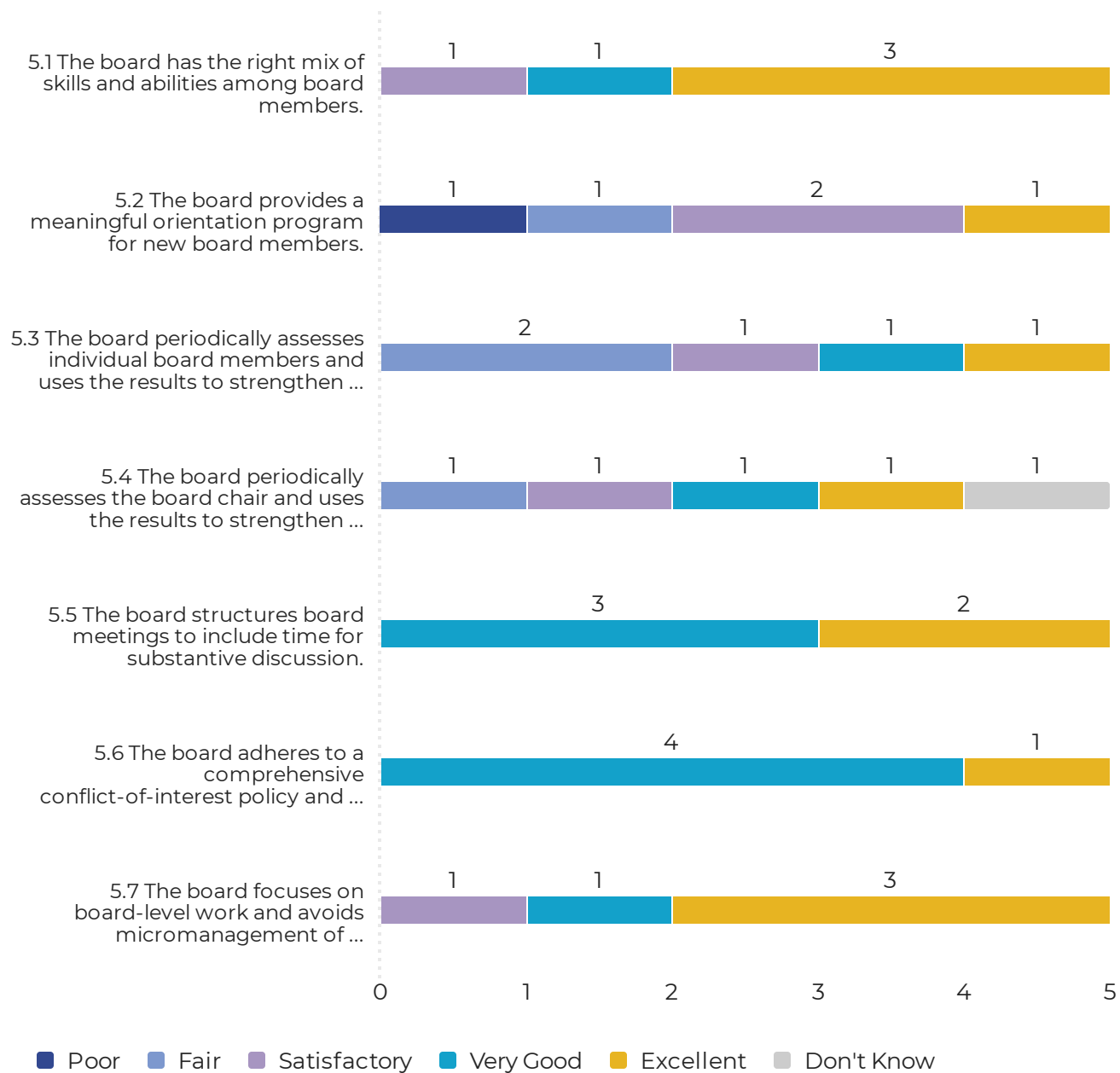
## Section 5: Board Performance

### Response Table: Board Performance

Question	Poor	Fair	Satisfactory	Very Good	Excellent	Don't Know
5.1 The board has the right mix of skills and abilities among board members.	0	0	1	1	3	0
5.2 The board provides a meaningful orientation program for new board members.	1	1	2	0	1	0
5.3 The board periodically assesses individual board members and uses the results to strengthen performance.	0	2	1	1	1	0
5.4 The board periodically assesses the board chair and uses the results to strengthen performance.	0	1	1	1	1	1
5.5 The board structures board meetings to include time for substantive discussion.	0	0	0	3	2	0
5.6 The board adheres to a comprehensive conflict-of-interest policy and addresses conflicts appropriately.	0	0	0	4	1	0
5.7 The board focuses on board-level work and avoids micromanagement of administrative responsibilities.	0	0	1	1	3	0



## Chart: Board Performance





## Data Table: Board Performance

Question	Min	Max	Mean
5.1 The board has the right mix of skills and abilities among board members.	2.00	4.00	3.40
5.2 The board provides a meaningful orientation program for new board members.	0.00	4.00	1.80
5.3 The board periodically assesses individual board members and uses the results to strengthen performance.	1.00	4.00	2.20
5.4 The board periodically assesses the board chair and uses the results to strengthen performance.	1.00	4.00	2.50
5.5 The board structures board meetings to include time for substantive discussion.	3.00	4.00	3.40
5.6 The board adheres to a comprehensive conflict-of-interest policy and addresses conflicts appropriately.	3.00	4.00	3.20
5.7 The board focuses on board-level work and avoids micromanagement of administrative responsibilities.	2.00	4.00	3.40

**Poor = 0, Fair = 1, Satisfactory = 2, Very Good = 3, Excellent = 4**

(Respondents who answered "Don't Know" are excluded from the calculations for this question.)

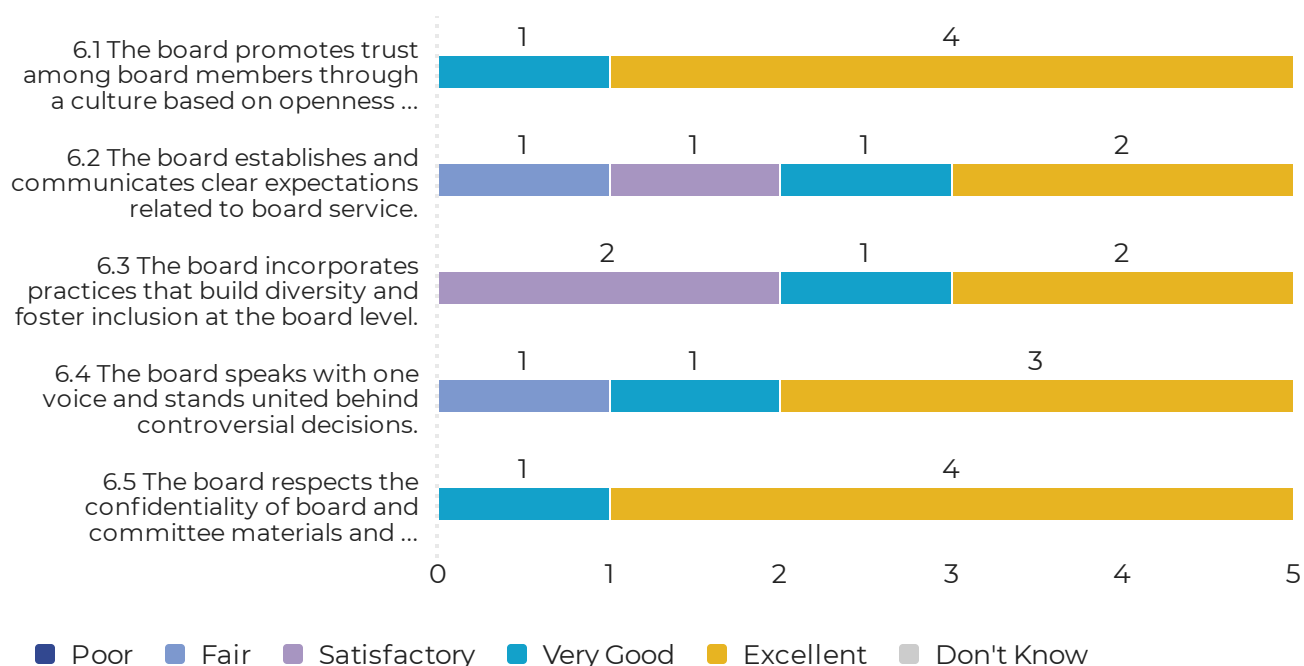


## Section 6: Board Culture

### Response Table: Board Culture

Question	Poor	Fair	Satisfactory	Very Good	Excellent	Don't Know
6.1 The board promotes trust among board members through a culture based on openness and respect.	0	0	0	1	4	0
6.2 The board establishes and communicates clear expectations related to board service.	0	1	1	1	2	0
6.3 The board incorporates practices that build diversity and foster inclusion at the board level.	0	0	2	1	2	0
6.4 The board speaks with one voice and stands united behind controversial decisions.	0	1	0	1	3	0
6.5 The board respects the confidentiality of board and committee materials and discussions.	0	0	0	1	4	0

### Chart: Board Culture





## Data Table: Board Culture

Question	Min	Max	Mean
6.1 The board promotes trust among board members through a culture based on openness and respect.	3.00	4.00	3.80
6.2 The board establishes and communicates clear expectations related to board service.	1.00	4.00	2.80
6.3 The board incorporates practices that build diversity and foster inclusion at the board level.	2.00	4.00	3.00
6.4 The board speaks with one voice and stands united behind controversial decisions.	1.00	4.00	3.20
6.5 The board respects the confidentiality of board and committee materials and discussions.	3.00	4.00	3.80

**Poor = 0, Fair = 1, Satisfactory = 2, Very Good = 3, Excellent = 4**

(Respondents who answered "Don't Know" are excluded from the calculations for this question.)





## **MEMORANDUM**

**To:** Board of Regents,  
Northern New Mexico College

**From:** Hector Balderas, JD, CFE  
President

**Date:** December 11, 2025

**Re:** Board of Regents Meeting Minutes

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### **Issue**

Northern New Mexico College (NNMC) provides, on a monthly basis, Board of Regents Minutes from the previous month for approval.

### **Recommendation**

Staff recommends that the Board of Regents approve the attached Board of Regents Minutes for October 31, 2025 as submitted or if applicable, as amended.





**BOARD OF REGENTS SPECIAL MEETING**  
**MINUTES**  
**OCTOBER 31, 2025**

A Regular Meeting of the Board of Regents of Northern New Mexico College was held on Friday, October 31, 2025, In Person and Via Zoom in the Board Room of Northern New Mexico College, Española. Campus. Regents Present in person and Viz Zoom: Michael A. Martin, Erica Velarde, Ruben Archuleta, Ron Lovato and Dolores Gurule.

Northern New Mexico College Staff Present: President Hector Balderas, JD, CFE, Theresa Storey, Chief Financial Officer/Compliance Officer, Matthew Baca, General Counsel, Scott Stokes, Chief Information Officer, Juan Gallegos, Windows System/Information Security Administrator, Sandy Krolick, Creative Director, Communications & Marketing, Alejandra Jaramillo, Director, High School Equivalency Program, Tammy Winston, Student Life Coordinator, Emma Hashman, Director, Admissions, Shawn Madrid, Capital Projects Coordinator, Vince Lithgow, Accountant III, Arin McKenna, Staff Writer Reporter, Cindy Martinez, Human Resources Admin/Tech, Patrice Trujillo, Health & Safety Manager, Deborah Trujillo, It Manager, Sally Martinez, Executive Assistant to the Provost & Vice President for Academic Affairs, Sara McCormick, Career Services Specialist and Amy Peña, Executive Office Director/Board Secretary.

Faculty Present: Scott Braley, Faculty Senate President, Rhiannon West,

Others Present: Brandee DeAgüero, Cipriano Marquez, Student Senate,

**I. CALL TO ORDER**

Chairman Martin called the meeting to order at 9:01AM

**II. APPROVAL OF AGENDA**

Chairman Martin stated the first item on the agenda is to approve the agenda. He stated he had one correction to make. The Academic and Student Affairs Committee did not meet this last month, so we will scratch them from the agenda. Chairman Martin entertained a motion to approve the agenda as amended.

**Regent Velarde moved to approve the agenda as amended. Second – Regent Archuleta. A roll call vote was taken. Chairman Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Gurule – yes. Motion passed unanimously.**



### **III. PUBLIC INPUT**

**None.**

### **IV. COMMENTS FROM THE BOARD**

#### **A. Board of Regents Subcommittee Reports**

##### **1. Housing Committee**

Regent Archuleta stated we had a great meeting in El Rito last month and Mr. Leo Valdez is meeting with President Balderas and Matt Baca to go over a developmental plan for the study that they are going to perform. So, they will be meeting pretty soon. Leo has narrowed it down to four companies that we are going to choose from. He will go over that with President Balderas.

Chairman Martin asked if there were questions from the Board. No questions from the Board.

##### **2. Audit, Finance, Facilities Committee**

Regent Archuleta stated it was an informative meeting and we will have some stuff to approve today on the agenda but it was a very short meeting.

##### **3. Academic and Student Affairs Committee**

**None.**

##### **4. Governance Committee**

The Board entered into an Agreement with AGB for an online board survey. Chairman Martin stated everyone received the survey by October 23 and asked if all regents have filled it out. Regent Archuleta stated he has started and will finish. Regent Gurule stated she will finish it this weekend. Regent Velarde will finish it this weekend.

##### **5. HERC Committee - Informational**

HERC is having the annual meeting on Monday, November 10 at NNMC. All regents are invited to join. There will be regent training by Cuddy and McCarthy, Marc Saavedra and updates from Cabinet Secretary Rodriguez. Big shout out to Ms. Peña for all her help setting this up. Thank you to President Balderas and Northern for providing all the meals for the festivity and we really appreciate that. President Balderas thanked Chairman Martin



## 6. November/December Board of Regents Meeting

Board President Martin stated the Board of Regents needs to pick a date. We have four dates in December, the 10<sup>th</sup>, 11<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup>. The 11<sup>th</sup> is also the day of our holiday party here on campus, which would be a perfect time to have the meeting. Chairman Martin asked if everyone could make it on December the 11<sup>th</sup>. Regent Velarde – yes, Regent Archuleta – yes, Regent Gurule – yes.

Chairman Martin entertained a motion to set December 11<sup>th</sup> as the meeting for, our last meeting of the year.

**Regent Velarde moved to have December 11<sup>th</sup> as the last meeting of the year. Regent Archuleta – second. A roll call vote was taken. Chairman Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Gurule – yes. Motion passed unanimously.**

## 7. AGB Annual Conference

Chairman Martin stated the next item is the AGB Annual Conference which is happening March 28-30, 2026 at the Gaylord Rockies Resort in Denver, Colorado. Chairman Martin stated he was hoping that the Board and President Balderas could attend. He knows Regent Velarde and Regent Archuleta have attended the national conference in the past and asked them to share a little bit.

Regent Velarde stated it was great. It's a great opportunity to see what other schools are doing, how they are structured and how differently we are structured sometimes and it is great to go out there and be able to make connections with other schools and be able to have conversations afterwards and she knows that when they went to Boston, our student regent, she made great connections there. There was a whole, like, cohort of student regents and so, you know, those are those opportunities that are there as well.

Chairman Martin thanked Regent Velarde and asked Regent Archuleta.

Regent Archuleta stated he went last year to Chicago, you know, they offer different classes to take, very interesting ones. He got to network. He sat with a regent from Penn State and he was kind of amazed that they had 42 Regents on their campus. He asked how many we had and he told them five. He is thankful to have five and not having to deal with 42 other people. It was very interesting and it was his first one. The classes were, they talked about the NIL deals with the monies for the basketball programs, the football programs and big money being spent.



Chairman Martin thanked Regent Archuleta and stated HGB has an early bird discount if we register before the 5<sup>th</sup> of December. Chairman Martin stated he highly encourages everyone that is thinking of going to please contact Ms. Peña before that deadline so that we can take advantage of, we will save something like \$1,800 if we register three members by the 5<sup>th</sup> of December. Chairman Martin also stated he would really like the President to join them up there and thanked him.

## **V. APPROVAL OF MINUTES**

Chairman Martin entertained a motion to approve the minutes of September 26, 2025.

**Regent Archuleta moved to approve the minutes of September 26, 2025. Second – Regent Velarde. A roll call vote was taken. Chairman Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Gurule – yes. Motion passed unanimously.**

## **VI. PRESIDENT’S REPORT AND ANNOUNCEMENTS**

### **A. Celebrate Northern**

President Balderas stated he would like to congratulate the committee and the team that came together. We are going to be visiting and celebrating a little bit this afternoon on a clean audit for our foundation. The foundation has come a long way. Not only does Judith and our team do a great job fundraising, but it’s great to make sure that we have all the compliance issues that are necessary in order to have that privilege, really be taken care of, and so we’ll be thanking the audit team that really kind of got us over the hill there with a clean audit for our foundation. President Balderas stated he would also like to thank the amazing, kind of multidisciplinary crew of, that came together yesterday to put a successful ribbon cutting of cosmetology. It is to see you Mr. Chairman and some of our other regents. We were told those portables dropped in 1983, he believes, or 87. It was a nursing department but for many years, it never as modernized or updated and so, so many groups academics, staff, facilities, contractors, the regents and the administration kind of came together and when President Balderas got here, the cosmetology program was displaced in completely different buildings, so yesterday it was amazing to see someone like Betty from Cosmetology speak with a very love, and authentic voice of all that she’s endured and then it was great to see these students and the student leaders come together around that so that’s exciting to see .

We celebrated the revitalization of Northern’s historic El Rito campus with the Northern New Mexico Normal School Alumni Association at Northern Rising. It was rewarding to see the reactions of people with such close ties to the campus to the unveiling of El Portal del Águila (the Normal School Alumni Memorial Wall) and the revitalization of the dorms and common areas of Cutting Hall. I want to thank Leo Valdez, the President of the Alumni Association, as well as Cleo and Raymond Lobato, Class of ’58, and our student athletes



who performed the Ribbon cutting at Cutting Hall. I also want to thank Governor Michelle Lujan Grisham and the New Mexico State Legislature for providing the funds that made this possible. We are not going to stop and we have exciting plans to continue renovation on the campus. Definitely a remarkable event. He also got letters from as far as California and Washington, DC. It was more than a facility; President Balderas thinks this was an inspiring hope that we can educate in all our rural communities that we don't have to leave anybody behind or pick one community over the other so that was fantastic.

President Balderas stated he was just in Colorado with the Provost and Judith Pepper. They were raising money in Gunnison and he wants to thank Judith Pepper has been doing a tremendous job on the President's Eagle Campaign. So far, we've raised \$620,000 toward our \$1,000,000 goal. These donations are supporting student scholarships, strengthening our academic and trades programs, and opening doors of opportunity across Northern New Mexico.

Northern is one of eight higher education institutions spotlighted in the new "Knowledge Concourse" at the Albuquerque Sunport. Each institution has a showcase in the baggage claim area to highlight their story, accomplishments and educational offerings. Albuquerque Mayor Tim Keller led the ribbon cutting ceremony October 20. Our Communications Department did a phenomenal job of planning and executing our display, which reflects Northern's rich legacy and forward-looking spirit through four themes: Eagle Spirit, Academics, Community and our historic roots. A special thanks to Sandy Krolick and Milam Shah for their work designing and installing the exhibit. I also wanted to thank everyone who contributed items for the display, including the Northern New Mexico Normal School Alumni Association, Registrar Janice Baca, alumni Jacob Torres, Española Gloveworks, Joanne and Lowlow Medina, our Admissions office, the Veterans Resource Center, Trickster, the Technical Trades and Athletics Departments and David Lindblom. If you visit the Sunport, be sure to stop by Gate 4 in the baggage claim area to see our showcase.

I want to congratulate Career Services for their success with a transformative internship program they launched in Fall 2024. So far, they have placed 50 students in paid internships in high-demand fields. This program is creating career-ready opportunities for first-generation students from underserved communities, bridging the gap between classroom learning and workforce readiness. I want to commend Career Services Specialist Sara McCormick and her team, Alan Kapulski and Ashley Duemmler.

We are collaborating with the Department of Corrections Penitentiary of New Mexico and the New Mexico Higher Education Department to bring an electrical vocational program to the Penitentiary. The course covers the basics of electrical work and lays the groundwork for inmates to pursue advanced certification or an associate's degree in the field. Northern is providing the instructor and the New Mexico Higher Education Department is providing the funding. This is exciting because Espanola always gets



dubbed as a community with challenges. We're on the news, you know, crime, drugs, all that and President Balderas hates that framing and it's exciting to see Northern kind of leading the state in the conversations for justice reform and so a lot of lawmakers are already asking you know, what we're doing in that area, and it's like, we want to prepare the workforce, whether you start off in the beginning or you need a second chance, we want to be a statewide leader in that so that's exciting to see that take off.

We honored Native American Heritage Week with Native Arts Demos, a screening of "Rez Ball," and a day of celebration that included an Arts & Crafts Fair, Native Dancers and Tewa Tacos. Josett Monette, Secretary of the New Mexico Department of Indian Affairs, gave the Keynote address and Ohkay Owingeh Governor Benny Lujan led the invocation. I would like to thank the team that organized this week of events: Marcel Povijua, Toni Atencio, Rachel Begay, Khiana Valencia, Joseph Padilla, Neomi Baldonado, Virginia Cata, Martin Shupla, Melvin Moquino, Alicia Naranjo, Amy Peña, Tammy Winston, Sally Martinez, Sondra Adams, Geno Trujillo and Sandy Krolick.

Kudos to our Math & Physical Sciences Department and their partnership with the Universities Space Research Association's Lunar and Planetary Institute to bring us Sky Fest, which brought in over 120 participants. It was an incredible evening of planetarium shows, hands-on activities, and stargazing through telescopes. Our thanks to Christine Shupla for a fantastic tour of the planets and to the Pajarito Environmental Education Center and the New Mexico Museum of Natural History & Science for their participation. I also want to thank Ana Vasilic and all the staff and faculty who helped create this event and staff activities during it.

Our El Rito campus hosted Growing Together: A Celebration & Visioning Session, which celebrated the Greenhouse and Alumni Hall Rain Gardens Projects. The event included a guided garden tour, a visioning discussion about ways to grow the impact of this project and a chance for community members with a common interest to connect. I want to thank Lina Alegre for her great work on this project.

The Counseling & Student Support Center hosted two events. The 3rd Annual Recovery Month Celebration shared stories of resilience and recovery from drug and alcohol addiction and connected participants with local resources for healing. During a forum about human trafficking, Lynn Sanchez, Silver Van Fleet, and Xuelian Hao from The Life Link shared powerful stories about the realities of human trafficking and the work being done to support survivors in rebuilding their lives. Our thanks to Khiana Valencia and Adam Baca for their continued efforts to support our students.



President Balderas recognized Edwina Romero, Director of NNMC's Dual Credit program, discussed the challenges Dual Credit students face and shared strategies for how faculty and staff can best support their success during the September 25 Lunch n Learn. Thank you, Edwina, for your passionate support of these students. She was also key in hosting Pojoaque High School at Northern New Mexico College.

Student Life hosted Out Together: A Campus Celebration to commemorate National Coming Out Day. The event included a resource fair, food and games, including a discussion on what coming out means, and how we can all create a safe space for our friends, family and community on our campus. Our thanks to The Mountain Center for their participation in this event and to Tammy Winston for bringing this event to our students.

President Balderas stated he would like to recognize all the individuals that are working right to prepare for our national accreditation visit which is only weeks or days away. You're seeing concrete getting laid, gravel getting spread, you're seeing the regent room and the boardroom will be done by then. We are under the clock and he can't thank the multidisciplinary group that's working on all that to make sure that our campus looks great for our national creditors. For proper perspective. Just in the fall, we've had a successful business accreditation, a successful engineering school accreditation and this the 10-year renewal. But we have, from facilities, faculty staff working logistically above and beyond their normal job to make sure that we have the right environment to tell the school's story and he is excited and we're ready and then he is also going to be hosting a couple of presidential events. If it involves Frito pies, paletas, come and hang out with me, but it's really to share how you can partner with us when our creditors come onto campus. We are going to be ready to tell Northern's story and we want you all to be knowledgeable with where Northern excels in finance, academics, governance. We are, nationally doing very well but he wants everyone from facilities all the way to our staff to really be proud of that and for us to share that story.

President Balderas concluded his presentation on Celebrate Northern.

## B. CUP/NMICC Report

President Balderas stated CUP/NMICC is really in a hibernation mode. Most everything CUP/NMICC related at this time revolves around the interim legislative session and development of the higher ed. unified priorities; here are some of the highlights of where we are there:

- Current Draft of Unified Priorities
  - Recurring Priorities
    - I&G - request 2.7% increase to formula funding



- Employee benefit changes - fully fund statutorily enhanced employee benefits, including any required employer share
- Cost of Living Adjustment - provide equivalent increases that go to state agency and K12 employees
- Non-formula adjustment - student support funding to support retention & completion efforts
- Non-recurring Priorities
  - Continued funding of Workforce Training GRO appropriation to include funding beyond FY27
- Statewide Initiatives
  - Campus Safety (\$20M)
  - Building Renewal & Replacement (\$30M-\$100M)
  - Equipment Renewal & Replacement (\$5M-\$10M)
  - Cybersecurity (\$5.4M)
- Dual Credit - request legislature to have PED provide funding for dual credit tuition
- Continued support for funding Lottery & Opportunity scholarships

The CUP continues to work through contracted support to educate the LFC and other stakeholders on institutional fund balances. This is increasingly important as it is unclear if the NCHEMS adequacy study will influence budget recommendations or changes to the funding formula.

The CUP is also closely following the possible creation of the Major Projects Fund. The purpose of the fund is to relieve pressure on the GO cycle and to provide alternative funding for major projects not permissible under existing funding.

Chairman Martin asked President Balderas to remind him, the LEF comes up with their budget and asked if that has been submitted yet and then the Governor has a budget, correct. President Balderas stated that is correct. Chairman Martin asked if either of those have been submitted. President Balderas stated they have not, not their budgets but the technical agencies that give recommendations have made recommendations but what they are going to propose won't be until the session starts and then from there we try to modify and move. Chairman Martin thanked President Balderas.

#### C. NMMC Foundation

President Balderas stated he referenced this earlier.

#### **FY26 Philanthropic Donations**

- D. July 1, 2025 to September 22, 2025 - \$115,201
- E. President's Eagle \$1,000,000 Campaign – \$622,018
- F. Start Date: March 2024



## G. Introduction of Staff and Faculty

President Balderas introduced the following staff and faculty:

### **Matt Barnes**

#### **Title Five Coordinator and head of new Peer Tutor Center**

Matt Barnes joins us as Title Five Coordinator and head of our new Peer Tutor Center. Matt comes to Northern from Hobbs, New Mexico, where he spent the last two and a half years as an English professor. Prior to that he was the Director of the Academic Success Center at Northwestern Oklahoma State University in Alva, Oklahoma, for three years. Matt was able to increase visits to this student run peer tutoring center by an average of almost 25% per year. Matt is a native of Oklahoma, where he earned two degrees from NWOSU. He received an undergraduate degree in business administration and worked for several years as a licensed investment advisor before going back to school in his late thirties to work on his graduate degree in adult education and English.

### **Kenneth Gallegos**

#### **Assistant Director of Facilities**

Kenneth Gallegos joins NNMC's facilities team as Assistant Facilities Director. Kenneth's background includes 25 years of maintenance experience for the NMDOT maintenance department. Ten of those years were routine highway maintenance and 15 years were as a Highway Maintenance manager. After retiring from NMDOT, Kenneth worked for Española Public Schools for 4 years as a maintenance tech, taking the leading role on all specialized maintenance projects.

### **Mark Montoya**

#### **Custodian**

Mark Montoya joins NNMC as a member of the custodial team. Mark will be keeping things clean at the Martinez, Teacher Ed and Nursing buildings. Prior to joining NNMC, Mark was a self-employed handyman. He wanted to thank everyone who has gone the extra mile to get him onboarded and make him feel welcome.

### **Gilbert Nunez**

#### **Groundskeeper**

Gilberto Nunez joins the NNMC facilities team as a groundskeeper. Gilberto brings great knowledge in the upkeep of landscaping and much more. He worked for Española Public Schools for four years as a maintenance worker and prior to that he worked at Mesa Ranch for 25 years as a supervisor of all operations. Twenty-nine years of knowledge and experience under Gilberto's belt brings a wealth of experience to NNMC's facilities team.



President Balderas also stated Dalene Valdes is our new project manager leader. Many of you, he doesn't have to mention, know Dalene, she was here before but she's really, as we're ratcheting up some of our construction and remodel projects, we need someone to rally focus on a lot of those details and she, we stole her away from LANL.

Chairman Martin asked if there were any questions from the Board. No questions.

## **VII. FACULTY SENATE PRESIDENT REPORT**

Faculty Senate Braley stated there will be program changes sent to the Provost and otherwise it has been routine business.

## **VIII. STUDENT SENATE PRESIDENT REPORT**

Student Senate President DeAguero stated she attend the National Student Government in Washington, DC and learned a lot of new ways to improve the campus along with student government at NNMC. Her vision is to make the campus safer, more connected and inclusive. She will focus on campus safety and listen to student voices about planning events for all students, not just athletes. Being able to honor Northern in DC, she is very honored and her goal is for every student to feel honored, supported and part of Northern. That is her vision of attending the DC Conference. They selected four new members for Student Senate. They are also participating in the Chamber of Commerce Trunk or Treat on November 1<sup>st</sup> and starting a coat drive and food drive for the holidays. They will be decorating and participating for the homecoming basketball game.

Chairman Martin asked if there were questions from the Board of Regents.

Regent Velarde had no questions but thank you for representing us out there and great job in getting so much going.

Regent Archuleta thanked Ms. DeAguero.

Regent Gurule thanked Ms. DeAguero

## **IX. VICE PRESIDENT FOR FINANCE**

### **1. Metal Trades Roofing**

Theresa Storey, Vice President for Finance stated the first item is an action item for the approval of the metal trades roofing replacement. Ms. Storey stated she would like acknowledge Shawn Madrid who is present should we have any technical questions. This project is, again, for the metal trades roofing. It will consist of demo and replacement. Multiple quotes were sought for this project. The price and the quote and the vendor we



landed on will cost us just over half a million dollars. The source of funds will be the 2023 general obligation bonds and the project will be reviewed by the Capital Outlay Committee pending the Board's approval. With that, Ms. Storey stood for questions.

Chairman Martin asked if there were questions from the Board.

Regent Velarde stated she had no questions she had her questions answered during the subcommittee meeting.

Regent Archuleta – no questions.

Regent Gurule – no questions.

Chairman Martin asked Mr. Madrid if he had anything to share.

Mr. Madrid stated this is a much-needed improvement for the metal trades building. The weaving shop and stuff like that have had, like, they have a lot of leaks inside the building, so this is something that we really need to get, just for the structure of the building to continue if we want to keep that building. President Balderas stated yea, and that's all he wanted to do is bring Mr. Madrid up so the community can understand who is going to benefit and what programs. President Balderas asked Mr. Madrid to describe to the Chairman kind of the scope of the roofing improvement, obviously that those buildings are going to continue to improve but it's just kind of the scope.

Mr. Madrid stated yes, so the scope of the work is that we're going to be a doing is we're going to be replacing he thinks it's, like, 600 square feet of right now it's built up roof so its farm gravel and it will be replaced with a new TPO with, he thinks it's a 25-30 year warranty on it and then as well as we have he thinks it's 40 square feet, 4,000 square feet of metal roofing that will be replaced with metal roofing as well and we will be replacing all the trim and we'll make sure that we enclose the building envelope consistently with stucco repairs, caps on all the parapet walls, all that stuff, so that we make sure that we have a really good, building envelope on top of that building.

President Balderas asked if this will impact the weaving or it doesn't go as far away. Mr. Madrid stated it does, yes. So, this will replace the roof on the whole building. President Balderas stated this is what he wanted to know for our Regents to know because he knows the Regents care a lot about the weaving, the continuing ed courses that some of the elderly come and this will also protect the new trades classrooms and everything that's going on in there. So, this is kind of an exciting, we won't be inviting the Regents quite yet for ribbon cutting and we've got a lot of HVAC work and others, but the heart of this college is our cultural arts and our trades and so we're kind of doing what we did with cosmetology, we're helping catch those programs up and then those programs, we have



a lot of dual credit high schools kids that come in and so we want them to have a safe and a kind of exciting impression. So, this is the beginning of many phases.

Chairman Martin asked Mr. Madrid for the timeframe. Mr. Madrid stated we are looking at, depending on, hopefully, we'll get the committee approval on November 12<sup>th</sup>. After that, we've already kind of scheduled to get this project started November 17<sup>th</sup>, planning that we get approval from HED on the 12<sup>th</sup>. We'll have approval and break ground on the 17<sup>th</sup> of November.

Chairman Martin asked how long it will take. Mr. Madrid stated maybe three to four weeks. Chairman Martin asked if it would impact classes. Mr. Madrid stated no, because we're doing it so, like, so the majority of it is going to be ripped and replaced so we're only replacing decking where, it's required, like where it's damaged and stuff like that so the decking itself, will stay intact so essentially, we're just kind of putting a new top on top of what we have.

Chairman Martin asked if we are taking the old top off and putting a new one on. Mr. Madrid stated yes. Chairman Martin asked what TPO is. Mr. Madrid stated TOP is a new, it's a material, it's kind of like a vinyl material so it's almost like a big role of plastic but it is thicker, it's TPO. Chairman Martin asked if it replacing the tar and gravel. Mr. Madrid stated yes. Chairman Martin asked if that will be replaced and all the metal will be replaced. Mr. Madrid stated yes. Chairman Martin thanked Mr. Madrid.

Chairman Martin entertained a motion to approve the recommendation.

**Regent Archuleta moved to approve the recommendation. Second – Regent Gurule. A roll call vote was taken. Chairman Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Gurule – yes. Motion passed unanimously.**

## 2. Fiscal Watch Reports

Ms. Storey Presented the Fiscal Watch Report (attached) to the Board of Regents and stood for questions.

Chairman Martin asked on the summary of operating and plant funds, with the ending fund balance at the bottom of the page, that just jumped out, it shows a negative (\$112,000) and asked why it is so high. Ms. Storey stated she will take a look at that, percentage calculation, but essentially, our plant funds, we budget, we seek reimbursement on a draw down basis. So typically, you wouldn't necessarily see a fund balance there, but that's likely just a function of either we had front-loaded funds for our capital improvement so it's kind of a timing between revenue and expenditures. The percentage looks funky because there's nothing in our prior columns.



Chairman Martin stated he had one other that jumped out at him on page 26 of 27 total expenditures and transfers is up at 10,000% which is good, it's a positive number. Ms. Storey stated you'll see in this period last fiscal our expenditures for the plant were about \$65,000 and this year period they are \$2.1 million. So that's just the percentage difference there. Chairman Martin asked is that the result of getting funding from the legislature for projects. Ms. Storey stated she thinks it's a result of all ongoing projects that President Balderas has mentioned in celebration. The project, you know, we go for the housing. We had a lot of activity in July, August for both renovations and then as well as some of the renovations, the concrete outside, the drainage project, the stacked concrete, the rock that you see outside.

Chairman Martin asked if the drainage project is complete. President Balderas stated almost, they're working on kind of the final landscaping pieces of it and they are going to do wanting our cleaning so that it looks beautiful from the retail perspective but someone was saying we got five or six floods this year that engineering held up so it was very successful because before it used to flood out the farm and for some reason it's been a really high-water season. President Balderas would get videos from different people thinking it looked like we could have a river raft that river and let's see, it was just a flood drainage but very proud. A lot of the sediment came from the county but we're now going to start working on what's called kind of a, he could call it a pond but some of the work down past the pond, because this is doing a really good job now of managing the water safely but they are on the final stages of this stage to be finished.

Chairman Martin asked if he understands correctly that the end of our property is Santa Clara. President Balderas stated he believes so. Chairman Martin stated and they don't want any sediment coming on to their property from drainage. President Balderas stated exactly. Chairman Martin stated so we need to somehow collect that sediment that is not generated on our property but coming down the arroyo. President Balderas stated coming down and then what we thought is that they would either want it for their water table or let the water flow back into the Rio Grande but they would rather us contain. Chairman Marin asked if a lot of water is contained. President Balderas stated a lot of water which means we probably need to engineer and clear out some of that back, those back lots we do own. The other thing we're doing in the process, we're updating the current survey because President Balderas needs to know what our property boundaries are so that we can start to maximize the land and some of these engineering decisions and security decisions we can make. Knowing where our property boundaries are so we have beautiful land back there. But it's so within our 5-year master plan, we are going to be talking about the farm and the land behind the farm and some of this land and then even we have some beautiful land that has never been developed. Right by the event center, he wants to build parking and walking trails all around the facility but we need to know what our property boundaries are so we are getting a legal survey done.



Chairman Martin asked if there were questions from the Board. No questions. Regent Lovato joined the Board of Regents meeting and had no questions.

Chairman Martin entertained a motion to approve the Fiscal Watch Reports as presented.

Regent Gurule moved to approve the Fiscal Watch Reports. Second – Regent – Velarde. **Chairman Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Lovato – yes, Regent Gurule – yes. Motion passed unanimously.**

#### **X. EXECUTIVE SESSION**

**None.**

**XI. VOTE TO REOPEN MEETING** - Certification that only those matters described in the Executive Session Agenda were discussed in the closed session; if necessary, final action with regard to certain matters will be taken in Open Session

**None.**

#### **XII. ADJOURNMENT**

Chairman Martin entertained a motion to adjourn.

**Regent Archuleta moved to adjourn. Second – Regent Lovato. A roll call vote was taken. Chairman Martin – yes, Regent Velarde – yes, Regent Archuleta – yes, Regent Lovato – yes., Regent Gurule – yes. Motion passed unanimously.**

**The Board of Regents adjourned at 9:42AM**

Approved:

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Michael A. Martin  
Chair

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Erica Rita Velarde  
Vice Chair



*Chief Financial Officer***NORTHERN New Mexico College****MEMORANDUM**

**TO:** Board of Regents  
Northern New Mexico College

**FROM:** Theresa Storey, Chief Financial Officer / Compliance Officer

**THRU:** Hector Balderas, President

**DATE:** December 11, 2025

**RE:** Certification of Disposition of Tangible Property

**Issue:**

The State Audit Act 12-6-12 NMSA 1978 and appertaining regulations (i.e. 2.2.2 NMAC) and also under 13-6-1 and 13-6-2 NMSA 1978 governs the disposition of items of tangible personal property. NNMC staff has identified such items for disposition (see attached listing).

NNMC staff has identified that the items are obsolete, worn and non-functioning. The majority of the items are not contained on the asset listings, except for some pieces of laboratory and computer equipment. Under the aforementioned state statues and administrative regulations there are several disposal methods to utilize based on the condition and value of the items. The purported disposal methods will be 1) offered to the State Agency for Surplus Property of the General Services Department as they have the first right of refusal under state statue, 2) the destruction of the items, which will be discarded at a local landfill under federal, state and county laws, regulations and /or ordinances, 3) donation to a private non-profit, and/or 4) solicitation of sealed bids at auction.

**Recommendation:**

Staff recommends approval of the items and methods of disposition.



## NNMC POLICIES #7710 &amp; #7720

Date: 6/12/25 Department: Nursing & Health Org/Fund

**A = Destroyed**

**B = Discarded**

**C** = Disposed of by off-site employee

**D** = Returned to agency

E = Request Permission for Permanent Disposal

**F = Taken by former employee for grant-related work**

**G = Theft (Provide Police Report if available)**


H = Unlocated after exhaustive search

I = Returned to vendor/Trade-in

**J = Cannibalized**

**K = Other (Must explain)**

[illegible]

PRINT NAME & TITLE of authorized signature: Denise Martinez Arevalo, admin Assistant  
Signature: 

Business Office Use Only						
Approved:	<input style="width: 40px; height: 20px;" type="checkbox"/>	_____	Disapproved:	_____		

Notes: \_\_\_\_\_

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# NORTHERN NEW MEXICO COLLEGE

## REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 &amp; #7720

Date: 12/3/2025 Department: Math & Physical Science Org/Fund \_\_\_\_\_

### \*Codes for Reasons for Deletion

A = Destroyed

B = Discarded

C = Disposed of by off-site employee

D = Returned to agency

E = Request Permission for Permanent Disposal

F = Taken by former employee for grant-related work

G = Theft (Provide Police Report if available)

H = Unlocated after exhaustive search

I = Returned to vendor/Trade-in

J = Cannibalized

K = Other (Must explain)

# GE 201

*Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
A/E	MP-LAP3	Lenovo ThinkPad E540						
A/E	MP-LAP18	Lenovo ThinkPad E540						
A/E	MP-LAP12	Lenovo ThinkPad E540						
A/E	MP-LAP22	Lenovo ThinkPad E540						
A/E	MP-LAP13	Lenovo ThinkPad E540						
A/E	MP-LAP25	Lenovo ThinkPad E540						
A/E	MP-LAP2	Lenovo ThinkPad E540						
A/E	MP-LAP14	Lenovo ThinkPad E540						
A/E	MP-LAP7	Lenovo ThinkPad E540						
A/E	MP-LAP15	Lenovo ThinkPad E540						
A/E	MP-LAP19	Lenovo ThinkPad E540						
A/E	MP-LAP23	Lenovo ThinkPad E540						
A/E	MP-LAP8	Lenovo ThinkPad E540						
A/E	MP-LAP6	Lenovo ThinkPad E540						
A/E	MP-LAP21	Lenovo ThinkPad E540						
A/E	MP-LAP5	Lenovo ThinkPad E540						
A/E	MP-LAP16	Lenovo ThinkPad E540						

PRINT NAME & TITLE of authorized signature: Ana Vasilic, Math & Phys Sci chair

Signature: Ana Vasilic

Digitally signed by Ana Vasilic  
Date: 2025.12.03 14:49:12 -07'00'

Business Office Use Only						
Approved: <input type="checkbox"/>	Disapproved: _____					
Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency		
Notes: _____						
_____						
_____						
Disposal Contingent on Business Office Approval						



## NNMC POLICIES #7710 &amp; #7720

Date: 11/7/22

Department: Title V

Org/Fund

A = Destroyed

B = Discarded

C = Disposed of by off-site employee

D = Returned to agency

E = Request Permission for Permanent Disposal

F = Taken by former employee for grant-related work

G = Theft (Provide Police Report if available)

H = Unlocated after exhaustive search

1 = Returned to vendor/Trade-in

J = Cannibalized

K = Other (Must explain)

[illegible]

PRINT NAME & TITLE of authorized signature:

Signature:

\_\_\_\_\_  
 Kristy L. Altman Dyer 11/6/25

Business Office Use Only						
Approved: <input style="width: 100px; height: 20px;" type="checkbox"/>	Disapproved: <input style="width: 400px; height: 20px;" type="checkbox"/>					
Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency		

Notes: \_\_\_\_\_

**Disposal Contingent on Business Office Approval**







**NNMC POLICIES #7710 & #7720**

Date: 11/24/25 Department: Title V Org/Fund \_\_\_\_\_

A = Destroyed  
B = Discarded  
C = Disposed of by off-site employee  
D = Returned to agency  
E = Request Permission for Permanent Disposal

K = Other (Must explain)

[illegible]

Signature:

NAME of authorized signature: Kristy K. Altan, Title: Project Director

Business Office Use Only						
Approved:	<input style="width: 40px; height: 20px;" type="checkbox"/>	_____	Disapproved:	_____		
Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency		

Notes: \_\_\_\_\_

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# NORTHERN NEW MEXICO COLLEGE

## REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 &amp; #7720

Date: 11/24/25

Department: Language &amp; Letters

Org/Fund CC102002 FD0001 EX010A

### \*Codes for Reasons for Deletion

A = Destroyed

B = Discarded

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D = Returned to agency

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G = Theft (Provide Police Report if available)

H = Unlocated after exhaustive search

I = Returned to vendor/Trade-in

J = Cannibalized

K = Other (Must explain)

*Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	S1430	ACER Computer						
E	S1440	ACER Computer						
E	S1438	ACER Computer						
E	S1434	ACER Computer						
E	S1443	ACER Computer						
E	S1437	ACER Computer						
E	S1429	ACER Computer						
E	S1435	ACER Computer						
E	5412	SHARP LCD Projector						
E	2443	Promethean board						
E	10180	Think Pad #14						

PRINT NAME &amp; TITLE of authorized signature:

Signature: Lori FranklinDigitally signed by Lori Franklin  
Date: 2025.11.25 11:03:32 -07'00'

Business Office Use Only						
Approved: <input type="checkbox"/>	Dissaproved: _____					
	Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency	
Notes:	<div></div> <div></div>					
Disposal Contingent on Business Office Approval						







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# NORTHERN NEW MEXICO COLLEGE

## REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 &amp; #7720

Date: 12/02/25 Department: Dept. of Business Org/Fund \_\_\_\_\_

## \*Codes for Reasons for Deletion

A = Destroyed

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J = Cannibalized

K = Other (Must explain)

Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
	F0236	DELL MONITOR						
	F0609	DELL MONITOR						
	F0611	DELL MONITOR						
	ADP38 51A9	MONITOR						
	F0237	DELL MONITOR						
	10021	IBM MONITOR						
	F0610	DELL MONITOR						
	10025	IBM MONITOR						
	41133	SAMSUNG MONITOR						
	10024	IBM MONITOR						
	10017	IBM MONITOR						
	10019	IBM MONITOR						
	10023	IBM MONITOR						
	10022	IBM MONITOR						
	10022	IBM MONITOR						
	10026	IBM MONITOR						
	10026	IBM MONITOR						
	10111	DELL Computer						

PRINT NAME &amp; TITLE of authorized signature:

Signature: Lori Bacc

Business Office Use Only						
Approved:	<input type="checkbox"/>	Dissapproved: _____				
	Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec. From Agency	
Notes:						
_____						
_____						
Disposal Contingent on Business Office Approval						



## NNMC POLICIES #7710 &amp; #7720

\*Codes for Reasons for Deletion

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J = Cannibalized

K = Other (Must explain)

PRINT NAME & TITLE of authorized signature.

Business Office Use Only						
Approved: 			Disapproved: _____			
Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency		
Notes						
_____						
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_____						
Disposal Contingent on Business Office Approval						



## NNMC POLICIES #7710 &amp; #7720

**\*Codes for Reasons for Deletion**

K = Other (Must explain)

PRINT NAME & TITLE of authorized signature:

<b>Business Office Use Only</b>						
Approved:	<div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div>	Disapproved:	<div style="border-bottom: 1px solid black; width: 100%;"></div>			
	<b>Grant #</b>	<b>Grant Name</b>	<b>Disapproved</b>	<b>Notification Sent to Agency</b>	<b>Notification Rec From Agency</b>	

Notes:

Disposal Contingent on Business Office Approval



# NORTHERN NEW MEXICO COLLEGE

## REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 &amp; #7720

Date: 10/1/25 Department: Nursing Org/Fund: \_\_\_\_\_

### \*Codes for Reasons for Deletion

A = Destroyed

B = Discarded

C = Disposed of by off-site employee

D = Returned to agency

E = Request Permission for Permanent Disposal

F = Taken by former employee for grant-related work

G = Theft (Provide Police Report if available)

H = Unlocated after exhaustive search

I = Returned to vendor/Trade-in

J = Cannibalized

K = Other (Must explain)

Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
F	S1373	Dell monitor						
F	S2723	ThinkCenter						
E	S2725	Thinkcenter						
E	S1377	Dell monitor						
E	S1378	Dell monitor						
E	S2724	Thinkcenter						
E	S1382	Dell monitor						
E	S2740	Thinkcenter						
E	S1383	Dell monitor						
E	S2721	Thinkcenter						
E	S1384	Dell monitor						
E	S2732	Thinkcenter						
E	S1386	Dell monitor						
E	S2737	Think center						
E	S1388	Dell monitor						
E	S2745	Think center						
E	S1249	Dell monitor						

PRINT NAME &amp; TITLE of authorized signature:

Signature: Ellen Traber

Business Office Use Only						
Approved:	<input type="checkbox"/>		Disapproved:			
	Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency	
Notes:						
Disposal Contingent on Business Office Approval						



# NORTHERN NEW MEXICO COLLEGE

## REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 &amp; #7720

Date: 10/7/25 Department: Nursing Org/Fund: \_\_\_\_\_

### \*Codes for Reasons for Deletion

A = Destroyed

B = Discarded

C = Disposed of by off-site employee

D = Returned to agency

E = Request Permission for Permanent Disposal

F = Taken by former employee for grant-related work

G = Theft (Provide Police Report if available)

H = Unlocated after exhaustive search

I = Returned to vendor/Trade-in

J = Cannibalized

K = Other (Must explain)

Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	S2741	Thinkcenter						
E	SN-74445	Dell monitor						
E	S2722	Thinkcenter						
E	S2727	Thinkcenter						
E	SN-74445	Dell monitor						
E	S2738	Thinkcenter						
E	06J-83FU	Dell Monitor						
E	S2744	Thinkcenter						
E	S1376	Dell Monitor						
E	S2731	Thinkcenter						
E	S2730	Thinkcenter						
E	S2733	Thinkcenter						
E	S2739	Thinkcenter						
E	S2742	Thinkcenter						
E	S2743	Thinkcenter						
E	S2746	Thinkcenter						
E	S1389	Dell monitor						

PRINT NAME &amp; TITLE of authorized signature:

Signature: Gloria Trubler

Business Office Use Only					
Approved: <input type="checkbox"/>	Disapproved: _____				
	Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency
Notes:					
_____					
_____					
Disposal Contingent on Business Office Approval					



# NORTHERN NEW MEXICO COLLEGE

## REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 &amp; #7720

Date: 10/7/25 Department: Nursing Org/Fund \_\_\_\_\_

### \*Codes for Reasons for Deletion

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 I = Returned to vendor/Trade-in  
 J = Cannibalized  
 K = Other (Must explain)

*Deletion Code	Asset # if applicable	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #
E	S2734	Thinkcenter						
E	S2736	Thinkcenter						
E	S16000175	Dell Monitor						
E	S1751	Dell Monitor						
E	S2726	Thinkcenter						
E	S1752	Dell Monitor						
E	S2719	Thinkcenter						
E	S1754	Dell Monitor						
E	S2729	Thinkcenter						
E	S1753	Dell Monitor						
E	S2726	Thinkcenter						
E	S1374	Dell Monitor						
E	S2720	Thinkcenter						
E	S2747	Thinkcenter						
E	S1748	Dell monitor						
E	S1747	Dell monitor						
E	S2748	Thinkcenter						

PRINT NAME &amp; TITLE of authorized signature:

Signature: Ellen Leathers

Business Office Use Only						
Approved: <input type="checkbox"/>	Disapproved: _____					
	Grant #	Grant Name	Disapproved	Notification Sent to Agency	Notification Rec From Agency	
Notes:						
_____						
_____						
Disposal Contingent on Business Office Approval						



## NNMC POLICIES #7710 &amp; #7720

**\*Codes for Reasons for Deletion**


K = Other (Must explain)

Page 4



*Office of the Provost***NORTHERN New Mexico College****MEMORANDUM**

**To:** Board of Regents - Northern New Mexico College

**From:** Dr. René Vellanoweth, Provost, and VP for Academic Affairs 

**Date:** December 11, 2025

**Re:** Approval of a Certificate in Technical Trades (Carpentry)

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**Issue**

Northern New Mexico Branch Community College wants to offer a Certificate in Technical Trades (Carpentry) by Spring of 2026.

**Overview**

The attached document discusses the needs and characteristics for this Certificate in this region. These programs were developed in an effort to address the human resource needs of this growing industry and continue to offer our students access to the emerging trends in carpentry. The certificate is an essential step for NNMC to respond to this demand.

The implementation costs of this program will be covered by Mill-Levy revenue. Moreover, students who graduate with this certificate will help NNMC acquire credit for these accomplishments in the NM funding formula.

This certificate has been vetted and recommended by the Faculty Senate, the Provost and the President.

**Recommendation**

I recommend that the Board of Regents approve the new Certificate in Technical Trades (Carpentry).







*Office of the Provost*

## **NORTHERN New Mexico College**



### **Branch Community College Academic Program Policy Addendum**

#### **Purpose**

To provide a consistent methodology for developing and implementing new academic programs, including certificates, associate degrees, and bachelor's degrees.

#### **Policy**

The Board of Regents approves all new academic programs offered by the Northern New Mexico College (NNMC). All new academic programs proposals must follow the procedure developed by the NNMC Administration (described in the **NNMC New Academic Program Flow Chart**). Proposals will follow the template **New Academic Program Approval Form** in this policy. All Proposals shall comply at a minimum with the **Criteria for New Academic Program Approval** of this policy.

#### **Procedures**

New Academic Proposals are to be submitted on **New\_Acad\_Program\_Form** and will follow the steps of the New Academic Program Approval Process Flow Chart in this policy. Upon completion of all the steps in the flowchart, the Board of Regents will make one of three recommendations regarding the Proposal:

1. Denial
2. Approval Pending Additional Planning
3. Approval

A partially completed proposal may be submitted to obtain an "Approval Pending Additional Planning" status to the Office of the Provost, which will determine the degree of the feasibility of offering a particular academic program. If the Office of the Provost approves "pending additional planning," then a complete proposal may be submitted to the rest of the process in the Flow Chart.

When all steps have been completed, the Office of the President will submit all Academic Program Proposals to the Board of Regents at their next regularly scheduled meeting for their first reading. When the Board of Regents has no significant concerns or suggested changes, the Office of the President will re-submit the Proposal to them at their next regularly scheduled meeting for final approval.



**Denial** will be recommended for proposals that do not meet the criteria for new program development or which are missing key data elements or contain concerns that may be addressed in a resubmission.

**Approval Pending Additional Planning** will be recommended for proposals that, while meeting other of the criteria, provide evidence that key programmatic components and/or resources are not in place to implement the program.

In order to receive implementation approval, relevant evidence must be presented to the Office of the Provost in a subsequent status report that the key programmatic components and/or resources are no longer missing. After such evidence has been provided, the Proposal may continue with the approval process

**Approval** will be recommended for proposals that meet all criteria for new program development. No further submissions will be required, and, subsequent to Board approval, institutions may offer the new program at a date no sooner than that stipulated in the Proposal.

**Implementation** A new academic program will be implemented after the Higher Education Department, the Higher Learning Commission, and the U.S. Department of Education have approved the program for implementation. Depending on the nature of the program, other agencies may need to support or approved the program before implementation. The program shall not be marketed in any form until all external approvals have been granted.

#### **Criteria for New Academic Program Approval**

1. The proposed program relates to the institutional mission statement as contained in the Strategic Plan.
2. The proposed program does not duplicate other NNMC offerings or, otherwise, provides a convincing rationale for doing so.
3. There is evidence that planning for the proposed program has been a collaborative process involving academic units and offices of planning and budgeting at the institutional level, as well as external advisory committees, representatives of the community, surveys and/or other analysis which verifies the demand and support for said Proposal, etc.
4. The Proposal provides a reasonable timetable of events leading to the implementation of the proposed program.
5. The Proposal provides evidence that there is a need for more people to be educated in this program at this level.
6. The Proposal contains reasonable estimates of headcount and FTE students who will major in



the proposed program.

7. The Proposal provides an appropriate, sequenced, and described course of study.
8. For bachelor's programs, the total number of credit hours does not exceed 120;; otherwise, the Proposal provides a reasonable argument for an exception to the 120 credit hours maximum.
9. The program meets the General Education requirements in New Mexico, when applicable, and maximizes the number of courses that are included in the common course system in New Mexico.
10. The proposed program relates to specific institutional strengths such as programs of emphasis, other academic programs, and/or institutes and centers.
11. If there have been program reviews or accreditation visits in the discipline pertinent to the proposed program or in related disciplines, the Proposal cites recommendations that were made and provides evidence that progress has been made in implementing those recommendations.
12. The Proposal provides evidence that the institution has analyzed the feasibility of providing all or a portion of the proposed program through distance learning technologies via its own technological capabilities as well as through collaboration with other universities.
13. The Proposal provides evidence of sustainability in terms of enrollment revenues versus the cost of the program. It also provides a complete and reasonable budget, reflecting the text of the Proposal. Costs for the program should reflect costs associated with similar programs at other HED institutions.
14. The Proposal provides evidence that the faculty, in aggregate, have the necessary experience and research activity to sustain the program.
15. The Proposal provides evidence that, if appropriate, there is a commitment to hiring additional faculty in later years, based on estimated enrollments.
16. The Proposal provides evidence that library resources are sufficient to initiate the program.
17. The Proposal provides evidence that classroom, teaching laboratory, research laboratory, office, and any other type of space that is necessary for the proposed program is sufficient to initiate the program.
18. The Proposal provides evidence that necessary and sufficient equipment to initiate the program is available.



19. The Proposal provides evidence that, if appropriate, fellowships and scholarships are sufficient to initiate the program.
20. The Proposal provides evidence that, if appropriate, clinical and internship sites have been arranged.
21. The Proposal provides a complete and reasonable budget, reflecting the text of the Proposal. Costs for the program should reflect costs associated with similar programs at other Higher Education institutions.
22. In the event that resources within the institution are redirected to support the new program, the Proposal indicates the source from which funds will be redirected and provides evidence that such redirection will not have a negative impact on other programs.
23. The Proposal provides evidence that community college articulation has been addressed and ensured, when applicable.
24. For disciplines where specialized accreditation is available, the Proposal indicates whether the institution will seek such accreditation for the proposed program. If the institution indicates that specialized program accreditation will not be sought, adequate justification is provided.
25. The Proposal provides evidence that the academic unit(s) associated with a new degree has been productive in teaching, service, scholarship, and research, where appropriate.



**Northern New Mexico College  
New Degree Program Approval  
Form Version Fall 2023**

<b>Type in the designated areas. Please do not alter any element of the form.</b>					
<b>1</b>	Initiator:	Joseph Padilla	Date:		
<b>2</b>	Subject area:	Carpentry			
<b>3</b>	Academic division:	Technical Trades			
<b>4</b>	Proposed title for New Curriculum Program: <b>Certificate of Technical Trades (Carpentry Technology)</b>				
<b>5</b>	To begin: 2026	Semester:	Spring	Academic Year:	2026
<b>6</b>	Degree or certificate to be offered: <b>Certificate of Technical Trades (Carpentry Technology)</b>				
<b>7</b>	<p><b>Provide the Program Catalog Description:</b>            The Carpentry Technology Certificate program provides students with foundational skills and knowledge necessary for entry-level positions in the carpentry and construction industries. Students will learn essential techniques in framing, cabinetry, blueprint reading, and safety procedures. The program combines classroom instruction with hands-on training to develop practical skills in measuring, cutting, assembling, and installing various building components.</p>				
<b>8</b>	Please provide a tentative timeline for program implementation (including a <b>Gantt Chart</b> ) <b>Attached</b>				
<b>NEED</b>					
<b>9</b>	<p>Describe and provide evidence that the program is needed by the local and regional community (including job availability data) and provide evidence that there is student demand for the program. Respond to what are opportunities, external to the College, that support the new program (e.g., employer data, demographics, numbers of prospective students, market trends for the field, etc.) <b>See Appendix D</b>            Provide the Score Cards from Gray Associates for the related CIP codes for this program in Appendix D. <b>See Appendix D</b></p>				
<b>10</b>	<p>Provide evidence and explain how the degree/credential proposed (bachelor vs associate vs certificate) is the correct fit for the program proposed. Provide the complete degree sheet of the program in Appendix A (Part I). Additionally, provide the Curriculum Efficiency Analysis in Appendix A (Part II).</p> <p><b>To determine the appropriate degree or credential for a carpentry program, several factors need consideration: depth of knowledge required, career goals, time commitment, and practical skills acquisition.</b></p>				



	<p>Certificate Programs: Certificate programs in carpentry focus on hands-on training and specific skill sets. These programs are shorter in duration compared to degrees, often ranging from a few months to a year. They are ideal for individuals who want to quickly acquire specific carpentry skills, such as framing, cabinetry, or finish carpentry, and enter the workforce swiftly. Certificate programs are also suitable for those who are already working in construction and want to enhance their skills or specialize in a particular area.</p> <p>For a carpentry program, the correct fit of degree/credential depends on the individual's goals, career aspirations, and time commitment. If someone aims for managerial positions or desires a broader understanding of construction principles, a bachelor's degree might be the best choice. If the priority is to enter the workforce promptly with a solid foundation in carpentry skills, an associate's degree or certificate program would be more suitable.</p> <p>This pathway is planned for the Branch Community College Technical Trades Department that provides certificates and two-year degrees for workforce readiness. The Certificate proposed is the second phase of a construction program in Carpentry with the Associate of Science Degree the first phase and in place. The certificate phase will offer specialization in carpentry to serve the regional workforce needs and community activities and functions.</p> <p>The Certificate in Carpentry is part of the goal established by Branch community college, the South-West Carpenters Union and the New Mexico Department of Workforce Solutions Pre Apprenticeship programs. The Carpenters Union has aided with the development of this certificate to establish a trained workforce that can come out of this certificate program and go directly into the Carpenters Union as an apprentice. The State of New Mexico Department of Workforce Solutions has authorized NNMC to establish this certificate program as a state sponsored pre-apprenticeship program that will feed into the Carpenter Union's full apprenticeship program and also meet private contractors workforce needs as well.</p>
11	What are the College's strengths that would support offering the program (e.g., trained staff, facilities, adequate budget, sustainability, etc.)? <b>trained staff, good relations with trade union unions</b>
12	What are the College's weaknesses that must be overcome to offer the program? <b>Facility for program</b>
14	What are the threats external to the College that would need to be dealt with (e.g., demographic shifts, new regulations, new infrastructure, etc.)? <b>Travel to remote locations to instruct</b>
15	Describe how the program fits with College's mission, strategic goals, and strategic initiatives
<b>CURRICULUM</b>	
16	<p>Program mission:</p> <p><b>The Pre-Apprenticeship Academic Certificate in Carpentry is dedicated to equipping aspiring tradespeople with foundational knowledge, technical skills, and industry awareness necessary to meet the evolving workforce demands of the construction and building industries. Through comprehensive, hands-on training and academic instruction, the program prepares participants to succeed as entry-level carpenters, fostering a pipeline of skilled labor capable of supporting sustainable economic growth, safety standards, and innovative building practices. Our mission is to empower individuals with the competencies, work ethic, and professionalism essential for a rewarding career in carpentry, thereby addressing workforce shortages and advancing the construction industry's capacity for quality, efficiency, and resilience.</b></p>
17	Provide the program objectives, provide the <a href="#">curricular degree sheet</a> , and syllabi for all courses (syllabi are needed before it goes to the External Advisory Committee) <b>Curricular Degree Sheet and Syllabi Attached</b>



18	List the Program-level Student Learning Outcomes. <b>See Program Assessment Plan Appendix B part II</b>
19	Curriculum matrix (outcomes by courses in the major). Provide this as Appendix B (Part I) <b>See Appendix B part I</b>
20	Describe the coordination with other College programs; <b>Coordination with other college programs includes scheduling academic core content courses required of this program that does not conflict with core content scheduled courses. Additionally, coordination with other trade programs will be done to limit the space use of Laboratory facilities and needed lecture space. Where possible, use of learning equipment will be shared with other departments and courses that offer like core content will be considered for course substitutions on an individual basis.</b>
21	Explain the articulation agreements that the program will have with programs offered by other institutions: The New Mexico Higher Education Department currently is adopting a common course identifier program in Trade courses. This pathway has been completed. Courses identified in this pathway have the same course description and the same learning outcomes of these trade courses in all post-secondary institutions in New Mexico for transferability purposes. Additionally, this content is approved by the Southwest Carpentry #1319 Union to met the needs of their apprentices. <b>See Carpentry MOU Addendum.</b>
22	What plans is the plan for the delivery of courses modalities (e.g., distance education, face to face, hybrid, others)? Please provide an analysis of the competition that the program will have based on the selected delivery modality. <b>Trade courses are more successful face to face with direct, hands on learning. Online modalities will be utilized only for theoretical lectures and descriptive examples. Hybrid modalities will be used for student cohorts that have distance gaps for attendance. Laboratory lessons will occur face to face with lessons leading, describing and explaining a hands on function can be offered through media functions.</b>
23	Describe the standards and practices that will be implemented for Prior Learning Assessment (PLA) within this program. See <b>Credit for Prior Learning Addendum</b> attached and at: <a href="https://nnmc.edu/wp-content/uploads/2023/09/Credit_for_Prior_Learning_Guidelines_9.23.pdf">https://nnmc.edu/wp-content/uploads/2023/09/Credit_for_Prior_Learning_Guidelines_9.23.pdf</a>
24	Describe the membership of the External Advisory Committee and the role that they have played in the development of Curriculum and Program-Level Student Learning Outcomes. <b>An External Advisory Committee includes the Southwest Carpenters Union #1319 who have worked with the Chair of Trades to develop a curriculum and instructional pathway that will meet the needs of industry and have pledged to continue this service through a Memorandum of Understanding. A Second External Committee is the Workforce Integration network (WIN)</b>
25	Please indicate if this program falls within the umbrella of another program currently offered (for example, if the new program is an associate degree that consists of a subset of courses already offered by one or more bachelor programs, or whether the program is the result of a combination of courses already offered by the institution through other programs). Please indicate if a new CIP code is needed or already exists under the CIP codes approved for NNMC. <b>This is a stand-alone program that will need a CIP code approved for NNMC: 46.0201 Carpentry/Carpenter. Architecture &amp; Construction</b>
<b>ASSESSMENT</b>	
26	Plan for program assessment and evaluation of program-level student learning outcomes. Provide this section in Appendix B (Part II) <b>See Appendix B (Part II)</b>
<b>SUPPORT AND SUSTAINABILITY</b>	
27	Describe the faculty will serve in this program and their credentials. Please describe if new faculty is needed. If no new faculty members are needed, please describe how the current



	faculty will serve this program and what will be the impact in the current areas that those faculty members are serving . <b>The current Journeyman level Carpentry Instructor will be able to offer the 15 credit course rotation of this certificate</b>
28	Describe precisely facility needs including, but not limited to identifying the office space for full-time faculty, adjunct faculty, administrative assistants. Identify the classrooms, labs, and instrumentation that this program will be required <b>The program has two locations identified to operate. 1. El Rito campus. An old wood shop exists with carpentry power equipment, there are donated pieces of equipment and new equipment purchased for on credit training. The saw dust exhaust system will need to be reactivated and connected to equipment. There is a new compressor but the airlines will need to be reconnected. There is substantial cleaning required 2. Espanola Campus. There is a current non-credit woodworking program with a functioning shop and the equipment to start a program in place. Office space availability exists at either campus. The EL Rito campus can serve the Northern Communities of New Mexico. The Espanola campus can serve the Espanola Valley High School dual credit trade program and adults form surrounding communities.</b>
29	Describe the annual budget for this program for the first five years, the projected enrollment per year (including new headcounts part-time, full-time, graduates, dropouts), and the projected revenue. Include spreadsheets and explain clearly the assumptions. Please provide this section in <b>Appendix C.</b>
30	Describe the plans for sustainability (including a five-year enrollment projection with revenue and cost projections) <b>Appendix C</b>
31	Describe the strategic enrollment plan for the program and how it is aligned with the college strategic enrollment plan <b>The Department will coordinate with the NNM Communication and Marketing department to relay the opportunities of this program regionally through a media marketing campaign. The effort will also include the support and endorsement of the Southwest Carpentry Union #1319 and the New Mexico Northern Regional Development Corporation. These organizations have multiple employers for placement of students once trained in this pathway. The pathway to a carpentry apprenticeship/employment will be highlighted. The pathway will be introduced to the secondary school districts and offered as dual credit to build future enrollment capacity.</b>
32	Explain what external agencies (other than the Higher Education Department, the Higher Learning Commission, the U.S. Department of Education) need to approve (or must be notified) before the implementation of the program. <b>N/A</b>



**NOTE: The website will have the most current version.**  
**New\_Acad\_Signature Approval Form**

**Northern New Mexico College**  
**New Degree Program**  
**Signature Approval Form**  
**Fall 2025**

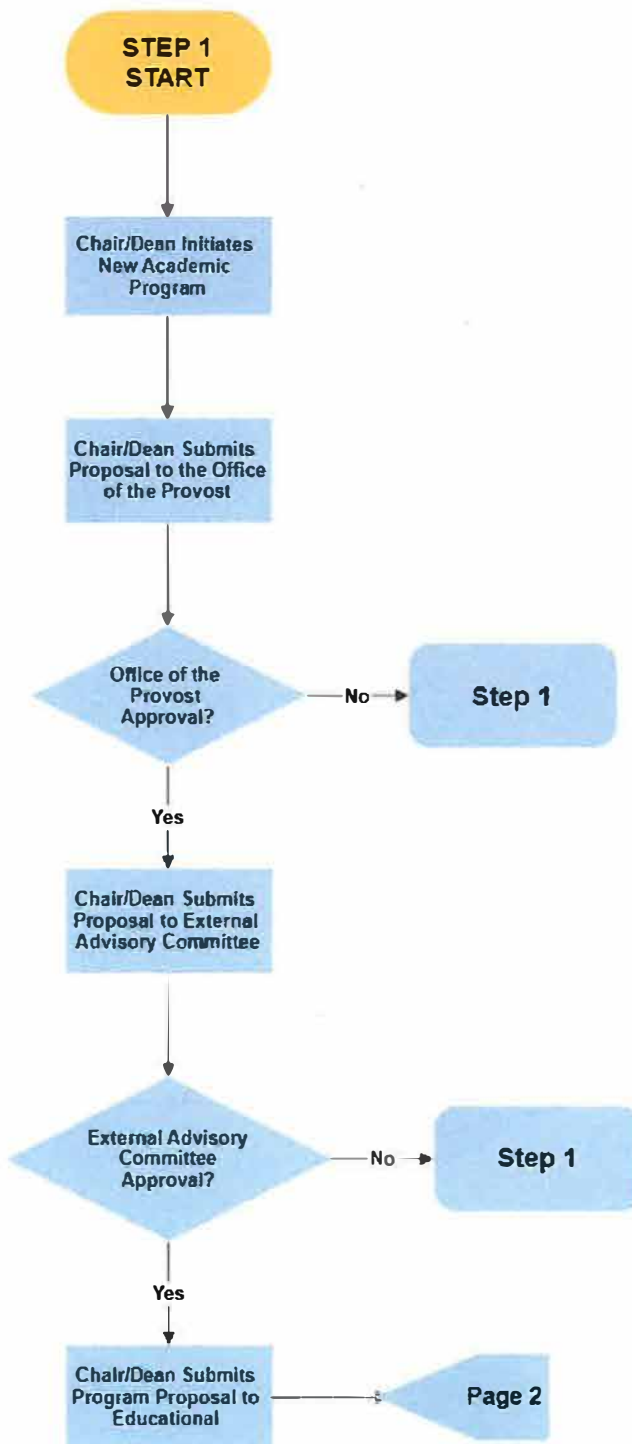
<b>First Phase of Approvals</b>		
<b>Academic Departments Collects Signatures</b>		
<b>Office of the Provost</b> <b>1<sup>st</sup> Review</b>	<input checked="" type="checkbox"/> / Approval to Implement / / Denial / / Approval Pending Additional Planning	Sign <i>Rene Vellanoweth</i> Date 09/11/2025
Justification		
<b>External Advisory Committee Chair</b>	/ <input checked="" type="checkbox"/> / Yes / / No	Sign <i>Dan Gerry</i> Date 10/22/2025
Justification <i>Helps to meet Northern NM Construction workforce needs</i>		
<b>Branch Community College Internal Faculty Committee Chair</b>	/ <input checked="" type="checkbox"/> / Yes / / No	Sign <i>Joe Scullin</i> Date 10/2/2025
Justification		
<b>Second Phase of Approvals</b>		
<b>Academic Department Collects Signatures</b>		
<b>Office of the Provost</b> <b>2<sup>nd</sup> Review</b>	/ <input checked="" type="checkbox"/> / Approval to Implement / / Denial / / Approval Pending Additional Planning	Sign <i>[Signature]</i> Date 10/22/25
Justification		
<b>Librarian</b>	/ <input checked="" type="checkbox"/> / Yes / / No	Sign <i>Martin Shupla</i> Date 11/9/2025
Justification		
<b>Assessment Office</b>	/ <input checked="" type="checkbox"/> / Yes / / No	Sign <i>David Torres</i> Date 11/13/2025
Justification		
<b>Registrar</b>	/ <input checked="" type="checkbox"/> / Yes / / No	Sign <i>[Signature]</i> Date 11/12/2025
Justification		
<b>Financial Aid</b>	/ <input checked="" type="checkbox"/> / Yes / / No	Sign <i>Sondra Adams</i> Date
Justification		
<b>Distance Ed Director</b>	/ / No / / Yes <input checked="" type="checkbox"/>	Sign <i>[Signature]</i> Date 11/18/2025
Justification		
<b>Facilities Director</b>	/ <input checked="" type="checkbox"/> / Yes / / No	Sign <i>[Signature]</i> Date 11-18-25
Justification		



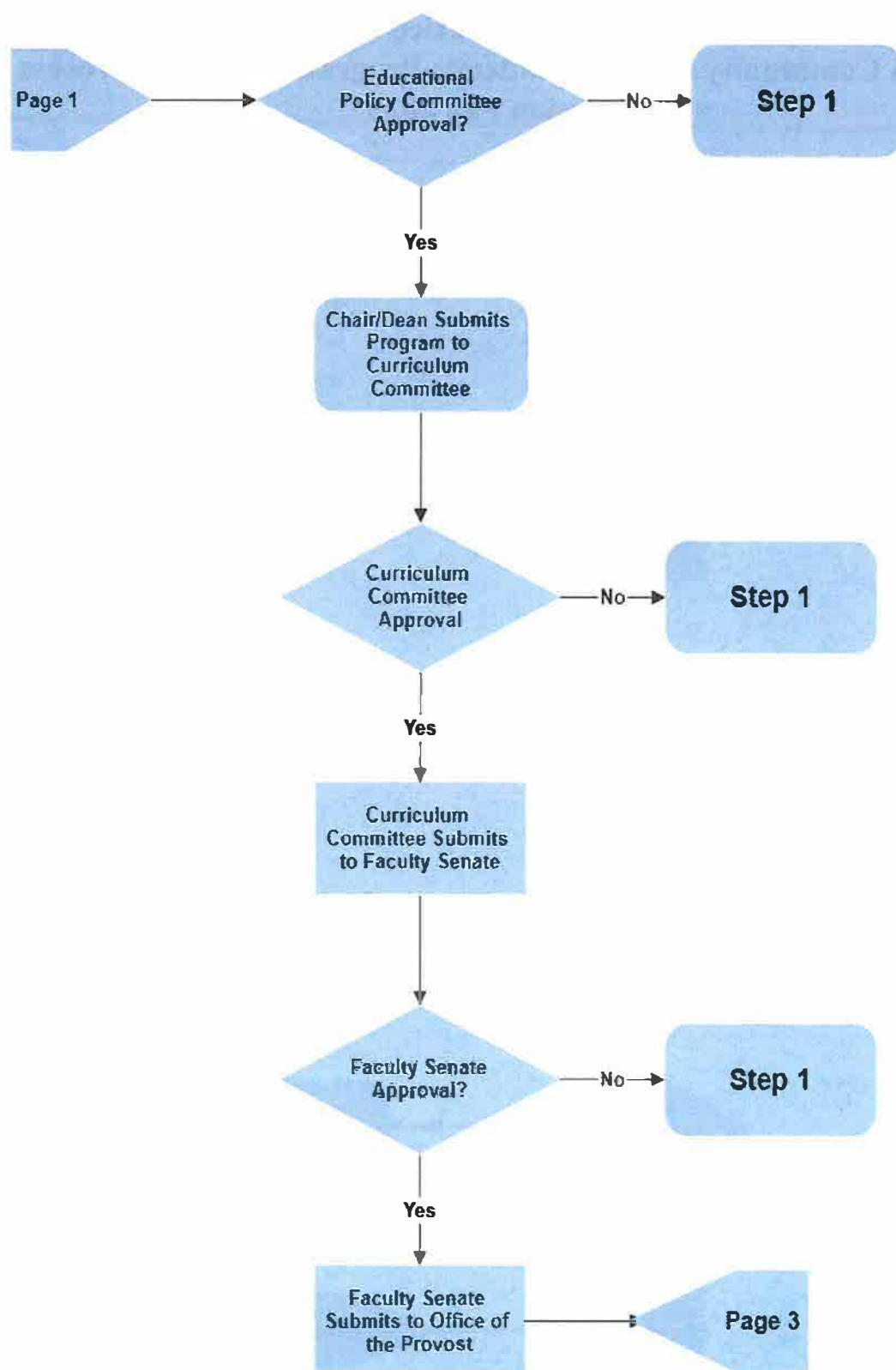
<b>Institutional Research</b> / <u>Yes</u> / / No <i>Armillia Sanchez</i>	Sign <i>Armillia Sanchez</i>
Justification	Date <i>11/14/25</i>
<b>Human Resources</b> / <u>Yes</u> / / No <i>Stephanie Landers</i>	Sign <i>Stephanie Landers</i>
Justification	Date <i>11/18/2025</i>
<b>VP for Finance and Administration</b> / / <u>Yes</u> / / No <i>J. Smith (CFO)</i>	Sign
Justification	Date
<b>Office of the Provost</b> / <u>X</u> / Approval to Implement / / Denial / / Approval Pending Additional Planning	Sign <i>[Signature]</i>
Justification	Date <i>11/20/25</i>
<b>FINAL APPROVALS</b>	
<b>Provost Office Collects Signatures</b>	Sign
<b>Office of the President</b> / / Approval to Implement / / Denial / / Approval Pending Additional Planning	Date
Justification for approval or denial	Sign
<b>BCC Advisory Board</b> / / Approval / / Denial / / Approval Pending Additional Planning	Date
Justification for approval or denial	Sign
<b>Board of Regents</b> / / Approval / / Denial / / Approval Pending Additional Planning	Date
Justification for approval or denial	
<b>Mandatory Meeting: Initiator of the Program Proposal calls for a meeting with the Office of the Provost, HLC ALO, Registrar, Institutional Effectiveness, and Financial Aid</b>	Sign
	Date
<b>Feedback to Institution</b>	Sign
	Date
	Date



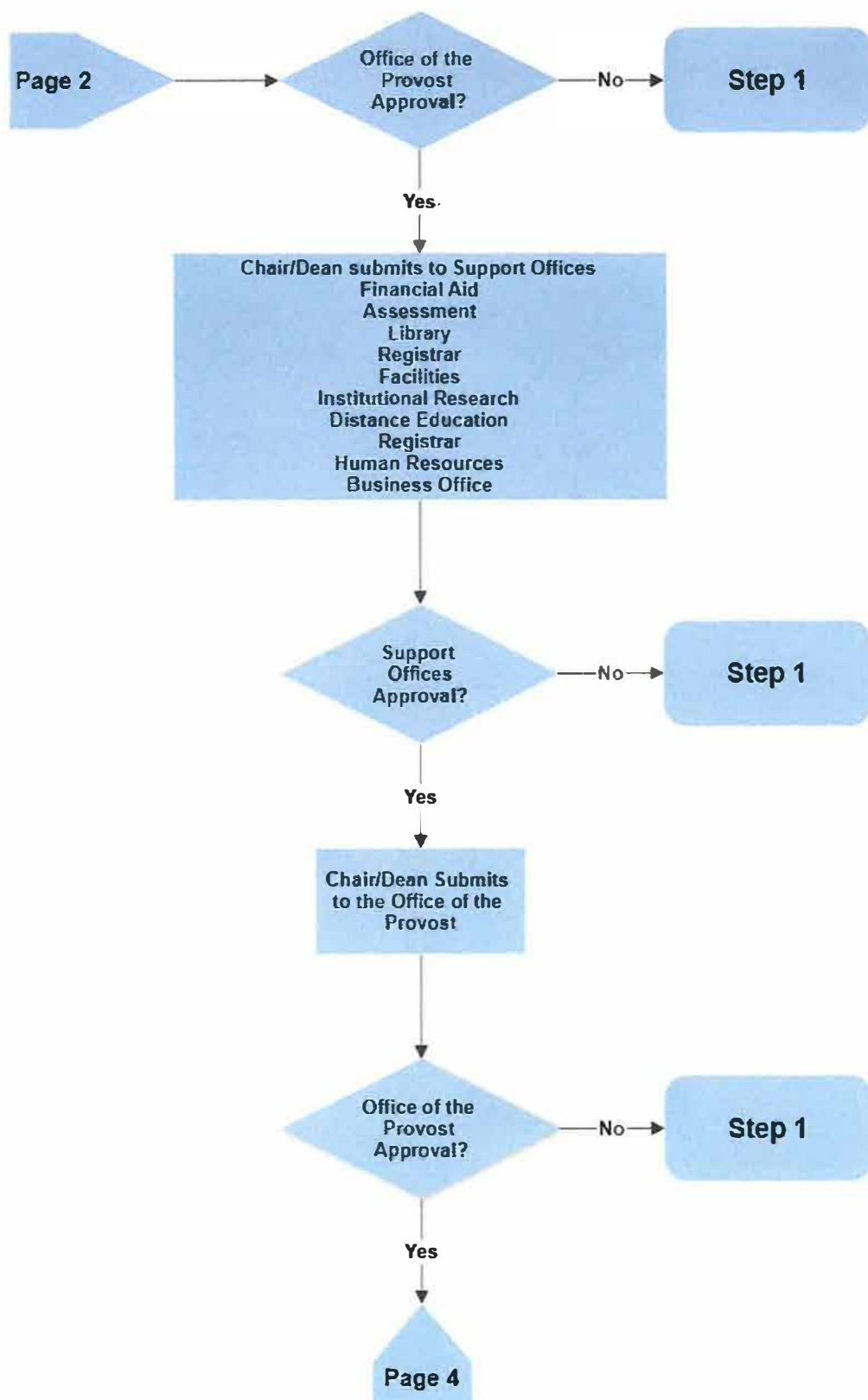
# Northern New Mexico College Branch Community College Academic Program Approval Process – Version Fall 2023



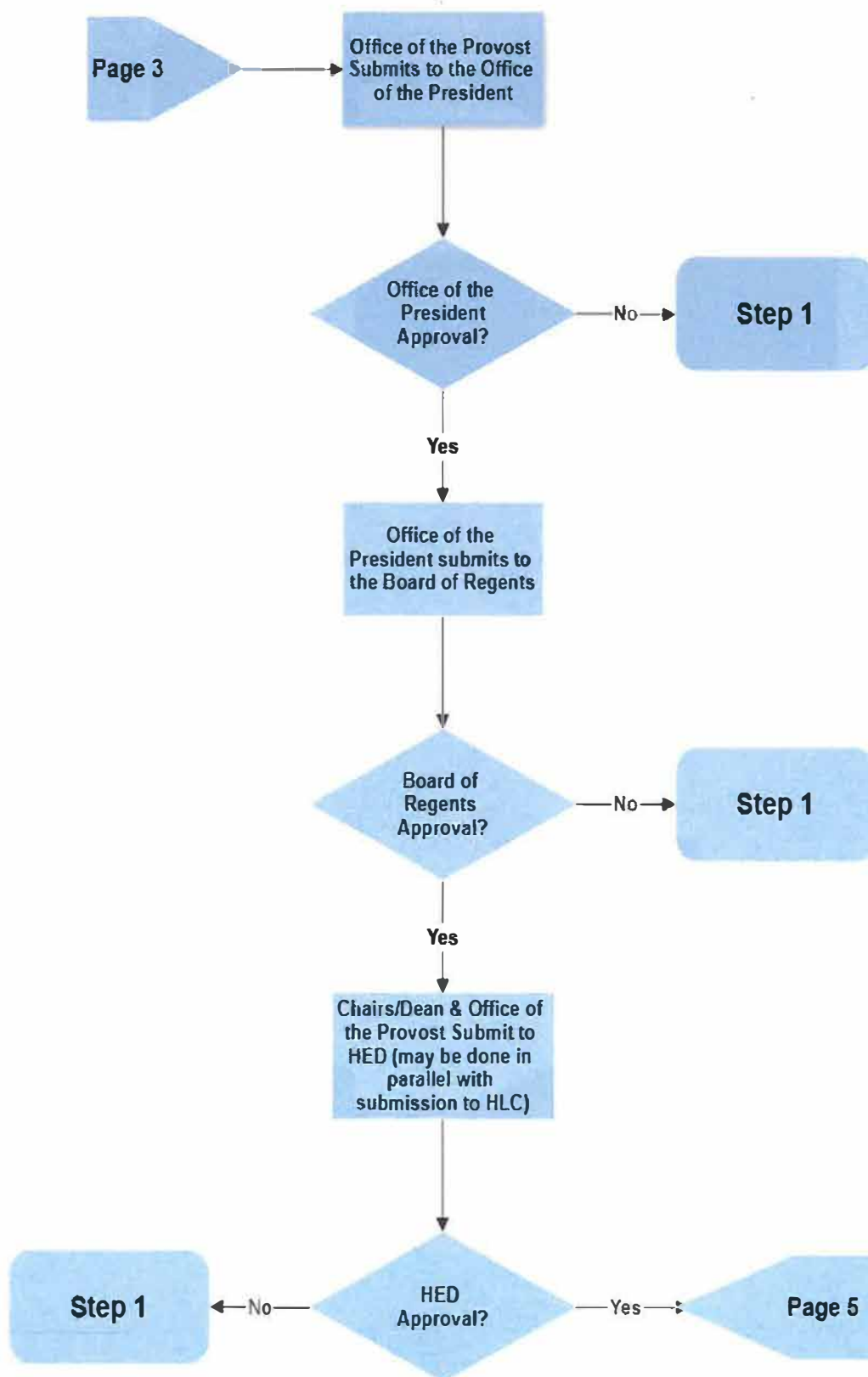




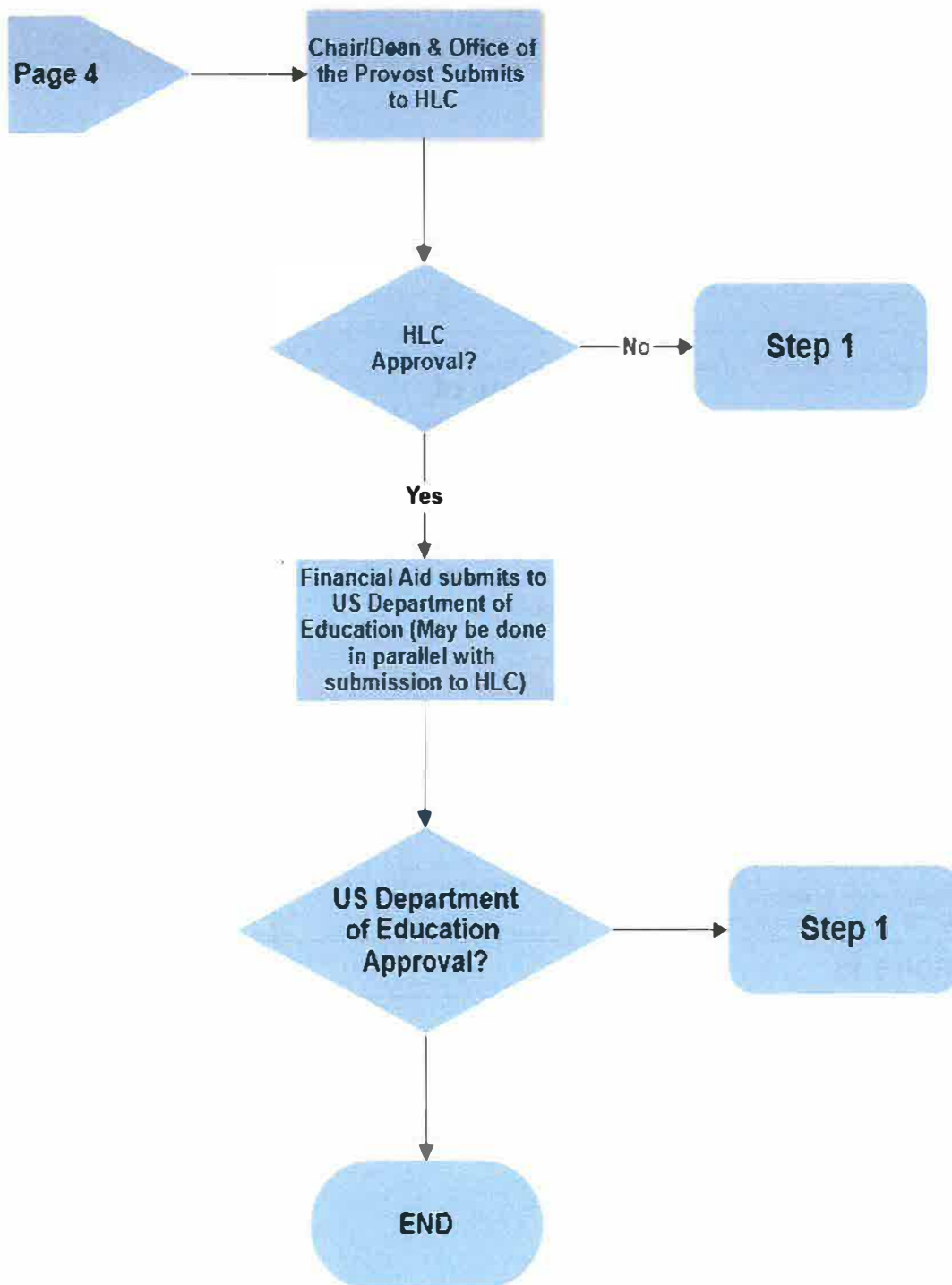














# NORTHERN NEW MEXICO COLLEGE

## DRAFT

DEGREE SHEET / 2025-2026 CATALOG		
Student name:		
Eagle ID:		
Eagle Email:		
Phone:		
<b>Certificate of Technical Trades (Carpentry Technology)</b>		
<p>The Carpentry Technology Certificate program provides students with foundational skills and knowledge necessary for entry-level positions in the carpentry and construction industries. Students will learn essential techniques in framing, cabinetry, blueprint reading, and safety procedures. The program combines classroom instruction with hands-on training to develop practical skills in measuring, cutting, assembling, and installing various building components.</p>		
PROGRAM REQUIREMENTS (15 Credits)	SEMESTER	GRADE
CNST 1110 General Carpentry (3) <i>Pre-requisite: None</i>		
CNST 1170 Construction Methods I (4) <i>Pre-requisite: CNST 1110 General Carpentry</i>		
CNST 1270 Construction Methods II (4) <i>Pre-requisite: CNST 1170 Construction Methods I</i>		
CNST 1370 Construction Methods III (4) <i>Pre-requisite: CNST 1270 Construction Methods II</i>		
<b>TOTAL CREDITS 15</b>		
<b>ADVISOR APPROVAL</b>	<b>DATE</b>	

### SUGGESTED SEQUENCE OF COURSES

#### FIRST SEMESTER (15 Credits)

CNST 1110 General Carpentry	(3)
CNST 1170 Construction Methods I	(4)
CNST 1270 Construction Methods II	(4)
CNST 1370 Construction Methods III	(4)



# NORTHERN NEW MEXICO COLLEGE

## CNST 1110 Syllabus

<b>Course Number</b>	CNST 1110
<b>Course Name</b>	General Carpentry
<b>Credit Value (Breakdown of theory and lab credits)</b>	3 (1 Theory 2 Lab)
<b>Catalog Course Description</b>	This course will have two components: a classroom segment, where carpentry concepts will be explored, and a hands-on segment where students will be able to participate in the actual construction of a structure. Habitat for Humanity has generously offered one of their projects as a “hands-on” site.
<b>Student Learning Outcomes/Objectives /Competencies of the Course</b>	<ol style="list-style-type: none"> <li>1. Identify and define various elements of a Structural Wood Wall.</li> <li>2. Build Structural and non-load bearing Walls and Partitions using OSHA compliant safety practices.</li> <li>3. Size floor joists and roof rafters according to local building codes.</li> <li>4. Hang and “Trim Out” Doors and Windows for Residential Construction Projects.</li> <li>5. Choose construction project foundations.</li> </ol>
<b>College-Wide Student Learning Outcomes</b>	<i>Quantitative Reasoning</i> <i>Critical Thought</i>

### Credit Hour Statement:

This is a 3-credit course consisting of 1 credit of Theory and 2 credits of Lab. Learners will be engaged in 11 credit hours of work per week. This includes 50 minutes of instructional delivery for the Theory component and 300 minutes of experiential learning for the Lab component each week, such as demonstrations, supervised tool use, and hands-on carpentry activities. Learners are also expected to complete 200 minutes of additional self-study, including reading, safety review, project preparation, and measurement practice. Additional expectations for student work are described throughout the syllabus.



# NORTHERN NEW MEXICO COLLEGE

## CNST 1170 Syllabus

<b>Course Number</b>	CNST 1170
<b>Course Name</b>	Construction Methods I
<b>Credit Value (Breakdown of theory and lab credits)</b>	4 (2 Theory 2 Lab)
<b>Catalog Course Description</b>	This course will focus on carpentry industry, skills, materials, drawings, and documents. Overall safety will be addressed, including the use of hand and power tools. An applied course in foundation, footing, and stem-wall construction. Other topics include cutting and assembly of structural material for floor, wall, and roof systems in accordance with the International Building Code (IBC).
<b>Student Learning Outcomes/Objectives /Competencies of the Course</b>	<ol style="list-style-type: none"> <li>1. Identify the skills, responsibilities, and job opportunities in carpentry.</li> <li>2. Explain safety hazards and hazard mitigation in carpentry.</li> <li>3. Identify various materials and calculate materials needed for a given construction drawing.</li> <li>4. Demonstrate correct installation and fastening of common building materials in carpentry.</li> <li>5. Safely use hand and power tools common to carpentry.</li> <li>6. Interpret common carpentry construction documents.</li> </ol>
<b>College-Wide Student Learning Outcomes</b>	<i>Critical Thought</i> <i>Quantitative Reasoning</i> <i>Personal and Social Responsibility</i>

### Credit Hour Statement:

This is a 4-credit course consisting of 2 credits of Theory and 2 credits of Lab. Learners will be engaged in 14 credit hours of work per week. The Theory component includes 2 hours of instructional delivery and 4 hours of self-study each week. The Lab component includes 6 hours of experiential learning and 2 hours of additional self-study each week. Student self-study may include reading, safety review, project planning, and measurement practice. Additional expectations for student work are described throughout the syllabus.



# NORTHERN NEW MEXICO COLLEGE

## CNST 1270 Syllabus

<b>Course Number</b>	CNST 1270
<b>Course Name</b>	Construction Methods II
<b>Credit Value (Breakdown of theory and lab credits)</b>	4 (1 Theory 3 Lab)
<b>Catalog Course Description</b>	This course is a continuation in construction methods and will focus on both Commercial & Residential carpentry. The proper safety use of hand and power tools will continue in the new subject areas. The student will enhance their skills in the installation of exterior wall and roof finishes, windows, and doors in accordance with the International Building Code (IBC). Students also practice insulation techniques, drywall installation, taping and texture of drywall, trim work, and other finish work in a safety-focused environment.
<b>Student Learning Outcomes/Objectives /Competencies of the Course</b>	<ol style="list-style-type: none"> <li>1. Demonstrate the correct methods for measuring, to identify the correct materiel to installed.</li> <li>2. Identify various materials that are needed per the drawing blueprint. (Take off List).</li> <li>3. Demonstrate correct installation and fastening of common building materials in commercial and residential carpentry.</li> <li>4. Safely use hand and power tools common in commercial carpentry.</li> <li>5. Interpret common commercial/residential carpentry construction documents.</li> </ol>
<b>College-Wide Student Learning Outcomes</b>	<i>Critical Thought</i> <i>Quantitative Reasoning</i> <i>Personal and Social Responsibility</i>

### Credit Hour Statement:

This is a 4-credit course consisting of 1 credit of Theory and 3 credits of Lab. Learners will be engaged in 15 credit hours of work per week. The Theory component includes 1 hour of instructional delivery and 2 hours of self-study each week. The Lab component includes 9 hours of experiential learning and 3 hours of additional self-study each week. Student self-study may include reading, safety review, project planning, and measurement practice. Additional expectations for student work are described throughout the syllabus.



# NORTHERN NEW MEXICO COLLEGE

## CNST 1370 Syllabus

<b>Course Number</b>	CNST 1370
<b>Course Name</b>	Construction Methods III
<b>Credit Value (Breakdown of theory and lab credits)</b>	4 (1 Theory 3 Lab)
<b>Catalog Course Description</b>	This course is the third of three methods and is a advanced class in the establishment of footings, slabs, stem walls, vertical and horizontal framework, tilt-up wall systems, and the reinforcement of concrete. The student will learn advance skills in problem solving and leadership skills
<b>Student Learning Outcomes/Objectives /Competencies of the Course</b>	<ol style="list-style-type: none"> <li>1. Identify the skills, responsibilities, and job opportunities in carpentry.</li> <li>2. Demonstrate the safety hazards and hazard mitigation in carpentry and on the job site.</li> <li>3. Identify various materials and calculate materials needed for reinforcement of concrete.</li> <li>4. Demonstrate correct installation and fastening of common building materials in carpentry</li> <li>5. Interpret construction drawings, be able to demonstrate the need for a field change order.</li> <li>6. Demonstrate leadership skills in crew Leadership.</li> </ol>
<b>College-Wide Student Learning Outcomes</b>	<i>Critical Thought</i> <i>Quantitative Reasoning</i> <i>Personal and Social Responsibility</i>

### Credit Hour Statement:

This is a 4-credit course consisting of 1 credit of Theory and 3 credits of Lab. Learners will be engaged in 15 credit hours of work per week. The Theory component includes 1 hour of instructional delivery and 2 hours of self-study each week. The Lab component includes 9 hours of experiential learning and 3 hours of additional self-study each week. Student self-study may include reading, safety review, project planning, and measurement practice. Additional expectations for student work are described throughout the syllabus.





**Memorandum of Understanding (MOU)**  
**Between**  
**The Southwest Carpenters Training Fund**  
**and Northern New Mexico College**

As of August 1, 2023, to support instruction collaboration in New Mexico and to increase Carpentry career opportunities for the community in New Mexico, The Southwest Mountain States Carpenters Training Fund (SWMSCTF) and Northern New Mexico College (NNMC) agree to establish a Joint Educational Venture and Articulation Agreement.

The responsibilities of NNMC and the SWMSCTF are described below.

**NNMC**

- Develops a Certificate Degree in Carpentry that will lead to an Associate's degree in Technical Trades in Carpentry
- Develops Career Pathways for Dual Credit students in the Carpentry field
- Creates academic pathways and articulations for SWMSCTF apprentices and members of Carpenters Local Union 1319 to pursue an Associate's or Bachelor's degree in Management and Project Management
- Connects NNMC students to the SWMSCTF for career opportunities
- Explores the possibility of an Associate's Degree and Bachelor's Degree in Construction Management
- NNMC will continue to explore other trades and crafts that may be of common interest with the SWMSCTF

**SWMSCTF**

- Assists NNMC in establishing a Certificate Degree in Carpentry that will lead to an Associate's degree in Technical Trades in Carpentry
- Assists NNMC in developing lab facilities and curriculum in Carpentry
- Assists NNMC with student registration to NNMC courses
- Assists NNMC through the External Advisory Committee for the Trades Programs including, but not limited to, advising, financial aid, and similar support offerings
- Identifies and recommends instructors to teach NNMC for-credit courses in the Carpentry Program.
- SWMSCTF will continue to explore other trades and crafts that may be of common interest with the NNMC



**TERM**

This MOU shall remain effective until June 30, 2026, unless otherwise terminated by the parties. Parties may terminate participation with six months' advance notice before the semester in which participation ceases. Any such changes must be documented as an amendment to the MOU.

**APPROPRIATIONS**


The terms of this MOU are contingent on sufficient appropriations and authorization being made by the Legislature of New Mexico, the New Mexico Department of Higher Education, the College, and the Federal Government for the performance of this Agreement. If, for any reason, sufficient appropriations and authorizations are not made, the Agreement shall terminate upon written notice being given by the College. Such termination shall not result in any claim for damages by the SWMSCTF. The College's decision as to whether sufficient appropriations are available shall be accepted by the SWMSCTF and final.

**ENTIRE AGREEMENT**

This MOU represents the entire understanding between the parties and supersedes any prior agreements or understandings with respect to the subject matter of this Agreement.

**SIGNED:**  
\_\_\_\_\_  
Louis Ontiveros  
Executive Director  
SWMSCTF

Date: 7/10/2023

  
\_\_\_\_\_  
Hector Balderas, JD, CFE  
President  
Northern New Mexico College

Date: July 14, 2023



Contract No. 25-631-8002-00099

STATE OF NEW MEXICO

DEPARTMENT OF WORKFORCE SOLUTIONS

PROFESSIONAL SERVICES CONTRACT # 25-631-8002-00099

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **Department of Workforce Solutions (NMDWS)**, hereinafter referred to as the “Agency,” and **Northern New Mexico College**, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the signature of the NMDWS Cabinet Secretary.

IT IS AGREED BETWEEN THE PARTIES:

**1. Scope of Work.**

The following Scope of Work is a result of RFP 25-631-8002-00085 that was issued by the New Mexico Department Workforce Solutions.

The Pre-Apprenticeship Carpentry Program is designed to equip aspiring carpenters with the essential skills, knowledge, and hands-on experience necessary to excel in the carpentry trade. This program addresses the growing need for skilled labor in the construction industry and aims to create a pathway for individuals to enter apprenticeships and ultimately gain full-time employment in carpentry.

**Program Objectives**

1. **Skill Development:** Provide participants with fundamental carpentry skills, including reading blueprints, using hand and power tools, framing, roofing, and finishing techniques.
2. **Industry Exposure:** Introduce participants to the carpentry profession through guest lectures, site visits, and hands-on projects, fostering a deeper understanding of industry standards and practices.
3. **Safety Training:** Emphasize workplace safety by offering extensive training on proper tool usage, safety equipment, and adherence to OSHA regulations.
4. **Job Readiness:** Prepare participants for successful entry into apprenticeship programs by providing career counseling, resume workshops, and interview preparation.

**Program Structure**

The Pre-Apprenticeship Carpentry Program will be a comprehensive 16-week course consisting of:

- a. Classroom instruction on carpentry theory and construction practices.
- b. Hands-on workshops where participants will complete building projects under the supervision of experienced instructors.
- c. Safety training sessions focusing on best practices in the field.



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- d. Guest speakers from the carpentry industry who will provide insights and inspiration.

#### **Outcomes and Impact**

- a. Obtain a certificate of completion recognized by industry stakeholders.
- b. Possess a foundational skill set that prepares them for entry into registered apprenticeship programs.
- c. Have improved employability prospects within the local construction industry.
- d. By bridging the gap between education and employment, this program aims to contribute to the development of a skilled workforce, support economic growth, and enhance the quality of carpentry work in our communities.

Attachment I – Additional Requirements is incorporated in this Scope of Work.

#### **2. Compensation.**

A. The Agency shall pay the Contractor in full payment for services satisfactorily performed at the rate of one hundred-thousand dollars and no cents (\$100,000.00), based upon deliverables, milestones and budget, such compensation not to exceed \$100,000.00, excluding gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Agreement totaling \$7,625.00 shall be paid by the Agency to the Contractor. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed \$107,625.00. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the Agency when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.**

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work. All invoices **MUST BE** received by the Agency no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date **WILL NOT BE PAID.**

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the Agency finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services and outlining steps the Contractor may take to provide remedial action. Upon certification by the Agency that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the agency shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.



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**3. Term.**

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE OR BINDING UNTIL APPROVED BY THE AGENCY. This Agreement shall terminate one year after execution unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with NMSA 1978, § 13-1-150, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in NMSA 1978, § 13-1-150.

**4. Termination.**

A. Grounds. The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement.

B. Notice; Agency Opportunity to Cure.

1. Except as otherwise provided in Paragraph (4)(B)(3), the Agency shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the Agency; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the Agreement is terminated pursuant to Paragraph 5, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the Agency's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE AGENCY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

D. Termination Management. Immediately upon receipt by either the Agency or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the Agency; 2) comply with all directives issued by the Agency in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become



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property of the Agency upon termination and shall be submitted to the agency as soon as practicable.

**5. Appropriations.**

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

**6. Status of Contractor.**

The Contractor and its agents and employees are independent contractors performing professional services for the Agency and are not employees of the State of New Mexico. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the State of New Mexico unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

**7. Assignment.**

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the Agency.

**8. Subcontracting.**

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the Agency. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the Procuring Agency.

**9. Release.**

Final payment of the amounts due under this Agreement shall operate as a release of the Agency, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

**10. Confidentiality.**

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the Agency.



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**11. Product of Service -- Copyright.**

All materials developed or acquired by the Contractor under this Agreement shall become the property of the State of New Mexico and shall be delivered to the Agency no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

**12. Conflict of Interest; Governmental Conduct Act.**

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in anyway limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

1) in accordance with NMSA 1978, § 10-16-4.3, the Contractor does not employ, has not employed, and will not employ during the term of this Agreement any Agency employee while such employee was or is employed by the Agency and participating directly or indirectly in the Agency's contracting process;

2) this Agreement complies with NMSA 1978, § 10-16-7(A) because (i) the Contractor is not a public officer or employee of the State; (ii) the Contractor is not a member of the family of a public officer or employee of the State; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the State, a member of the family of a public officer or employee of the State, or a business in which a public officer or employee of the State or the family of a public officer or employee of the State has a substantial interest, public notice was given as required by NMSA 1978, § 10-16-7(A) and this Agreement was awarded pursuant to a competitive process;

3) in accordance with NMSA 1978, § 10-16-8(A), (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee of the State within the preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the State whose official act, while in State employment, directly resulted in the Agency's making this Agreement;

4) this Agreement complies with NMSA 1978, § 10-16-9(A) because (i) the Contractor is not a legislator; (ii) the Contractor is not a member of a legislator's family; (iii) the Contractor is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the Contractor is a legislator, a member of a legislator's family, or a business in which a legislator or a legislator's family has a substantial interest, disclosure has been made as required by NMSA 1978, § 10-16-7(A), this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code;



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5) in accordance with NMSA 1978, § 10-16-13, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and

6) in accordance with NMSA 1978, § 10-16-3 and § 10-16-13.3, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the Agency.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the Agency relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the Agency if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Agency and notwithstanding anything in the Agreement to the contrary, the Agency may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Article 12(B).

**13. Amendment.**

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

**14. Merger.**

This Agreement incorporates all 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 Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**15. Penalties for violation of law.**

The Procurement Code, NMSA 1978 §§ 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

**16. Equal Opportunity Compliance.**

The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment



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opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

**17. Applicable Law.**

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, § 38-3-1 (G). By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

**18. Workers Compensation.**

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the Agency.

**19. Records and Financial Audit.**

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Agency, the General Services Department/State Purchasing Division and the State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments

**20. Indemnification.**

The Contractor shall defend, indemnify and hold harmless the Agency and the State of New Mexico from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the Agency and the Risk Management Division of the New Mexico General Services Department by certified mail.



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**21. New Mexico Employees Health Coverage.**

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

B. Contractor agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all employees of the availability of State publicly financed health care coverage.

**22. Invalid Term or Condition.**

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

**23. Enforcement of Agreement.**

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

**24. Notices.**

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the Agency:  
Maria Garcia-Cunningham, Chief Procurement Officer  
P.O. Box 1928  
Albuquerque, NM 87103  
Maria.gcunningham@dws.nm.gov

To the Contractor:  
Theresa Storey  
921 N. Paseo De Onate  
Española, NM 87532  
Theresa.Storey@nnmc.edu



Contract No. 25-631-8002-00099


**25. Authority.**

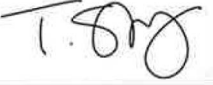
If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

**IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of signature by the NMDWS Cabinet Secretary.**

By:  Date: 4/11/2025 | 3:30 PM MDT  
 Sarita Nair, Cabinet Secretary  
 Department of Workforce Solutions

By:  Date: 4/11/2025 | 2:36 PM MDT  
 Gregory Lauer, General Counsel  
 Department of Workforce Solutions

By:  Date: 4/11/2025 | 2:51 PM MDT  
 JoAnn Chavez, Chief Financial Officer/ASD Deputy Director  
 Department of Workforce Solutions

By:  Date: \_\_\_\_\_  
 Digitally signed by Theresa Storey  
 Date: 2025.04.09 09:11:49 -06'00'  
 Theresa Storey, CFO  
 Northern New Mexico College

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and/or compensating taxes.

ID Number: 01-605075-00-4

By:  Date: 4/10/2025 | 4:57 PM MDT  
 Taxation and Revenue Department



Contract No. 25-631-8002-00099

## **ATTACHMENT 1 – ADDITIONAL REQUIREMENTS**

### **Monthly Invoices**

Monthly invoices are due by the close of business on or before the 15th of each month. Invoices must clearly detail all expenses and include supporting documentation to justify any expenditure listed. Accepted forms of documentation include, but are not limited to, ledgers, paid service provider invoices, or other supporting documentation.

Expenses may include, but are not limited to, the following:

1. Development of instructional and training curricula materials.
2. Systems and activities related to the recruitment, retention, and enrollment of program participants through outreach and marketing.
3. Collaboration with community-based organizations or agencies to provide supportive services to program participants.
4. Data systems used to monitor and report program participant enrollment and outcomes.
5. Personnel costs directly related to the above activities.

All receipts related to the reported expenses must be included with the invoice. Invoices must be submitted electronically to [alessandra.barbiero@dws.nm.gov](mailto:alessandra.barbiero@dws.nm.gov) by the specified deadline. DWS reserves the right to reject any invoice and request additional information or revisions as necessary to meet the grant requirements.

### **Monthly Program Reporting**

Monthly Narrative Reports are due by the close of business on or before the 15<sup>th</sup> of each month. Additional information may be requested to meet the grant requirements. All data should be retained for monitoring and auditing purposes for five years after grant closeout.

Monthly Narrative Reports must include a summary of grant activities including a brief description of work accomplished, major activities, updates, progress, significant achievements, results, and key outcomes for the reporting period. All narratives must include a timeline for grant-related activities that took place during the reporting period.

**The following information must be included in the monthly reports:**

1. A financial summary of all expenses. Elaborate on the ways resources were leveraged and used during the reporting period.
2. Examples of how you developed the education and training programs.
3. A description of any capacity building, participant recruitment, or outreach efforts undertaken or completed during the reporting period.
4. Examples of strategic partnership activities, such as an overview of partner engagement and their specific roles and responsibilities for the reporting period.



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5. A description of the type(s) of supportive services developed during this reporting period, including how they were specifically prepared for delivery and how they would contribute to participants' ability to fully participate in the grant-funded activities.
6. Status of deliverables, including training activities and performance outcomes that took place during the reporting period, and related performance tracking efforts taken to meet the program's goals.
7. A description of how this funding is being used to support New Mexico, the Department of Workforce Solutions, and the goals of the grant.
8. A description of any key issues or problems encountered during the reporting period that may have affected or slowed the progress of the work plan and how you intend to resolve or overcome these issues, including specific technical assistance needs.
9. Best practices and success stories, including promising approaches and innovative development of training curricula; recruitment, enrollment and retention systems or activities; partnerships for supportive services; or data systems. If applicable, include at least one success story that resulted from the grant activities.

Monthly reports must be submitted electronically to **alessandra.barbiero@dws.nm.gov** by the specified deadline.

### **Meeting Guidelines**

#### **Kickoff Call**

NMDWS will convene an initial Kickoff Call post-award with all awardees to provide an opportunity to make introductions, review contract and process requirements, and discuss project objectives, deliverables, timelines, and questions. Dates and times for the call will be determined and communicated in advance.

#### **Monthly Individual Sponsor Check-In Calls**

NMDWS will convene monthly individual sponsor check-in calls with awardees to offer technical assistance as needed or requested, address any questions, and discuss individual project progress/updates, as needed. Dates and times for the calls will be determined and communicated in advance.

#### **Monthly Open Office Hours**

NMDWS will host monthly Open Office Hour calls with all awardees to discuss local and state-level updates, provide technical assistance, and promote the sharing of best practices with other awardees. These office hours are recommended to learn from NMDWS and other SAEF2 awardees. Dates and times for the office hours will be determined and communicated in advance.

#### **Closeout Call**

NMDWS will convene a Closeout Call at the end of the contract period to review project objectives and deliverables, discuss lessons learned, recognize teams and stakeholders, and finalize closeout documentation/reporting. Dates and times for this call will be determined and communicated in advance.



# NORTHERN New Mexico College



## Credit for Prior Learning (CPL) Guidelines

NNMC is aware that many adult learners may have gained college-level knowledge and/or competencies through both professional and life experiences which have the potential to be incorporated into their academic programs. NNMC's Guidelines to award Credit for Prior Learning (CPL), sometimes referred to as Prior Learning Assessment (PLA), describe methods used by NNMC to provide currently enrolled students with an avenue to document professional and prior learning experiences for credit consideration. This option enables students the opportunity to complete degrees faster and at a lower cost. NNMC offers a number of options for currently enrolled students to earn CPL:

1. CLEP, University of Cambridge International Examinations, or Advanced Placement Exams,
2. American Council on Education (ACE) Guides,
3. Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Tests DSST program credit or military training,
4. Prior certifications including locally evaluated industry and workplace credit,
5. Credit by a locally developed examination, and/or
6. Prior learning portfolio submitted for consideration.

### Eligibility & Expectations

Students interested in obtaining prior learning credit must:

1. Be fully admitted and currently enrolled as an NNMC degree-seeking student.
2. Be in good academic standing.
3. Be motivated, self-directed students with significant, demonstrable, and documentable experiential learning. Individual departments may also set certain course prerequisites. However, no other specific eligibility requirements shall exist, including age requirements.
4. Consult with their faculty academic advisor about the possibility and advisability of seeking CPL.
5. Personally pay fees associated with prior learning (for example, exam fees or the portfolio review fee). Financial aid cannot be applied.
6. Align prior learning considerations with courses directly applicable to curriculum requirements of a declared program. Changing majors will result in a reassessment of the applicability of the CPL (with the exception of General Education courses).
7. Meet the NNMC residency requirement listed in the Catalog (a student must earn 25% of hours required for a degree/certificate in instruction delivered via NNMC). PLC will not count toward this 25% minimum. CPL shall not exceed 25% of the total credits of a program, even if more courses are eligible.
8. Be aware NNMC will treat prior learning from a previous institution under the rules used for any other type of transfer credit.



# NORTHERN New Mexico College



9. Be aware that CPL granted for NNMC courses will receive a CR grade for exams or portfolios. Students transferring courses need to be aware that other institutions may have their own policies about CR grades. CR grades do not have any impact on NNMC GPA.

## College Level Examination Program (CLEP)

NNMC Testing Services administers subject examinations. These examinations are computer-based and are applicable for the following courses:

American Government (50)	POLS 1120 (3)
American History I (50)	HIST 1110 (3)
American History II (50)	HIST 1120 (3)
Analysis & Interp. of Lit. (50)	ENGL 1120 (3)
Biology (56)	BIOL 1110/L (4)
Calculus w/ Elem. Functions (47)	MATH 1510 (3)
Chemistry (56)	CHEM 1215/L (4)
College Algebra (46)	MATH 1215 (3)
College Algebra (50)	MATH 1220 (3) <i>(50 or higher for 1215 &amp; 1220)</i>
College Algebra/Trigonometry (61)	MATH 1250 (3) <i>(61 or higher for 1220 &amp; 1250)</i>
College Spanish I & II (50)	SPAN 1110/1120 (6) <i>(50-62 will earn 6 cr.)</i>
College Spanish I and II (63)	SPAN 1110/1120 (6) <i>(63 or higher for 12 cr.)</i>
Freshman College Comp. (44)	ENGL 1120 (3) <i>(Essay is required)</i>
General Psychology (50)	PSYC 1110 (3)
Human Growth & Development (50)	PSYC 2120 (3)
Introduction to Business Law (50)	BLAW 2110 (3)
Introduction to Marketing (50)	MKTG 2110 (3)
Introduction to Sociology (50)	SOCI 1110 (3)
Natural Sciences (56)	ENVS 1110/L
Principles of Macroeconomics (44)	ECON 2110 (3)
Principles of Management (46)	MGMT 2110 (3)
Principles of Microeconomics (41)	ECON 2110 (3)

## Advanced Placement (AP)

Advanced Placement (AP) is a program that offers year-long college-level curricula and examinations to high school students. For further information see the [NM Higher Education Department Advanced Placement Policy](#).



# NORTHERN New Mexico College



## Prior Certifications

Check with the appropriate department for possible credit for prior certification.

## Locally Developed Examinations

Faculty academic advisors, with the approval of the Department Chair, may authorize students to take a locally developed exam to give credit for an appropriate course. The exam fee is \$50 per credit hour. (The instructor will be paid two thirds of the total exam fee.) This fee is nonrefundable and must be submitted prior to taking the exam. Individual academic departments have the authority to determine what courses may be eligible for a locally developed exam.

### Instructions for Locally Developed Exams

1. Request permission to take the exam.
2. Complete the Locally Developed Exam Application form and pay the fee to the cashier.
3. Instructor will develop the exam within two weeks of payment.
4. Students will complete the exam within two weeks of the exam development.
5. Instructor will evaluate the exam within two weeks of exam completion.
6. Students will be notified of the results. Students must receive at least a C- on the exam to pass the course. Course entries will reflect a grade of "TR," as if the course had been transferred to Northern.
7. Results from locally developed exams are final.
8. If the student fails a locally developed exam, they may retake the exam up to three times but must pay the \$50 per course fee for each attempt.



# NORTHERN New Mexico College



## Prior Learning Portfolio

A portfolio assessment of prior learning is based on the documentation you choose to present. Contents of the portfolio may differ or vary based on the course(s) you align your prior learning to and/or departmental expectations. Below are general eligibility and expectations for a portfolio. Students should consult with their faculty academic advisor early in the process about the possibility of submitting a portfolio for specific expectations.

### Portfolio Application Process

1. Review the approved list of courses for prior learning courses in the NNMC Catalog and NNMC website.
2. Contact the appropriate department chair or your faculty academic advisor to discuss guidelines for prior learning credit applications, the syllabi for targeted courses, and to determine the best way to proceed. The faculty academic advisor will evaluate and approve the appropriateness of a portfolio development.
3. Upon faculty academic advisor approval of a portfolio assessment, choose a course(s) to target in your assessment portfolio. It is important that the number of credits sought through the portfolio, plus any other credits that have been already granted for prior learning, do not exceed the 25% credit threshold for the entire program. Moreover, the student and advisor should discuss the **NNMC General Guidelines for Prior Learning Credit Portfolios**.
4. Complete the **Prior Learning Credit Portfolio Application Form** and submit the nonrefundable fee(s) to the cashier. The fee for submitting a portfolio for Prior Learning Credit is \$100 per credit hour (example, \$300 for a 3 credit hour course). This fee is nonrefundable regardless of approval decision. Submit the Prior Learning Credit Portfolio Application form (with a copy of the receipt) to the department chair for final authorization. The department chair will assign two faculty reviewers for each portfolio submission.
5. Submit electronically (PDF format) your portfolio/appropriate documentation for review by the following deadlines: Fall semester - September 30; Spring semester - February 28.
6. The faculty reviewer(s) will review and notify you whether the portfolio has been approved or denied within six weeks after the semester deadlines (September 30 and February 28).
7. Faculty reviewer(s) must provide a written explanation for evaluation of the portfolio regardless of outcome. Portfolio review documentation will be saved by NNMC for 5 years.

### NNMC General Guidelines for Prior Learning Credit Portfolios

**Portfolio Length:** Portfolio length will vary by discipline. Portfolio should be adequate length to provide sufficient evidence that the student has mastered the student learning outcomes of the courses being petitioned for prior learning credit. Portfolios may not be longer than 30 pages.



# NORTHERN New Mexico College



**Required Writing Level:** College-level writing is expected. Portfolio should be written with correct grammar, mechanics, and punctuation. Writing should be clear and direct.

**Portfolio Documentation:** Academic Departments require different materials as applicable to their various disciplines. Students may submit the following items as determined by the specific department:

- Official transcripts/certificates
- Official License documents
- Official publications (conferences, journals, powerpoint presentations, video recordings, etc.)
- Official work samples
- Official syllabi/textbooks of courses completed
- Letters of recommendations
- Other additional items required by discipline

**Estimated Portfolio Preparation Time:** Estimated time to complete the portfolio varies by discipline. Students should expect to spend at least six to eight weeks to collect evidence and documentation for the portfolio. Prior to completing the portfolio, students need to approach the department chair/faculty member with their intentions and discuss department specific guidelines.

**Portfolio Necessities:** A student requesting prior learning experience credits, after consultation with the department chair/faculty of his/her intention, will be provided with the following:

1. Prior Learning Credit Portfolio Application Form
2. NNMC Portfolio Guidelines (including Portfolio Template)
3. Departmental Portfolio Guidelines

Then the student will develop the portfolio as a self-directed activity with NO assistance from faculty/chair/NNMC staff.

## Additional Requirements

1. A student must be admitted to NNMC.
2. Program specific courses require that the student is an active degree-seeking student in that program.
3. For some courses, students requesting CPL credits must complete the prerequisite course/s of each requested course unless the requested CPL also covers the prerequisite course/s. See specific department for guidelines.

**Maximum Credit Hours for Prior Learning:** Maximum credit hours cannot exceed 30 credit hours for Bachelor degrees and 15 hours for Associate degrees. These limits



## NORTHERN New Mexico College



include all methods of earning prior learning credits (such as, CLEP, Locally-Developed Exam, and/or Portfolio). Students may earn prior learning credit for general education, support courses, program specific courses, and elective courses.

**Transfer Courses:** Students should be aware that credit for prior learning granted for NNMCC courses through portfolio review will receive a CR grade. Students transferring need to be aware that other institutions may have their own policies about CR grades. CR grades do not have any impact on NNMCC GPA.

### Portfolio Template

Prior Learning Credit Portfolios should follow this organizational template (individual departments may have additional template guidelines):

1. **Cover Sheet:** Name, Prior Learning Credit Portfolio, Academic Department, Date
2. **NNMCC Prior Learning Credit Application Form**
3. **Portfolio Summary:** Narrative summarizing the content of the portfolio. Introduction to the student's experience, education, and training that relate to the learning outcomes of the particular course(s). Overview of the documentation included in the portfolio.
4. **Course Information:** Course name and number, credit value, course description, student learning outcomes.
5. **Narrative:** Detailed explanation how the student's experiences provided learning that satisfies the student learning outcomes of the course. Students should explain the specific documentation that is included and how this evidence demonstrates learning related to the course objectives.
6. **Documentation:** Evidence of valid experiences related to the learning outcomes of the course. May include any of the following: Official transcripts/certificates, Official License documents, Official publications (conferences, journals, powerpoint presentations, video recordings, etc.), Official work samples, Official syllabi/textbooks of courses completed, Letters of recommendations, and/or Other additional items required by discipline
7. **Departmental Portfolio Evaluation Rubric (if required by the individual department):** Copy of the rubric with self-evaluation from the student.

### Decisions

1. Forms of non-portfolio CPL such as CLEP, DANTES, etc: If credit is denied for a course equivalency, an explanation or justification must be made available to the student. When the exam is offered by an external agency, it cannot be appealed to NNMCC.
2. Portfolio evaluation decision is final. Portfolios will be evaluated by at least two faculty from the appropriate department. Decision will be based on the evidence provided by the student. Faculty will provide detailed feedback to document justification for the decision.



## NORTHERN New Mexico College



3. Students may resubmit portfolios that were denied approval. In these cases, students will be required to submit an additional **Prior Learning Credit Portfolio Application Form** and pay the nonrefundable \$100 per credit hour fee. In the portfolio, students should indicate this is a resubmission and include a section in the narrative that explains how they met the concerns of the initial review.

### Internal Procedures for Maintaining Transparency and Consistency

#### Periodic review of CPL guidelines

NNMC reviews CPL program guidelines and procedures at least every five years. The review should involve evaluating all aspects of CPL policy, procedures, and portfolio audits, for consistency with state, regional, and national practices. Additionally, NNMC keeps an electronic repository for:

- a. Volume of CPL credits awarded per field annually (per CPL category and total).
- b. CPL recipient data including, but not limited to, a demographic summary of CPL recipients (age, race, and GPA) as well as measures of recipient success (per CPL subcategory and total).
- c. All portfolios submitted for CPL including the written review from the faculty reviewer(s) will be kept electronically.

#### Transparency

Criteria and practices are published on the NNMC website.

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**Responsible Division/Unit:** Office of the Provost

**History:** Approved (including fees by the Board of Regents) July 2021;

language updated January 2022; November 2022



# NORTHERN NEW MEXICO COLLEGE

## Appendix A part I

DEGREE SHEET / 2025-2026 CATALOG		
Student name:		
Eagle ID:		
Eagle Email:		
Phone:		
<b>Certificate of Technical Trades (Carpentry Technology)</b>		
<p>The Carpentry Technology Certificate program provides students with foundational skills and knowledge necessary for entry-level positions in the carpentry and construction industries. Students will learn essential techniques in framing, cabinetry, blueprint reading, and safety procedures. The program combines classroom instruction with hands-on training to develop practical skills in measuring, cutting, assembling, and installing various building components.</p>		
PROGRAM REQUIREMENTS (15 Credits)	SEMESTER	GRADE
CNST 1110 General Carpentry (3) <i>Pre-requisite: None</i>		
CNST 1170 Construction Methods I (4) <i>Pre-requisite: CNST 1110 General Carpentry</i>		
CNST 1270 Construction Methods II (4) <i>Pre-requisite: CNST 1170 Construction Methods I</i>		
CNST 1370 Construction Methods III (4) <i>Pre-requisite: CNST 1270 Construction Methods II</i>		
<b>TOTAL CREDITS 15</b>		
<b>ADVISOR APPROVAL</b>	<b>DATE</b>	

### SUGGESTED SEQUENCE OF COURSES

#### **FIRST SEMESTER (15 Credits)**

- |                                    |     |
|------------------------------------|-----|
| CNST 1110 General Carpentry        | (3) |
| CNST 1170 Construction Methods I   | (4) |
| CNST 1270 Construction Methods II  | (4) |
| CNST 1370 Construction Methods III | (4) |



## Appendix A part II

### Carpentry Certificate Curriculum Efficiency Analysis

**Purpose:**

To evaluate the effectiveness and efficiency of the current carpentry curriculum in achieving educational objectives, skill development, and employment readiness for students enrolled in the certificate program.

---

#### 1. Curriculum Objectives and Outcomes

**Assessment of Alignment:**

- Ensure that the curriculum aligns with industry standards, local construction needs, and technological advancements.
- Clearly defined learning outcomes related to technical skills, safety procedures, and project management.

**Efficiency Indicators:**

- Percentage of curriculum outcomes met through assessments and practical projects.
- Feedback from industry stakeholders on graduates' preparedness.

---

#### 2. Course Content and Structure

**Content Relevance:**

- Coverage of foundational skills (e.g., measurement, cutting, joinery).
- Inclusion of advanced topics (e.g., cabinetry, roofing, sustainable practices).
- Integration of modern tools and technology (e.g., CAD software, power tools).

**Curriculum Structure:**

- Balance between theoretical knowledge and practical application.
- Logical progression of courses from basic to advanced skills.
- Duration and pacing aligned with learning complexity.

**Efficiency Indicators:**

- Ratio of practical to theoretical hours.
- Student performance metrics across modules.

---

#### 3. Instructional Methods

**Teaching Strategies:**



- Use of hands-on workshops, simulations, and real-world projects.
- Incorporation of industry experts and apprenticeships.

**Efficiency Indicators:**

- Student engagement and participation levels.
  - Practical skill acquisition rates.
- 

**4. Resources and Facilities****Availability and Quality:**

- Access to well-equipped workshops and tools.
- Up-to-date instructional materials and safety equipment.

**Efficiency Indicators:**

- Utilization rates of facilities.
  - Maintenance and upgrade frequency.
- 

**5. Faculty Qualifications****Expertise and Experience:**

- Instructors with industry certifications and practical experience.

**Efficiency Indicators:**

- Student evaluations of instruction.
  - Faculty professional development activities.
- 

**6. Assessment and Evaluation****Methods:**

- Regular practical assessments, project evaluations, and written exams.
- Continuous feedback mechanisms.

**Efficiency Indicators:**

- Pass rates and skill competency levels.
  - Post-program employment or apprenticeship placement rates.
- 

**7. Student Outcomes and Employment Readiness**



**Metrics:**

- Job placement rates within the construction industry.
- Graduate feedback on curriculum relevance.

**Efficiency Indicators:**

- Time taken to secure employment post-certification.
- Employer satisfaction surveys.

---

## **8. Continuous Improvement Processes**

**Review Mechanisms:**

- Periodic curriculum reviews based on industry trends and feedback.
- Incorporation of new technologies and methods.

**Efficiency Indicators:**

- Number of curriculum updates per year.
- Stakeholder engagement in review processes.

---

## **Summary of Findings & Recommendations**

- **Strengths:** e.g., strong practical training, industry partnerships.
- **Weaknesses:** e.g., limited equipment, limited lab space.
- **Opportunities for Improvement:** e.g., integrating automated technology, expanding apprenticeship programs into secondary schools.
- **Threats:** e.g., rapid industry change, resource limitations.

**Conclusion:**

The curriculum demonstrates an overall efficiency level, with targeted improvements needed in limitations of equipment and lab space. Implementing recommended changes will enhance skill relevance, student competence, and employment outcomes.



## Appendix B (part I)

### NNMC Carpentry Certificate Content Course List with Outcomes

#### Course Number: CNST 1110

Course Title: General Carpentry or Building Trades I

##### **Course Description:**

This course will have two components: a classroom segment, where carpentry concepts will be explored, and a hands-on segment where students will be able to participate in the actual construction of a structure. Habitat for Humanity has generously offered one of their projects as a “hands-on” site.

##### **Student Learning Outcomes:**

1. Identify and define various elements of a Structural Wood Wall.
2. Build Structural and non-load bearing Walls and Partitions using OSHA compliant safety practices.
3. Size floor joists and roof rafters according to local building codes.
4. Hang and “Trim Out” Doors and Windows for Residential Construction Projects.
5. Choose construction project foundations.

#### Course Number: CNST 1170

Course Title: Construction Methods I

##### **Course Description:**

This course will focus on carpentry industry, skills, materials, drawings, and documents. Overall safety will be addressed, including the use of hand and power tools. An applied course in foundation, footing, and stem-wall construction. Other topics include cutting and assembly of structural material for floor, wall, and roof systems in accordance with the International Building Code (IBC).

##### **Student Learning Outcomes:**

1. Identify the skills, responsibilities, and job opportunities in carpentry.
2. Explain safety hazards and hazard mitigation in carpentry.
3. Identify various materials and calculate materials needed for a given construction drawing.
4. Demonstrate correct installation and fastening of common building materials in carpentry.
5. Safely use hand and power tools common to carpentry.
6. Interpret common carpentry construction documents.

#### Course Number: CNST 1270

Course Title: Construction Methods II

##### **Course Description:**

This course is a continuation in construction methods and will focus on both Commercial & Residential carpentry. The proper safety use of hand and power tools will continue in the new subject areas. The student will enhance their skills in the installation of exterior wall and roof finishes, windows, and doors in accordance with the International Building Code (IBC). Students



also practice insulation techniques, drywall installation, taping and texture of drywall, trim work, and other finish work in a safety-focused environment.

**Student Learning Outcomes:**

3. Demonstrate the correct methods for measuring, to identify the correct material to installed.
4. Identify various materials that are needed per the drawing blueprint. (Take off List).
5. Demonstrate correct installation and fastening of common building materials in commercial and residential carpentry.
5. Safely use hand and power tools common in commercial carpentry.
6. Interpret common commercial/residential carpentry construction documents.

**Course Number: CNST 1370**

Course Title: Construction Methods III

**Course Description:**

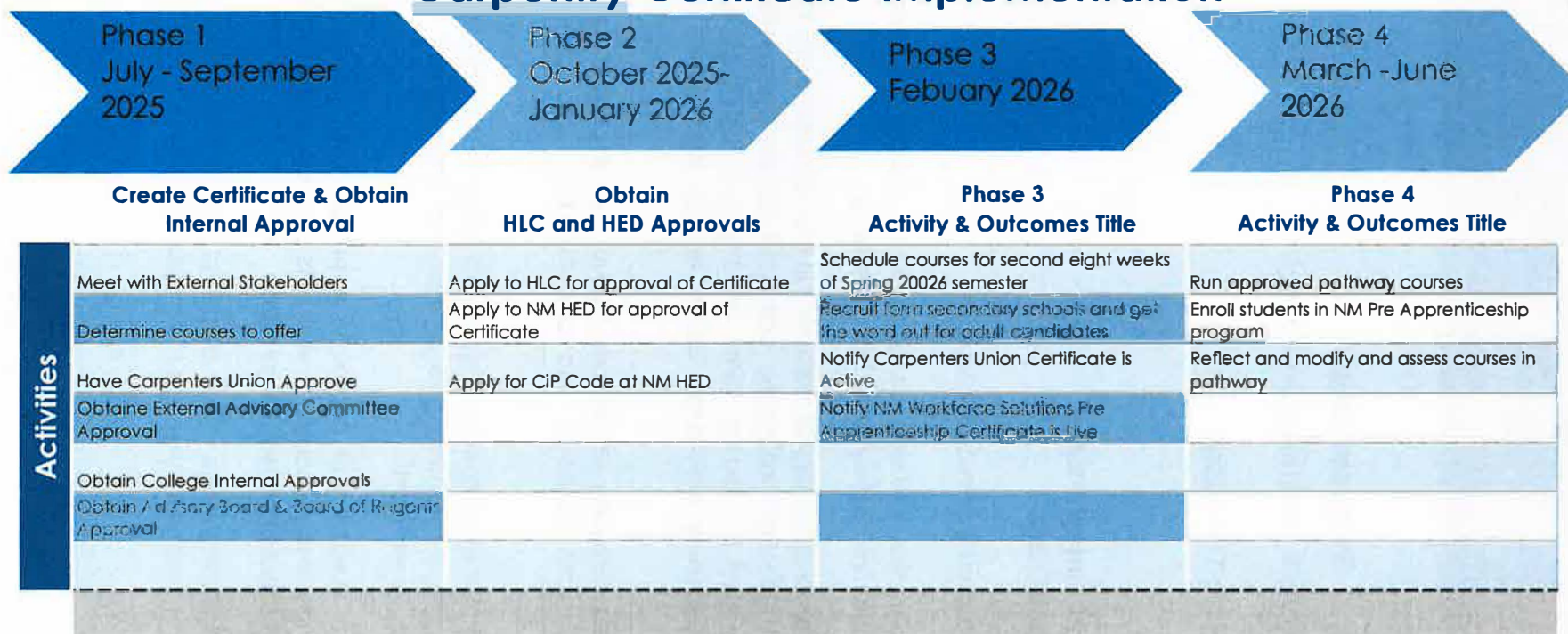
This course is the third of three methods and is a advanced class in the establishment of footings, slabs, stem walls, vertical and horizontal framework, tilt-up wall systems, and the reinforcement of concrete. The student will learn advance skills in problem solving and leadership skills

**Student Learning Outcomes:**

1. Identify the skills, responsibilities, and job opportunities in carpentry.
2. Demonstrate the safety hazards and hazard mitigation in carpentry and on the job site.
3. Identify various materials and calculate materials needed for reinforcement of concrete.
4. Demonstrate correct installation and fastening of common building materials in carpentry
5. Interpret construction drawings, be able to demonstrate the need for a field change order.
6. Demonstrate leadership skills in crew Leadership.



## Carpentry Certificate Implementation





## Appendix B part II

**NORTHERN NEW MEXICO COLLEGE****Program-Level  
Student Learning Outcomes**

Program of Study: Carpentry Trade Technology

Degree/Credential: Certificate

Program Assessment Coordinator: Joseph Padilla

Assessment Contributor: Dr. Frank Loera

**Student Learning Outcomes**

1. Students demonstrate personal wellness as a carpenter through outlining and identifying person/work priorities. **Safety and Craftsmanship**
2. Students will be able to demonstrate logical reasoning in the carpentry trade through identifying best material selection, identifying adequate current processes, and discussing carpentry concepts by industry name, identifying materials by industry standard terms, and explaining processes using industry appropriate terms. **Industry Proficiency**
3. Students will demonstrate carpentry technology through using current carpenter tools, interpreting construction drawings, and demonstrating code compliance. **Trade Standards**
4. Students will be able to implement carpentry projects in a group by expressing ideas, accepting others' ideas, and demonstrating taking personal responsibility for their own portion of the project. **Team Work**
5. Students will be able to interact with people in a professional manner in the construction industry by identifying diversity in skill sets and demonstrating mutual respect for others. **Communication and Cooperation**
6. Students will apply employability skills in the carpentry trade by demonstrating a willingness to work and conducting themselves in an industry leading manner. **Work Ethics/Professionalism**



## Assessment Plan

### Student Learning Outcomes

- Each of the 6 student learning outcomes has a course identified where it will be measured during the one-year cycle.
- Every outcome has a full-time faculty member identified and responsible for the measurement and the report.
- Monthly departmental meetings will provide time for discussion and updates on assessment and measurement instruments.

### Data Sampling

- Data will be collected only from students enrolled in the class for credit.
- Since current classes are typically less than 20 students, there is no sampling for assessment. This will be revisited if the size of the classes increases.
- Dropouts are not considered to evaluate the achievement of the outcome if the measurement is taken after the drop.

### Definitions of Performance

- Assessment instruments will be peer-reviewed before using them.
- Data will be presented in histograms/table.

#### *Level of Attainment of outcomes per student:*

- Target Met: a student achieves a 70% of the instrument scale.
- Target Not Met: a student does not achieve a 70% of the instrument scale.

#### *Level of Attainment of outcomes per class:*

- Target met: 75% of all students achieved their target.
- Target in progress: less than 75% of all students achieve their target.

#### *Level of Attainment of outcomes for the Program:*

- For 100-level and 200-level classes, the department assigns 1 point if the level of attainment is marked as "Target in progress".
- For 100-level and 200-level classes, the department assigns 2 points if the level of attainment is marked as "Target met".

The level of attainment of a student outcome considering all courses where the student outcome is measured, is defined as:

$$\text{Level of attainment of outcome} = \frac{\text{Points achieved}}{\text{Maximum points in outcome}}$$



Program outcomes are measured annually. Data is collected, aggregated, and analyzed. Areas for program improvement are identified and actions are implemented. Assessment Data results are documented on the Program Assessment Report.

### PSLO Assessment Schedule Fall 2024 - Spring 2026

#### Fall 2026

General Carpentry: Outcomes 1, 5

Construction Methods I: Outcome 3, 2

#### Spring 2027

Construction Methods II: Outcomes 4, 2

Construction Methods III: Outcomes 2, 6

### CURRICULUM MAP

Technical Mandatory Courses	1	2	3	4	5	6
General Carpentry	A				A	
Construction Methods I		A	A			
Construction Methods II		A		A		
Construction Methods III		A				A



## APPENDIX C

### Carpenter Certificate Program Budget

	Year 1	Year 2	Year 3	Year 4	Year 5
Instructor Salary/ 1	\$60,000	\$61,800	\$63,654	\$65,563	\$67,530
Benefits	\$21,000	\$21,630	\$22,279	\$22,947	\$23,635
Adjunct/dual credit	\$850	\$1,250	\$1,250	\$1,500	\$1,500
Supplies	\$25,000	\$15,000	\$10,000	\$10,000	\$10,000

#### Assumptions:

- 1 Most equipment is available, hand tools and supplies required year 1
- 2 Lab upgrades required year 1 so supplies & equipment are higher year 1
- 3 Year two continual small tool and supply build up
- 4 Year 3, 4, and 5 levels out with repeated supplies for coursework/labs
- 5 Instructor salary increased 3 percent yearly for COL increases
- 6 Benefits estimated at 35%
- 7 One FTE required, Dual credit instructors will be from secondary schools

### Carpenter Program Student Enrollment Estimates

	Year 1	Year 2	Year 3	Year 4	Year 5
Dual Credit	10	15	20	25	30
Traditional	15	20	25	30	35

### Carpenter Program Student Tuition Estimates

	Year 1	Year 2	Year 3	Year 4	Year 5
Tuition Revenue \$110 per credit at 24 credits per year	\$24,750	\$33,000	\$41,250	\$49,500	\$57,750

#### Assumptions:

- 1 Tuition is based on Traditional Student enrollment only
- 2 Fifteen credits for completion (one semester)
- 3 Program is supplemented by Branch Community College Mill Levy
- 4 Carpenters Union supported Mill Levy, has an MOU with NNMC to develop such a program
- 5 The Apprenticeship Pathway and Employment will stimulate enrollment
- 6 Enrollment estimates are conservative, dual credit students will start matriculating



## APPENDIX D

### Carpenter/Carpentry Job Outlook

#### U.S. Department of Labor Statistics Occupational Outlook Handbook

79,500 openings for carpenters are projected each year, on average, over the decade (2022 to 2032). Most of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

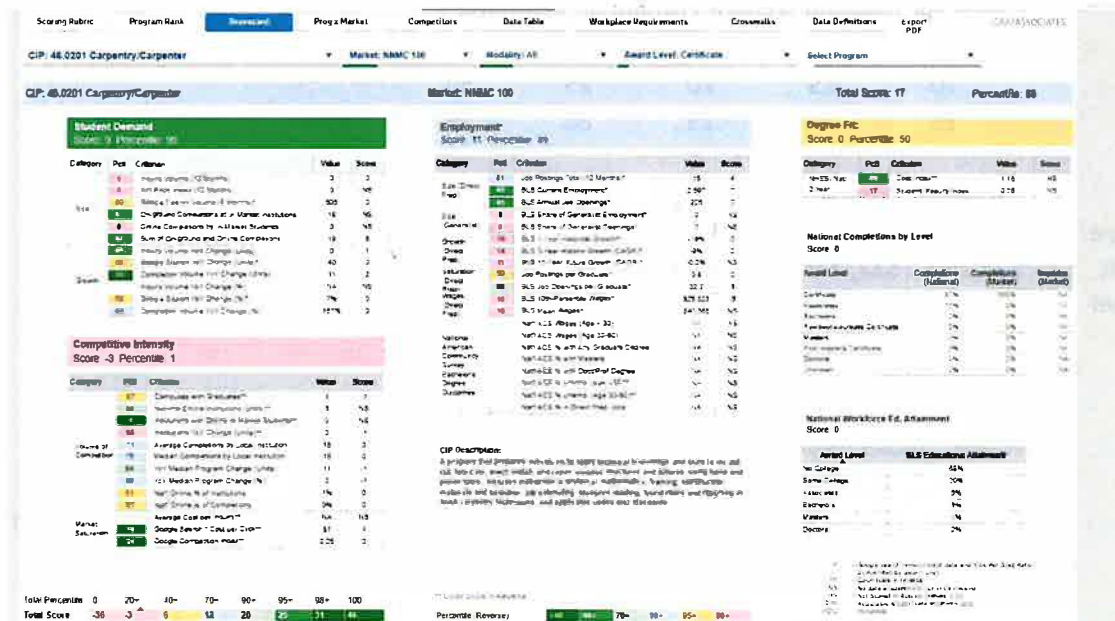
<https://www.bls.gov/ooh/construction-and-extraction/carpenters.htm>

#### The New Mexico Department of Workforce Solutions:

Reports 1410 Projected annual openings for construction Labor position where carpenters are generally categorized with 310 annual openings in the Northern Region.

<https://www.dws.state.nm.us/en-us/Researchers/Data/Occupational-Outlook>

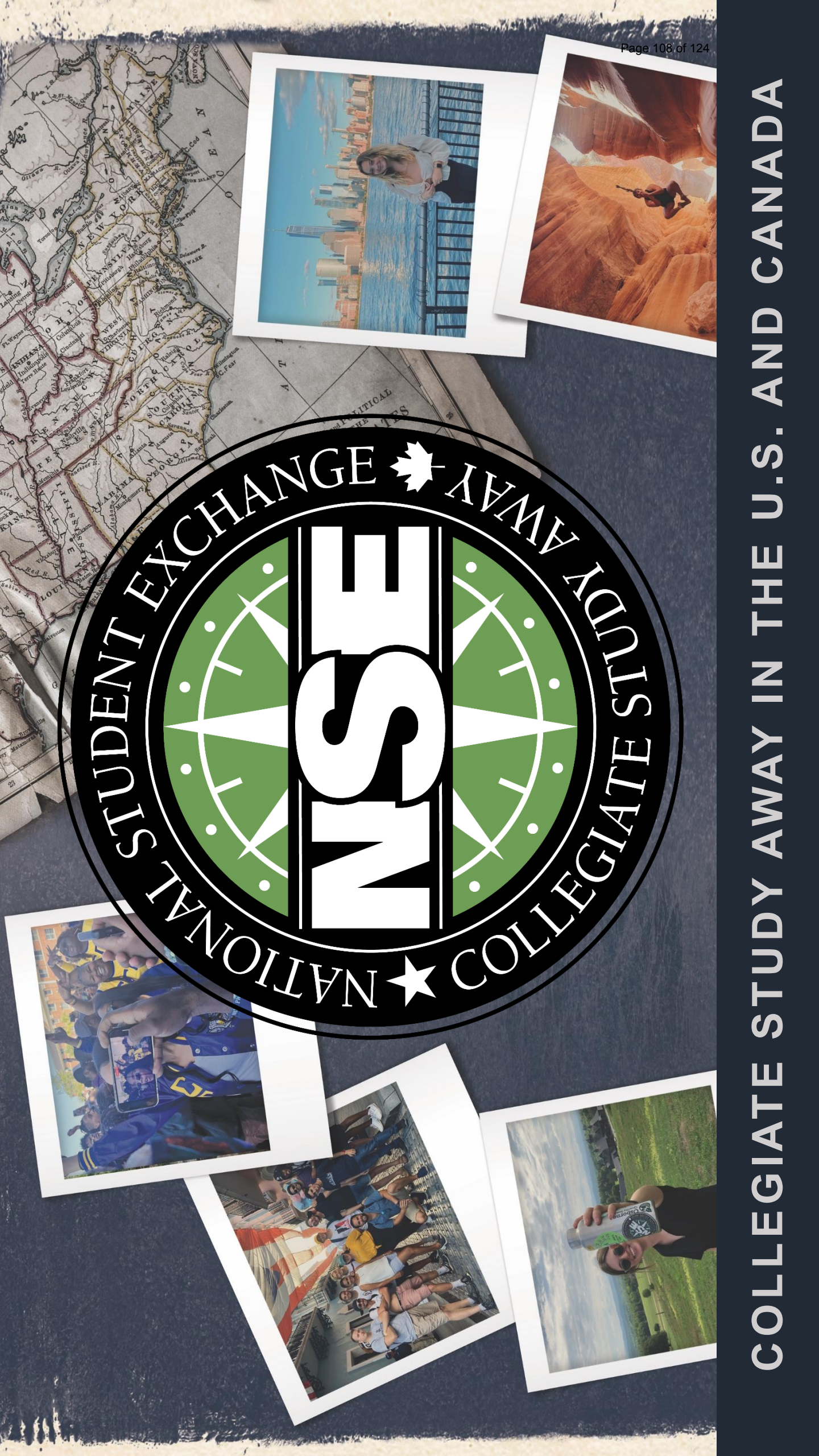
Grey and Associates data on Carpentry/Carpenter CIP 46.0201 is reported as follow:



#### Los Alamos National Laboratories reports:

"We currently have around 1450 craft on staff and foresee hiring around 200 craft/year to meet mission needs and maintain our desired workforce levels. The trades we typically have the highest demand for are electricians, pipefitters, **carpenters**, ironworkers, sheet metal workers, and laborers." (Andrew Ericson, Utility & Infrastructure Program Director, Associate Laboratory Directorate Facility & Operations Jan 29, 2024).





COLLEGIATE STUDY AWAY IN THE U.S. AND CANADA





# NSE MISSION

**National Student Exchange inspires academic enrichment, personal exploration, and student development by facilitating accessible collegiate study away among member colleges and universities throughout the United States, Canada, Guam, Puerto Rico and U.S. Virgin Islands.**



# NSE VALUES



NSE values diversity, open-mindedness, and cross-cultural engagement fostering learning, understanding, respect, and a sense of community among all people. We believe that the collegiate study away experience enhances education and enriches student growth.



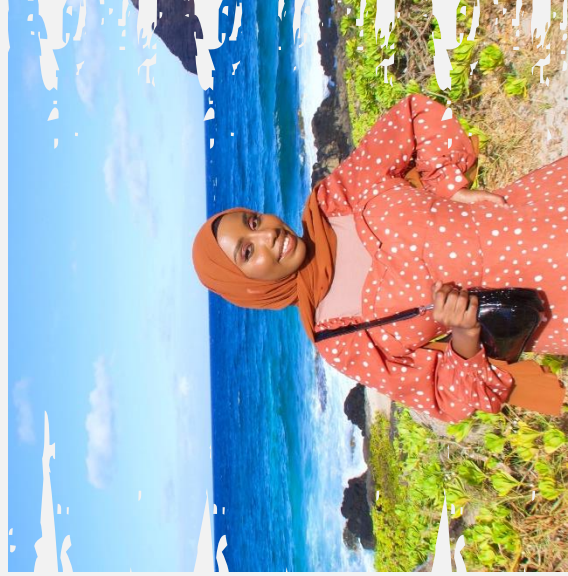


# History

## NSE HISTORY

National Student Exchange was founded in 1968 with three institutions exchanging seven students. It was a time when our nation and students on college campuses were searching to understand identity and how differences fit into the idea of American culture.





# NSE TODAY

NSE is the premier network of colleges and universities exchanging students throughout the United States, Canada, Guam, Puerto Rico, and the Virgin Islands. More than 127,000 students have taken advantage of a collegiate study away through NSE.





# Why NSF?

Accessible study away

Affordable opportunities

New academic perspectives

Multiply course access

Broaden experience

Develop independence

Investigate graduate school

Build new networks

Research and internships



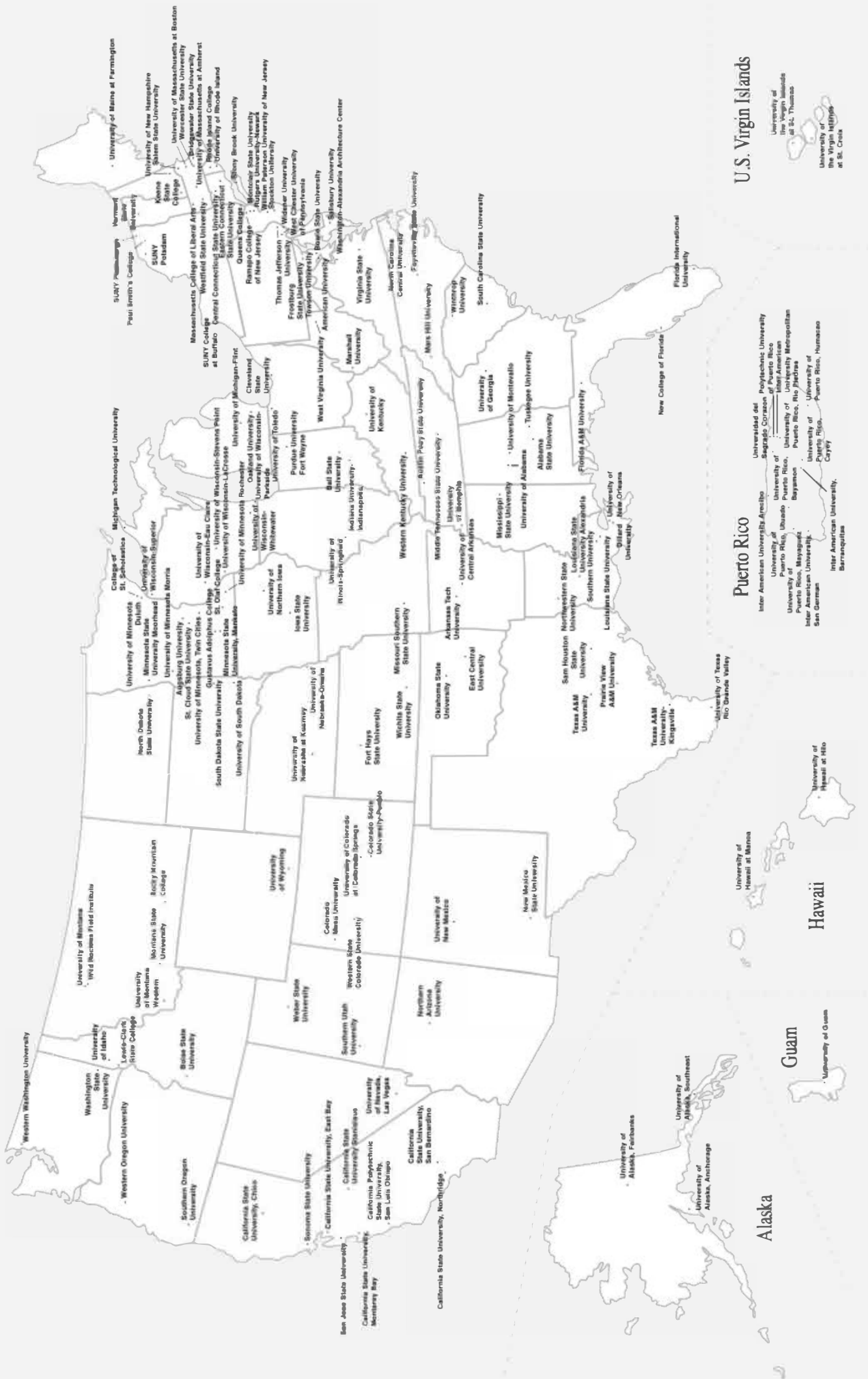


# DIVERSE CAMPUSES

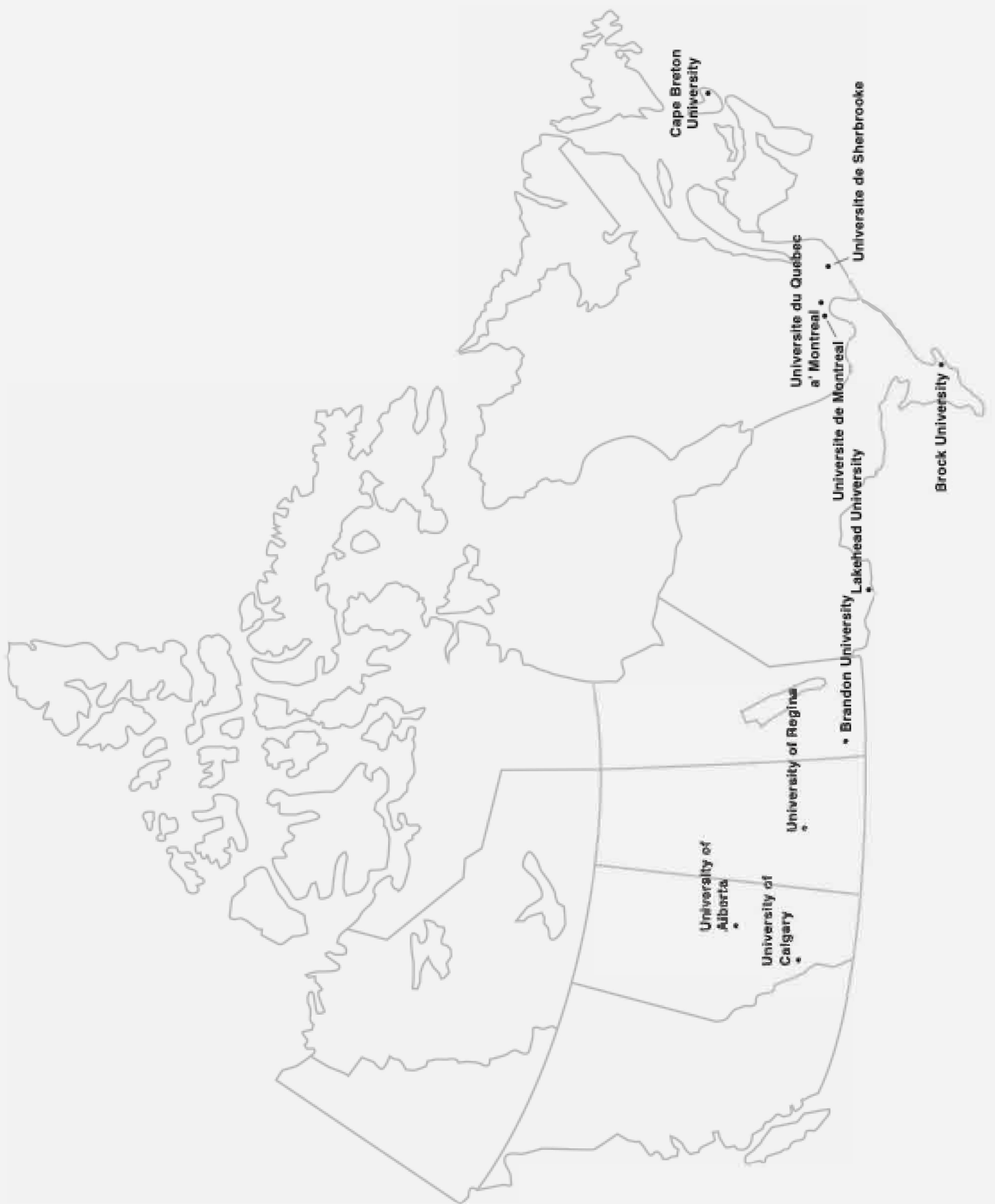
Public Research Universities  
Public Liberal Arts Colleges  
Polytechnic Universities  
Land-Grant Universities  
Space-Grant Universities  
Private Institutions

Sea-Grant Universities  
Sun-Grant Universities  
Historically Black Colleges & Universities  
Hispanic Serving Universities  
French Instruction  
Spanish Instruction













# tuition

## TUITION PLAN

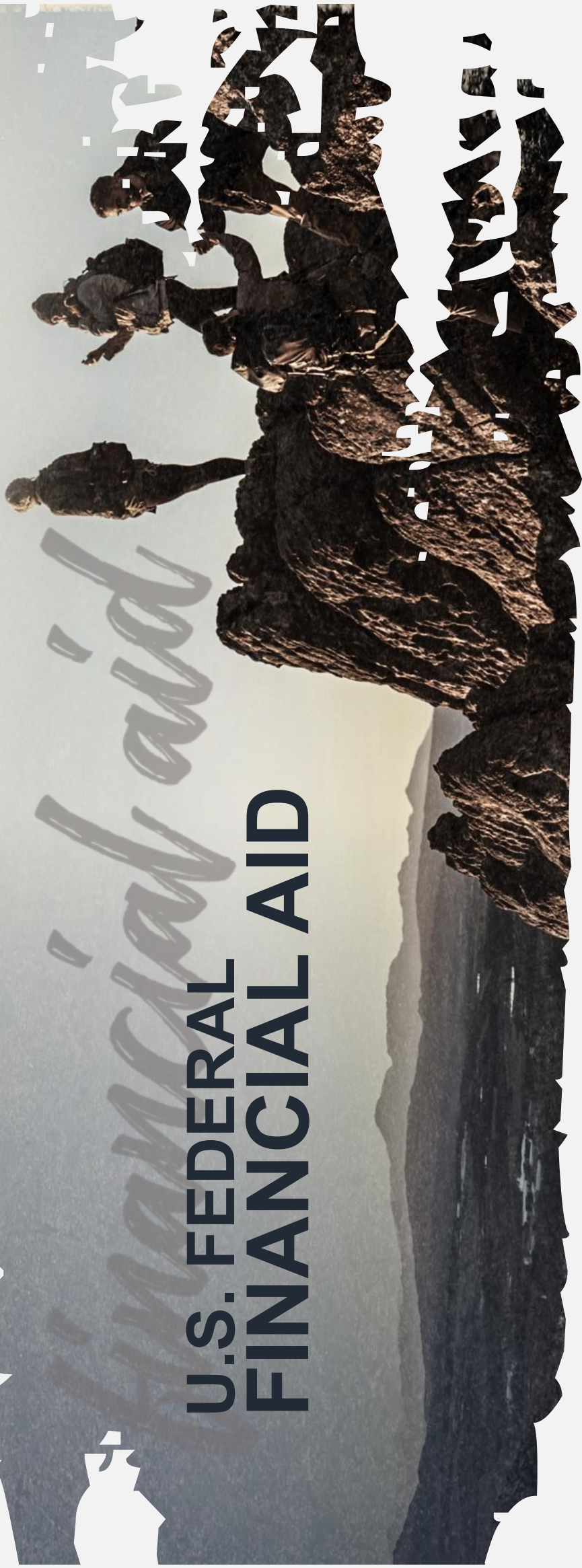
### Home Campus Tuition Payment

- Student pays normal tuition and fees to the HOME campus



# U.S. FEDERAL FINANCIAL AID

Student applies for and receives  
financial aid from the home campus.





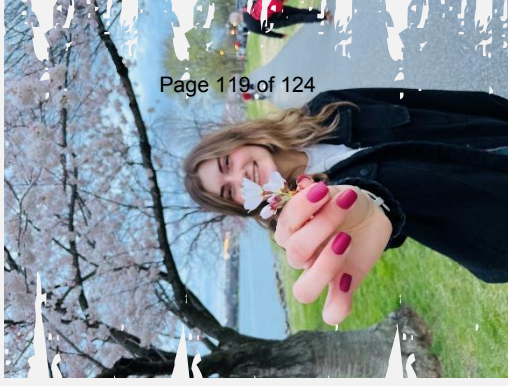
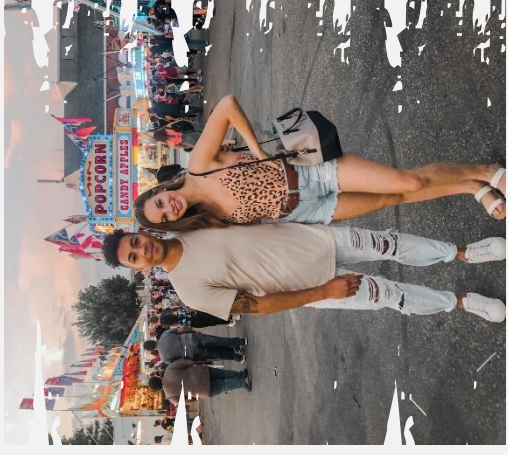
*why*  
**NSE?**

**FOR  
STUDENTS!**

**1300 students exchange annually**

61% first-generation college students  
57% Pell Grant eligible  
40% identify as non-White

\*applicants applying for exchange in 2024-25







# STUDENT ELIGIBILITY

- Full-time enrollment
- Cumulative 2.5 GPA/4.0
- Good standing:
  - Academic
  - Financial
  - Social/behavioral
- No incomplete grades
- Academic requirements





# *why* NSE?

## ACADEMIC BENEFITS

- Take classes not available at home campus
- Study with new professors and experts in your field
- Broaden educational perspectives
- Pursue research, field study, and internship opportunities
- Investigate graduate schools





*why* **NSE?**

## **PROFESSIONAL BENEFITS**

- **Make connections in a new job market**
- **Diversify student resume**
- **Develop practical skills**
- **Increase collaboration experience**
- **Prepare yourself to live and work in a culturally diverse society**



# *why***NSE?**

## **PERSONAL BENEFITS**

- Seek travel and adventure
- Experience personal growth and independence
- Live in different geographic and cultural settings
- Gain intercultural perspective and understanding
- Explore the historical and cultural makeup of the U.S. and Canada







COLLEGIATE STUDY AWAY IN THE U.S. AND CANADA