

BOARD OF REGENTS MEETING

JULY 30, 2018

NORTHERN New Mexico College



Office of the President

NORTHERN New Mexico College



NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Monday, July 30, 2018**, at **9:00AM (Via Conference Call)** at the Northern New Mexico College – Espanola Campus, Espanola, New Mexico.

FINAL AGENDA

REMOVING AGENDA ITEMS III(A), IV, V, VI, VII (A), (B) AND (C), VIII (A – 1, 2, and 3) AND IX FROM THE TENTATIVE AGENDA POSTED JULY 9, 2018 AND ADDING ITEM III (A-1) TO THE FINAL AGENDA
ITEMS REMOVED FROM THE TENTATIVE AGENDA WILL BE DISCUSSED AT THE NEXT REGULAR SCHEDULED BOARD OF REGENTS MEETING ON AUGUST 20, 2018, TIME TO BE DETERMINED

- I. CALL TO ORDER
- II. APPROVAL OF AGENDA
- III. STAFF REPORTS
 - A. Vice President for Finance & Administration
 - 1. Annual Capital Asset Inventory Certifications – Action Required
 - B. Provost & Vice President for Academic Affairs
 - 1. Minor Change to the Academic Calendar – Action Required
- IV. PUBLIC INPUT
- V. 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.

Office of the President

NORTHERN New Mexico College



To: Board of Regents
Northern New Mexico College

From: Ricky A. Bejarano, CPA, CGMA
Vice President for Finance & Administration

Date: July 30, 2018

Subject: Certification of Capital Assets Inventory

Issue

2.2.2 NMAC (i.e. State Auditor Rule) states “The Audit Act (Section 12-6-10 NMSA 1978) requires agencies to capitalize only chattels and equipment that cost over five thousand dollars.” Accordingly, the rule also states “[A]gencies shall conduct an annual physical inventory of chattels and equipment on the inventory list at the end of each fiscal year in accordance with the requirements of Section 12-6-10 NMSA 1978. The agency shall certify the correctness of the inventory after the physical inventory.”

An annual inventory of items that met the capitalization threshold was conducted by offices and members under the Vice President for Finance & Administration commencing late June 2018 and ending in mid-July, 2018. Assets were located, identified and matched against the capital asset listing (attached). There were no known material discrepancies found, and any adjustments were to updating the physical location of the items and identifier information.

Recommendation

Staff recommends approval of the certification of the annual capital asset inventory.

Northern New Mexico College
 Capital Asset Inventory
 For the Period Ending June 30, 2018
 State Fiscal Year 2018

Asset Tag	Asset Description	Campus/Building	Location	Purchase Cost	Asset Class	Major Asset Type
untaggable-06	Greenhouse	EL RITO-TRADES BLDG	Diesel Room	25,275.00	16201	Equip
F0401	25'X10' Used Mobile Storage Unit	ESP-CTE	BACKYARD	5,763.85	16201	Equip
F0402	25'X10' Used Mobile Storage Unit	ESP-CTE	BACKYARD	5,410.00	16201	Equip
NEEDS_F19	7 Door aid closer	ESP-CFA	Fine Arts	8,585.00	16201	Fixtures
untaggable-61	5 ADA door closure systems	ESP-AD	99999	-	16201	Fixtures
F0010	Boiler_JCI Mechanical Rm	ESP-CAMPUS	Campus	12,033.72	16301	Fixtures
NEEDS_F27	(Elevator)Chair Lift and Installation	ESP-MT	Metal Trades Bldg	28,393.00	16301	Fixtures
NEEDS_F28	GE Bldg compressor_AC-1 (Coupland)	ESP-CAMPUS	Campus	13,830.58	16301	Fixtures
NT00016	Litepanels	ESP-CAMPUS	Campus	6,825.00	16301	Fixtures
untaggable-10	Theater Curtains	ESP-CFA	119	13,311.00	16301	Fixtures
untaggable-07	Gym floor covers	ESP-GYM	gym	6,818.00	16301	Equip
untaggable-24	APIC security cameras purchased in FY16	ESP-CAMPUS	Campus	-	16301	Equip
15136	1986 Backhoe Ford 550 (El Rito)	EL RITO-CAMPUS	Campus	-	16302	Vehicles
F0133	1988 Kubota Tractor M4500 DT (w mower)	EI RITO-FACILITIES	Garage	29,599.69	16302	Vehicles
G89598	2013 White Toyota Tacoma with lightbars	EL RITO-CAMPUS	Campus	26,894.60	16302	Vehicles
G06082	1986 FORD CLUB WAGON XL (Van)	EL RITO-CAMPUS	Far north-east of campus	21,912.00	16302	Vehicles
G06083	1978 Chevy_Dump Truck	EL RITO-Publibto Bldg	107_Covered Area	-	16302	Vehicles
G06596	1988 GMC 2500 SL SIERRA	EL RITO-Publibto Bldg	107_Covered Area	-	16302	Vehicles
G42410	1999 DODGE CARAVAN	EL RITO-CAMPUS	Campus	20,095.00	16302	Vehicles
G60509	1993 FORD F-250	EL RITO-CAMPUS	Campus	-	16302	Vehicles
G60510	1990 WHITE SUBURBAN	EL RITO-CAMPUS	107_Covered Area	-	16302	Vehicles
G60511	1998 CHEVY S-10	EI RITO-FACILITIES	Campus	-	16302	Vehicles
G73934	Hazmat RV	ESP-CTE	Garage	-	16302	Vehicles
8540	Used 580SK 1994 Backhoe (ESP)	ESP-CAMPUS	108 (garage)	23,850.00	16302	Vehicles
9890	Doorless Cart (Club Car XRT900)	ESP-CAMPUS	Campus	-	16302	Vehicles
9891	Doorless Cart (Club Car XRT900)	ESP-CAMPUS	Campus	-	16302	Vehicles
00697G	2017 Chevy Malibu LS Sedan	ESP-CAMPUS	Campus	-	16302	Vehicles
F0015	Gas Powered Polaris (ATV like vehicle_has doors)	ESP-CAMPUS	Campus	12,598.71	16302	Vehicles
F0017	Electrically Powered Ranger EV Boardwalk (ATV like vehicle)_1 of 2	ESP-CTE	108 (garage)	14,147.98	16302	Vehicles
F0127	Electrically Powered EV Boardwalk (ATV like vehicle)_2 of 2	ESP-CTE	108 (garage)	14,147.98	16302	Vehicles
F0472	2000 Kubota Model B1640	ESP-CAMPUS	by Old Auto bldg	-	16302	Vehicles
G-18518	1993 FORD F-350 XLE	ESP-CAMPUS	Campus	-	16302	Vehicles
G-40498	1999 FORD VAN E350	ESP-CAMPUS	Campus	-	16302	Vehicles

Northern New Mexico College
 Capital Asset Inventory
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G40499	1999 LARGE FORD VAN	ESP-CAMPUS	Campus	-	16302	Vehicles
G47563	2000 LARGE DODGE 3500 VAN (Athletics)	ESP-CAMPUS	Campus	-	16302	Vehicles
G47564	2001 DODGE TRUCK (Ram)	ESP-CAMPUS	Campus	18,337.00	16302	Vehicles
G69981	2002 WINDSTAR	ESP-CAMPUS	Campus	5,466.10	16302	Vehicles
G75002	2008 CHEVY NIMC TEAM BUS	ESP-CAMPUS	Campus	97,364.00	16302	Vehicles
G77061	Small black trailer will high back	ESP-MT	outside	-	16302	Vehicles
G77062	Black trailer_wood floor boards	ESP-CAMPUS	Campus	-	16302	Vehicles
G81334	Carry On Cargo Trailer_small white(film)	ESP-MT	outside	-	16302	Vehicles
G86465	1999 DODGE Ram Pickup (Orange_Gil's)	ESP-CAMPUS	Campus	-	16302	Vehicles
G87494	2013 Chevrolet Cruze	ESP-CAMPUS	Campus	19,043.00	16302	Vehicles
G87495	2012 Chevrolet Malibu	ESP-CAMPUS	Campus	18,825.00	16302	Vehicles
G87496	2013 Chevrolet Silverado 2500(truck)	ESP-CAMPUS	Campus	27,604.00	16302	Vehicles
G89597	2013 White Toyota Tacoma(Pick-up) with lightbars (VIN-5TFPX4E	ESP-CAMPUS	Campus	26,884.61	16302	Vehicles
Needs-45	1998 Toyota Forklift	ESP-CTE	108 (garage)	8,200.00	16302	Vehicles
Needs-46	1998 Bobcat Skid Steer (aka Steer loader)	ESP-CTE	108 (garage)	21,000.00	16302	Vehicles
G73722	Hazmat horse trailer (for mobile clean room)	EL RITO-FIRE-HAZMAT	121	-	16302	Vehicles
F0130	Commercial Washer_Contential EMO55 Washer Hard Mount 55LB	EL RITO-NORTH DORM	Basement	9,599.61	16303	Equip
F0131	Commercial Dryer_Stack Dryer 45LB Capacity Propane Gas	EL RITO-NORTH DORM	Basement	7,270.39	16303	Equip
3917	RTI AC Ref Handling System-Freon Tester	ESP-CTE	108 (garage)	7,249.00	16303	Equip
5193	Two Wheel ABS System (one of the training boards)	ESP-CTE	101	7,420.00	16303	Equip
5602	Tire Changer	ESP-CTE	108 (garage)	5,200.00	16303	Equip
5706	Genie Aerial Work Platforms/Scissor Lift	ESP-AD	Boiler room	6,463.00	16303	Equip
6426	A/C Trainer	ESP-CTE	101	7,420.00	16303	Equip
6427	Front Suspension-Steering	ESP-CTE	101	8,560.00	16303	Equip
6785	Craftman (Black 5 drawer) Tool Box & (unspecified) tools	ESP-CTE	108A	6,061.00	16303	Equip
6798	Alignment Lift W.Jacks/Chief Forward 4 Post Car Lift (blue)	ESP-CTE	108 (garage)	11,879.95	16303	Equip
6889	E-Trainer simulative (1 of 2)	ESP-CTE	108A	6,495.00	16303	Equip
6890	E-Trainer simulative (2 of 2)	ESP-CTE	108A	6,495.00	16303	Equip
8812	Automotive Frame Straightener Truck N Revolution/Chassis Liner (ESP-CTE	ESP-CTE	108 (garage)	8,500.00	16303	Equip
9057	Excilibrator Dehydrator Z-Zone Domestic w/Stainless Steel Racks	ESP-JCI	142	14,028.00	16303	Equip
10059	Lil Island Duster 3000 Moveable Dust Collection Station	ESP-AA	varnish room	6,405.00	16303	Equip
F0001	Curb Sweeper Attachment	ESP-MT	outside	5,944.00	16303	Equip

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F0021	Brake Lathe ("Pro cut")	ESP-CTE	108A	8,500.00	16303	Equip
F0141	VILLAGE CRAWL TUNNEL	ESP-PORT	outside daycare portable	7,595.00	16303	Equip
F0156	Gas Analyser_component to Snap ON Motis ...& cart	ESP-CTE	108A	5,111.25	16303	Equip
F0486	BSB trailer bot for offices	ESP-JCI	outside	-	16303	Equip
NEEDS_F06	HD Rotary Mower (attachment_aka Brush Hog)	ESP-GE	janitors closet	5,184.00	16303	Equip
NEEDS_F20	Rcutoff Mechanical Units-AC	ESP-CAMPUS	Campus	9,994.00	16303	Fixtures
NEEDS_F21	Water Heater 100 Gallon	ESP-CAMPUS	Campus	8,836.20	16303	Fixtures
NEEDS_F22	Havac Compressor	ESP-CAMPUS	Campus	6,298.47	16303	Fixtures
NEEDS_F24	AC Compressor	ESP-CAMPUS	Campus	5,724.18	16303	Fixtures
NEEDS_F25	AC Compressor	ESP-CAMPUS	Campus	5,724.18	16303	Fixtures
NEEDS_F29	4 compressors_VE bldg	ESP-CAMPUS	Campus	37,039.56	16303	Fixtures
NEEDS_F30	AC Compressor for Admin	ESP-CAMPUS	Campus	17,049.72	16303	Fixtures
NT01	Fire Suppression System	ESP-AD	rooftop	6,308.00	16303	Fixtures
NT02	Heat Air Makeup Unit	ESP-MT	101L (102) plumbing lab	13,300.00	16303	Fixtures
untaggable-34	parent_Snap-On_cart, gas analyser, Engine light reader	ESP-MT	101L (102) plumbing lab	-	16303	Equip
untaggable-62	installation costs-replacement GE compressor	ESP-CTE	108A	-	16303	Fixtures
F0128	Waste Reduction System (Somat DH100w Dehydrator)	ESP-AD	rooftop	28,530.00	16303	Equip
F0129	10 unit Garland gas range and double oven	EIRITO-FACILITIES	Large Room	5,213.00	16303	Equip
F0429	Inf atable Planetarium_Accessory Kit	EL RITO-SOUTH DORM	kitchen	-	16303	Equip
F0428	Inf atable Planetarium_Bose Portable 2.1 Sound System	ESP-HT	130	-	16303	Equip
F0423	Planetarium_Collapsible 4-wheel Cart	ESP-HT	130	-	16303	Equip
F0424	Planetarium_Exhibitor Projector Stand	ESP-HT	130	-	16303	Equip
F0425	Planetarium_Fiberglass Case	ESP-HT	130	-	16303	Equip
F0420	Planetarium_Newtonian - 2 Projection System	ESP-HT	130	-	16303	Equip
F0419	Planetarium_Speed 110V Blower	ESP-HT	130	-	16303	Equip
untaggable-48	parent_Inflatable Planetarium	ESP-HT	130	-	16303	Equip
F0422	Planetarium_Inflatable Standard Go Dome	ESP-HT	130	26,750.00	16303	Equip
8217	Radiographic film processor (Dnstrmer 8218) (Snstrmer 8219)	ESP-VE	104E	6,115.73	16303	Equip
9192	Universal Xray Machine/MMMElevating, 4 Way Float Top Medical S	ESP-VE	104	41,035.00	16303	Equip
9419	Sim/Man Patient Simulator	ESP-VE	203c	53,824.93	16303	Equip
F0043	Haptics Virtual IV device (&software)	ESP-VE	204	15,664.73	16303	Equip
F0045	Haptics IV device	ESP-VE	204	14,292.08	16303	Equip

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Asset Tag	Asset Description	Campus/Building	Location	Purchase Cost	Asset Class	Major Asset Type
F0517	Domestic Apollo Nursing Simulation Package	ESP-VE	203c	59,993.26	16303	Equip
untaggable-44	parent_FY14 Haptics Device Virtual IV (includes Eq & IT eq compo	ESP-VE	204	-	16303	Equip
untaggable-46	parent_FY15 Haptics Device Virtual IV (includes Eq & IT eq compo	ESP-VE	204	-	16303	Equip
F0107	Aluminum tray_1 of 4_component of rain simulator	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
F0108	Aluminum tray_2 of 4_component of rain simulator	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
F0109	Aluminum tray_3 of 4_component of rain simulator	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
F0110	Aluminum tray_4 of 4_component of rain simulator	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
F0111	Aluminum Rack_component of Rain Simulator	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
F0112	Black tray holders_1 of 3_component of rain simulator	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
F0113	Black tray holders_2 of 3_component of rain simulator	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
F0114	Black tray holders_3 of 3_component of rain simulator	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
F0115	Square black metal rack_component of rain simulator	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
F0116	Verticle Rod w nozzle_component of rain simulator	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
F0117	ank & pump_component of rain simulator	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
F0126	Atomic Absorption Analyst 200	EI RITO-FIRE.HAZMAT	116	17,032.50	16303	Equip
Untaggable-01	3D CNC Routing_USGS 10 m terrain	EI RITO-FIRE.HAZMAT	111	7,000.00	16303	Equip
Untaggable-02	parent_Rain Simulator	EI RITO-FIRE.HAZMAT	111	6,881.89	16303	Equip
Untaggable-04	Immersion Projection & Modeling Program_main	EI RITO-FIRE.HAZMAT	111	25,000.00	16303	Equip
Untaggable-05	Sim Table heads	EI RITO-FIRE.HAZMAT	111	25,000.00	16303	Equip
untaggable-37	Rain Simulator_cost	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
untaggable-38	parent_SIM table system	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
untaggable-39	SIM Table system_component_funding 41179	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
untaggable-40	SIM table system component_funding 41144	EI RITO-FIRE.HAZMAT	111	-	16303	Equip
6993	Hermile Univer. Centrifuge Ref.	ESP-GE	105	7,459.63	16303	Equip
8104	Market forge sterilimatic	ESP-GE	205	7,748.00	16303	Equip
8883	New Brunswick Scientific 12400 Shaker Incubator	ESP-GE	105B	5,490.45	16303	Equip
9913	5417R Centrifuge with Rotor	ESP-GE	105B	5,247.50	16303	Equip
9713	Stereo Microscope_Olympus SZ-6145TR_main_body	ESP-GE	104A	6,767.10	16303	Equip
10053	Clarus 500 Gas Chromatograph	ESP-GE	205	15,251.20	16303	Equip
10055	Spectrum 100T FTIR Spectrometer	ESP-GE	205	15,886.65	16303	Equip
10056	Revco Ultima II (-80 Scientific Freezer)	ESP-GE	105B	11,399.00	16303	Equip
10082	Laminar Flow Horizontal Workstation & Filter	ESP-GE	104A	7,146.70	16303	Equip

Northern New Mexico College
 Capital Asset Inventory
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Asset Tag	Asset Description	Campus/Building	Location	Purchase Cost	Asset Class	Major Asset Type
F0023	Safety Cabinet-Esco Labculture reliant class II type A2	ESP-GE	206	6,514.00	16303	Equip
F0028	Binary Gradient Flash	ESP-GE	205	22,139.00	16303	Equip
F0033	Gas Chromatograph/Mass Spectrometer	ESP-HT	125	90,387.85	16303	Equip
F0041	CFX Connect System	ESP-GE	104D	18,464.76	16303	Equip
F0100	Microscope (BX53 Upright)_main	ESP-GE	104D	37,020.80	16303	Equip
F0106	Spectrometer (Nanodrop 2000 LapTop Bundle)	ESP-GE	105B	9,570.00	16303	Equip
F0136	Zebrfish Rack (ZTT350-c)	ESP-GE	104A	6,272.50	16303	Equip
F0304	(BioRad) System GelDoc XR	ESP-GE	105	9,612.00	16303	Equip
F0310	Power Lab 26T	ESP-GE	104L	5,995.00	16303	Equip
F0311	Power Lab 26T	ESP-GE	104L	5,795.00	16303	Equip
F0465	A560-2 Market Force Electric Sterilizer - Autoclave Adjust Temp	ESP-GE	230	10,956.61	16303	Equip
F0489	RODI-C-12BL T1 LOW TOC RODI SYSTEM	ESP-HT	125	7,020.00	16303	Equip
F0494	A560-2 Mkt Frge Autoclave	ESP-HT	117	11,181.61	16303	Equip
NT6	Spectrometer_Spectrum 100 UATR Accessory	ESP-GE	205	6,035.00	16303	Equip
untaggable-03	SimTable_table & red liner_picture	ESP-GE	102	27,000.00	16303	Equip
untaggable-15	parent_NeuroScienceElectroPhysiological Rig set up	ESP-GE	104L	39,549.00	16303	Equip
untaggable-23	NeuroScienceElectroPhysiological Components	ESP-GE	104L	-	16303	Equip
untaggable-32	parent_FY10 Spectrometer	ESP-GE	205	-	16303	Equip
untaggable-42	parent_Stereo Microscope_SZ-6145TR	ESP-GE	104A	-	16303	Equip
untaggable-43	parent_Microscope (Olympus BX53 Upright) w QiClick camera	ESP-GE	104A	-	16303	Equip
untaggable-45	parent_CFX (biological testing equipment) (includes Eq & IT eq corr	ESP-GE	104D	-	16303	Equip
5772	Oscilloscope (Agilent 54646B)	ESP-HT	122	5,992.00	16303	Equip
10553	Solar Thermal Training System	ESP-SERPA	114	21,115.00	16303	Equip
10939	Solar Module/Model/PV System	ESP-SERPA	114	24,993.36	16303	Equip
F0030	Shearing Force	ESP-SERPA	114	9,518.50	16303	Equip
F0031	Heat Exchanger	ESP-SERPA	114	13,135.00	16303	Equip
F0153	Electric Machines System/Motor Control System (Amatrol)_blue	ESP-HT	100	10,280.00	16303	Equip
F0162	Unitrain I Power Engineering Photovoltaics	ESP-SERPA	115	5,059.67	16303	Equip
F0163	Unitrain I Power Engineering Photovoltaics	ESP-SERPA	115	5,059.68	16303	Equip
F0164	Unitrain I Power Engineering Photovoltaics	ESP-SERPA	115	5,059.67	16303	Equip
F0165	Unitrain I Power Engineering Photovoltaics	ESP-SERPA	115	5,059.68	16303	Equip
F0240	HM150 Hydraulics Bench	ESP-SERPA	116	7,522.43	16303	Equip

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F0241	HM150.10 Visual of Streamlines	ESP-SERPA	114	6,582.50	15303	Equip
F0257	Harding VMC 1000 II CNC milling machine	ESP-AUTOMOTIVE	CNC Lab	-	15303	Equip
F0430	4S Robot w/R-30IB Mate Controller	ESP-SERPA	115	37,304.00	15303	Equip
F0466	Wind Tunnel_primary unit	ESP-SERPA	114	31,800.00	15303	Equip
F0467	Wind tunnel component_Three Component Force/Mount Balance	ESP-SERPA	114	12,100.00	15303	Equip
F0468	Wind tunnel component_Data Acquisition and Control System - Del	ESP-SERPA	114	11,700.00	15303	Equip
Untaggable-14	parent_Hydraulic System (of 3 items)	ESP-SERPA	116	-	15303	Equip
untaggable-31	parent_solar module and thermal training system	ESP-SERPA	114	-	15303	Equip
untaggable-55	wind tunnel - untagged items	ESP-SERPA	114	-	15303	Equip
untaggable-56	parent_wind tunnel	ESP-SERPA	114	-	15303	Equip
untaggable-36	parent_Book Walkout Detection	ESP-LRC	Entryway	-	15303	Equip
10904	Book Walkout Detection	ESP-LRC	Entryway	25,065.81	15303	Equip
10192	Powermatic 20" Planer	ESP-AA	113	8,287.00	15303	Equip
F0308	Young Chan 1/2 size grand piano	ESP-CFA	114	-	15303	Equip
8147	Gym floor cover & rack (light grey)	ESP-GYM	gym	6,025.00	15303	Equip
F0013	TRUE Treadmill	ESP-GYM	Multiplex room	5,537.47	15303	Equip
F0014	TRUE Treadmill	ESP-GYM	Multiplex room	5,537.47	15303	Equip
F0151	3D printer/Object30 Scholar/BDN-00003 Scholar package	ESP-SERPA	115	36,340.00	15304	Equip
untaggable-41	Parent 3D printer/Objet 30 Scholar	ESP-SERPA	115	-	15304	Equip
untaggable-66	parent_rack tower & PDUs	ESP-VE	209	-	15304	Equip

NORTHERN New Mexico College



MEMORANDUM

To: Board of Regents
Northern New Mexico College

From: Dr. Ivan Lopez, Provost

Date: July 30, 2018

Re: Academic Calendar Change: Drop without Record/Refund

Issue

A recent training visit by the U.S Department of Education resulted in a recommendation to change the current practice of allowing students to withdraw from courses on the third week, without a record and a refund. For audit purposes, it is difficult to justify how tuition charges can be assessed without maintaining a registration record to demonstrate that the student was ever enrolled.

Overview

The proposed change to the Academic Calendar would effectively end the ability of a student to withdraw at the end of the third week of a regular term or after the first week of a summer session without an academic record or refund. The proposed calendar revision has been reviewed and recommended by Student Services, Academic Affairs and the Northern Federation of Educational Employees, AFT-NM, AFL-CIO (Faculty Bargaining Unit). The details are attached.

Recommendation

I recommend the Board of Regents to approve the proposed Academic Calendar change to be effective for the AY 2018-2019 and beyond.

Academic Calendar 2019-2020

FALL 2019

Deadline to Petition to Graduate in Fall 2019	Fri. June 28
PAYMENT DEADLINE: pay in full, or 5% down plus a payment plan, or be disenrolled	Fri., Aug. 2
Deadline for Degree & Certificate Students to Submit an Application for Fall 2019	Fri., Aug. 9
Deadline for Non-Degree Students to Submit Application for Fall 2019	Thurs., Aug. 15
REGISTRATION	Mon., April 8 - Sun. Aug. 18
Convocation	Mon., Aug. 12
First day to use financial aid for bookstore charges	Mon., Aug. 12
CLASSES BEGIN	Mon., Aug. 19
Late Registration (one day only, \$35 late fee required)	Mon., Aug. 19
Last Day to Change Full-term Course Schedule (Drops/Adds only)	Fri., Aug. 23
Last Day to Receive a Refund for Texts through the Bookstore	Thurs., Aug. 29
Last Day to Change Grade Option from CR-AU/AU-CR	Fri., Aug. 30
Last Day to Drop from a Full-Term Course with 100% Refund without Record	Sun., Sept. 1
Holiday (Labor Day)	Mon., Sept. 2
Last Day to Drop from a Full-Term Course without Record	Fri., Sept. 6
Mid-Term Week	Oct. 7-11
Fall Break (no classes)	Mon.-Tues., Oct. 14-15
Mid-Term Grades Due	Wed., Oct. 16
Faculty and Staff Development Day (no classes)	Wed., Oct. 16
REGISTRATION FOR SPRING 2020 BEGINS	Mon., Oct. 21
Last Day for Instructors to Initiate a Withdrawal	Fri., Oct. 25
Last Day to Withdraw from a Full-Term Course	Fri., Nov. 8
Holiday (Veterans Day) No Classes	Mon., Nov. 11
Deadline to Petition to Graduate in Spring 2020	Fri., Nov. 15
Thanksgiving Break	Thurs.-Sun., Nov. 28 - Dec. 1
Final Exams*	Sat.-Fri., Dec. 7-13
*Exam make-up days in case of bad weather	Fri.-Sat., Dec. 13-14
Last Day of Term	Fri., Dec. 13
Final Grades Due	Mon., Dec. 16
Winter Break (College Closed)	Sat - Sun., Dec. 21 - Jan 5, 2020

SPRING 2020

Deadline for Degree & Certificate Students to Submit Admissions Application for Spring 2020	Mon., Dec. 30
PAYMENT DEADLINE: pay in full, or 5% down plus a payment plan, or be disenrolled	Mon., Jan. 6
Deadline for Non-Degree Students to Submit an Admissions Application for Spring 2020	Thurs., Jan. 16

REGISTRATION FOR SPRING 2020.	Mon., Oct 21 - mon., Jan. 20
Convocation	Mon., Jan. 13
First day to use financial aid for bookstore charges.	Mon., Jan. 13
Holiday (Martin Luther King Jr's Birthday)	Mon., Jan. 20
CLASSES BEGIN	Tues., Jan. 21
Late Registration (one day only, \$35 late fee required)	Tues., Jan. 21
Last Day to Change Full-term Course Schedule (Drops/Adds only)	Fri., Jan. 24
Last Day to Change Grade Option from CR-ΛU/ΛU-CR	Sun., Feb. 2
Last Day to Drop a Full-Term Course with 100% Refund without Record.	Fri., Jan. 31
Last Day to Receive a Refund for Text through the Bookstore	Mon., Feb. 3
Last Day to Drop a Full-Term Course without Record	Fri., Feb. 7
Mid-Term	March 9-13
Mid-Term Grades Due	Tues., March 17
Spring Break	Mon.-Sun., March 16-22
Last Day for Instructors to Initiate a Withdrawal	Fri., March 27
Holiday (Good Friday.)	April 10
Last Day to Withdraw from a Full-Term Course	Fri., April 17
REGISTRATION FOR SUMMER AND FALL 2020 Begins	Mon., April 13
Deadline to Petition to Graduate in Summer 2020	Fri., May 8
Final Exams*	Sat.-Fri., May 9-15
Commencement Rehearsal	Thurs., May 14
Last Day of Term	Fri., May 15
*Exam make-up day in case of bad weather	Fri. May 15
COMMECEMENT CEREMONY	Sat., May 16
Final Grades Due	Mon., May 18

SUMMER 2020

Deadline for Degree & Certificate Students to Submit Admissions Application for Summer 2020	Fri., May 15
PAYMENT DEADLINE: pay in full, or 5% down plus payment plan, or be disenrolled	Fri., May 22
First day to use financial aid for bookstore charges.	Mon., June. 1
Deadline for Non-Degree Students to Submit an Admissions Application for Summer 2020	Thurs., June 4
REGISTRATION	Mon., April 13 – Sun., June 7
CLASSES BEGIN	Mon., June 8
Last Day to Change Full-term Course Schedule (Drops/Adds only)	Wed., June 10
Last Day to Change Grade Option from CR-AU/AU-CR	Fri., June 12
Last Day to Drop a Full-Term Course with 100% Refund without Record.	Sun., June 14
Last Day to Receive a Refund for Texts through the Bookstore	Mon., June 15
Deadline to Petition to Graduate in Fall 2020	Fri., June 26
Holiday (Independence Day)	Fri., July 3
Last Day to Withdraw from a Full-Term Course	Fri., July 17
Last Day of Term	Fri., July 31
Final Grades Due	Mon., Aug 3

Academic Calendar 2018-2019

FALL 2018

Deadline to Petition to Graduate in Fall 2018	Fri., June 29
PAYMENT DEADLINE: pay in full, or 5% down plus a payment plan, or be disenrolled	Fri., Aug. 3
Deadline for Degree & Certificate Students to Submit an Application for Fall 2018	Fri., Aug. 10
Deadline for Non-Degree Students to Submit an Application for Fall 2018	Thur., Aug. 16
REGISTRATION	Mon., Apr 16 - Sun. Aug. 19
Convocation	Mon., Aug. 13
First day to use financial aid for bookstore charges.	Mon., Aug. 13
CLASSES BEGIN	Mon., Aug. 20
Late Registration (one day only)	Mon., Aug. 20
Last Day to Change Schedule (Drops/Adds only)	Fri., Aug. 24
Last Day to Change from CR-AU/AU-CR	Fri., Aug. 31
Last Day to Receive a Refund for Texts through the Bookstore	Thur., Aug. 30
Last Day to Drop from a Full-Term Course with 100% Refund without Record	Fri., Aug. 31
Holiday (Labor Day)	Mon., Sept. 3
Last Day to Drop from a Full-Term Course without Record	Fri., Sept. 7
Mid-Term Week	Oct. 8-12
Fall Break (no classes)	Mon.-Tues., Oct. 15-16
Mid-Term Grades Due	Wed., Oct. 17
Faculty and Staff Development Day (no classes)	Wed., Oct. 17
REGISTRATION FOR SPRING 2019 Begins	Mon., Oct. 22
Last Day for Instructors to Initiate a Withdrawal	Fri., Oct. 26
Last Day to Withdraw from a Full-Term Course	Fri., Nov. 9
Holiday (Veterans Day), No Classes.	Mon., Nov. 12
Deadline to Petition to Graduate in Spring 2019	Fri., Nov. 16
Thanksgiving Break	Wed.-Sun., Nov. 21-25
Final Exams*	Sat.-Thu., Dec. 8-13
*Exam make-up days in case of bad weather	Fri.-Sat., Dec. 14-15
Last Day of Term	Fri., Dec. 14
Final Grades Due	Mon., Dec. 17
Winter Break (College Closed)	Sat - Sun., Dec. 22 - Jan 6, 2019

SPRING 2019

Deadline for Degree & Certificate Students to Submit an Application for Spring 2019	Mon., Dec. 31
PAYMENT DEADLINE: pay in full, or 5% down plus a payment plan, or be disenrolled	Mon, Jan. 7
Deadline for Non-Degree Students to Submit an Application for Spring 2019	Thur., Jan. 10

Convocation	Mon., Jan. 14
First day to use financial aid for bookstore charges.	Mon., Jan. 14
REGISTRATION FOR SPRING 2019.	Mon., Oct 22 – Mon., Jan. 21
Holiday (Martin Luther King Jr's Birthday)	Mon., Jan. 21
CLASSES BEGIN	Tues., Jan. 22
Late Registration (one day only)	Tues., Jan. 22
Last Day to Change Schedule (Drops/Adds only)	Fri., Jan. 25
Last Day to Change from CR-AU/AU-CR	Fri., Feb. 1
Last Day to Drop a Full-Term Course with 100% Refund without Record.	Fri., Feb. 1
Last Day to Receive a Refund for Text through the Bookstore	Mon., Feb. 4
Last Day to Drop from a Full-Term Course with 100% Refund.	Fri., Feb. 8
Mid-Term Week	Mon.-Fri., March 11-15
Mid-Term Grades Due	Tues., March 19
Spring Break	Mon.-Sun., March 18-24
Last Day for Instructors to Initiate a Withdrawal	Fri., March 29
Last Day to Withdraw from a Full-Term Course	Fri., April 12
REGISTRATION FOR SUMMER AND FALL 2019 BEGINS.	Mon., April 15
Holiday (Good Friday)	Fri., April 19
Deadline to Petition to Graduate in Summer 2019	Fri., May 3
Final Exams*	Sat.-Thur., May 11-16
Commencement Rehearsal.	Thur., May 16
Last Day of Term	Fri., May 17
*Exam make-up day in case of bad weather	Fri., May 17
COMMENCEMENT CEREMONY	Sat., May 18
Final Grades Due	Mon., May 20

SUMMER 2019

Deadline for Degree & Certificate Students to Submit an Application for Summer 2019	Fri., May 10
PAYMENT DEADLINE: pay in full, or 5% down plus payment plan, or be disenrolled	Fri., May 17
First day to use financial aid for bookstore charges.	Tues., May. 28
Deadline for Non-Degree Students to Submit an Application for Summer 2019	Thur., May 30
REGISTRATION	Mon., Apr 8 - Sun., June 2
CLASSES BEGIN	Mon., June 3
Last Day to Change Schedule (Drops/Adds only)	Wed., June 5
Last Day to Change From CR-AU/AU-CR	Fri., June 7
Last Day to Drop a Full-Term Course with 100% Refund without Record.	Fri., June 7
Last Day to Receive a Refund for Texts through the Bookstore	Mon., June 10
Deadline to Petition to Graduate in Fall 2019	Fri., June 28
Deadline to Petition to Graduate in Fall 2019	Fri. June 28
Holiday (Independence Day)	Thur., July 4
Last Day to Withdraw from a Full-Term Course.	Fri., July 12
Last Day of Term	Fri., July 26
Final Grades Due	Mon., July 29
