

NORTHERN NEW MEXICO COLLEGE



**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS**

JULY 31, 2026

NORTHERN New Mexico College



NOTICE

The Board of Regents of Northern New Mexico College will hold a regular meeting on **Friday, July 31, 2026 at 9:00AM**, Via Zoom.

Join Zoom Meeting

<https://nnmc.zoom.us/j/93884181987>

FINAL AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES - Action Required**
- IV. STAFF REPORTS**
 - A. Vice President for Finance & Administration
 - 1. Valley Fence Company - Action Required
 - 2. APIC Access Control and Cameras - Action Required
 - 3. El Rito Paving - Action Required
 - 4. El Rito South Dorm Windows - Action Required
 - B. Provost & Vice President for Academic Affairs
 - 1. Nursing & Health Sciences Course Fees - Action Required
- V. 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. President's Evaluation
 - (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. RAC Real Estate Transfer Agreement

VI. 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

VII. 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



MEMORANDUM

To: NNMC Board of Regents

From: Hector Balderas, JD, CFE
President

Date: July 31, 2026

Re: Board of Regents Meeting Minutes

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 approve the attached Board Minutes for June 26, 2026 as submitted or if applicable, as amended.

NORTHERN New Mexico College



BOARD OF REGENTS MINUTES **JUNE 26, 2026**

A Regular Meeting of the Board of Regents of Northern New Mexico College was held on Friday, June 26, 2026, 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 (joined meeting at 9:16AM), 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, Arin McKenna, Staff Writer/Reporter, Communications & Marketing, Cindy Martinez, Human Resources Admin/Tech, Sandy Krolick, Creative Director, Communications & Marketing, Milam Shaw, Communications Coordinator, Communications & Marketing, Martin Shupla, Director of Library, Haylie Baca, Financial Aid Advisor, Michelle Martinez, Administrative Assistant, Nursing & Health Sciences, Carmella Sanchez, Director of Institutional Research,

Faculty Present: Scott Braley, Sushmita Nandy

Others Present: Brandee DeAguiro, Student Senate President, Cipriano Marquez, Student Senate

I. CALL TO ORDER

Chairman Martin called the meeting to order at 9:06AM.

II. APPROVAL OF AGENDA

Chairman Martin stated he has a few changes. The Audit Committee did not meet, so we'll strike that from the agenda and Faculty Senate does not have a report for this month. Chairman Martin asked President Balderas if he has anything else. President Balderas stated he just has his Celebrate report.

Chairman Martin entertained a motion to approve the agenda as amended.

Regent Velarde moved to approve the agenda as amended. Second – Regent Gurule. A roll call vote was taken. Regent Velarde – yes, Regent Lovato – 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

Chairman Martin stated Regent Archuleta is not with us so we cannot have housing committee.

2. Audit, Finance, Facilities Committee

None.

3. Academic and Student Affairs Committee

Regent Gurule stated she actually met with Mr. Baca yesterday and they only had one item to discuss and that is going to be discussed in greater length later in staff reports because it is an action item today.

4. Governance Committee

a. Presidential Evaluation

Mr. Baca states as the Board is all aware, the contract between the college and President Balderas calls for a presidential evaluation to take place once per fiscal year. Usually, we do that at this meeting. The purpose of the action item today is just to postpone that evaluation to either the next meeting or the August meeting, whichever is the board's pleasure.

Chairman Martin stated that he would like to see it at the next meeting if that is alright with the President.

President Balderas stated yes, there was a lot of, he guesses, unconventional issues, he would say, this, this, at the end of the spring, and we just thought it was more prudent to focus on those matters, impacting the institution campus-wide, and that we would, just be delaying by 30 days. We'll have a complete evaluation and criteria and material for the Board to consider in the next month. So, he thinks it was more prudent for us to focus on some of the issues that were impacting the college at the time. President Balderas thanked the Board.

Chairman Martin stated he would entertain a motion to defer the Presidential Evaluation until the July meeting.

Regent Velarde moved to defer the Presidential Evaluation until the July meeting. Second – Regent Lovato. A roll call vote was taken. Chairman Martin – yes, Regent Velarde – yes, Regent Lovato – yes, Regent Gurule – yes. Motion passed unanimously.

5. HERC Committee

Chairman Martin stated Regent Velarde and Chairman Martin met with the HERC this past week. They had Secretary Rodriguez give them a presentation about the upcoming constitutional amendment that's going to be on the ballot in November. The HERC had reached out to get legal counsel to see if we could actually, state an opinion on the upcoming...amendment which is going to decide how regions are selected in the future. It adds another level of bureaucracy. The legislature will be involved instead of just the governor in setting up a committee to pick... to choose regents. Our legal counsel informed us that we much like the presidents cannot tell people not to vote against it, we can just encourage them to vote. They did recommend that we maybe send some letters into the... letters to the editor, and as people to consider if they think this is the best... best way to change something that's been done since the...we became a state in 1912. Chairman Martin asked Regent Velarde for her thoughts as she was at the meeting.

Regent Velarde stated, yeah, it was a good conversation, good discussion, it's good to know, you know, what our options are, and as far as, you know, being able to speak about it. But yeah, I'm a lot in the idea that...you're right, an extra level of bureaucracy that, you know, it's already kind of bureaucratic enough, she believes. So, yeah, it was a good conversation, and the HERC meeting was just great as well to be able to move forward on our upcoming fall, fall symposium.

Chairman Martin stated yes, we have scheduled the Symposium for the 3rd and 4th of November in Portales and he'd hope that you all, if you could attend, it would be very worthwhile. We are going to be discussing what's coming up in the next legislative session, electing some new officers, so please put that on your calendar. The Secretary also did give us a handout, which I asked Ms. Pena to circulate to the rest of the board about some of the successes that we had. The presidents and all the colleges had at the last legislative session. Hats off to everybody for all that higher ed was able to accomplish, it was a very good session. Chairman Martin asked President Balderas if he agreed.

President Balderas stated yes.

IV. APPROVAL OF MINUTES

Chairman Martin entertained a motion to approve the minutes of May 29, 2026.

Regent Gurule moved to approve the minutes of May 29, 2026. – Second – Regent Velarde. A roll call vote was taken. Chairman Martin – yes, Regent Velarde – yes, Regent Lovato – yes, Regent Gurule – yes. Motion passed unanimously.

VI. PRESIDENT'S REPORT AND ANNOUNCEMENTS

A. Celebrate Northern

We held our annual Juneteenth Celebration of Freedom last Friday in conjunction with Juneteenth New Mexico. I want to give special thanks to Sonya Smith, Former Cabinet Secretary of the New Mexico Department of Veterans Services, for serving as our keynote speaker and sharing why Juneteenth is so personal to her. Our Veteran's Center presided over the Presentation of Colors and raising the Juneteenth Flag. Mayor Dennis Tim Salazar read a proclamation in honor of Juneteenth, Matt Miller read a message from Teresa Leger Fernandez and Ben Ray Lujan sent a video message. Lazy Buffalo provided delicious barbeque and DJ Dave gave us great music.

We once again partnered with Western Colorado University to host the Trades Culture 2026 Boot Camp in Gunnison, Colorado. I want to thank Ralph E. "Butch" Clark for initially proposing this unique initiative and again fully funding it. Nathaniel Romero, Elisha Arellano, Omar Valles and Dyon Herrera participated in the installation of solar equipment on a Coldharbour Institute student housing facility, utilized the engineering laboratories and resources of WCU's Rady School of Computer Science and Engineering, fabricated project components, and met with local contractors to gain insight into career opportunities and industry best practices.

We partnered with Math Amigos to host a two-week summer camp called Math in Mosaic. Eighteen kids enjoyed math games, the planetarium, pantomimes, and many other math activities. They also completed some tapestry projects at the Española Valley Fiber Arts Center, connecting math patterns with the tapestry work.

Our Summer Basketball Camp was a great success. 80 young athletes worked hard to improve their basketball skills while having fun and building new friendships. Campers participated in skill development drills, competitive games, and team activities. The energy and enthusiasm shown by all the players made the camp a memorable experience. It was exciting to watch each camper grow in confidence, learn new skills, and support one another both on and off the court. Our thanks to Coach Mike Dominguez for creating this camp and Del Norte Credit Union for their sponsorship.

Northern New Mexico College Women's Basketball hosted its 2nd Annual High School Team Camp June 6–7, featuring eight teams from across New Mexico, including Tucumcari, Taos, and Dulce. The gym was packed with fans as teams competed throughout the weekend, with Mesa Vista claiming the tournament championship. NNMC Women's Basketball will next host a Youth Skills Camp on July 7–8 for boys and girls ages 5–17, focusing on skill development and a love for the game.

Eight of our students are recipients of the LANL Foundation Career Pathways Scholarship. We are so proud of:

Abryanna Baca
 Prince Patrick Baldomar
 Mary Chavez
 Lauren Dunbarr
 Reynel Orozco
 Xander Rigg
 Rebekah Sharits
 Naomi Velasquez

We hosted the Abiquiú Arts Council's 3rd Annual Gathering of Artisans on our Española campus, with 26 amazing artist vendors and delicious food provided by Lazy Buffalo.

B. CUP/NMICC Report

None.

C. NNMC Foundation

President Balderas reviewed the following with the Board of Regents:

I. President's Eagle \$1,000,000 Campaign - \$1,063,158

April 1, 2025 to June 19, 2026

Corrected total donations from May report.

II. FY26 Philanthropic Donations - \$556,281

July 1, 2025 to June 19, 2026

III. Trades Culture 2026 Boot Camp

The Trades Culture 2026 Boot Camp, held in Gunnison, Colorado, May 31 to June 6, 2026, marked the second year of collaboration between Northern New Mexico College (NNMC) and Western Colorado University (WCU). The program was made possible through the generous support of Ralph E. "Butch" Clark, who fully funds this unique, technical trades initiative designed to connect NNMC and WCU students through hands-on trades education, cultural exchange, and collaborative learning experiences.

The 2026 Boot Camp brought together a diverse group of partners, including NNMC, WCU, Butch Clark, Hearth Design Build, the Coldharbour Institute, local tradespeople, and area business owners. The curriculum provided students with practical, real-world learning opportunities centered on renewable energy and construction trades.

Students participated in the installation of solar equipment on a Coldharbour Institute student housing facility, utilized the engineering laboratories and resources of WCU's Rady School of Computer Science and Engineering, fabricated project components, and met with local contractors to gain insight into career opportunities and industry best practices.

In addition to technical training, the Boot Camp emphasized team building, leadership development, and cultural enrichment. Students explored the natural beauty of the Gunnison Valley through hiking excursions in Crested Butte, participated in white-water rafting adventures, and networked with local trades professionals and business leaders. The week concluded with a graduation barbecue attended by students, partners, local tradespeople, and community supporters, celebrating the accomplishments, friendships, and professional connections developed throughout the program.

The Trades Culture 2026 Boot Camp continues to strengthen educational partnerships, expand workforce development opportunities, and foster cultural understanding while preparing the next generation of skilled trades professionals.

In attendance for the week of camp were, NNMTC Trades Electrical Instructor, Marvin Romero, and students, Nathaniel Romero, Elisha Arellano, Omar Valles and Dyon Herrera. Trades Chair, Joe Padilla, and Major Gift Officer, Judith Pepper, attended the graduation celebration along with Butch Clark, Western Colorado students and partnering organizations held in Gunnison on Saturday, June 6.

Since 2021, Mr. Clark has generously contributed \$491,891 to the NNMTC Technical Trades Department, helping strengthen technical education and workforce development. His commitment continues, with additional contributions expected in the years ahead.

Regent Velarde stated she wanted to give a shout out that, there was a third annual Energy Symposium in Espanola this last week and several of our students were there, via, she believes, a scholarship to attend and so she specifically sat with Cipriano and Lauren. So, it was a great event to see Northern students there, and they gave us a great shout-out as well.

Chairman Martin thanked Regent Velarde.

D. Introduction of Staff and Faculty

None.

VII. FACULTY SENATE PRESIDENT REPORT

Faculty Senate President Brailey stated he does not have a report today.

VIII. STUDENT SENATE PRESIDENT REPORT

Brandee DeAguiro stated they have two new members joining student senate as senators. Khiana is the temporary President and Reporter until a reporter is hired for her position. They are trying to plan and organize a set schedule for the fall semester of events they would like to host for the fall semester. Cipriano Marquez stated it was wonderful for the shout out from Regent Velarde. He has a blueprint document to initiate with Brandee.

Chairman Martin stated it sounds like Student Senate is very busy and thanked her for all they do for the college.

Student Senate President DeAguiro stated Cipriano Marquez is present and asked if he wanted to speak on anything from Student Senate.

Chairman Martin stated we would love to hear from Cipriano and asked if he had anything to share with the Board.

Mr. Marquez stated it was wonderful to also go ahead, and shout out to Erica for the earlier shout-out. We did go ahead and attend the third annual energy symposium and with a lot that he goes ahead and learn for the college, I'm happy to bring back some notes, add them to our meetings, so much so that they have a...blueprint document of trying to align forces with clubs on campus at the moment with the help of President Brandee he is hoping to initiate that pretty soon.

Chairman Martin thanked Mr. Marquez and thanked Ms. DeAguero and asked if there were any questions.

IX. STAFF SENATE REPORT

None.

X. STAFF REPORTS

A. Provost & Vice President for Academic Affairs

1. Nursing Department Request for New Course Fees

Mr. Baca stated as the Board has seen in the packet, there is a request for the nursing department to, create a \$242 course fee to be attached to the course Nursing 1119. This is a, licensing examination test prep course. It is part of the associate, in, degree program. It is not a required course, but it's growing in popularity. The course offers the students the opportunity to, just effectively prepare for their licensing examination. The course itself is taught, with... in conjunction with materials through a company called ATI, which is a leading test prep company. The purpose of the fee is to add another feature for students to be able to get individualized and direct feedback on how they're doing in their test preparation, where they are in that process, and what they need to do to bring themselves up to speed. As you all know, the nursing program has seen 100% passage rates on this exam for the last couple of years. So, Mr. Baca thinks that's in no small part to tools like this that are available to our students who go on to take that licensure examination. So, the request from the nursing department is to add this course fee to this particularized course. Mr. Baca emphasized again that the course is not necessarily required, so this is not necessarily a fee that all students have to pick up. But should they choose to participate in this test prep course, they now have the option to get this very personalized feedback. So, the recommendation to the Board of Regents is to entertain and pass a motion to institute the course fee.

Chairman Martin asked if there were any questions and entertained a motion to approve the Nursing Department Request for New Course Fees.

Regent Velarde stated these types of prep courses are very valuable. She took one when she had to take her licensure for engineering and it really did prep her and get her prepared for that test so she is in full support of that.

Regent Velarde moved to approve the Nursing Department request for new course fees. 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.

XI. EXECUTIVE SESSION

Chairman Martin stated he would entertain a motion to enter into Executive Session to discuss real estate acquisition or disposal, particularly the Rio Arriba County Real Estate Transfer Agreement.

Regent Velarde moved to enter into Executive Session to discuss real estate acquisition or disposal, particularly the Rio Arriba County Real Estate Transfer Agreement. Second – Regent Gurule. 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 entered into executive session at 9:24AM.

XII. 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

Chairman Martin entertained a motion to come out of executive session, certifying that only those matters described in the agenda were discussed in the closed session and no action was taken.

Regent Velarde moved to come out of Executive Session. 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 returned from Executive Session at 10:24AM.

XIII. ADJOURNMENT

Chairman Martin entertained a motion to adjourn.

Regent Velarde 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 10:25AM

Approved:

Michael A. Martin
Chairman

Erica Rita Velarde
Vice Chair

NORTHERN New Mexico College



MEMORANDUM

TO: Board of Regents
Northern New Mexico College

FROM: Henry "Geno" Trujillo, Director of Safety and Security

THRU: Hector Balderas, President

DATE: July 31, 2026

RE: Proposal for Campus Perimeter Fencing

Proposal: This comprehensive proposal outlines a strategic plan to install a secure perimeter fence at Northern New Mexico College (NNMC). NNMC recently allocated \$4,281,332.34 for critical campus security and accessibility upgrades. Incorporating structural barriers directly aligns with the institution's long-term campus environment and safety initiatives.

This project aims to establish a secure perimeter at the Española campus. It protects college assets, deters trespassing, and safeguards students, faculty, and evening staff. A structured barrier limits unwanted visitors while preserving an open, inviting campus atmosphere.

- 1) Perimeter Coverage: Aids in the repair of existing northern and southern property line chain-link setups and extend new high-durability fencing to fill perimeter gaps.
- 2) Material Selection: Heavy-duty ornamental wrought-iron or high-gauge coated steel to maximize deterrence and aesthetic cohesion.
- 3) Height Standard: 8-to-10-foot tall panels to prevent scaling attempts.
- 4) Access Integration: Strategic pedestrian and vehicle points automated for electronic key card access or automated lockouts.

**APACHE CONSTRUCTION CO., INC. d/b/a
VALLEY FENCE COMPANY**

1932 COORS BLVD SW
ALBUQUERQUE, NM. 87121

Office: (505) 877-1155
Fax: (505) 877-0018 | (505) 877-5301

Commercial Estimator: Joe Sepulveda | jsepulveda@vfcnm.com
Commercial Division Manager: Rico Flores | rflores@vfcnm.com



PROPOSAL (Ornamental/Welded Wire)

PROJECT: **NORTHERN NEW MEXICO COLLEGE
921 N. PASEO DE ONATE**

BID DATE: **Thursday 07/29/26**

***DUE TO THE VOLATILITY IN THE STEEL MARKET, THIS
QUOTE IS ONLY VALID FOR 14 DAYS FROM QUOTE DATE***

BID TIME:

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
1	8' DESIGNMASTER FENCE	5450.00	LF	\$86.25	\$470,062.50
1A	8'+2' DESIGNMASTER FENCE	2793.00	LF	\$96.95	\$270,781.35
2	6' - 0" TALL ORNAMENTAL FENCE. BLACK 3-RAIL RACKABLE PANLE FLUSH TOP	1950.00	LF	\$215.75	\$420,712.50
3	FENCE REMOVAL	5000.00	LF	\$21.25	\$106,250.00
4	ALICE GATES	2.00	EA	\$12,199.29	\$24,398.58
5	PAL ELECTRONIC GATE ENTRY W/APP	3.00	EA	\$12,422.34	\$37,267.02
6	OPERATOR GATES 24' DOUBLE DRIVE	3.00	EA	\$10,933.30	\$32,799.90
7	OPERATOR GATE 12' SINGLE	1.00	EA	\$8,734.06	\$8,734.06
8	OPERATOR GATE 28' DOUBLE DRIVE	1.00	EA	\$12,225.40	\$12,225.40
9	OPERATOR GATES 32' DOUBLE DRIVE	2.00	EA	\$12,575.50	\$25,151.00
10	8'X10-14 DOUBLE GATES	8.00	EA	\$4,840.82	\$38,726.56
11	8' VINYL COATED CHAIN LINK MINI MESH	300.00	LF	\$129.33	\$38,799.00
12	MOBILIZATION	1.00	EA	\$67,000.00	\$67,000.00
13	GRUBBING & DIRTWORK	1.00	EA	\$27,812.00	\$27,812.00
14	TAX 8.69%	1.00	EA	\$150,352.81	\$150,352.81
	TOTAL (INCLUDES ONE MOB. ADDITIONAL MOBS ADD \$2,500 PER MOB. TAXES (IF APPLICABLE) NOT INCLUDED)				\$1,731,072.68

ADDENDA: THE FOLLOWING ADDENDUMS ARE ACKNOWLEDGED IN THIS PROPOSAL:

**NOTE: PROPOSAL IS BASED ON COMPLETE, "ALL OR NONE" BID PACKAGE.
*PROPOSAL IS BASED ON WAGE DECISION NUMBERS:**

EXCLUSIONS AS NOTED:	NO: continuous concrete fence footing, concrete mow strip, concrete crowning, concrete testing, concrete coring, grubbing, fence removals, earthwork, surveying-staking, padlock or chains, panic hardware or door hardware for doors/gates, panic bar mounting plates, kick plates, rebar cages, electrical grounding, painting, signs, bollards, lock boxes, rock drilling, engineering services (including but not limited to testing, design, certifications, and drawings), traffic control, signs or flaggers, unless otherwise stated above. Schedule 40, AIS, Buy American, Buy American, Domestic compliant material not included unless stated otherwise in quote. Quantity changes greater than 10% subject to updated pricing. Contractor is not responsible for identifying or damage to unmarked sprinkler lines or any other unmarked buried lines or objects not identified by One-Call or 811 service. TAXES AND BONDING UPON REQUEST: (Bonding is available @ 2%). This proposal becomes part of any contract that may be awarded to Valley Fence Company. Taxes, if applicable, not included in proposal. CANCELLATION FEE: All cancelled contracts will be charged a minimum of \$1,000 and 10% thereafter for restocking /administrative fees.
INCLUSIONS:	This proposal is based on a 40 hour work week. Any additional hours worked will be based on an overtime rate.
GATE OPERATOR EXCLUSIONS AS NOTED:	NO: electrical work, wiring, conduit, trenching or concrete pads. No access control installed unless stated above. All low-voltage wiring to be done by Valley Fence Company.
MOBILIZATIONS:	One mobilization is included. Any additional MOBs will incur a charge of \$2,500.00 each.

**NM PUBLIC WORKS REGISTRATION # 0007220060701 | NM CONTRACTORS LICENSE NUMBER: 29229 GA-98, GB-98, GF-98
DB CERTIFICATE #: 00-05-123 | DUNS #: 11-625-0986 | FEDERAL TAX ID: 85-0299458**

NORTHERN New Mexico College



MEMORANDUM

TO: Board of Regents
Northern New Mexico College

FROM: Henry "Geno" Trujillo, Director of Safety and Security

THRU: Hector Balderas, President

DATE: July 31, 2026

RE: Proposal for Surveillance Upgrades & Access Control Systems

Proposal: This proposal outlines a comprehensive video surveillance and physical security upgrade for Northern New Mexico College (NNMC). This plan directly addresses modern campus safety requirements and aligns with current regional higher education capital funding recommendations allocated for NNMC's surveillance, access control, and emergency systems.

This initiative optimizes safety across NNMC's main Española Campus. The strategy shifts campus security from passive recording to proactive threat mitigation by integrating intelligent IP video surveillance with centralized cloud management and existing campus infrastructure. This project will be paid through the utilization of Capital Outlay Funds. The Project Cost Breakdown is as follows:

PROJECT DESCRIPTION	
Access Control	
TOTAL PROJECT COST (Includes Bond @ 1.5%)	\$1,053,821.22

PROJECT DESCRIPTION	
Video Surveillance – Replacement Option	
TOTAL PROJECT COST (Includes Bond @ 1.5%)	\$1,032,101.79

Based on State Price Agreement 00-00000-20-00093AC

This project will be submitted to New Mexico Higher Education Staff on August 2, 2026, pending NNMC board approval. Upon the approval of NMHED and the NNMC Board of Directors, this will be submitted to the Legislative Board of Finance.

NNMC - Northern New Mexico College
921 Paseo de Oñate
Espanola, NM 87532

July 23, 2026

Attn: Scott Stokes
RE: NNMC - AC and VS

VIDEO SURVEILLANCE:

APIC Solutions will complete the following work:

Install (109) Avigilon Security Cameras and upgrade the existing Avigilon Surveillance System across (16) buildings at Northern New Mexico College in Española, NM. The upgrade includes replacing the existing ACC5 servers with Unity8, providing a new viewing workstation, and implementing facial recognition capabilities at building entrances. Each of these areas and their equipment included is detailed below.

The existing ACC5 servers will be removed and replaced with Unity8 servers, and all existing cameras not addressed to be replaced in this scope will be taken over with Analytic Licenses applied. Proposal **EXCLUDES** replacement/repair of existing cameras not covered elsewhere in this scope.

Each camera location, unless otherwise stated, will receive an Avigilon security camera, mounting hardware appropriate to its function, and all necessary conduit, cable, or other infrastructure necessary to connect the camera to the Avigilon Unity Surveillance System.

Each IDF will receive a network infrastructure upgrade including new UPS batteries and, where necessary, Ubiquity network switches to ensure proper system operation with allotted PoE budgets and backplane bandwidth.

Network Analysis will be completed, and a report of the security network will be compiled. Any other IT infrastructure or network not directly related to the Security network will be the responsibility of NNMC IT.

Proposal **EXCLUDES** existing backbone fiber – to be assumed working and in-place.

Proposal **EXCLUDES** any required landscaping adjustments to access camera locations.

Proposal **EXCLUDES** integration into existing federal or state database – local only in this scope.

Training and O&M's will be provided at the end of this project.
New Cameras

Field Campus Police – (Provide and install)

- (1) 4-monitor Viewing Workstation with 27" monitor
- (1) Replacement 55" Security Monitor TV
- (1) Keyboard/Mouse kit

Headend – MDF (Nursing Building) – (Provide and install)

- (2) Unity8 Enterprise Server – 72TB
- (1) 10GbE Core Aggregation Switch
- (82) ACC Unity 8 Enterprise Camera Licenses
- (27) Avigilon Smart Assurance Plan – 1 Year (for existing Licenses)
- (Lot) Programming and Configuration
- (Lot) Network Analysis and Documentation

Field Hardware –Entrance Coverage – (Provide and install)

- (27) Avigilon 2MP Analytics Dome Camera
- (27) Avigilon Facial Recognition Licenses
- (27) Mounting hardware for entrance locations
- (Lot) Cat6 Infrastructure
- (Lot) Cat6 Cable
- *See included Schedule and drawings for placement*

Field Hardware – Discussed Coverage– (Provide and install)

- (62) Various Avigilon cameras as determined by location requirements:
 - Multi-sensor cameras for parking lots and large open areas
 - Analytics-enabled cameras for high-traffic areas
 - Standard resolution cameras for interior corridors
- (Lot) Cat6 Infrastructure
- (Lot) Cat6 Cable
- *See included Schedule and drawings for placement*

Field Hardware – Recommended Coverage – (Provide and install)

- (20) Additional Avigilon cameras for identified security gaps
- (Lot) Cat6 Infrastructure
- (Lot) Cat6 Cable
- *See included Schedule and drawings for placement*

Infrastructure Upgrades – Per IDF – (Provide and install)

- (16) Replace all existing UPSs with like-for-like 500VA
- (16) Ubiquity PoE switches
- (1) Network infrastructure report per IDF
- (1) Security network topology verification
- (Lot) Loopback detection and remediation
- (Lot) Cat6 patch panels as required
- (Lot) Cat6 patch cables

Project Deliverables

- Complete Española campus Unity8 platform upgrade
- Network infrastructure report
- Security network topology documentation

- Switch configuration documentation
- Training for security staff on new Unity8 platform
- As-built documentation including camera locations and types
- Client integration into existing El-Rito server

Existing Cameras

Headend – MDF (Nursing Building) – (Provide and install)

- (2) Unity8 Enterprise Server – 72TB
- (57) Avigilon Smart Assurance Plan – 1 Year (for existing Licenses)
- (57) Video Analytics License
- (Lot) Programming and Configuration

ACCESS CONTROL:

APIC Solutions will complete the following work:

Install (120) Avigilon Access Control openings and takeover (4) existing openings across (14) buildings at Northern New Mexico College in Española, NM. The Avigilon Access Control system will provide campus-wide lockdown capabilities (42), secure lab access (43), IT room protection (14), and general building access (25). See included site scope drawing for reference.

Each hard-wired opening, unless otherwise stated, will receive an Avigilon multi-class Access Control Card Reader, a door position switch, a request-to-exit motion device, and locking hardware appropriate to the door type, along with all necessary conduit, cable, or other infrastructure necessary to connect the opening to the Avigilon Access Control system.

Each wireless opening will receive a wireless lock in line with the nearest existing compatible solution (AD series or NDE series depending on) and receive new wireless hubs and headend equipment to integrate into the Avigilon Access Control system.

At the Admin Entrance doors, modify the entrance by removing existing sliding doors and installing new double-doors with access control. Maintain existing visual profile, matching new glass to existing glass.

This proposal includes a purpose-built Access Control workstations with 24" monitor and keyboard, and an access control badge printer. Also, an initial collection of (400) Access Control cards with lanyards that can be printed on either side. Red, Yellow, and green access control cards will be provided to allow for intuitive campus lockdown workflow.

Proposal **CONTINGENT** on using network infrastructure detailed in Video Surveillance upgrade quote. Proposal **EXCLUDES** 120V power – assumed to be working and in-place. Proposal **CONTINGENT** on existing NDE devices having compatible firmware for takeover.

Headend – (Provide and install)

- (400) Access Control Cards
- (20) Red/Green/Yellow Lockdown cards
- (1) Badge Printer System – Workstation, printer, workflow training

- (Lot) Programming
- (Lot) System Setup and Testing

Field Hardware – (Provide and install)

- (42) Avigilon Access Control Opening – Exterior Door for Lockdown
- (43) Avigilon Access Control Opening – Lab Access Control
- (14) Avigilon Access Control Opening – IT Room Protection
- (25) Avigilon Access Control Opening – General Building Access

Note - Admin Building: Front entrance renovation to include removal of existing sliding doors and installation of new double doors with access control integration. Detailed architectural specifications to be provided separately.

PROJECT DESCRIPTION	
Video Surveillance - Refresh	
TOTAL PROJECT COST (Includes Bond @ 1.5%)	\$847,456.89

PROJECT DESCRIPTION	
Access Control	
TOTAL PROJECT COST (Includes Bond @ 1.5%)	\$1,053,821.22

PROJECT DESCRIPTION	
Video Surveillance – Replacement Option	
TOTAL PROJECT COST (Includes Bond @ 1.5%)	\$1,032,101.79

Based on State Price Agreement 00-00000-20-00093AC

NOTES AND EXCLUSIONS

- Proposal **INCLUDES** payment/performance bond and all associated permits and fees unless specified.
- Proposal **EXCLUDES** NMGR.
- Proposal **EXCLUDES** any unforeseen conditions; any equipment not listed in this quote.
- Proposal **EXCLUDES** any additional electrical/cooling upgrades required for this project.
- Proposal **EXCLUDES** patching, painting, and replacement of ceiling tiles.
- Proposal **EXCLUDES** the correction of existing code violations.
- Proposal **EXCLUDES** any warranty on existing equipment.
- Proposal **ASSUMES** all existing equipment and cabling is in proper working order. Unless otherwise stated above.
- Proposal is **VALID** for 30 days.

WARRANTY TERMS

- This project includes a one-year warranty against defects in product or workmanship. This warranty is provided by APIC Solutions and shall begin the day of owner acceptance.

PAYMENT TERMS

- All invoices are due Net 30 days.
- All equipment will be billed 100% once it has been delivered and inventoried / accepted by the agency.
- Progress billings for labor and equipment rental will occur monthly and be based on the percentage complete at the time of billing.
- A 3.5% processing fee will be added to all purchases being made using a credit card.

The signatures below indicate CUSTOMER and APIC Solutions agreement to the **Scope of Work, Project Pricing, and Terms and Conditions** in this document:

NNMC - Northern New Mexico College	APIC SOLUTIONS
Name:	Name:
Signature:	Signature:
Title and Date:	Title and Date:

If you have any questions, please feel free to contact me at the number below. Thank you for your trust in APIC Solutions. We look forward to working with you!

Sincerely,

Steve Konst
505.389.7268

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

TO: Northern New Mexico College
Board of Regents

FROM: Theresa Storey, Chief Financial Officer/Compliance

THRU: Hector Balderas, President

DATE: July 27, 2026

RE: Capital Outlay for El Rito Campus Asphalt replacement – Action Item

Background:

Northern New Mexico College (NNMC) is requesting \$301,855.19 to complete renovations to replace the asphalt at the El Rito campus.

The project encompasses all labor, materials, and equipment necessary to perform full-depth asphalt resurfacing on the main drive and primary parking lot at the NNMC El Rito Campus. The scope includes milling the existing asphalt surface, sub-grade preparation and compaction, laying a 3-inch asphalt lift, re-striping traffic markings, and installing speed humps for traffic calming. NNMC will utilize capital outlay funding for this project. The breakdown is as follows:

- \$301,855.19 – SB275, Laws of 2024, Section 39, Subsection 2

This project will be submitted to New Mexico Higher Education Staff on August 2, 2026, pending NNMC board approval.

Required Action:

The New Mexico Higher Education Department Capital Project Transmittal Summary Sheet is attached for the BOR review and approval.

Thank you for your consideration.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
2044 Galisteo Street, Suite 4, Santa Fe, NM 87505-2100

CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET

Complete this summary sheet and include with project submittal. The deadline to submit project documents can be found on the NMHED Annual Calendar of Events at <http://www.hed.state.nm.us/institutions/resources.aspx>. In order to ensure your project will be considered, it must be uploaded by the deadline to the link found at the following web address: <https://cptss.hed.state.nm.us/app>

Institution: **Northern New Mexico College**

Date: **07/26/2026**

1. Project title: **NNMC El Rito Campus Infrastructure: Driveway & Parking Asphalt Replacement**
2. HED meeting date when project consideration is requested:
3. Contact person: **Theresa Storey** Phone: **505-927-0161**
 Email: **theresa.storey@nnmc.edu**
4. Required forms for project categories (5.3.10 and 2.70.4 NMAC):
 - ☒ a) Construction, Alterations, or Demolition (All Forms)
 - ☐ b) Revenue Bond Forms (1, 1-A, 4, 5, 6)
 - ☐ c) Property Acquisition – Purchase, Lease, or Donation (Forms 1, 1-A, 3, 4, 5, 6)
 - ☐ d) Property Disposition – Sale or Trade (Forms 1 and 6)
- ☒ 5. A site plan or plat, as-builts or completed preliminary floor plan drawings, including elevations, with each space identified as to function. (Required for all project categories)
- ☒ 6. Supporting Documentation for Funding Sources. (Required for project category a, b, and c)
- ☐ 7. Certificate of Adequate Parking. (Only required for new construction and property acquisition)
- ☒ 8. Evidence of Energy Measures (Required for project category a and c)
- ☒ 9. Form 1 – Project Information
- ☒ 10. Form 1-A – Institutional and General Information
- ☒ 11. Form 2 – Space Information
- ☒ 12. Form 3 – Estimated Utilities Costs
- ☒ 13. Form 4 – Proposed Project Costs
- ☒ 14. Form 5 – Proposed Project Square Footage and Funding Sources
- ☒ 15. Form 6 – Certification by Governing Board
- ☒ 16. Completed Presenter Information Sheet

NEW MEXICO HIGHER EDUCATION DEPARTMENT

FORM 1: PROJECT INFORMATION

Spell out and define all acronyms

Institution: Northern New Mexico College

Original: ☒

Date: 07/26/2026

Project title: NNMC El Rito Campus Infrastructure: Driveway & Parking **Revision:** ☐ **Date:**

Location of Facility: 921 North Paseo De Oate Espanola, NM 87532; Rio Arriba County

Age of Facility: 117 years old

Date of Last Improvement: N/A

Types of Space within Facility: Trades Classrooms, Training Halls, Offices, and Dormitories

Gross Square Footage of Facility: N/A

Gross Square Footage Offset: N/A

General Nature of Use and User Groups within Facility:

The facility functions as a multi-use academic and residential site, supporting daily instruction, administrative services, and campus living. Primary user groups encompass residential and commuter students, academic faculty, administrative staff, maintenance and facility personnel, and campus visitors.

Detailed Scope of Work and Impact to User Groups:

The project encompasses all labor, materials, equipment, and supervision necessary to perform full-depth asphalt resurfacing on the main drive and primary parking lot at the NNMC El Rito Campus. The scope includes milling the existing asphalt surface, sub-grade preparation and compaction, laying a 3-inch asphalt lift, re-striping traffic markings, and installing speed humps for traffic calming.

These renovations are a much-needed improvement for student safety and a high-quality learning environment.

Impact to users: The proposed paving project will temporarily affect campus circulation, parking availability, and access routes. Primary impacts include temporary parking displacement, traffic rerouting, and modified pedestrian paths for residential students, faculty, and visitors. To minimize disruption to daily residential life and academic operations, work will be phased with designated detour routes, clear signage, and coordinated access for maintenance and emergency vehicles.

NEW MEXICO HIGHER EDUCATION DEPARTMENT

FORM 1: PROJECT INFORMATION (con't)

Institution: Northern New Mexico College

Original: ☒ **Date:** 07/26/2026

Project title: NNMC El Rito Campus Infrastructure: Driveway & Parking **Revision:** ☐ **Date:**

Description of why this project is needed and how it satisfies program needs/enrollment/mission:

While asphalt replacement is a physical infrastructure project, its impact directly advances Northern New Mexico College's strategic priorities. By restoring primary access drives and residential parking areas, this project mitigates safety risks, ensures full ADA compliance, and preserves the structural integrity of campus assets. Crucially, modernizing our physical environment enhances the prospective student experience during campus tours, improves daily living conditions for residential students, and reinforces NNMC's commitment to providing a safe, accessible, and welcoming educational environment for our community.

Describe the consequences of this project not receiving approval:

Consequences of this project not receiving approval increase the liability to the institution by not allowing for necessary accessibility improvements and improve the overall flow of the campus community.

Was this project included in the annual Capital Outlay Plan submitted to HED. If yes provide year included. If not, provide reason why:

Yes, 2024

If this request was included in a previous recommendation for Legislative funding, provide information on differences from initial recommendation to current project request:

N/A

Provide detailed information on the impact this project will have on Operations and Maintenance budgets? What source of funding will be used to cover these costs?

This project will impact the institutions O&M budget by reducing the cost of repairs and maintenance to the entrance and spaces included in the scope of work for a minimum of 10 years. With an estimated reduction in cost around 15,000 annually.

NEW MEXICO HIGHER EDUCATION DEPARTMENT

FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION

Institution: Northern New Mexico College

Original: ☒ Date: 07/26/2026Project title: NNMC El Rito Campus Infrastructure: Driveway & Parking Revision: ☐ Date:

Current Total On-Campus Enrollment – Fall Semester	
Head Count: <u>1424</u>	FTE: <u>842</u>
<u>8.4</u> % Growth from previous year	<u>14.4</u> % Average growth in previous 5-year period

Current Total Off-Campus Enrollment (web-based or Distance Ed., etc.) – Fall Semester	
Head Count: <u>450</u>	FTE: <u>280.4</u>
<u>27.5</u> % Growth from previous year	<u>45</u> % Average growth in previous 5-year period

Tuition – Fall Semester		
Current Tuition Per Credit Hour: \$ <u>211.00</u>	Current Tuition Per Semester: \$ <u>2,532.00</u>	
Month/year per semester tuition was last increased: <u>12</u> / <u>2021</u>	Amount of last per semester tuition increase: \$ <u>149.40</u>	<u>6.2</u> % Change from last increase

Program Enrollment Being Served by this Project – Fall Semester	
Head Count: <u>1424</u>	FTE: <u>842</u>
<u>8.4</u> % Growth from previous year	<u>2.8</u> % Average growth in previous 10-year period

Bonding Information (to be completed if local bond proceeds are used for project funding)	
Assessed Valuation: _____	Month/year of most recent local bond issue: _____ / _____
Outstanding Debt: _____	
Available Capacity: _____	

Project Schedule	
Month/year proposed construction start date: <u>08</u> / <u>2026</u>	Month/year proposed construction completion date: <u>06</u> / <u>2027</u>

Comments:

NEW MEXICO HIGHER EDUCATION DEPARTMENT

FORM 2: SPACE INFORMATION

Institution: Northern New Mexico College

Original: ☒ Date: 07/26/2026Project title: NNMC El Rito Campus Infrastructure: Driveway & Parking Aspha Revision: ☐ Date:

List the Net Assignable Square Feet (NASF) and Net Usable Square Feet (NUSF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in "Postsecondary Education Facilities Inventory and Classification Manual" (FICM) published by the U.S. Department of Education.

CLASSIFICATION CODE	TYPE OF SPACE	DEMO	NEW	ALTERATION	% OF NUSF (NEW & ALT)	
100	Classroom	0	0	0	0	
200	Laboratory	0	0	0	0	
300	Office	0	0		0	
400	Study	0	0	0	0	
500	Special	0	0		0	
600	General	0	0	0	0	
700	Support	0	0	0	0	
800	Health	0	0	0	0	
900	Residential	0	0	0	0	
TOTAL NET ASSIGNABLE AREA (NASF)		0	0	0	0	
WWW	Circulation Area	0	0		0	
XXX	Building Services Area	0	0	0	0	
YYY	Mechanical Area	0	0	0	0	
TOTAL NONASSIGNABLE AREA		0	0	0	0	NIC SQ FT
TOTAL NET USABLE AREA (NUSF)		0	0	0	0	
TARE		0	0	0		TOTALS
TOTAL PROJECT GROSS SQUARE FEET		0	0			0
FINAL PROJECT GROSS SQUARE FEET						0
ORIGINAL BUILDING GROSS SQUARE FEET						
FINAL BUILDING GROSS SQUARE FEET						0
FINAL BUILDING GROSS SQUARE FEET DIFFERENCE						0

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 3: ESTIMATED UTILITY COSTS AND ENERGY EFFICIENCY MEASURES

Institution: Northern New Mexico College

Original: ☒ **Date:** 07/26/2026

Project title: NNMC El Rito Campus Infrastructure: Driveway & Parking **Revision:** ☐ **Date:**

This form is designed to estimate the project's effect on current utilities costs, and to note submittal of supporting documentation related to Energy Saving Measures incorporated into the project.

FORMULA	CURRENT EXPENSES	PROJECTED ANNUAL EXPENSES AFTER COMPLETION	DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -)
Eligible GSF: _____ x \$3.75			

Check applicable boxes below:



Space is non I&G
(Comment Required)



Target Finder attached



LEED Checklist attached

Project Green Screen Features and Comments. Describe, in detail, the energy measures being implemented:

This project will have have a minimal to no effect on utilities as it for outdoor asphalt replacement.

NEW MEXICO HIGHER EDUCATION DEPARTMENT

FORM 4: PROPOSED PROJECT COSTS

Institution: Northern New Mexico College

Original: ☒ Date: 07/26/2026Project title: NNMC El Rito Campus Infrastructure: Driveway & Parking Revision: ☐ Date:

I. PROJECT BUDGET

EXPENDITURES	ITEMS INCLUDED IN TOTAL COST FOR EACH EXPENDITURE	ORIGINAL SUBMISSION		BUDGET REVISION
		NEW CONSTRUCTION	ALTERATIONS	
1. Building Cost				
1. General	Building Labor, Materials, All Signage, Material Testing & Seismic Testing		\$ 252,652.80	
2. Mechanical/Plumbing	Controls, Fire Suppression Systems, Test & Balance			
3. Electrical	Lighting Control Systems, Performance Testing			
4. Special Systems (voice, data, other)	Voice/Data, Wiring Performance Testing, Audio/Video infrastructure, Access Control, Security/Camera's, Fire Alarms			
5. Demolition	Interior Demo, HAZMAT & Abatement			
BUILDING COST SUBTOTAL		\$ 0.00	\$ 252,652.80	\$ 0.00
2. Built-in Equipment	Equipment permanently attached to building and/or infrastructure (Fume hoods, autoclaves, and lab casework)			
3. Site Development				
1. Utilities, Infrastructure	Utilities 5' beyond new building perimeter, relocations and tunnels			
2. Landscaping/Site Improvements	Free standing lighting, hardscapes, parking			
3. Demolition	Building, Site or Parking Removal		\$ 19,016.87	
TOTAL CONSTRUCTION COST (T.C.C.)		\$ 0.00	\$ 271,669.67	\$ 0.00

NEW MEXICO HIGHER EDUCATION DEPARTMENT

D. Construction Contingency	Not more than 5% for new Construction or 10% for renovations of Total Construction Cost (T.C.C.)		\$ 30,185.52	
E. Professional Fees				
1. Architectural/Engineering	Planning, Programming, Design thru Construction and Specialized Services			
2. Project Administration	PM Fees, Construction Manager at Risk (CMAR) Pre-Construction Services, IT Admin Fees, Parking Mitigation, Consultant Services, Tax Segregation services fee, Project Reserve			
3. Surveys/Commissioning	Soils Reports, Environmental Reports, Structural Shear Reports			
F. Movable Equipment	Special Systems Equipment			
G. Other	Site acquisition, etc.			
H. Art in Public Places (1% of State Appropriation)	AIPP or N/A			
Gross Receipts Tax	GRT is Not Nested within Costs Above. Amount entered will be added to Total Project Budget			
I. Gross Receipts Tax	GRT is Nested within Costs Above. Amount entered is included in Total Project Budget		\$ 26,225.57	
TOTAL PROJECT BUDGET		\$ 0.00	\$ 301,855.19	\$ 0.00

Comments:

Provide information on how the above cost estimates were developed. If developed by an A/E firm, provide the name of the firm and method used for estimating. If developed by the institution, provide method used for estimating.

Cost Estimates Above were developed by a General Contractor on the New Mexico State Price Agreement.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 5: PROPOSED PROJECT SQUARE FOOTAGE
AND FUNDING SOURCES

Institution: Northern New Mexico College

Original: ☒ Date: 07/26/2026Project title: NNMC El Rito Campus Infrastructure: Driveway & Parking Revision: ☐ Date:

COSTS PER GROSS SQUARE FOOT (GSF)			
	Cost (Items A-C on Form 4)	GSF for New Construction NUSF for Alteration	Cost per GSF
New Construction	\$ 0.00	0	NaN
Alterations	\$ 271,669.67	0	Infinity

RATIO OF NET USABLE TO GROSS SQUARE FEET (NUSF/GSF)			
	NUSF (same as total from Form 2)	GSF	RATIO NUSF/GSF (%)
New Construction	0	0	NaN
Alterations	0	0	NaN

FUNDING SOURCE			
Enter the source of funding for the project. Total must match the total project budget on Form 4.			
Funding Source and Description		Original Submission	Budget Revision
Appropriation Code	Description of Funding Type and Source of Funds		
I3379	GF2024.SB275, Laws of 2024, Section 39, Subsection 2	\$ 301,885.19	
Total:		\$ 301,885.19	\$ 0.00

List State Appropriations as follows: Bond Series #: GOBxx or STBxx or GF 20xx, DFA #: A0x-xxxx), SBxxx or HBxxx, Laws of 20xx, chapter x, and section x. This information is available on the CPMS website at <http://cpms.dfa.state.nm.us/>. For all other funding, list revenue source and year budgeted.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 6: CERTIFICATION BY GOVERNING BOARD

Institution: Northern New Mexico College

Original: ☒ **Date:** 07/26/2026

Project title: NNMC El Rito Campus Infrastructure: Driveway & Parking **Revision:** ☐ **Date:**

ORIGINAL CERTIFICATION

I hereby certify, on the basis of the information contained in Forms 1 through 5 of this capital project submittal and all attached supporting documentation, if appropriate, that the Governing Board approved the original submission of this project at its meeting on July 31, 2026.

Certified:

Hector Balderas

Printed Name of President/Chancellor

Signature

REVISED SUBMISSION CERTIFICATION

I hereby certify that the Governing Board approved this Revised Submission at its meeting on _____.

Certified:

Printed Name of President/Chancellor

Signature

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

TO: Northern New Mexico College
Board of Regents

FROM: Theresa Storey, Chief Financial Officer/Compliance

THRU: Hector Balderas, President

DATE: July 27, 2026

RE: Capital Outlay for El Rito Campus South Dorm Window upgrade – Action Item

Background:

Northern New Mexico College (NNMC) is requesting \$322,500.00 to complete renovations to include window upgrades to the South Dorm at the El Rito campus.

This project encompasses all labor, materials, equipment, and supervision required to demolish and replace the existing windows at the Northern New Mexico College (NNMC) El Rito Campus South Dormitory. The scope involves the careful removal of deteriorated window assemblies and the installation of modern, high-efficiency thermal units. To honor NNMC's regional heritage, the new units feature custom architectural profiles and sightlines designed to mirror the historic appearance of the building while meeting contemporary energy and safety standards. NNMC will utilize capital outlay funding for this project. The breakdown is as follows:

- \$322,500.00 – HB153, Laws of 2022, Chapter C, Section 9

This project will be submitted to New Mexico Higher Education Staff on August 2, 2026, pending NNMC board approval.

Required Action:

The New Mexico Higher Education Department Capital Project Transmittal Summary Sheet is attached for the BOR review and approval.

Thank you for your consideration.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
2044 Galisteo Street, Suite 4, Santa Fe, NM 87505-2100

CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET

Complete this summary sheet and include with project submittal. The deadline to submit project documents can be found on the NMHED Annual Calendar of Events at <http://www.hed.state.nm.us/institutions/resources.aspx>. In order to ensure your project will be considered, it must be uploaded by the deadline to the link found at the following web address: <https://cptss.hed.state.nm.us/app>

Institution: **Northern New Mexico College**

Date: **07/26/2026**

1. Project title: **NNMC El Rito Campus Infrastructure: South Dorm Window Upgrades**
2. HED meeting date when project consideration is requested:
3. Contact person: **Theresa Storey** Phone: **505-927-0161**
 Email: **theresa.storey@nnmc.edu**
4. Required forms for project categories (5.3.10 and 2.70.4 NMAC):
 - ☒ a) Construction, Alterations, or Demolition (All Forms)
 - ☐ b) Revenue Bond Forms (1, 1-A, 4, 5, 6)
 - ☐ c) Property Acquisition – Purchase, Lease, or Donation (Forms 1, 1-A, 3, 4, 5, 6)
 - ☐ d) Property Disposition – Sale or Trade (Forms 1 and 6)
- ☒ 5. A site plan or plat, as-builts or completed preliminary floor plan drawings, including elevations, with each space identified as to function. (Required for all project categories)
- ☒ 6. Supporting Documentation for Funding Sources. (Required for project category a, b, and c)
- ☐ 7. Certificate of Adequate Parking. (Only required for new construction and property acquisition)
- ☒ 8. Evidence of Energy Measures (Required for project category a and c)
- ☒ 9. Form 1 – Project Information
- ☒ 10. Form 1-A – Institutional and General Information
- ☒ 11. Form 2 – Space Information
- ☒ 12. Form 3 – Estimated Utilities Costs
- ☒ 13. Form 4 – Proposed Project Costs
- ☒ 14. Form 5 – Proposed Project Square Footage and Funding Sources
- ☒ 15. Form 6 – Certification by Governing Board
- ☒ 16. Completed Presenter Information Sheet

NEW MEXICO HIGHER EDUCATION DEPARTMENT

FORM 1: PROJECT INFORMATION

Spell out and define all acronyms

Institution: Northern New Mexico College

Original: ☒

Date: 07/26/2026

Project title: NNMCI Rito Campus Infrastructure: South Dorm Wind **Revision:** ☐ **Date:**

Location of Facility: 921 North Paseo De Oate Espanola, NM 87532; Rio Arriba County

Age of Facility: 1937 - 89 years old

Date of Last Improvement: 2025

Types of Space within Facility: Dormitories, Commercial Kitchen, Dining Hall, Training/Meeting Halls

Gross Square Footage of Facility: 24,017

Gross Square Footage Offset: N/A

General Nature of Use and User Groups within Facility:

The facility functions as a multi-use academic and residential site, supporting daily instruction, administrative services, and campus living. Primary user groups encompass residential and commuter students, academic faculty, administrative staff, maintenance and facility personnel, and campus visitors.

Detailed Scope of Work and Impact to User Groups:

This project encompasses all labor, materials, equipment, and supervision necessary to perform a complete window replacement at the NNMCI Rito Campus South Dormitory. The scope includes the removal of existing units and the installation of new energy-efficient windows. To preserve the building's historic integrity, the replacement units will feature custom design characteristics, sight-lines, and architectural details that closely mirror the original historic appearance while enhancing thermal performance.

These renovations are a much-needed improvement for student safety and a high-quality learning environment.

Impact to users: The window replacement project at the El Rito South Dorm directly impacts building residents, facilities personnel, and residential life staff. Short-term operational impacts include scheduled interior room access, temporary construction noise, and exterior perimeter staging. These disruptions will be mitigated by scheduling work during low-occupancy periods (such as summer or campus breaks) or through room-by-room phasing. Long-term impacts are overwhelmingly positive: residents will gain enhanced thermal comfort, sound insulation, and indoor air quality, while the institution benefits from immediate energy efficiency gains and preserved historic character.

NEW MEXICO HIGHER EDUCATION DEPARTMENT

FORM 1: PROJECT INFORMATION (con't)

Institution: Northern New Mexico College

Original: ☒ **Date:** 07/26/2026

Project title: NNMC El Rito Campus Infrastructure: South Dorm Window **Revision:** ☐ **Date:**

Description of why this project is needed and how it satisfies program needs/enrollment/mission:

While replacing dorm windows directly addresses physical building envelopes, its strategic impact extends to Northern New Mexico College's core mission and enrollment goals. Upgrading the South Dorm with energy-efficient units slashes building energy consumption, lowers operational costs, and mitigates long-standing deferred maintenance. For students, the project transforms aging residential rooms into comfortable, quiet, and thermally stable living spaces—a key factor in student satisfaction and retention. By carefully mirroring the historic architectural design, NNMC honours its cultural heritage while providing modern, sustainable facilities that welcome future generations of learners.

Describe the consequences of this project not receiving approval:

Deferring approval for the El Rito South Dorm window replacement creates compounding financial, structural, and operational risks for Northern New Mexico College. Continuously operating with degraded window envelopes subjects the facility to severe thermal energy loss, driving up campus utility expenditures while exposing the project to rising material and construction inflation costs. Beyond financial penalties, unchecked moisture intrusion through failing window frames poses an immediate threat to the building's structural assembly, elevating the risk of interior wall damage, wood rot, and mold remediation that will exponentially inflate future deferred maintenance liabilities. Most critically, delaying this work forces residential students to endure drafty, thermally unstable rooms and non-functional fixtures—substandard living conditions that directly compromise student satisfaction, safety compliance, and institutional retention efforts.

Was this project included in the annual Capital Outlay Plan submitted to HED. If yes provide year included. If not, provide reason why:

Yes, 2024

If this request was included in a previous recommendation for Legislative funding, provide information on differences from initial recommendation to current project request:

N/A

Provide detailed information on the impact this project will have on Operations and Maintenance budgets? What source of funding will be used to cover these costs?

Replacing the aging windows at the El Rito South Dorm is estimated to yield a 12% to 20% reduction in building heating and cooling expenditures by sealing the thermal envelope. Furthermore, replacing degraded historic frames with modern, warranted units will reduce reactive facilities maintenance costs—such as seal repairs, hardware fixes, and water intrusion remediation—by over 50%. Overall, the project is projected to generate a net 10% to 15% annual reduction in the facility's baseline Operations & Maintenance (O&M) budget, redirecting operational funds back to core campus priorities.

NEW MEXICO HIGHER EDUCATION DEPARTMENT

FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION

Institution: Northern New Mexico College

Original: ☒ Date: 07/26/2026Project title: NNMC El Rito Campus Infrastructure: South Dorm Wind Revision: ☐ Date:

Current Total On-Campus Enrollment – Fall Semester	
Head Count: <u>1424</u>	FTE: <u>842</u>
<u>8.4</u> % Growth from previous year	<u>14.4</u> % Average growth in previous 5-year period

Current Total Off-Campus Enrollment (web-based or Distance Ed., etc.) – Fall Semester	
Head Count: <u>450</u>	FTE: <u>280.4</u>
<u>27.5</u> % Growth from previous year	<u>45</u> % Average growth in previous 5-year period

Tuition – Fall Semester		
Current Tuition Per Credit Hour: \$ <u>211.00</u>	Current Tuition Per Semester: \$ <u>2,532.00</u>	
Month/year per semester tuition was last increased: <u>12</u> / <u>2021</u>	Amount of last per semester tuition increase: \$ <u>149.40</u>	<u>6.2</u> % Change from last increase

Program Enrollment Being Served by this Project – Fall Semester	
Head Count: <u>1424</u>	FTE: <u>842</u>
<u>8.4</u> % Growth from previous year	<u>2.8</u> % Average growth in previous 10-year period

Bonding Information (to be completed if local bond proceeds are used for project funding)	
Assessed Valuation: _____	Month/year of most recent local bond issue: _____ / _____
Outstanding Debt: _____	
Available Capacity: _____	

Project Schedule	
Month/year proposed construction start date: <u>08</u> / <u>2026</u>	Month/year proposed construction completion date: <u>06</u> / <u>2027</u>

Comments:

NEW MEXICO HIGHER EDUCATION DEPARTMENT

FORM 2: SPACE INFORMATION

Institution: Northern New Mexico College

Original: ☒ Date: 07/26/2026Project title: NNMC El Rito Campus Infrastructure: South Dorm Window Upgr. Revision: ☐ Date:

List the Net Assignable Square Feet (NASF) and Net Usable Square Feet (NUSF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in "Postsecondary Education Facilities Inventory and Classification Manual" (FICM) published by the U.S. Department of Education.

CLASSIFICATION CODE	TYPE OF SPACE	DEMO	NEW	ALTERATION	% OF NUSF (NEW & ALT)	
100	Classroom	0	0	0	0	
200	Laboratory	0	0	0	0	
300	Office	0	0	0	0	
400	Study	0	0	0	0	
500	Special	0	0	15,398	-6.41129200149	
600	General	0	0	0	0	
700	Support	0	0	0	0	
800	Health	0	0	0	0	
900	Residential	0	0	8,619	-3.58870799850	
TOTAL NET ASSIGNABLE AREA (NASF)		0	0	24,017	-10	
WWW	Circulation Area	0	0	0	0	
XXX	Building Services Area	0	0	0	0	
YYY	Mechanical Area	0	0	0	0	
TOTAL NONASSIGNABLE AREA		0	0	0	0	NIC SQ FT
TOTAL NET USABLE AREA (NUSF)		0	0	24,017	-10	24,017
TARE		0	0	-24,017		TOTALS
TOTAL PROJECT GROSS SQUARE FEET		0	0			0
FINAL PROJECT GROSS SQUARE FEET						0
ORIGINAL BUILDING GROSS SQUARE FEET						24,017
FINAL BUILDING GROSS SQUARE FEET						24,017
FINAL BUILDING GROSS SQUARE FEET DIFFERENCE						0

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 3: ESTIMATED UTILITY COSTS AND ENERGY EFFICIENCY MEASURES

Institution: Northern New Mexico College

Original: ☒ **Date:** 07/26/2026

Project title: NNMC El Rito Campus Infrastructure: South Dorm Wind **Revision:** ☐ **Date:**

This form is designed to estimate the project's effect on current utilities costs, and to note submittal of supporting documentation related to Energy Saving Measures incorporated into the project.

FORMULA	CURRENT EXPENSES	PROJECTED ANNUAL EXPENSES AFTER COMPLETION	DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -)
Eligible GSF: _____ x \$3.75			

Check applicable boxes below:

☒ Space is non I&G
(Comment Required)
☐ Target Finder attached
 ☐ LEED Checklist attached

Project Green Screen Features and Comments. Describe, in detail, the energy measures being implemented:

Replacing the aging windows at the El Rito South Dorm is estimated to yield a 12% to 20% reduction in building heating and cooling expenditures by sealing the thermal envelope.

NEW MEXICO HIGHER EDUCATION DEPARTMENT

FORM 4: PROPOSED PROJECT COSTS

Institution: Northern New Mexico College

Original: ☒ Date: 07/26/2026Project title: NNMC El Rito Campus Infrastructure: South Dorm Wind Revision: ☐ Date:

I. PROJECT BUDGET

EXPENDITURES	ITEMS INCLUDED IN TOTAL COST FOR EACH EXPENDITURE	ORIGINAL SUBMISSION		BUDGET REVISION
		NEW CONSTRUCTION	ALTERATIONS	
1. Building Cost				
1. General	Building Labor, Materials, All Signage, Material Testing & Seismic Testing		\$ 269,932.50	
2. Mechanical/Plumbing	Controls, Fire Suppression Systems, Test & Balance			
3. Electrical	Lighting Control Systems, Performance Testing			
4. Special Systems (voice, data, other)	Voice/Data, Wiring Performance Testing, Audio/Video infrastructure, Access Control, Security/Camera's, Fire Alarms			
5. Demolition	Interior Demo, HAZMAT & Abatement		\$ 20,317.50	
BUILDING COST SUBTOTAL		\$ 0.00	\$ 290,250.00	\$ 0.00
2. Built-in Equipment	Equipment permanently attached to building and/or infrastructure (Fume hoods, autoclaves, and lab casework)			
3. Site Development				
1. Utilities, Infrastructure	Utilities 5' beyond new building perimeter, relocations and tunnels			
2. Landscaping/Site Improvements	Free standing lighting, hardscapes, parking			
3. Demolition	Building, Site or Parking Removal			
TOTAL CONSTRUCTION COST (T.C.C.)		\$ 0.00	\$ 290,250.00	\$ 0.00

NEW MEXICO HIGHER EDUCATION DEPARTMENT

2. Construction Contingency	Not more than 5% for new Construction or 10% for renovations of Total Construction Cost (T.C.C.)		\$ 32,250.00	
3. Professional Fees				
1. Architectural/Engineering	Planning, Programming, Design thru Construction and Specialized Services			
2. Project Administration	PM Fees, Construction Manager at Risk (CMAR) Pre-Construction Services, IT Admin Fees, Parking Mitigation, Consultant Services, Tax Segregation services fee, Project Reserve			
3. Surveys/Commissioning	Soils Reports, Environmental Reports, Structural Shear Reports			
4. Movable Equipment	Special Systems Equipment			
5. Other	Site acquisition, etc.			
6. Art in Public Places (1% of State Appropriation)	AIPP or N/A			
Gross Receipts Tax	GRT is Not Nested within Costs Above. Amount entered will be added to Total Project Budget			
7. Gross Receipts Tax	GRT is Nested within Costs Above. Amount entered is included in Total Project Budget		\$ 28,017.19	
TOTAL PROJECT BUDGET		\$ 0.00	\$ 322,500.00	\$ 0.00

Comments:

Provide information on how the above cost estimates were developed. If developed by an A/E firm, provide the name of the firm and method used for estimating. If developed by the institution, provide method used for estimating.

Cost Estimates Above were developed by a General Contractor on the Cooperative Education Services bluebook price agreement.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 5: PROPOSED PROJECT SQUARE FOOTAGE
AND FUNDING SOURCES

Institution: Northern New Mexico College

Original: ☒ Date: 07/26/2026Project title: NNMC El Rito Campus Infrastructure: South Dorm Wind Revision: ☐ Date:

COSTS PER GROSS SQUARE FOOT (GSF)			
	Cost (Items A-C on Form 4)	GSF for New Construction NUSF for Alteration	Cost per GSF
New Construction	\$ 0.00	0	NaN
Alterations	\$ 290,250.00	24,017	12.08518965732606

RATIO OF NET USABLE TO GROSS SQUARE FEET (NUSF/GSF)			
	NUSF (same as total from Form 2)	GSF	RATIO NUSF/GSF (%)
New Construction	0	0	NaN
Alterations	24,017	0	Infinity

FUNDING SOURCE			
Enter the source of funding for the project. Total must match the total project budget on Form 4.			
Funding Source and Description		Original Submission	Budget Revision
Appropriation Code	Description of Funding Type and Source of Funds		
G5398	GOB 2022, HB153, Laws of 2022, Chapter C, Section 9	\$ 322,500.00	
Total:		\$ 322,500.00	\$ 0.00

List State Appropriations as follows: Bond Series #: GOBxx or STBxx or GF 20xx, DFA #: A0x-xxxx), SBxxx or HBxxx, Laws of 20xx, chapter x, and section x. This information is available on the CPMS website at <http://cpms.dfa.state.nm.us/>. For all other funding, list revenue source and year budgeted.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 6: CERTIFICATION BY GOVERNING BOARD

Institution: Northern New Mexico College

Original: ☒ **Date:** 07/26/2026

Project title: NNMC El Rito Campus Infrastructure: South Dorm Wind **Revision:** ☐ **Date:**

ORIGINAL CERTIFICATION

I hereby certify, on the basis of the information contained in Forms 1 through 5 of this capital project submittal and all attached supporting documentation, if appropriate, that the Governing Board approved the original submission of this project at its meeting on July 31, 2026.

Certified:

Hector Balderas

Printed Name of President/Chancellor

Signature

REVISED SUBMISSION CERTIFICATION

I hereby certify that the Governing Board approved this Revised Submission at its meeting on _____.

Certified:

Printed Name of President/Chancellor

Signature

Office of the Provost

NORTHERN New Mexico College

MEMORANDUM

To: Board of Regents - Northern New Mexico College

From: Matt Baca, General Counsel 

Date: July 31, 2026

Re: Revised Course Fees - Nursing and Health Sciences

Issue:

Board approval is required to update course fees for the Nursing and Health Sciences programs due to two specific operational changes effective for Academic Year 2026-2027. (See attached revised list).

Overview:

Malpractice Insurance Increases: Blanket student malpractice liability insurance for all nursing and health science students attending clinical practicum experiences is increasing from **\$15.00 to \$16.00**.

Drug screening is increasing from **\$50.00 to \$55.00** per student.

Uniform Fee Cancellation: The Associate Degree Nursing program will no longer purchase student uniforms. Students will buy their own uniforms directly. The department will only purchase iron-on institutional patches. Cancel the \$100 fee associated with NURS 1113L.

Recommendation

I recommend the Board of Regents approve the revised course fees effective Fall of 2026.

Revised July 26, 2026

Northern New Mexico College
Department of Nursing & Health Sciences
Course fees: Comprehensive list
Effective Fall 2026

The following is a comprehensive list of nursing student's fees. Fees that are in red are either new or changed.

HLED 1115	\$7 CPR cards and \$16 for textbook for total of \$21
HSCI 109	\$27 CPR Cards and \$23 textbook for total of \$50
HSCI 160L	\$16 Malpractice liability insurance. \$50 Materials and Certification for EMT-Basic for a total of \$65
NURS 1100L	\$16 Student malpractice liability insurance
NURS 1113	\$971 ATI Resources
NURS1113L	\$16 Student malpractice liability insurance; \$50 \$55 drug screening; \$100-student-uniform ; \$70 for student lab supply tote; for a total of \$141
NURS 1119 (new number 2205 Professional Issues in Practical Nursing)	\$242 for ATI Resources
NURS 1125	\$971 ATI Resources
NURS 1125L	No additional fees for ATI
NURS 2225	\$971 ATI Resources
NURS 2225L	\$16 Student malpractice liability insurance and \$50 \$55 urine drug screen; for a total of \$71
	No additional fees for ATI
NURS 2235	\$971 ATI Resources
NURS 2235L	\$45 Capital Challenge. No additional fees for ATI
NURS 4430	\$16 Student malpractice liability insurance
NURS 4451	\$16 Malpractice liability insurance
PHLB 1104L	\$16 Malpractice liability insurance. \$50 \$55 Drug screen

Rio Grande Drug Testing Associates
708 La Joya Street
Española, NM 87532
505-753-6550
505-753-1219 fax
Email: barbara.vigil@espanolasportsmed.com

Quote: July 21, 2026

Faculty Members 2 @ \$55.00 plus tax \$119.69

Students 59 @ \$55.00 plus tax \$3530.97

Employer: Northern New Mexico College Nursing Program
Address: 921 Paseo de Oñate
Española, NM 87532

Primary DER Contact: Denise Martinez Arevalo
Email: denise.arevalo@nnmc.edu
Phone: 505-747-2207

*(Preplacement, random, post-accident, reasonable suspicion/cause, periodic, follow up) (Observed-upon request)

003- NON DOT (Send Out with Lab Report) *\$55.00

004-Breath Alcohol test *\$55.00

006-Breath Alcohol confirmation *\$55.00

Hours of operation:

Monday –Thursday: 8:00 am -12:00 noon - 1:00 pm – 6:00 pm

Friday: 8:00 am – 12:00 noon

Invoices due: Net 15 days

PROFESSIONAL LIABILITY INSURANCE APPLICATION STUDENT BLANKET INSURANCE PROGRAM

Broker ID# _____
(Internal use only)

HOW TO APPLY:

1. Provide official name and address of school, department and contact person.
2. Indicate total number of students to be insured.
3. Select plan and calculate premium (round to nearest dollar).
4. Indicate if you require a facility under contract as an "Additional Insured" if so add 25% of the total student premium.
5. Calculate premium (round to nearest dollar).
6. Sign and date application.
7. Send in completed application and premium payment made payable to the appropriate administrator. Coverage will become effective on the date your application is approved and premium payment is received.
8. Any questions? Visit www.proliability.com or call toll-free: 1-800-375-2764

Want a faster and easier way to apply? Visit www.proliability.com for the ability to apply online.

Section A. APPLICANT INFORMATION (REQUIRED)

It is very important that you fill out the application completely. Failure to do so could cause a delay in processing.

Choose Policy Term ☐ 1 year ☐ 2 years ☐ 3 years

If prepaying for two or three years, you will receive a quote from our Underwriting Department disclosing your premium credit.

Official Name of School

Departments(s)

Person to Contact at School

Address (No PO Boxes Allowed)

City

State

Zip

Telephone

Fax #

E-Mail Address

Effective Date Desired (MM/DD/YYYY)

Summary of Plans:

Plan 1 - Limits of Professional Liability \$2,000,000/\$4,000,000. Pays up to a total of \$4,000,000 per student in any one year.

Plan 2 - Limits of Professional Liability \$1,000,000/\$3,000,000. Pays up to a total of \$3,000,000 per student in any one year.

Plan 3 - Limits of Professional Liability \$500,000/\$500,000. Pays up to a total of \$500,000 per student in any one year.

When more than one department is involved, if school regulations permit, please include total premium in one check.

Section B. UNDERWRITING QUESTIONS

1. Within the last ten (10) years has the school (if applicable), any student of the school (in the course of their activities as such), or any faculty member been the subject of disciplinary or investigative proceedings and/or been reprimanded by any governmental or administrative agency, hospital or professional association? ☐ Yes ☐ No
If "Yes", please visit www.proliability.com/faq to complete the Claim Questionnaire for each claim and/or incident.
2. Within the last ten (10) years, has the school had similar professional liability coverage refused, renewal denied, and/or cancelled? ☐ Yes ☐ No
If "Yes" please explain in full detail by attachment. ***Note: Not applicable to schools based in Missouri.
3. Within the last ten (10) years, have any Professional Liability claims or suits been brought against any students of the school, the school itself, or any faculty member, whether insured or not; and/or are you aware of any circumstances which might reasonably be expected to lead to a claim or suit? ☐ Yes ☐ No
If "Yes", please visit www.proliability.com/faq to complete the Claim Questionnaire for each claim and/or incident.
4. a. Do you have in place a written contract/agreement with all off-site facilities in which students are placed?
☐ Yes ☐ No ☐ N/A (if students are never placed outside school grounds)
If "Yes" to 4.a, do all contracts contain indemnifications and/or hold harmless clauses insuring to the school's benefit? ☐ Yes ☐ No
If "Yes" to 4.a, do all contracts contain provisions confirming the limited roles and responsibilities of students while on the facility's premises? ☐ Yes ☐ No
If answered "No" to any of the above, Please Answer question 4b.
- b. Are there arrangements/measures/protocols with clinical sites outlining each other's responsibilities in regards to the supervision of the students? ☐ Yes ☐ No
5. Are all students directly supervised while engaged in training programs of any kind on-site or at off-site facilities? ☐ Yes ☐ No
If "No", please provide details of activities which are not supervised: _____
6. Do your students provide services and/or receive training in any of the following locations:
☐ Outpatient Clinic ☐ Assisted Living Facility ☐ Nursing Home ☐ Hospital ☐ Child Care/Nursery School
☐ Private Home - Provide the percentage of the total number of students that provide services and/or receive training _____%
☐ *Correctional Facility *If selected please visit www.proliability.com/faq to complete the Student Blanket Correctional Facility Questionnaire
Please provide details for all checked responses: _____

7. What is the average tenure (in years) of faculty currently teaching at your school? _____

Section C. STUDENT TOTALS

(Please indicate the total number of students to be insured by the level of study)

_____ High school	_____ Continuing Education
_____ College	_____ Graduate School/PHD
_____ Technical School	_____ Other - please provide a detailed explanation: _____

Section D. STUDENT POPULATION TOTALS

(Please indicate the number of students in each student category)

Allied Health – Student Class I:

CARDIOLOGY:

- ☐ Cardiac EP (Electrophysiology)
- ☐ Cardiology Technician
- ☐ Cardiopulmonary Technician
- ☐ Cardiovascular Technician
- ☐ Echocardiography
- ☐ EEG Technician
- ☐ EKG Technician
- ☐ Electrophysiology Technologist
- ☐ Electrocardiograph Aide
- ☐ Electrocardiograph Technician
- ☐ PM/ICD (Pace Maker-Implantable Cardioverter Defibrillator)
- ☐ Other _____

DIETITIAN/NUTRITIONIST:

- ☐ Dietitian
- ☐ Dietetic Technician
- ☐ Nutritionist
- ☐ Dietary Managers
- ☐ Food & Nutrition
- ☐ Wellness Science
- ☐ Other _____

HEALTH EDUCATION:

- ☐ Foundations of Health Science
- ☐ Health Academy
- ☐ Health Educators
- ☐ Health/Healthcare Assistant
- ☐ Health Career Access
- ☐ Health Career Care
- ☐ Health Coordinator
- ☐ Health Education
- ☐ Health Occupation
- ☐ Health Promotion
- ☐ Health Science Education Medical Therapist
- ☐ Other _____

HEALTH INFORMATION MANAGEMENT:

- ☐ Allied Health Management
- ☐ Bookkeeping/Office Management
- ☐ Health Information
- ☐ Health Information/Health Technology
- ☐ Health Information Management
- ☐ Long Term Health Care Administration
- ☐ Medical Admin. Assistant
- ☐ Medical Admin. Specialists
- ☐ Medical Assistant
- ☐ Medical Billing and Medical Coding
- ☐ Medical Office/Receptionist
- ☐ Medical Records and Procedural Coders
- ☐ Medical Transcript
- ☐ Other _____

MENTAL HEALTH /BEHAVIORAL HEALTH:

- ☐ Behavioral Health
- ☐ Child Development and/or Family Services
- ☐ Counselor
- ☐ Counselor
- ☐ Drug and Alcohol Counselor
- ☐ Marriage and Family Counselors
- ☐ Pastoral Counselors
- ☐ Personnel and/or Guidance Counselors
- ☐ Psychiatric Technician
- ☐ Psychiatric Technologist
- ☐ Psychologist
- ☐ Social Worker
- ☐ Other _____

NURSES:

- ☐ BSN: Bachelor Degree Nursing
- ☐ Clinical Research
- ☐ Forensic Science
- ☐ Geriatric Nursing Assistant
- ☐ Gerontology
- ☐ Graduate Nurse
- ☐ Home Health Aides
- ☐ IV Therapist
- ☐ Lactation Consultants
- ☐ LPN/LVN
- ☐ MSN- Master of Science in Nursing
- ☐ Nurse
- ☐ Nurse Aide
- ☐ Nurse Assistant
- ☐ Psychiatric Nurse
- ☐ Registered Nurse (RN)
- ☐ Practical Nursing
- ☐ School Nurse
- ☐ State Tested Nursing Assistant
- ☐ Other _____

OPTOMETRY:

- ☐ Optometric Technician
- ☐ Optometrist
- ☐ Ophthalmic Assistant/ Technician
- ☐ Ophthalmic Photographer
- ☐ Ophthalmic Technologist
- ☐ Optician
- ☐ Other _____

PHARMACY:

- ☐ Certified Medication Aide
- ☐ Certified Medication Tech
- ☐ Pharmacist
- ☐ Pharmacist Technician
- ☐ Other _____

RADIOLOGIC:

☐ Computed Tomography Imaging
☐ Diagnostic Medical Sonographer
☐ Mammography
☐ MRI Technician
☐ Radiologic Technician
☐ Radiologic Technologist
☐ Ultrasound Technologist
☐ X-Ray Technician
☐ Other _____

TECHNICIAN/TECHNOLOGISTS/ASSISTANTS:

☐ Allied Health Assistant /Direct
☐ Allied Health Science Interns
☐ Bio-Medical Technician
☐ Blood Bank Technologist
☐ Central Sterile Processing
☐ Certified Laboratory Assistant
☐ Certified Laboratory Technologist
☐ Certified Medication Aide/Technician
☐ Child Care Assistant
☐ Clinical Laboratory Technologist
☐ Clinical Radiography Technician
☐ Cytogenetic Technologist
☐ Dental Laboratory Technician
☐ Dialysis Technician
☐ Health/Healthcare Assistant
☐ Hemodialysis Technician
☐ Histologic Technician
☐ Laboratory Aide
☐ Laboratory Assistant
☐ Medical Laboratory Technician
☐ Medical Technical Assistant
☐ Medical Technologist
☐ Nuclear medical Technologist
☐ Orthopedic Assistant
☐ Orthopedic Technician
☐ Patient Care Assisting
☐ Patient Care Technician
☐ Phlebotomist
☐ Polysomnographic Technician
☐ Rehabilitation Assistant
☐ Rehabilitation Counselor
☐ Rehabilitation Therapist
☐ Speech Language Pathologist
☐ Speech Language Pathologist Assistant
☐ Sterile Processing Technicians
☐ Surgical Technologist
☐ Vascular Technician
☐ Other _____

THERAPISTS:

☐ Art Therapist
☐ Athletic Trainer
☐ Audiologists
☐ Community Health Intern
☐ Dance Therapist
☐ Dental Assistant
☐ Dental Hygienist
☐ Drama Therapists
☐ Enterostomal Therapist

THERAPISTS CONT:

☐ Exercise Science
☐ Exercise Science Personal Trainer
☐ Foundations of Health Science
☐ Health/Healthcare Science Internship/Students
☐ Interpreter for the Deaf ***
☐ Massage Therapist
☐ Movement Science
☐ Music Therapist
☐ Occupational Assistant
☐ Occupational Therapist
☐ Orthotist
☐ Personal/Fitness Trainer
☐ Physical Therapist
☐ Physical Therapy Assistant
☐ Pre-Physical Therapy
☐ Prosthetics & Orthotics
☐ Radiation Therapy
☐ Recreational Therapist
☐ Respiratory Therapists
☐ Respiratory Therapy Technician
☐ Therapeutic Services
☐ Other _____

*Acceptable in Class I if fully supervised and indemnified. Otherwise Class II

Allied Health**Student/Graduate Class II:**

☐ Circulation Technician
☐ Doctor of Nurse Practice Students
☐ Emergency Medical Responder
☐ Emergency Medical Technician
☐ Fire Fighter-First responders
☐ Invasive CVT (Cardiovascular Tech)
☐ Nurse Practitioner
☐ Paramedic
☐ Physician Assistant
☐ Surgeon Assistant
☐ Other _____

*Involving no live hands on surgical or ER work. Supervised surgical or ER work is acceptable in Class II subject to underwriter review.

Non-Medical Student/Graduate Class I:**ACCOUNTING:**

☐ Accounting Operations
☐ Other _____

COMMUNICATION

☐ Advertising
☐ Broadcasting
☐ Journalism
☐ Public Relations
☐ Other _____

COSMETOLOGY:

☐ Barber
☐ Cosmetologist
☐ Esthetics (non-medical)
☐ Manicurist
☐ Other _____

CULINARY ARTS:

☐ Chef/Sous Chef
☐ Culinary Arts
☐ Hotel Management
☐ Restaurant Management
☐ Other _____

EDUCATION:

☐ Early Education/Early Intervention
☐ Educational Diagnostician
☐ Human Services
☐ Student Aide
☐ Student Teacher Interns
☐ Other _____

FUNERAL:

☐ Funeral Services
☐ Mortuary Science
☐ Other _____

LEGAL:

☐ Criminal Justice
☐ Legal Assisting
☐ Paralegal
☐ Other _____

MAINTENANCE:

☐ Carpentry
☐ Paint and Refinishing
☐ Plumbing
☐ Welding
☐ Other _____

SPORTS MANAGEMENT:

☐ Sports Management
☐ Other _____

PARKS / RECREATION:

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☐ Environmental Horticulture
☐ Observation (EHO)
☐ Outdoor Education
☐ Recreation & Park Management
☐ Wildlife Conservation
☐ Other _____

TECHNICIAN:

☐ Air Conditioning/Refrigeration
☐ Automotive
☐ Diesel Equipment
☐ Maintenance/HVAC (Residential)
☐ Power Sports Equipment
☐ Other _____

VETERINARY:

☐ Veterinary Assistant
☐ Veterinary Technician
☐ Veterinary Technology
☐ Other _____

Non-Medical**Student/Graduate Class II:**

☐ Heating Ventilation (Commercial)
☐ *Heavy Machinery Technician (Third party internship program)
☐ Other _____

*Heavy Machinery Technician (Applicable to any usage of heavy machinery during classroom, training, etc. Note: Motor Vehicle training is not an eligible classification of study or curriculum).

Note: Selection of "Other" requires underwriting review prior to quotation and/or binder. If you wish, you may call the Program Administrator at (800-375-2764) for student category availability and to confirm pricing.
Provide a detailed explanation and copy of the curriculum for any student category not pre-printed above.

Section E. PREMIUM CALCULATION

Select one plan only and indicate the number of students to be insured, then multiply by the following rates: (The same plan must be purchased for Allied Health & Non-Medical classifications).

Table I

Class I: Total Number of Students x Annual Student Premium*= Premium for Class I

Plan 1 - \$2,000,000/\$4,000,000 _____ x \$16 = _____
 Plan 2 - \$1,000,000/\$3,000,000 _____ x \$14 = _____
 Plan 3 - \$ 500,000/\$ 500,000 _____ x \$12 = _____

Table II

Class II: Total Number of Students x Annual Student Premium*= Premium for Class II

Plan 1 - \$2,000,000/\$4,000,000 _____ x \$69 = _____
 Plan 2 - \$1,000,000/\$3,000,000 _____ x \$58 = _____
 Plan 3 - \$ 500,000/\$ 500,000 _____ x \$47 = _____

Other limit options may be available upon request, please visit www.proliability.com/faq for further instructions.

Base Premium (add premium from Table I and II): \$ _____

Note: When more than one department is involved, if school regulations permit, please include total premium in one check.

Section F. OPTIONAL COVERAGES

Student Professional Liability – Additional Insured *Your school is already covered as an Additional Insured at no cost***

(This optional coverage protects each facility under contract with the insured against claims arising out of the sole negligence of the insured. It should be purchased if required by contract.)

Add 25% of total premium from Section E for each Additional Insured \$ _____

NOTE: Limits must be the same as the students' limits

(List name and address for each entity on a separate sheet of letterhead)

If you have any questions regarding additional insured coverages, please call the Program Administrator at (800) 375-2764.

Section G. PREMIUM CALCULATIONS

Step 1. SUBTOTAL Premium Calculation Section E \$ _____

Step 2. PLUS OPTIONAL COVERAGES Section F \$ _____

Step 3. SUBTOTAL Steps 1 and 2 \$ _____

SC, FL, KY, NJ and WV Residents: Due to the taxes required in your state, please do not submit premium at this time. You will receive a quote from our Underwriting Department once your application is received and reviewed.

Virginia residents only: Information regarding participation in the VA Statutory Cap for Professional Liability set forth in Section 8.01-581.15 of the VA Code Ann.

You may have the option of participating in the above statutory cap; however, by opting in, you understand that there will be a corresponding increase in premium and that this shall apply to all future renewals, reinstatements, rewrites or replacement policies issued by the Insurer unless otherwise requested by the Applicant in writing. Eligibility must be determined by the Company based on classes of students for whom coverage is requested:

☐ Option One – increase my per incident/occurrence limit of liability annually until reaching the \$3,000,000 Maximum in 2032.

☐ Option Two – In addition to increasing my per incident/occurrence limit of liability, I also want to increase my annual aggregate limit annually to be three times the per incident/occurrence limit.

Please note that the available limit may be higher than the statutory cap. Please do not submit premium at this time. You will receive a quote from our Underwriting Department once your application is received and reviewed.

Step 4. PLUS RISK PURCHASING GROUP MEMBERSHIP FEE

\$ 10.00

Risk Purchasing Group (RPG) membership fees are used to pay for expenses related to the management and administration of the RPG including, but not limited to, RPF state filings and registrations, as well as the creation of risk management and risk avoidance education materials provided to RPG members. The RPG has entered into an administrative services agreement with an affiliated entity, AMBA, for the management and administration of the RPG and the RPG fees will be used to pay AMBA for the administrative services it provides to and on behalf of the RPG. Please note that the RPG membership fee is subject to change based on the effective date of your policy.

By making this purchase, Applicant desires to become a member of the applicable RPG* for purposes of obtaining insurance coverage available exclusively to its members. Applicant agrees to become a member of the applicable RPG* and accept and abide by the terms and conditions of membership, including, but not limited to, payment of premiums, membership RPG fees, and state-imposed policy fees, assessments, or taxes. Applicant's only rights as a member of the applicable RPG* shall be to apply for and purchase insurance and have access to other benefits, functions and services offered to members.

*Risk Purchasing Groups

American Healthcare Professions Purchasing Group Association

Healthcare Professions Purchasing Group Association

Nurses Purchasing Group Association, Inc.

American Society of Health-System Pharmacists

Step 6. TOTAL PREMIUM DUE (ROUND TO NEAREST WHOLE DOLLAR)

\$ _____

Section H. SIGN AND DATE APPLICATION

I understand that there is no coverage under this insurance for any of the following, or students of the following: physician, surgeon, dentist, nurse midwife, chiropractor, podiatrist, osteopath, psychiatrist, attorney, CPA, financial advisor, investment consultant, real estate agent/appraiser, or insurance agent or broker. I understand that these professional occupations, field work and fields of study are excluded from coverage. I understand that this insurance will not apply to any proprietor, owner, partner, manager, superintendent or officer of any hospital, sanitarium, medical clinic, health maintenance organization, managed care facility or any other facility not specified in the Declarations of this policy.

In order to enhance the stability of this professional liability insurance program, coverage has been organized through a purchasing group, pursuant to legislation, known as the Federal Liability Risk Retention Act of 1986, enacted by Congress. Coverage is provided to the purchasing group by Liberty Insurance Underwriters Inc. ("Insurer"). This application is subject to the Insurer's underwriting rules and approval. Your completion of this application and premium payment does not bind coverage or obligate the Insurer to issue you insurance coverage. Coverage will become effective following the receipt of your acceptable application and premium payment. Your application cannot be processed unless it is completed in its entirety.

Once the completed application has been approved and the premium has been received, you will automatically become a member of a risk purchasing group operated by Mercer Consumer that is consistent with your professional designation.

INSURANCE FRAUD WARNINGS

IN ALL STATES OTHER THAN THOSE LISTED BELOW: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals, for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which may be a crime and may subject the person to criminal and civil penalties.

ARKANSAS, LOUISIANA, RHODE ISLAND AND WEST VIRGINIA: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

COLORADO: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

DISTRICT OF COLUMBIA: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

FLORIDA: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

KANSAS: Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

KENTUCKY: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

MAINE, TENNESSEE, VIRGINIA AND WASHINGTON: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or denial of insurance benefits.

MARYLAND: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NEW JERSEY: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

NEW MEXICO: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

NEW YORK: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

OHIO: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

OKLAHOMA: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

PENNSYLVANIA: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

YOU MUST SIGN AND DATE THIS APPLICATION**Declaration and Signature -**

The undersigned declares to the best of his/her knowledge and belief that the statements contained herein are true and are the basis of the acceptance of the risk or the hazard assumed by the Insurer under this Policy. It is further agreed by the undersigned, that the Policy, if issued, is in reliance upon the truth of such representations. It is agreed that, although the signing of the Application does not commit the undersigned to purchase the insurance being applied for, the statements made in this Application shall become the basis of the Policy should one be purchased. The Insurer is hereby authorized to make any investigation and inquiry in connection with this Application deemed necessary.

Applicant Signature

_____/_____/_____
Date

Name of individual signing this application (printed)

Enclosed is my check for \$_____

Make check payable to AMBA and return your check and this application

May not be earlier than the date the Program Administrator receives and approves this application.

If you choose to pay by credit card, visit www.ambasecureservice.com/110 to enter your credit card information and upload this form*. Submission of your credit card information to AMBA does not constitute receipt of payment or approval or binding of coverage by the insurer. Any coverage is subject to the terms and conditions of the insurance policy issued by the insurer. Payment will be processed upon review and acceptance of your submission.

Note: Credit card payments are not accepted by email or fax.

Section Below For Producer/Agency Information Only

Producer's Signature

Producer's License Number

_____/_____/_____
Date

Producer's Name

proliability

Program Administered by:

AMBA

P.O. Box 4186

Carol Stream, IL 60197-4186

1-800-375-2764

www.proliability.com

Joshua Cipri

Vice President | CA License #1492099

AMBA

CA License #0196562

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