

***Roxanne Swentzell*** ***"Freedom"*** *2018 original clay – 16"H x 15"L x 10"W*

# Institute of American Indian and Alaska Native Culture and Arts Development

# Board of Trustees Meeting
# August 16, 2018

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**INSTITUTE OF AMERICAN INDIAN AND ALASKA NATIVE CULTURE AND ARTS DEVELOPMENT**

**BOARD OF TRUSTEES MEETING**
**AUGUST 2018**
**Lloyd Kiva New Welcome Center Boardroom**

**Travel Days - Tuesday, August 14th or Wednesday, August 15th**

## Wednesday, August 15, 2018

**IAIA Annual Scholarship Benefit Auction and Dinner Gala** **5:00 p.m. - 10:00 p.m.**
**La Fonda on the Plaza -** 100 E. San Francisco St

## Thursday, August 16, 2018

# 2018 BOARD OF TRUSTEES RETREAT AND MEETING
## Lloyd Kiva New Welcome Center Boardroom
### Thursday, August 16, 2018
### 9:00 am - 12:00 pm

**9:00 am** Tour of Renovated Studios in Academic Building

**10:00 am** Review Board Goals for 2017 – 2018 - Loren Kieve, Chair

**10:30 am** Establish Board Goals for 2018 – 2019 - Loren Kieve, Chair

**11:00 am** Final Planning Study Report – Michelle Buchanan – Dini Spheris
CLE Commons (Trustees will be joined by the IAIA Foundation Board)

**Lunch and Discussion – Continuation of Final Planning Study Report**
**CLE Commons** **12:00 p.m. – 1:00 p.m.**

# General Session
# Lloyd Kiva New Welcome Center Boardroom
## 1:15 pm - 3:00 pm

**1:15 pm**

I. Call to order – Loren Kieve, Chair

II. Invocation

III. Determination of a Quorum

IV. Approval of Agenda

V. Approval of Minutes

VI. Cabinet Reports

VII. "Investment Overview" – First Citizen's Bank Wealth Management Team

VIII. New Business
- 2018 – 008 – FY 2019 Tuition and Fees
- 2018 – 009 – FY 2019 Budget
- 2018 – 010 – FY 2019 Third Quarter Gift Acceptance

IX. Executive Session (if necessary)

X. Adjourn

**Exhibitions Opening VIP Reception** **4:00 p.m. – 5:00 p.m.**
**Public Opening Reception** **5:00 p.m. – 7:00 p.m.**
IAIA Museum of Contemporary Native Arts

**Board Dinner** **6:30 p.m. – 9:00 p.m.**
**The Shed -** 113 ½ East Palace

## Friday, August 17, 2018

**Best of Show Ceremony and Luncheon** **11:30 a.m. – 2:00 p.m.**
**Santa Fe Community Convention Center:** 201 W Marcy Street, Downtown Santa Fe

# IAIA Board of Trustees
# 2018 - 2019 Schedule of Meetings

| | | | |
|---|---|---|---|
| **November 8, 2018** | **Thursday** | Open House | 3:00 a.m. – 6:00 p.m. |
| **November 9, 2018** | **Friday** | Committee Meetings | 9:00 a.m. – 4:00 p.m. |
| **November 10, 2018** | **Saturday** | General Session | 9:00 a.m. – 12:00 p.m. |

**Travel Days: Wednesday, November 7th or Thursday, November 8th and Saturday, November 10th (afternoon) or Sunday, November 11th*

**Sunday, November 11, 2018 – Veterans Day (IAIA will be closed on Monday, November 12)**

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|---|---|---|---|
| **February 14, 2019** | **Thursday** | Scholarship Awards Dinner | 5:30 p.m. – 7:30 p.m. |
| **February 15, 2019** | **Friday** | Committee Meetings | 9:00 a.m. – 4:00 p.m. |
| **February 16, 2019** | **Saturday** | General Session | 9:00 a.m. – 12:00 p.m. |

**Travel Days: Wednesday, February 13th or Thursday, February 14th and Saturday, February 16th (late afternoon) or Sunday, February 17th*

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|---|---|---|---|
| **May 16, 2019** | **Thursday** | Committee Meetings | 10:00 a.m. – 4:00 p.m. |
| **May 17, 2019** | **Friday** | Committee Meetings | 9:00 a.m. – 10:30 p.m. |
| **May 17, 2019** | **Friday** | General Session | 10:30 a.m. – 3:30 p.m. |
| **May 18, 2019** | **Saturday** | Commencement | 11:00 a.m. – 1:00 p.m. |

**Travel Days: Wednesday, May 15th and Saturday, May 18th (late afternoon) or Sunday, May 19th*

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|---|---|---|---|
| **August 14, 2019** | **Wednesday** | IAIA Gala | 5:30 p.m. – 9:00 p.m. |
| **August 15, 2019** | **Thursday** | Board Retreat/General Session | 9:00 a.m. – 4:00 p.m. |
| **August 17-18, 2019** | **Sat/Sun** | Indian Market | |

**Travel Days: Tuesday, August 13th or Wednesday, August 14th and Friday, August 16th*

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|---|---|---|---|
| **November 7, 2019** | **Thursday** | Open House | 3:00 p.m. – 6:00 p.m. |
| **November 8, 2019** | **Friday** | Committee Meetings | 9:00 a.m. – 4:00 p.m. |
| **November 9, 2019** | **Saturday** | General Session | 9:00 a.m. – 12:00 p.m. |

**Travel Days: Wednesday, November 6th or Thursday, November 7th and Saturday, November 9th (afternoon) or Sunday, November 10th*

**Monday, November 11, 2019 – Veterans Day (IAIA will be closed)**

**IAIA Board of Trustees Committees and Liaisons**

**May 2018**

| | |
|---|---|
| **Executive Committee**<br>Dr. Robert Martin, President<br><br>Loren Kieve, Chair<br>Brenda Kingery, Vice Chair<br>JoAnn Balzer, Treasurer<br>Debby Goodman, Secretary<br>Andrea Sanders, Member at Large | **Academic Affairs Committee**<br>Char Teeters, Dean<br><br>Debby Goodman, Chair<br>Ann Marie Downes<br>Princess Johnson<br>Brenda Kingery<br>Larry Rogers<br>Matt Snipp<br>Littlebear Sanchez, ASG President |
| **Finance Committee**<br>Lawrence Mirabal, CFO<br><br>JoAnn Balzer, Chair<br>Ann Marie Downes<br>Charlie Galbraith<br>Debby Goodman | **Institutional Advancement Committee**<br>Judith Pepper, Director<br><br>Brenda Kingery, Chair<br>JoAnn Balzer<br>Barbara Ells<br>Charlie Galbraith<br>Beverly Morris |
| **Museum Committee**<br>Patsy Phillips, Director<br><br>Beverly Morris, Chair<br>Bidtah Becker<br>Barbara Ells<br>Charlie Galbraith<br>Princess Johnson<br>Larry Roberts<br>Andrea Sanders<br>Matt Snipp<br>Littlebear Sanchez, ASG President | **Audit Committee**<br>Lawrence Mirabal, CFO<br><br>Bidtah Becker, Chair<br>Barbara Ells<br>Charlie Galbraith |
| **Accreditation Liaisons**<br>Bill Sayre, Director, Office of Institutional Research<br><br>Ann Marie Downes, Chair<br>Debby Goodman<br>Barbara Ells<br>Andrea Sanders<br>Matt Snipp | **President Martin's Annual Evaluation**<br>Loren Kieve, Board Chair<br><br>Larry Roberts, Chair<br>Debby Goodman<br>Ann Marie Downes<br>Beverly Morris |
| **Gala Board Liaisons**<br>Judith Pepper, Director, Institutional Advancement<br>Chee Brossy, Alumni and Constituent Relations Manager<br>IAIA Alumni Association President<br><br>JoAnn Balzer<br>Barbara Ells<br>Beverly Morris | **Honorary Doctorate Board Representatives**<br>Dr. Robert Martin, President<br><br>Ann Marie Downes<br>Charlie Galbraith<br>Andrea Sanders<br><br>**Foundation Board Liaisons**<br>Judith Pepper, Director, Institutional Advancement<br><br>Barbara Ells<br>Beverly Morris |

**INSTITUTE OF AMERICAN INDIAN ARTS**

**GENERAL SESSION**
**MEETING MINUTES**

**Friday, May 11, 2018**
**LKN Welcome Center Board Room**

| **Board Members:** | **Staff:** | **Guests:** |
|---|---|---|
| Loren Kieve | Melissa M. Brown | Dr. Barbara Johnson |
| Dr. Robert Martin | Dr. William Sayre | Raven Davis-Mayo |
| Bidtah Becker | Dean Charlene Teters | |
| Princess Johnson | Laurie Logan Brayshaw | |
| Dr. Deborah Goodman | Judith Pepper | |
| Beverly Morris | Charlene Carr | |
| JoAnn Balzer | Nena Martinez Anaya | |
| Brenda Kingery | Jonathan Breaker | |
| Dr. Matthew Snipp | Aimee Balthazar | |
| Charles Galbraith | Heidi Brandow | |
| Andrea Sanders | | |
| Tiffany Adams | | |

**Not in attendance:**
Lawrence Roberts
Barbara Ells
Ann Marie Downes
Tiffany Adams

I. Call to order

Loren Kieve, Chair, called to meeting to order at 9:58 AM MST.

II. Invocation

Andrea Sanders gave the blessing.

III. Determination of a Quorum

Loren Kieve determined that a quorum was present.

IV. Approval of Agenda

Loren Kieve approved the agenda.

V. Approval of minutes

A motion to approve the minutes of the February 2018 meeting was made by Andrea Sanders and seconded by JoAnn Balzer. It was passed by unanimous vocal approval.

VI. President's Report

Dr. Martin asked if Board members had any questions.

- The group first discussed the issue of lateral racism. There are some non-Native students, faculty, and staff who have experienced discrimination and mistreatment. Although the institution is a TCU and has a Native preference hiring policy, Cabinet, when it discussed the issue, agreed it was important to address.

  The institution is discussing the use of more inclusive language, such as referring to students who are not Native as something other than non-Native. The institutional core values should also be emphasized. Periodic statements about Native preference should be made, but quality and excellence should be emphasized. One-shot training will not be effective.

  Most of the Tribal colleges scored low on equity in the Achieving the Dream assessment, which is a surprise. The Board discussed the wide diversity within the Native community. Some of our students have not been exposed to other tribes. For some, coming to IAIA is the first time off the reservation. The historical trauma of the Native population has included being left out of education, along with genocide, oppression, and loss of land. It is possible for some to project feelings of responsibility onto someone non-Native.

  Healing dialogues would be in order, to hear about entrenched feelings of different races. Progress can be made through conversation. Andrea Sanders has experience in this area through her work with First Alaskans and is happy to contribute.

- The USDA Secretary will be on campus Monday morning to meet with TCU presidents and tribal leaders. There will be a Sunday session on workforce development. Charlene Carr is organizing the event on behalf of IAIA. Dr. Martin will welcome the secretary to campus. Jonathan Breaker, Continuing Education Manager, shared a new brochure about the program with the Board. He also reviewed summer offerings in the Business of Art with Nocona Burgess and Introduction to Cosplay with Dezbah Evans.

- Laurie Logan Brayshaw discussed the Mellon Foundation's interest in a research center. Kauffman and Associates of Spokane, a Native-owned company in Spokane, who has been helping with the Artist-in-Residence program, will assist with a feasibility study. Foundation representatives have toured the museum and campus and have encouraged us to submit a request for funding. Part of the early work will be to understand how other research centers operate. IAIA will be different from most because of the uniqueness of its academic programs, the

museum, and the archives. IAIA's enabling legislation does include a research center, and the institution had one until 1996.

- The Board did not have any questions about the reports from Institutional Research and Marketing and Communication.

- Dr. Martin introduced Dr. Barbara Johnson, Vice President at the Higher Learning Commission (HLC). Dr. Johnson discussed her role at the HLC as staff liaison with IAIA and several institutions. She expressed her appreciation to Dr. Martin for his service as a member of the HLC Board of Trustees. She answers any questions that the institution's accreditation liaison officer, Dr. Bill Sayre, has. She mentioned that he is also a member of the Peer Corps and reviews other institutions on behalf of the HLC.

  A major project at the HLC is a study of persistence, retention, and completion. HLC is getting pressure from the US Department of Education to establish bright lines, or minimum acceptable retention and completion rates. The HLC doesn't agree with standardized rates because the institutions in the region are too diverse. A recent study looked at institutions with higher than average and lower than average completion rates. All institutions were working diligently to improve their statistics, and they also pointed out several flaws in how completion rates are calculated. The Higher Education Act reauthorization may require accreditors and institutions to take further action, but it's not clear yet what Congress will ultimately want.

  HLC learned yesterday that it has been reaccredited by the National Advisory Committee on Institutional Quality and Integrity (NACIQI) of the US Department of Education. The decision was for the maximum time amount, five years, and with no requirements for monitoring.

  Tribal Colleges have been getting an undeserved reputation lately. Some have thought that many of them are in trouble, but within HLC there is only one TCU on sanction. If there is one type of institution that is struggling right now, it is faith-based small institutions or institutions with a single focus.

  IAIA is on the open pathway, so the four-year Assurance Review is done virtually, without the need of a site visit. Open pathway schools need less oversight than standard pathway schools. Once the review is finished, then the institution works on a quality initiative project until the 10-year reaccreditation comprehensive site visit.

  There are several for-profit institutions of higher education that are trying to restructure themselves as non-profits. If they are successful, they'll be eligible for NCAA Division 1 athletic tournaments, something that students support. Some for-profits have misrepresented their student success rates, something that the HLC looks at carefully.

VII. Investment Update and Discussion on Investment Policy

- Phillip Strickland and Phil Newhart of First Citizens joined the meeting via Zoom teleconferencing. They described how the bank is investing IAIA's endowment funds and its temporarily restricted account. The Board was supplied with a handout to follow along during the presentation.

  70% of endowment funds are in return generating asset classes and 30% are in risk managing. Return generating includes US equity, international developed market equity, and real estate investment trusts (REITs). Risk managing includes investment grade fixed income classes such as US Treasuries and investment grade corporate bonds.

  Funds have not been with First Citizens for very long. Only the first quarter is available for analysis, and the portfolio has lost about one-half of one percent. At the same time, both benchmark indicators were beaten. Annualized performance is 8.91%. So far, the portfolio has held up well in a volatile market.

  2018 is looking like a more volatile year than 2017 which had the lowest volatility in the Standard and Poor's 500 since 1930. 2018 is more normal. The stock market is higher than it started the year, but not as much as the 20% increase from last year. Continued volatility is likely for the remainder of the year.

  The temporarily restricted account is invested in things like capital improvement funds. It is invested far more conservatively and is not allocated for the long-term. Return generating assets are at 34% rather than 70% for the endowment. Risk managing funds are mostly made up of core fixed income. There is also more cash than in the endowment. First Citizens has held this account since 2011. Over the last 12 months, it rose 5.2% which is pleasing for a conservative account. Since inception, the account has risen about 3.6%.

  Core fixed income has underperformed, down about 1% year-to-date. That's because interest rates rose rapidly, and when they do, prices go down in value. Over the very long term, this type of account wins when the bonds mature, but short-term interest rate increases can be painful. The rise in interest rates has slowed.

  Annualized performance for the temporarily restricted funds is just over 5% compared with the 8.91% for the endowment.US Treasury bonds did not rally in the first part of the year, even though it was a volatile period. Next year will probably be a solid year but not as strong as it would have been a year ago. However, it is practically impossible to predict economic cycles.

- Citizen's Bank wants to propose a modification of the Investment Policy Statement (IPS) for the temporarily restricted funds. The current IPS dates from 2014, and it

is the bank's policy to review these every few years. Larry Mirabal, CFO, has already reviewed these changes. This will not be a dramatic change. Page 46 of the document outlines the proposal. An additional asset class is being proposed, specifically, adding US mid cap and small cap funds and a small amount of emerging equity markets. Percentages allocated to each asset class would change, too. Increasing the maximum on core equity will allow the ability to have a little bit more global stocks and not be too focused on the US. Reducing the minimum to large cap from 25 to 10% reduces risk and provides for investment in mid and small cap. Increasing the international developed market equity maximum from 10 to 18% provides for more international equity exposure. Fixed income would be more consistent in the new proposal. The minimum within alternatives would be reduced from 5% to 0%, to reduce risk. These are not substantive changes to the portfolio in terms of allocation or risk nature. Market conditions change and this is an attempt to refresh the IPS to allow flexibility to keep up with those changes while remaining within a conservative construct. The 10% minimum for cash and the 40% minimum on fixed income are unchanged.

Once the Board approves these changes, First Citizen's would follow up with actual documentation for execution.

JoAnn Balzer moved to accept Resolution 2018-07, Investment Policy Statement modification: Be it resolved, that the Board of Trustees of the Institute of American Indian and Alaska Native Culture and Arts Development concurs with the recommendation of the Chief Financial Officer and the President and approves the new Investment Policy Statement for temporarily restricted funds as recommended by First Citizens Bank. Seconded by Dr. Matthew Snipp. It was passed by unanimous vocal approval.

VIII. Finance Committee – JoAnn Balzer, Chair

Resolution FY2018-05 -- 2nd Quarter Gift Acceptance

- Charles Galbraith moved to accept Resolution 2018-05, 2nd Quarter Gift Acceptance: Be it resolved, that the Board of Trustees of the Institute of American Indian and Alaska Native Culture and Arts Development concurs with the recommendation of the President and accepts said gifts. Seconded by Beverly Morris. It was passed by unanimous vocal approval.

- The Board then discussed whether it is necessary to accept gifts at each meeting or whether it can be done automatically or on a consent agenda. Aimee Balthazar will research.

IX. Academic Affairs – Dr. Deborah Goodman, Chair

Dr. Goodman highlighted the Academic Affairs committee meeting.

- She thanked faculty and staff for the tour of the Performing Arts Center and Black Box Theater. The proposed new program fits well with the mission of the institution. Other innovative programs are in the pipeline now, including a low-residency MFA in Studio Arts.

- The Assurance Argument is nearing completion. It has an emphasis on assessment. The institution has adopted an indigenous assessment model. Dr. Sayre showed a poster that was constructed for the HLC annual conference.

  Additional staffing will be necessary if we add to our academic programs. Indigenous Liberal Studies and Museum Studies will need additional faculty. Endowed professorships may work well here.

- The Young Women's Leadership Summit and Red Shawl Summit were successful.

- Online adjunct training is being implemented.

- Enrollment has decreased slightly, but is still increasing overall.

- IAIA continues to dominate the spring AIHEC student conference competitions.

- JoAnn Balzer commented on the film awards that she and Bidtah Becker attended last night. The films were sensational. Dean Teters reported that she's been a judge at the film awards for the last three years, and that the quality is definitely improving in all areas of film making. Bidtah Becker reported that Chris Eyre thought these were the best films he's seen. Quality has improved since the hiring of a professional cinematographer on the faculty, Kahlil Hudson.

  Dr. Martin reported on the collaboration between the institution and Peter Kershaw, a Cinematic Arts adjunct professor, who is involving students in a full-length feature film.

  Dr. Martin reported that he had attended senior presentations in the Indigenous Liberal Studies Department. The quality was very impressive. The readings by the undergraduate and graduate Creative Writing majors has also been taking place this week, which have been extraordinary.

- Associate Dean Lara Evans has been doing all the Chair evaluations this year, and contributed to program review.

- The clean waters Performing Arts department presentation included films that had been made in the Cinematic Arts department.

- Resolution FY2018-06 -- Performing Arts

  Brenda Kingery moved to accept Resolution 2018-06, Performing Arts program: Be it resolved, that the Board of Trustees of the Institute of American Indian and Alaska Native Arts, upon the recommendation of the Dean and the President, approves the new Associates of Fine Arts and Bachelors of Fine Arts in Performing Arts. Seconded by Dr. Matthew Snipp. It was passed by unanimous vocal approval.

- Dean Teters talked about the women's leadership summit. Dr. Joely Proudfit was the keynote speaker. On campus attendance was good, but not many attended the reception at the Museum. Van transportation will be provided in the future.

- The graphic novel contest was successful this year. There was grant funding, and the novels are on display in the library.

X. Museum Committee – Beverly Morris, Chair

- Bidtah Becker asked about the Mellon Foundation proposal for a research center and whether the Academic Division is involved. The writing leads are Laurie Logan Brayshaw and Ryan Flahive. Overall leadership is Mr. Flahive, Lara Evans, and Manuela Well-Off-Man. Ms. Logan will coordinate the effort to make sure we're staying on track. Ms. Becker wants to continue a discussion on the need of researchers.

XI. Institutional Advancement Committee – Brenda Kingery, Chair

Ms. Kingery asked Judith Pepper to summarize her report and the meeting yesterday.

- The Development committee of the Foundation Board has become very involved. There will be a June 14 reception for the Allan Houser Scholarship fund.

- The Finance committee of the Foundation Board has determined that we will migrate from QuickBooks to Financial Edge. The new software will work well with Raiser's Edge and won't require hiring an external book keeper. Training will take place in June.

- Valerie Walters of the Chickasaw Cultural Center brought Ryan Kosher to campus. He is a member of Themed Entertainment Association, a group that represents the industry that builds museums, zoos, and theme parks. They are holding their annual conference in Santa Fe in September and want to have a session on campus to share career opportunities with students.

- Institutional Advancement held a pie and philanthropy day in the CLE Commons for students to help them better understand philanthropy and who scholarship

donors are. Another goal is to build relationships with students so that as alumni they feel they are still family.

- The Scholarship dinner and auction check in and check out procedures are being streamlined, for a smoother transition. There will be no need to check in if tickets and tables are bought on line. People will still need to get their bidding number. It's not so much the technology that has been the problem, it's having enough people when it's over to help check people out.

- The Board thanked Eileen Berry for organizing the tours yesterday.

- Raven Davis-Mayo reported on the Foundation Board. They are undertaking a rewrite of the Foundation Memorandum of Understanding, which hasn't been looked at since 2010. He also reported that the Alumni Association has decided that anyone who has taken a class at IAIA will be considered as alumni. There are many individuals who have not graduated, including several prominent artists. Chee Brossy and Jason Ordaz are updating the Alumni webpage to include information about benefits.

- The Board discussed the planning study's timeline. The final report will be ready for the August Board meeting. Dr. Martin and Ms. Pepper will use the planning study as a template for a strategic plan for advancement. It will determine the timelines and what the next steps will be, including a marketing plan and how social media will be used.

- About marketing, Bidtah Becker mentioned that some of the newsletters that Marketing, the Museum, and Advancement send out are very long. All the information is good and useful, but they can be overwhelming. Dr. Martin will pass along this discussion to Eric Davis.

XII. New Board Business

1. Election of Board officers

- JoAnn Balzer moved to approve the election of the current Board officers to new two-year terms, retroactive to February. Bidtah Becker seconded the motion. It was passed by unanimous vocal approval.

- Loren Kieve recessed the meeting at 11:55 AM for lunch, and it reconvened at 1:15 PM.

- Dr. Martin introduced three students who will be working as Imagineers with Disney this summer, both in Orlando and Anaheim. Rochelle Pablo described the Imagineer course they took this spring, under Zsolt Hormay's and Matt Eaton's direction. Her project was a design of wood and stone narrating themes from Dine culture. Brian Walker II described his work for the summer and thanked Mr.

Hormay for coming to campus to teach the course. Jasmine Novak talked about the class projects and where they are located, next to the Sculpture building. Emily Peck is also going to Anaheim, but couldn't be at the meeting today. Each student thanked the institution for the opportunity.

XIII. ASG President's Report

Tiffany Adams, ASG President, presented her report.

- Ms. Adams thanked the Board for making her feel welcome and helping her learn about the institution and what a board of trustees does. Her experience with the Board has been the highlight of her education here.

  Ms. Adams is very excited about the new crop of ASG officers. She is confident in their abilities, and they have great ideas.

  Ms. Adams is proud of the work that ASG has done this year. There were many good events this where students could interact with each other and faculty and administration. She would like to see more leadership development opportunities. Maybe the California Tribal College could come and talk about tribal governments. ASG officers participated in the Associated Student Government Association, but didn't learn a great deal. The organization is more focused on large, mainstream universities. She'd also like to see more collegiate interaction with faculty and the ASG, so that students can grow as academics and scholars.

  More training would be useful for advisors who work with student government in such areas as cultural competency, gender issue, and inappropriate behavior. The focus should be on how we can best lift our students up and create future leaders.

  ASG is spending $6,500 for a bus stop shelter. It will use a donated shelter from Santa Fe Trails and will be ADA compliant with a paved pathway to it.
  Ms. Adams also reported on the National Conference for Race and Ethnicity in American Higher Education which she, three other students, and one faculty member will be attending. She'll be part of the Native American caucus and will be presenting on Indigenizing the classroom. NCORE is giving IAIA a vendor table to sell student work as well. She's been attending for four years, and IAIA is the first Tribal College to attend.

XIV. IAIA Alumni Council President Report – Heidi Brandow

Heidi Brandow, President of the Alumni Council, presented her report.

- The Council is interested in increasing the visibility of alumni in the community. They are planning on changing the council officer's terms from two years to three years. She also hopes that alumni can participate more directly with students in mentorship and apprenticeship opportunities. One of her responsibilities as

retention specialist in the student success center is to develop a mentorship program. Alumni could interact with students through studio tours and presentations, among other things.

- Tahnee Growingthunder, Alumni Council Vice President, will have an alumni booth at the upcoming Riders Powwow in Oklahoma.

- The next event will be the upcoming meeting during Indian Market, Friday before Market begins, hosted at the Museum in the courtyard. There will be a panel discussion rather than bingo this year.

- An alumni survey was just finished. The main goals were to determine what level of support alumni are willing to give to the community, what they want from the institution and to describe what people are doing.

- Ms. Brandow will attend commencement to hand out a small gift from the Alumni Association to all the graduates.

- The Board discussed why alumni are not more involved with the institution. Ms. Brandow pointed out that less than 20% use web based social media platforms or that we need to update their information. But she just started in January and doesn't know how many regular alumni participants there are. Her thought is that it is not a strong network.

- Dr. Sayre shared that IR has just purchased a dataset of 110 million current resumes of which there are 900 individuals who identified themselves as IAIA alumni. The next alumni survey will take place in January or February 2019 in collaboration with the American Indian College Fund and Gallup polling. Ms. Brandow indicated that she'll share the results of the recent survey with Dr. Martin.

- Board members suggested several ideas to get alumni more involved with the institution. Ms. Becker described that when she was in graduate school she helped other students by reading drafts of written work. Alumni could be members of committees, like the scholarship reading committee. A luncheon with alumni and graduates using a flash mentoring model might be useful.

XV. Executive Session

The Board went into Executive Session at 1:50 PM and came out at 2:17 PM.

XVI. Adjourn

Bidtah Becker moved to adjourn the meeting at 2:17 PM. JoAnn Balzer seconded the motion. It was passed by unanimous vocal approval.

**INSTITUTE OF AMERICAN INDIAN ARTS**

**ACADEMIC AFFAIRS COMMITTEE**
**MEETING MINUTES**

**Thursday, May 10, 2018**
**LKN Welcome Center Board Room**

| **Board Members:** | **Staff:** | **Guests:** |
|---|---|---|
| Loren Kieve | Melissa M. Brown | |
| Dr. Robert Martin | Dr. William Sayre | |
| Bidtah Becker | Dean Charlene Teters | |
| Dr. Deborah Goodman, Chair* | Dean Carmen Henan | |
| Beverly Morris | Nena Martinez Anaya | |
| Lawrence Roberts* | | |
| Brenda Kingery* | | |
| JoAnn Balzer | | |
| Andrea Sanders | | |

**Not in attendance:**
Charles Galbraith
Princess Johnson*
Ann Marie Downes*
Tiffany Adams*
Barbara Ells
Dr. Matthew Snipp*

*Committee Members

Dr. Goodman called the meeting to order at 10:07 AM. There are several important initiatives underway. The new Performing Arts program is on the agenda for approval. The MFA Studio Arts program is in the pipeline. Several people are working on the Higher Learning Commission accreditation assurance argument. The young adult track in the MFA Creative Writing program has been put off until fall semester. The women's conference was a success. Online training is underway for adjuncts. There is a need for new staffing in Indigenous Liberal Studies and Museum Studies. Endowed professorships should be looked into. There has been a slight decrease in enrollment, but for good reasons. Students were very successful at the American Indian Higher Education Consortium (AIHEC) spring conference.

I. Academic Division

Dr. Goodman asked Dean Charlene Teters to address the committee.

- Associate Dean Dr. Lara Evans is leading the indigenous assessment project, along with Steve Wall. She has created several documents including 10-most

asked questions, a rubric for designing an indigenous assessment process and defining the community. She's completed a series of trainings with the faculty and is working to make the indigenous assessment process more sustainable and part of the culture of the institution. Faculty in-services in fall and spring have been used for training and some assessment projects. Improvements to the curriculum are already underway.

- Dean Teters then reviewed program review activities, which started last April. Department chairs were asked to answer some narrative questions about the history and development of their programs, the internal demand, quality of program outcomes, and the future. The Dean and Associate Dean then made their recommendations:
  - Cinematic Arts may need more equipment as their program grows.
  - Endowed professorships may be one way to grow the departments. One model is for an appointment for one year, which can be renewed for two or three years. To generate $80,000 - $100,000 per year it may be necessary to raise approximately $1.5 M for each position. Endowed professors can help the institution respond to changes in academic needs and bring in different perspectives. The current fundraising efforts could include these positions.

- Loren Kieve moved to accept Resolution 2018-06, Performing Arts program: Be it resolved, that the Board of Trustees of the Institute of American Indian and Alaska Native Culture and Arts Development concurs with the recommendation of the Faculty, the Dean, and the President and approves the new Associates of Fine Arts and Bachelors of Fine Arts in Performing Arts. Seconded by Brenda Kingery. It was passed by unanimous vocal approval.

  Dean Teters thanked Drs. Sheila Rocha and Jonah Winn-Lenetsky for their work. The courses will be available in the fall, but the degrees can't be advertised or offered until they are approved by the Higher Learning Commission.

II. Enrollment Management Division

Dr. Goodman asked Nena Martinez Anaya, Chief Enrollment and Retention Officer, to address the committee.

- Spring 2018 enrollment is down from last spring, but Spring 2017 enrollment was unusually large. Enrollment remains on target to meet goals. On campus enrollment is up. Recruitment for Fall 2018 is also on target. We have currently accepted 156 new freshmen and transfers; last year now we had accepted 151.

- The division has hired three new staff members: Melanie Buchleiter, part-time Dual Credit Coordinator; Roanna Shebala, Admissions Counselor; and Esteban Moreno, Student Accounts Coordinator.

- The institution is planning on capping dual credit enrollment at 300. NM Higher Education Department now requires high school students to have an academic plan. Higher Learning Commission faculty qualifications guidelines apply to dual credit instructors, too.

- The division has several Achieving the Dream initiatives:
    - Orientation has been revised. It remains mandatory, but it's down from five to three days, and individual sessions have been shortened. The new schedule was well-received by students, and the changes will be made for fall semester, as well.
    - The Financial Literacy program has 116 students enrolled. Students take a series of lessons on a variety of topics, such as paying for college, money management and filling out the FAFSA online. They also take quizzes on the material with positive results.
    - The Emergency Aid program issued $6,000 in Fall 2017 and $4,000 was available this spring.
    - There were seven paid Internships this spring.

- The division is working to improve the scholarship application process. The ad-hoc committee recommended that it be a more transparent process and the number of students applying should increase. The application process for Fall 2018 is already open for continuing students. The application is on line. Steve Wall is allowing the scholarship essay to be part of a project for the LIBS 103 course. Students have access to computers. There is a special financial aid room with five computers, which they can use in addition to those available in the computer lab.

- Financial holds continue to be a major factor in why students are not returning.

- The Student Success Summit was held on March 1. Carrie Billy, President of AIHEC, was the keynote speaker. Students attended four different workshops, including flash mentoring, which was most popular. This is where students can ask staff and faculty questions to stimulate conversation, allowing students to interact with people they don't normally encounter during a regular day. Each session lasts five minutes, and then students rotate to different tables. Student panelists discuss what helps them stay in school. The results were shared with the ATD team. Blue Tarpalechee also led a session on writing papers.

III. Student Life Division

Dr. Goodman asked Carmen Henan, Dean of Students, to address the committee.

- Dean Henan reported that students did very well at this year's AIHEC Spring conference. They were energetic, interacted with other students, and served as good ambassadors. This assists with recruiting students from the two-year TCUs.

Sixteen students attended, earning the most awards of any of the TCUs, including Best of Show and President's Choice in the art competition. Award recipients included Alex Lewis for his sculpture, Ted Bolton and Tiffany Adams won awards in the Speech competition and LeRoy Grafe earned a total of seven awards.

. Students did not compete in all categories, and it would be beneficial if more faculty and staff were involved. Website development could be added; in past years students have taken first, second, and third places. No one competed in traditional plants this year. Other TCUs enroll their Knowledge Bowl competitors in a three-credit class in spring semester. Critical inquiry and research could be added, too.

The 2015 conference was co-hosted by IAIA and the other southwest TCUs in Albuquerque, and the 2020 conference will be there again. IAIA will host the basketball tournament which will require the use of additional gyms, i.e., Santa Fe Indian School, the Academy for Technology, and the Classic across the street.

The competitions are becoming more standardized and changes must go through the AIHEC Activity Committee, on which Dr. Martin serves. There is a conference handbook, template, and guide. Students have asked that rules be standardized from year to year.

- Elizabeth Stahmer, ASG vice president, organized the third annual Red Shawl program, lasting an entire week and ended with a workshop on solidarity. There were two documentaries with panel discussions. Students also decided to have a stand-up on the dance circle to support women in domestic violence situations. The events ended with a Red Shawl honoring at the Powwow. $250 was collected for a NM charity.

- Student Life has been collaborating over the last two years with UNM to address substance abuse, underage drinking and opioid use. A survey was distributed to students in April with 179 responses. Results will be used to develop projects. The number one issue being drugs and alcohol.

  There have been fewer incidents this semester, with most being concerned with harassment complaints, such as someone saying something about another individual on Facebook.

- Students are playing dodgeball in the new gym, along with volleyball and basketball. The institution hosted the Navajo Technical University archery team recently.

There are two therapists on staff now. The art therapist is a contractor, and it is hoped to move her to full time in the future.

- Dr. Martin commended Carmen for organizing the Powwow. It was the largest ever, with ten drums. Representatives of the Muscogee (Creek) tribe attended, as did President Begay of the Navajo Nation.

- Blue Tarpalechee, Housing director, is resigning at the end of the summer. Mary Deleary, his wife, has been accepted into a Ph.D. program at the University of Oklahoma.

Dr. Goodman moved and Beverly Morris seconded to end the meeting.

**INSTITUTE OF AMERICAN INDIAN ARTS**

**INSTITUTIONAL ADVANCEMENT COMMITTEE**
**MEETING MINUTES**

**Thursday, May 10, 2018**
**LKN Welcome Center Board Room**

| **Board Members:** | **Staff:** | **Guests:** |
|---|---|---|
| Loren Kieve | Melissa M. Brown | Stock Colt |
| Dr. Robert Martin | Judith Pepper | Michelle Buchanan |
| Bidtah Becker | Dr. William Sayre | |
| Princess Johnson | Patsy Phillips | |
| Dr. Deborah Goodman | Manuela Well-Off-Man | |
| Beverly Morris* | John Joe | |
| JoAnn Balzer* | Tatiana Lomahaftewa Singer | |
| Brenda Kingery, Committee Chair* | James Rutherford | |

**Not in attendance:**
Charles Galbraith*
Andrea Sanders
Barbara Ells*
Dr. Matthew Snipp
Lawrence Roberts
Ann Marie Downes

*Committee Members

Brenda Kingery, Chair, called the meeting to order at 2:30 PM.

I. IAIA Planning Study Update – Dini Spheris, Michelle Buchanan

Ms. Kingery asked Judith Pepper, Director, Institutional Advancement, to speak.

- Ms. Pepper introduced Michelle Buchanan, principal with Dini Spheris, to talk about the planning study.

  Ms. Buchanan provided a handout that outlined progress to date. They have already received some great feedback. Several individuals have suggested increasing the amount of funds that will be asked for and indicated they are interested in helping raise funds for the institution. There is interest in all the fund raising targets that have been developed, including scholarships.

  Dini Spheris has talked to representatives from IAIA leadership groups, such as the Board, the Foundation Board, staff and others on fund raising strategies. They are building a prospect list which will include national foundations and

corporations, adding to current donors we already work with. 86 letters went out requesting discovery conversations. Thirty-three are currently scheduled or have been completed. The last meetings will take place in July. A formal report and presentation will take place at the August board meeting. Board members were asked to consider if any other organizations or individuals should be contacted, and several suggestions were made.

II. 2018 Gala Planning

- James Rutherford of the Institutional Advancement staff showed a video about Roxanne Swentzell creating clay sculpture specifically for the live auction at the 2018 gala. As part of the process, students were invited to her studio to learn about it. A bronze pour will take place in June. Ms. Swentzell also will earn some compensation. Several board members indicated this was a good model to follow for future galas. Board members also expressed their thanks to Mr. Rutherford for his long volunteer service and their pleasure in his becoming a staff member at IAIA.

  Several tables are still available for the Gala. Keri Ataumbi is the chair. Institutional Advancement is working on the details of the paddle call. Princess Johnson will host it again this year. Dennis Esquivel is building a treasure box of alumni artwork that also will be included in the live auction.

III. Allan Houser Scholarship Reception

- An Allan Houser Scholarship fund raiser will be held at the Compound restaurant on June 14. Each person will make a fully deductible $100 donation.

Ms. Kingery thanked Ms. Pepper for her and her staff's work. The meeting was adjourned at 3:04 PM.

**INSTITUTE OF AMERICAN INDIAN ARTS**

**MUSEUM COMMITTEE**
**MEETING MINUTES**

**Thursday, May 10, 2018**
**LKN Welcome Center Board Room**

| **Board Members:** | **Staff:** | **Guests:** |
|---|---|---|
| Loren Kieve | Melissa M. Brown | Stock Colt |
| Dr. Robert Martin | Dr. William Sayre | |
| Bidtah Becker* | Patsy Phillips | |
| Princess Johnson* | Tatiana Lomahaftewa Singer | |
| Dr. Deborah Goodman | John Joe | |
| Beverly Morris, Chair* | Manuela Well-Off-Man | |
| Brenda Kingery | | |

**Not in attendance:**
Charles Galbraith*
Andrea Sanders*
Barbara Ells*
Dr. Matthew Snipp*
Lawrence Roberts*
Ann Marie Downes

*Committee Members

Beverly Morris, Chair, called the meeting to order at 3:05 PM.

I. Museum Updates

- Ms. Morris is very impressed with what the Museum is doing with the community. The flower arrangement event was excellent and brought in 15 participants. Scholarship opportunities are available with the archive and the Suzan Harjo collection. Ms. Morris then introduced Patsy Phillips, Museum Director.

- Ms. Phillips introduced her staff. John Joe, Registrar, is leaving the institution to attend graduate school at Arizona State University on a full scholarship. Tatiana Lomahaftewa Singer discussed the list of museums requesting loans from our collections. The Harwood Museum of Art asked for a work by Pop Chalee. Crystal Bridges Museum of Art asked for some textiles for an October show, and the Minneapolis Institute of Art also wants to borrow some items. The Peabody Essex is currently showing eight T.C. Cannon works from IAIA. They did some conservation and stabilization on them as well.

- The proposal for a research center on contemporary Native arts was then discussed. Board members expressed their support. Such a research center is part of IAIA's enabling legislation. The Mellon Foundation may be interested in funding a feasibility study. The purpose would be to promote the use of the collection and the archives in research that would also involve students. Outside scholars would be provided with fellowships and internships. Curatorial training could be a part as well. The details are still being worked out among several offices at the institution, but the general idea is for the institute and this center to be a leader, center of activity, and publisher and bring more national and international attention to IAIA.

- Manuela Well-Off-Man described a summer intern she hosted from Santa Fe Community College, Gabriela Pacheco, who would be a good example of a student who could benefit from programs at the proposed research center. There aren't many places that support and train Native artists and curators. Ms. Pacheco is now studying at the Los Angeles County Museum of Art.

- Ms. Morris expressed an interest in seeing the new acquisitions at the Museum. Perhaps the Museum could either provide links to webpages or to present a slide show at a future Board meeting.

  Ms. Lomahaftewa Singer reviewed the acquisitions process. A committee meets every other month. John Joe sends out gift letters directly to donors and then informs Institutional Advancement, who also send out letters. The acquisitions budget is $5,000, and it is used primarily to acquire graduating seniors' work.

- Ms. Phillips handed out the Art in Activism brochures. She shared several with Suzan Harjo when she visited with her a few weeks ago in Washington. Suzan was very pleased with the show in February. And the institution, along with the Autry and NMAI, is interested in organizing a symposium in honor of her work. Talks and papers on cultural rights protection, repatriation, stereotypes and cultural appropriation, treaties, Native sovereignty, and artist identification are all under consideration. A fall semester 2019 time-frame is planned.

- The closing reception for the senior show is tomorrow at the Museum from 4:00 to 6:00 PM. It's a small reception for the students, families, and the Board. There won't be any presentations.

- The Board thanked John Joe for his work with a round of applause. The Museum Committee adjourned at 3:34 PM.

Board members stayed in the room for another 10 minutes to watch Larry Mirabal's presentation to the Subcommittee on Interior Appropriations from earlier today.

**INSTITUTE OF AMERICAN INDIAN ARTS**

**FINANCE COMMITTEE**
**MEETING MINUTES**

**Friday, May 11, 2018**
**LKN Welcome Center Board Room**

| **Board Members:** | **Staff:** | **Guests:** |
|---|---|---|
| Loren Kieve | Melissa M. Brown | Dr. Barbara Johnson |
| Dr. Robert Martin | Dr. William Sayre | Raven Davis-Mayo |
| Bidtah Becker | Aimee Balthazar | |
| Princess Johnson | Todd Spilman | |
| Charles Galbraith* | Peter Romero | |
| JoAnn Balzer, Chair* | Rachel Machovec | |
| Dr. Deborah Goodman* | Charlene Teters | |
| Beverly Morris | | |
| Andrea Sanders | | |
| Brenda Kingery | | |
| Dr. Matthew Snipp | | |

**Not in attendance:**
Ann Marie Downes*
Barbara Ells
Lawrence Roberts
Tiffany Adams

*Committee Members

JoAnn Balzer, Chair, called the Finance Committee Meeting to order at 9:08 AM MST. She thanked Larry for his testimony before Congress yesterday. The Secretary of the U.S. Department of Agriculture, Sonny Perdue, will be on campus Monday and Tuesday for consultation with Tribes. Ms. Balzer called on Aimee Balthazar, Controller, to present the financials.

I. Budget to Actuals – year to date

- Budget to actuals are on target with expenses slightly below the 50% mark.
- The institution is on track to enter the next allocation into the reserve account, which will bring the balance to $2 M, which is the goal.
- The Museum Shop and Campus Bookstore have had strong sales in the first half of the year. Cost of goods is a little high because they've been selling more items, which is a good thing.

- The statement of revenues shows 75% forward funding. The remaining 25% will be received upon approval of the FY 2018 appropriations bill. Uncollectable student account receivables of $124,000 are projected in the budget.

- Tuition and fee revenues are up.

- The budget includes $200,000 in excess institutional scholarships is. Historically, we usually give out more scholarships than we have contributions. It can also be a timing issue, where donations come in some time after the commitment is made.

- Scholarship and education donations are at $582,000, higher than the projected amount of $440,000.

- Conference Services is very busy; we are hosting a six-week long Santa Fe Institute summer session.

- The profit and loss statement is healthy.

- Institutional Advancement is tracking very closely to last year.

- The Museum shop sales are up 25% overall. Campus Bookstore sales are up about 18%. Going forward, there will be one manager for both stores, with an Assistant Manager who will work primarily in the campus bookstore. More cross-training will take place as well. Miria Caldwell is stepping down; Rachel Machovec will be the new Manager, and Colin Frasier is a new hire who will be the Assistant Manager at the Bookstore.

II. Facilities

Peter Romero, Facilities Director, addressed the committee next.

- The Santa Fe Institute summer session will use a substantial part of the campus for six weeks. Phil Cooney was key in getting their business. There will be a reception at the Museum as well.

- A new maintenance technician, Larry Samuel from Tesuque Pueblo, has been hired to support the new building.

- Work order turnarounds have been improved.

- New relationships are being forged with vendors. There was a recent gas line break, which NM Gas Company got to within 24 hours, on a weekend, after hours.

- A student-centered culture is being created in Facilities. Everyone is working together: maintenance, custodial and student workers.

- The institution is collaborating with other groups as well. ATC and Desert Academy will be renting our gym, and ATC will use our parking lots for their graduation. The bookstore hopes to sell items at the concession stand in the gym.

- The Dorm is purpose-built for conferences. Each room has its own bathroom. This is good to have from a maintenance perspective. When things need replacing, everything is the same.

III. Museum Shop and Campus Bookstore Updates

Rachel Machovec spoke about the Campus Bookstore and Museum Store.

- Ms. Machovec will now be manager of both stores. Ms. Caldwell is moving to Colorado for family health reasons. Ms. Caldwell will be missed by everyone. She has done an excellent job. Ms. Balzer asked Ms. Machovec to convey the Board's gratitude to Ms. Caldwell.
- The reorganization will bring more efficiency in purchasing and staff assignments. Linking the two together will allow for a more comprehensive vision of supporting students. Museum Store staff will also have a closer connection to the campus. The last quarter in the Museum Store is a slower season, but there have still been several events, such as collaborative book making, Valentine's community art day, readers to children, and visiting authors. The staff also did an inventory. With the reorganization, staff are taking on new roles and training will be a focus.

- The stores are not restricted to working with only alumni. The stores want to promote our students as they move into the professional world, but any contemporary Native artist who seems to be a good person to work with is welcomed.

  The store will now start to focus on Indian Market. The Terran Kipp exhibition currently installed will continue. There will be several artists doing pop-up shops in the Museum Store, including Native Realities and some comic book authors. Heidi Brandow may have one as well. Under normal consignment arrangements, the store keeps 40%, but in a pop-up shop, the store keeps 20%. So, there's an incentive for the artist to be there, and it's exciting for visitors to meet the artist in person.

  The Museum Store will be stocked up on the things that are popular, including T-shirts, certain jewelry within a $50-$100 price range, works by specific artists, stickers, cards, and tote bags.

  The Store continues to be interested in Northwest Coast art. They try to have a diverse product base representing different regions. Trickster Native is a company currently selling items.

IV. Human Resources

Todd Spilman, Director of Human Resources spoke to the committee next.

- HR is closing in on finding a new payroll benefits administrator and software provider by late July. There are two finalists.
- The employee wellness program is ongoing. The Wednesday noontime walk is well attended.
- Cigna, the health insurance provider, is contributing $1750 to the wellness program. Mr. Spilman is meeting with them for ideas to bring to Wellness Council.
- The Finance and Administrative Services Committee recommended a change in the fitness activities reimbursement benefit. Up until now, $150 per year was available to employees to pay for fitness center membership. Now, all full-time and part-time employees can use the new fitness center. And the reimbursement can be used for any fitness activities, such as an off-campus memberships or boot camps.
- Part time students and staff are able to use the fitness center.
- Angie Brown, the new Executive Assistant to President starts on Monday. Mr. Spilman expressed his thanks to Melissa Brown who has served in this position for the last several months. Dr. Martin also thanked her, and the Board gave her a round of applause.

- Sandra Narvaez, the new Administrative Assistant for Institutional Advancement, has been hired.

- Paul Moore, the new registrar has been hired. He currently serves as assistant registrar and is also an alumnus, former staff and adjunct instructor. Sandy Hudson is leaving at the end of August.

- The director of the Fitness Center, JoAnn Bishop, is retiring and the position is being advertised.

V. Resolution FY2018-05 -- 2nd Quarter Gift Acceptance

- Debbie Goodman moved to accept Resolution 2018-05, 2nd Quarter Gift Acceptance Gifts of $ 495,241 $ 192,562 Scholarships & Endowments; $ 63,337 General Donations & Museum Memberships; $ 239,341 Grant Proceeds and Temporarily Restricted Gifts. Be it resolved, that the Board of Trustees of the Institute of American Indian and Alaska Native Culture and Arts Development concurs with the recommendation of the President and accepts said gifts. Seconded by Charles Galbraith. It was passed by unanimous vocal approval.

Ms. Balzer adjourned the committee meeting at 9:49 AM.

## INSTITUTE OF AMERICAN INDIAN AND ALASKA NATIVE

## CULTURE AND ARTS DEVELOPMENT

## RESOLUTION # 2018 - 008

## August 16, 2018

**Whereas,** the Finance and Administration Committee of IAIA have reviewed and recommended the attached tuition and fee schedule, to set tuition fees through the 20-21 academic year; and

**Whereas,** the President of IAIA concurs with the recommendation of the Finance and Administration Committee and recommends adoption of the attached tuition and fee schedule;

**Now Therefore Be it resolved,** that the Board of Trustees of the Institute of American Indian and Alaska Native Culture and Arts Development concurs with the recommendation of the President and adopts the attached tuition and fee schedule.

Offered by: _____

Seconded by: _____

Vote: Aye _____ Nay _____

Attachments: Yes _____X_____ No _____

_____

Deborah Goodman, Secretary

| Description of Charge | 2010-11 AY | 2011-12 AY | 2012-13 AY | 2013-14 AY | 2014-15 AY | 2015-16 AY | 2016-17 AY | 2017-18 AY | 2018-19 AY | 2019-20 AY | 2020-21 AY | FASC actions and notes | Notes about applicability of charges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Tuition | 1,320 | 1,440 | 1,560 | 1,680 | 1,800 | **2,110** | 2,230 | 2,350 | 2,350 | 2,470 | 2,590 | This is to be increased by $10 per cr/hr each yr., through 20-21 | **Tuition based on full class load - one semester** |
| 19 Meal Plan | 1,458 | 1,590 | 1,723 | 1,855 | 1,988 | 2,330 | 2,462 | 2,595 | 2,730 | 2,866 | 3,010 | This is to be increased by the same % as tuition, through 20-21 | **Room and Board costs - based on student selection** |
| 14 Meal Plan | 1,075 | 1,172 | 1,270 | 1,367 | 1,465 | 1,717 | 1,815 | 1,913 | 2,012 | 2,113 | 2,218 | This is to be increased by the same % as tuition, through 20-21 | **Room and Board costs - based on student selection** |
| Room | 1,300 | 1,378 | 1,461 | 1,548 | 1,641 | 1,740 | 1,844 | 1,955 | 2,072 | 2,196 | 2,328 | This is to increase by 6% each yr, through 20-21 | **Room and Board costs - based on student selection** |
| Single Room | 2,050 | 2,128 | 2,211 | 2,298 | 2,391 | 2,490 | 2,594 | 2,705 | 2,822 | 2,946 | 3,078 | Always $750 more than standard double | **Room and Board costs - based on student selection** |
| Family Housing | 3,625 | 3,625 | 3,625 | 3,734 | 3,842 | 3,957 | 4,076 | 4,198 | 4,324 | 4,454 | 4,588 | 3% increase each year, approved by FASC, through FY20-21 | **Room and Board costs - based on student selection** |
| Family Housing Fee | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | No scheduled increase stipulated-need to revisit after 20-21 | **Non Refundable; used for background check** |
| Housing Deposit | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | No scheduled increase stipulated-need to revisit after 20-21 | **Refundable once student leaves** |
| Activity Fee | 25 | 25 | 25 | 25 | 25 | 30 | 35 | 40 | 45 | 45 | 45 | No scheduled increase-need to revisit after 20-21 | **Funds the Fitness Center ; paid by all students every semester** |
| Application Fee | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | No scheduled increase stipulated-need to revisit after 20-21 | **Non-refundable** |
| Technology Fee | NA | 25 | 25 | 25 | 25 | 30 | 35 | 40 | 45 | 45 | 45 | No scheduled increase-need to revisit after 20-21 | **Paid by all students every semester** |
| ASG Fee | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | Per Semester - No scheduled increase stipulated-need to revisit after 20-21 | **Paid every semester for degree seeking students** |
| Duplicate Diploma Fee | 30 | 30 | 30 | 30 | 30 | 40 | 40 | 40 | 40 | 40 | 40 | Held flat-need to revisit after 20-21 | **Paid upon student request for new diploma** |
| Graduation Fee | 45 | 45 | 45 | 45 | 45 | 60 | 60 | 60 | 60 | 70 | 70 | Increased - need to revisit after 20-21 | **Paid one time for graduation** |
| Key Deposit and Mailbox Fe | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | No scheduled increase stipulated-need to revisit after 20-21 | **Paid by all on-campus students; $10.00 replacement fee** |
| Returned Check Fee | 25 | 25 | 25 | 25 | 25 | 30 | 30 | 35 | 35 | 35 | 35 | No scheduled increase-need to revisit after 20-21 | **Paid by student when check is bounced** |
| Student ID replacement | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | No scheduled increase stipulated-need to revisit after 20-21 | **Paid by student when lost** |
| Studio Fee | 40 | 40 | 40 | 40 | 40 | 45 | 50 | 55 | 60 | 60 | 60 | Per Course- $5 increase per yr.-need to revisit after 20-21 | **Charged per Studio course; per semester** |
| Transcript Fee | 2 | 2 | 2 | 2 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | No scheduled increase stipulated-need to revisit after 20-21 | **Paid by students when needed** |
| Classroom/Library Deposit | 50 | 50 | 50 | 50 | 50 | 75 | 75 | 75 | 75 | 75 | 75 | Held flat-need to revisit after 20-21 | **Paid by all students; one-time and is refundable** |

**INSTITUTE OF AMERICAN INDIAN AND ALASKA NATIVE**

**CULTURE AND ARTS DEVELOPMENT**

**RESOLUTION # 2018 - 009**

**August 16, 2018**

**Whereas**, the Institute of American Indian Arts anticipates our Federal Appropriation in FY19 to be $9,960,000; and

**Whereas**, the Institute of American Indian Arts anticipates other revenues, such as tuition and fees, room and board, auxiliary revenue and fundraising, of $4,071,071; and

**Whereas**, the Institute of American Indian Arts anticipates operational expenditures, debt service, and contingency reserve addition to be $14,031,071; and

**Now Therefore Be It Resolved,** that the Board of Trustees of the Institute of American Indian and Alaska Native Culture and Arts Development concurs with the recommendation of the balanced FY 2019 Operating Budget in the amount of $14,031,071 in total revenue and expenditures.

Offered by: _____

Seconded by: _____

Vote: Aye _____ Nay _____

Attachments: Yes _____ No _____X_____

**INSTITUTE OF AMERICAN INDIAN AND ALASKA NATIVE CULTURE AND ARTS DEVELOPMENT**

**RESOLUTION # 2018 - 010**

**August 16, 2018**

**Whereas,** the President of the Institute of American Indian Arts has reviewed and recommends the acceptance of the gift donations to the IAIA Trust from April 1, 2018 through June 30, 2018, which are listed below:

3rd Quarter (April 1 – June 30, 2018)

| | | | |
|---|---|---|---|
| Gifts of $ 167,134 | $ | 1,974 | Scholarships & Endowments; |
| | $ | 10,300 | General Donations & Museum Memberships; |
| | $ | 154,860 | Grant Proceeds and Temporarily Restricted Gifts |

**Now Therefore Be it resolved,** that the Board of Trustees of the Institute of American Indian and Alaska Native Culture and Arts Development concurs with the recommendation of the President and accepts said gifts.

Offered by: _____

Seconded by: _____

Vote: Aye _____ Nay _____

Attachments: Yes ___**X**_____ No _____

_____

Deborah Goodman, Secretary

**SCHEDULE OF GIFT REVENUE**
**For the Quarter Ending June 30, 2018**

| FISCAL YEAR 2018 Gift/Donor | IAIA Fund | Apr-18 | May-18 | Jun-18 | 3rd Qtr Total |
|---|---|---|---|---|---|
| Emergency Student Fund | 3002 | | $ 1,974 | | $ 1,974 |
| **TOTAL SCHOLARSHIPS/AWARDS** | | $ - | $ 1,974 | $ - | $ 1,974 |
| General Donations | 5001 | | $ 2,500 | | $ 2,500 |
| Museum Membership | 5004 | | 6,015 | 1,785 | 7,800 |
| **TOTAL - UNRESTRICTED** | | $ - | $ 8,515 | $ 1,785 | $ 10,300 |
| USDA Tribal Colleges Endowment Program | 4013 | $ 9,585 | $ 4,773 | | $ 14,357 |
| Full Dome Development Interactive Training | 4152 | | 9,811 | 11,703 | 21,513 |
| USDOE Title III - MFA Curriculum & Academic Suppor | 4430/02 | 2,999 | | | 2,999 |
| USDOE Title III - Institutional Advancement Alumni | 4430/03 | 23,121 | | | 23,121 |
| USDOE Title III - Academics Visiting Faculty Program | 4430/05 | 14,131 | | 4,710 | 18,841 |
| USDOE Title III - Fitness and Wellness Program | 4430/11 | 2,871 | | 957 | 3,828 |
| USDOE Title III - Development Ed Coordinator | 4430/12 | 13,056 | | | 13,056 |
| USDOE Title III - Fiber Optic Cabling | 4430/13 | 32,625 | | | 32,625 |
| USDA Edctonl Wrkshps & Summer Youth Camps Yr3 | 4924/03 | 954 | 185 | | 1,139 |
| USDA Edctonl Wrkshps & Summer Youth Camps Yr4 | 4924/04 | 15,965 | 7,416 | | 23,381 |
| **TOTAL - RESTRICTED** | | $ 115,306 | $ 22,184 | $ 17,370 | $ 154,860 |
| **GRAND TOTAL** | | **$ 115,306** | **$ 32,673** | **$ 19,155** | **$ 167,134** |

To: IAIA Board of Trustees
From: Robert Martin, President
Date: August 2018
Subj: President's Quarterly Report

**Mission Objective 1: Improve Student Success**

1.1 Increase involvement of all IAIA stakeholders in student success

- Achieving the Dream (ATD) leadership and data coaches again will visit IAIA, August 2-3. The coaches' itinerary includes meetings with the Pathways Council (ATD Core Team), President's Cabinet, staff and summer bridge students.

  The theme for the ATD comprehensive student success initiative is "Pathways: Completing the Circle" (the Circle is a common Native symbol and represents students enrolling at IAIA, successful achievement of academic goals and returning to their communities).

  The name for the ATD Core Team is Pathways Council, which is charged with implementing an action plan that engages the entire IAIA community in supporting student retention, persistence and completion strategies that focus on increasing financial resources, accelerating progress through developmental and general education courses, enhancing early alert systems and improving class attendance.

  The campus engagement plan will include the following:
  - Information sharing and updates at all campus-wide gatherings.
  - A Community Gathering topic will be student success
  - The Art Rush theme for this August will be student success
  - Various social media platforms will used to share information, including a Face Book and IAIA Website pages
  - Moderated monthly meetings will be scheduled with departmental representatives
  - Staff and Faculty Councils will regularly include Pathways on their agendas.

- The fourth annual Governance Institute for Student Success will be held December 6-7, Wild Horse Pass Hotel, Chandler, AZ. This Institute will include two tracks – an advance track for more experienced Board members and a second track for less knowledgeable ones. Last year Dr. Deborah Goodman, Ann Marie Downs, Dr. Bill Sayre and I attended the Institute in Orlando.

1.2 Increase enrollment; improve retention and completion

- Projected student enrollment for the 2018 Fall Semester is 520 – 540 full-time equivalent (FTE) students.

- The "15 to Finish Program" was launched for the 2017 Fall Semester. Twenty students signed a "15 to Finish" contract during the initial implementation year of this incentive program. Nena Anaya, Student Success Center Director, has been charged with responsibility for disseminating information about the program and encouraging students to commit to the program. Ms. Anaya's goal is to sign-up all of the 80-85 new students during orientation. The Academic Dean, faculty chairs and faculty advisor also will cover the program with first-time students.

- The Spring 2018 Semester Scholarship Awards Dinner is scheduled for Thursday, September 13. The awards dinner again will be held in the Performing Arts and Fitness Center gymnasium. Our donors, supporters and all faculty, staff and students will be invited to attend. Emily White Hat, American Indian College Fund, has been invited to be our keynote speaker for the Scholarship Awards Dinner.

- Heidi Brandow, Student Success Center Retention Specialist, will implement a student peer mentoring program for the 2018 Fall Semester. Another component will be designed to recruit faculty, staff and alumni volunteers to serve as mentors.

- The following is an update regarding implementation of the IAIA Scholarship Program Ad Hoc Committee recommendations:

    - Develop a scholarship program communications plan to disseminate information and educational outreach initiatives through a robust social media strategy and webinars.
        - Scholarship Program Communication plan is under development. A series of "did you know" videos featuring students and alumni will be available on our website, Facebook page and various other social media platforms.
    - Update scholarship application; seek more self-selection options
        - Scholarship application has been revised and donor named scholarships will be implemented for the Spring 2019 semester
    - Schedule application/essay writing workshops in more convenient locations and times for students.
        - In addition to the regular sessions in the Learning Lab, two workshops have been scheduled for the Student Union.
    - The Associated Student Government could assist with hosting pre-deadline workshops.
        - The ASG leadership is supportive of assisting with workshops.

- Educate student applicants that several scholarships are equity-based rather than need or merit-based.
  - The scholarship application on the website page states scholarships are equity-based rather than merit.
- Focus more on need-based scholarships
  - This is a priority for the Office of Institutional Advancement.
- Named scholarships posted on website with a drop-down menu and perhaps a separate application.
  - Will be implemented for the Spring 2019 Semester.
- Focus on full-circle scholarships (funding a student until degree completion).
  - The American Indian College's Fund Full Circle Scholarships will be listed on or website page and success stores will be marketed using past recipients.
- Maintain essay but place it at the beginning of the application.
  - Essay is now listed at the beginning of the application.
- Incorporate alumni as mentors to current students.
  - Mentoring program scheduled to be implemented for the 2018 Fall Semester will include an alumni component.
- Notify students who didn't meet procedural requirements in submission of application.
  - Financial Aid Director will notify students.
- Permit additional time for students to apply by scheduling the application dates earlier – November 1 for Spring semester and April 1 for Fall Semester.
  - The application process was opened May 1, 2018 for the 2018 Fall Semester and will be open November 1 for Spring Semester.
- Seek faculty influence to help make students more aware of opportunities and encourage interest.
  - Faculty will be asked to promote scholarships in their classrooms,
- Include the "Scholarship Essay" as a required class assignment to increase student applications.
  - Will be included in LIBS 103, which is required for all first-year students.

1.3 Develop student leadership skills

- The college seeks to incorporate leadership skills development in all its academic, student life and administrative programs. The following are recent examples:
  - Last April, several members of IAIA's Alpha Chi Honor Society Chapter attended the national convention where they presented their scholarly or creative work and had the opportunity to network with student representatives from across the nation.
  - Students have been recruited to teach continuing education courses.
  - Students present to the Board of Trustees, Foundation Board of Directors, donor cultivation events and at IAIA sponsored conferences, workshops and events.

- Six students represented IAIA at the AIHEC Student Congress Leadership in Future Endeavors convening, in June, at the Northwest Indian College, Bellingham, Washington.
- Elizabeth Stahmer and Mary Stempian, two of our 2018 graduates in Indigenous Liberal Studies, presented their senior research project papers in June at the AIHEC NARCH Project Conference, University of Washington. Both Elizabeth and Mary received rave reviews from the audience participants and the AIHEC officials in attendance. As a result, AIHEC has offered to fund IAIA for a second year of the NARCH funding.
- The college supports the ASG officers to attend training sponsored by the American Government Association.
- Lorenza Marcais and Lashawn Medicinehorn visited the Universidad Intercultural del Estado de Mexico (UIEM) as part of our exchange program with the university. They had the opportunity to visit and study Indigenous cultures and arts in San Felipe del Progreso and across the state of Mexico, Republic of Mexico.
- Due to funding provided by Margaret A. Cargill Philanthropies, Great Lakes and the National Endowment for the Arts, a total of 31 students have been placed in paid internships for the 2018 spring and summer. The students have been placed at sites across the nation, including Walt Disney Imagineering, Museum of Northern Arizona, USDA Forest Service, Meow Wolf, SWAIA and Dine Metalworks.

**Mission Objective 2: Strengthen Academic Programs**

- The Substantive Change Application for our proposed AFA and BFA programs in Performing Arts will be submitted to the Higher Learning Commission for approval by the end of August.

- Renovation of the Academic Building Studios and offices is on-schedule to be completed before the start of 2018 Fall Semester. The renovation endeavor includes more than 80 projects with an estimated cost of $350,000. The work includes expansion of two studio spaces by enclosing outside portal areas, painting of shared areas, grinding & polishing of the concrete floors, window tinting for some of the studios, improved power distribution, re-carpeting & painting all faculty offices, the installation of new LED lighting fixtures in all studios, adding infrastructure for a glass hot shop in the Houser Sculpture and Foundry Building, and purchase of new equipment.

**Mission Objective 3: Build College Community**

3.6 Implement an internal and external marketing and communications plan

- If we are to be successful in our achieving our fundraising goals to increase our endowment and provide the required resources for program expansion and an

increasing student enrollment, it is imperative that we increase our visibility and name recognition locally and nationally. A more robust comprehensive marketing and communications strategic plan would assist in this endeavor.

- As a follow-up to the Board's discussion in May regarding the perceived need to develop an on-going training program emphasizing respect and inclusiveness for all members of the IAIA community, I have reached out to potential consultants/vendors with the expertise to assist in this endeavor. The goal would be to foster an equitable IAIA campus climate and community by designing opportunities, programming and activities to better understand, prevent and address lateral violence, bullying, biases, misperceptions and other forms of violence.

- IAIA's Assurance Argument for Accreditation was submitted to the Higher Learning Commission before the required due date. Dr. Bill Sayre, Director of Institutional Research, and Valerie Nye, Library Director, are commended for their diligent efforts as co-writers for this time consuming and extremely complex task. They have written an excellent story that documents the extraordinary amount of work and successes accomplished at IAIA in the last four years.

- The Higher Learning Commission's Board of Trustees meeting was held June 27-29, in Chicago

- The American Indian College Fund Board of Trustees met in Denver, July 15-17. The following are a few of the factors have resulted in a slight decrease in charitable giving nationwide– a reduction of $13-15 Billion from a total of $410 billion:
    - One of the federal tax reforms doubled the standard deduction for individuals, which will result in less itemizing and perhaps less charitable giving, especially for individuals with lower incomes. This may impact smaller organizations.
    - Fewer people associated with religion
    - Economic swings
    - Crowdfunding

  Counter measures may include the following:
    - Target bequests, donor advised funds and higher dollar donors
    - Engage in Crowdfunding
    - Demonstrate collective power of giving and its impact.

3.7 Grow and maximize resources for college programs

- Both the House and Senate Subcommittee on Interior Appropriations mark-up for IAIA is $9,960,000, which matches the funding level proposed for IAIA in the Administration's budget. This represents 1.3% increase above our FY 18 level.

- As previously reported, IAIA's application for a Fulbright Scholar-in-Residence was funded. Miguel Reyes Contreras, an Intercultural University of the State of Mexico professor, has been approved as our Scholar-In-Residence and will be at IAIA in August. Professor Contreras will teach in the Indigenous Liberal Studies Department and Continuing Education Program.

- Thanks to diligent efforts of Judith Pepper, Eileen Berry and the IAIA Foundation Development Committee, the Allan Houser Scholarship Fundraising event, June 14, hosted by Fran Mullin and the Compound Restaurant, was a huge success in terms of attendance and raising $40,000 for the Houser Scholarship Program.

- Judith Pepper and I are scheduled to have a conference call with Dini Spheris staff, August 2, to discuss the Planning Study summary and recommendations.

**Mission Objective 4: Advance contemporary Native arts and cultures**

4.2 Advance scholarship and dialogue on Indigenous arts and culture

- We have received a positive response from the Mellon Foundation regarding our proposal for a feasibility study to establish a Research Center for study, training, and publications in contemporary Native arts and culture. Mellon staff has reviewed our proposal and asked that we expand its scope. IAIA's proposal requested $100,000 for one year. They want us to increase the amount to $300,000 over three years and they also expressed an interest in a long-term relationship with us.

**Mission Objective 5: Expand capacity as a 1994 Land Grant institution**

5.1 Communicate IAIA's role as a Land Grant Institution

- IAIA hosted the U.S. Department of Agriculture tribal consultation with Secretary Perdue on May 14 and 15, 2018. USDA says this is the first time in 10 years that a Secretary has met with tribal leaders in a consultation setting. The discussions topics primarily focused on the upcoming Farm Bill, which has the potential for impacting Indian Country for years to come.

  USDA staff was impressed with our hospitality, beautiful campus and that the consultation session went so smoothly. I had the honor of introducing Secretary Perdue and presenting AIHEC legislative priorities for the farm bill.

  Charlene Carr, Land Grand Director, is commended for her work in coordinating the logistics for the event with the USDA Washington, D.C. staff.

To: Dr. Robert Martin, President
From: Charlene Teters, Academic Dean
Date: August 2018
Subj: 3rd Quarter Board Report
With input from Library Director Valerie Nye; and Department Chairs

**Mission Objective 1: Improve Student Success**

A. Increase involvement of all IAIA stakeholders in student success

- Project I – Academics - Registrar: Degree Audit Implementation and Advisor Training
  The Degree Audit module in Empower has been programmed for the 2016-17 and 2017-18 academic years to ensure that all students' courses are accurately reflected in their specific degree plan as a guide to degree completion. The summer work is complete, we have added academic year 2015-2016 into degree audit. Advisor training begin will begin in the use of the Degree Audit when faculty and students arrive for fall.
  *100% complete*

B. Increase enrollment; improve retention and completion

- Project I – Studio Arts: Foundations Update
  Foundations Coordinator, Assistant Professor Matt Eaton, made the necessary updates to curriculum and assessments have been completed on Foundations courses. Curriculum for Sophomore Seminar was offered this spring semester and will be an on-going offering going forward.
  *100% complete.*

- Project II – Studio Arts: Community Building
  This projects goal to focus on increasing the inclusion of guest lecturers and AiR artists in Studio Arts classroom learning in now complete.
  *100% complete.*

- Project III – MFA Creative Writing: Increase Enrollment by Instituting a Young Adult MFA Track
  The proposals are ready now, but the approval process has been postponed until fall 2018. Until an official track is created, we will go forward on an ad hoc basis and place students in a fiction workshop directed towards the young adult novel led by Cherie Dimaline.
  40% complete.

- Project IV – Business & Entrepreneurship: On-line Awareness and Marketing
  Building online awareness of our program. More market research to determine who our target market is. The coordinator has posted to Facebook, testimonial videos from Youtube and Facebook. Additional meetings with our Marketing department will happen in spring 18 semester. May 2018.
  *30% complete.*

- Project V – Indigenous Liberal Studies: Develop Retention & Graduate Tracking Capacity
  Establish culture of retention and graduate tracking system. ILS will assess activities to encourage incoming students to become involved in department and ILSSO. The graduate tracking system will require funding for a digital data base. This project has made little progress. Expected completion July 2018.
  *10% complete.*

- Project VI - Develop and implement an accelerated English Developmental Education course:
  This **Achieving the Dream project** was piloted in the Fall 2017. Freshmen students who tested into developmental education course (ENGL099) were enrolled in ENG101 (college level) in order to accelerate their progress of English requirements. 88% (7/8) of students in the accelerated course moved into ENGL102. We will continue to offer this accelerated course and review the data, assess retention, update syllabus for Fall 2018. May 2018.
  *100% complete*.

C. Increase scholarship funds

- Project I – MFA Creative Writing: Increase Scholarship Fund to $250,000 yearly
  Maintain Taitanchi, Truman Capote, Morris relationships ($142,000 year), support gala ($30,000 year), develop additional donors for $78,000 per year. This will be a combined effort with both Director and Institutional Advancement working with grants and individuals. Expected completion July 2018.
  *10% complete.*

- Project II – Business & Entrepreneurship: Business & scholarship grants
  Research other business scholarships & grants by working with IAIA Development and Career office on grants, scholarships & internships. This will provide Scholarship and/or internship funding for 2+ students. Expected completion June 2018.
  *10% complete*

D. Track student success after college

- Project I – MFA Creative Writing: MFA Alumni Success
  I am happy to report that it's difficult to keep up with the successes of this program. But we're getting most of the news and archiving it. Email appeals have been more successful than survey tools, and our alumni email list is now completely accurate.
  *75% complete.*

- Project II – Business & Entrepreneurship: Review business certificate graduates
  Review list of Business Certificate graduates and make efforts to contact them to follow up on surveys & interviews of business certificate graduates that were done Spring 17. Expected completion Spring 2018.
  *10% complete.*

E. Develop student leadership skills

- Project I – Creative Writing: Indigenous Assessment
  The Creative writing faculty will use the department oral presentations rubric to assess the presentations to gather data. We will hire an outside evaluator to review the Theses portfolios and write a report. In the Fall we will assemble another committee to assess the evaluator's report. 2018 –
  *100% complete*.

- Project II – Library: Leadership Partnership
  Elleh Driscoll started the Student Success Club in Fall 2017. Library staff members served as club sponsors, connected the club to campus departments and individuals, and met with Elleh about her ideas throughout the academic year.
  *100% Complete*

**Mission Objective 2: Strengthen Academic Programs**

A. Develop and promote an indigenous assessment model

- Project I – Library: Student assessment of the library
  The library conducted a focus group with students in April and will use this information as part of the department's assessment project for 2018.
  *100% Complete*

B. Implement an academic strategic plan that will address Plan 2020 institutional priorities and future growth

- Project I - To implement an On-Line Adjunct Orientation
  Implement an On-line orientation to ensure quality training in all aspects of IAIA. As IAIA continue to grow, adjunct instructors will increase, and an on-line orientation will help to extend important content.

  This project is now complete and will launch this fall. The prototype includes IAIA policy statements for adjunct faculty.
  *100% complete.*

C. More fully implement academic program review

- Project I – Cinematic Arts: Searchable Archive
  For the searchable archive of student films from 2009 to present, a student worker had been working with the Library to give the proper catalog information for films on an Excel spreadsheet. Films were classified up until Spring 2017. This portion of the project has stalled due to grant money running out which paid the student. It is hoped that this part of the project can resume in the Fall, working with IT to create an interface with IAIA's servers which can house the films. All the films from

2009 to Fall 2018 have been collected and centralized on a hard drive, which will eventually be transferred to the servers.

For the online portion of the project, which will showcase the best student work on IAIA's website, the CINE department has been in talks with IAIA's Communication Department about the best way to facilitate the films. Most of the films have been curated and should be ready to launch this summer. Expected Completion May 2018.
*100% complete*.

- Project II – The Assessment reports and work plans contributing to HLC Assurance argument.
  This work led by the Associate Dean bridges the HLC assessment academy work and **Achieving the Dream** committee work. We have completed an Indigenous assessment forms useful for the Indigenous assessment processes. We have tested the new forms with faculty and staff and made revisions users recommend. We will locate a centralized location i.e. IAIA web-site, IAIA share drive, or Dropbox to store all Academic program assessment and work plans for public dissemination. Expected completion August 2018.
  *90% complete.*

- Project III – MFA Creative Writing: Improve the Survey of Alumni
  We discussed the progression of skills during our July 2017 faculty meetings and decided to make the first year more skill-based providing vocabulary to speak about the work--as a way of leveling the incoming class. The MFA faculty also talked about a series of craft lectures that would address first semester needs.
  *90% complete.*

- Project IV – Academic Dean: Program Review
  Final Program review and the Dean's summary will be made available in a shared site. *100% complete.*

**Deans recommendations for programs:**

Business & Entrepreneurship

The Business Certificate Program will undergo a second-tier review in 2018-2019 to determine if it should continue. We are also looking at strategies to make the business courses connect to content in other degree programs. Enrollment trends would be studied in more depth and student and alumni input would be solicited.

D. Assess the feasibility of adding undergraduate and graduate programs in several fields of study

- Project I – Museum Studies: Develop a plan for the formation of a Museum Studies Graduate Program

  the Museum Studies department have been developing a plan for the formation of a Museum Studies Graduate Program. Dr. Jessie Ryker-Crawford will be presenting the graduate program proposal to the MUSM/ARTH Faculty at the first department meeting of revised date Fall 2018.
  *30% complete.*

- Project II – Indigenous Liberal Studies: Graduate Program Development
  A plan for the development of an ILS graduate program. The planning phase will go into the next academic year. September 2018.
  *10% complete*.

- Project III - Assess the feasibility of adding a Low-Residency MFA in Studio Arts
  Develop a plan for an MFA designed for serious artists who want to develop a professional body of work in a low-residency program. Identify a project manager to research Low residency MFA programs and develop a plan. Update: We have contracted an IAIA alumna to draft a plan for IAIA modeled after the Vermont College of Art Low-Residency. Revised completion of plan will be Fall 2018.
  *50% complete.*

E. Offer more courses in Science, Mathematics, and Computer Science that meet the needs of our students

F. Continue developing a Performing Arts program

- Project I – Performing Arts: Development of Performing Arts Program
  The Baccalaureate and Associates degree plans are complete and
  degree plans have been approved at the faculty council meeting April 19, with the board approval the internal approvals will be complete. Next steps:
  - Substantive change document.
  - Review enrollment numbers for current PA classes from past 3 years.
  - Assess the best way to utilize and incorporate the Black Box and other new state of the art performance facilities into existing and future curriculum and campus activities
  - Departmental networking of future relationships with scholars and masters in the field of performance
    *100% complete.*

**Mission Objective 3: Build College Community**

D. Bring students, faculty, and staff together in campus-centric activities

- Project I: Graphic Novel Grant.
  The IAIA Library received the Will Eisner Grant for Graphic Novels for Libraries in June 2017. The goals of the grant are to: select and make available graphic novels that are funded by the grant, create a graphic novel space in the library, manage a graphic novel contest, and provide awards to student winners of the contest. The library is committed to: increasing the number of graphic novels in the library's collection, encouraging students to check out graphic novels, holding at least three graphic novel events prior to the contest, and holding a graphic novel contest.

  - To date, the library has ordered $2000 in graphic novels allowed by the grant and has received all of the graphic novel award books.
  - The library hosted a graphic novel consultation for students in Spring 2018 as they prepared their work for the graphic novel competition.
  - The library's graphic novel collection has grown by over 70% since August 2017. The collection currently has 490 items in this special collection. The graphic novels have circulated 198 times from August2017 -March 2018.
  - Students entered 6 entries into the Library's Graphic Novel Contest. A committee is evaluating the entries and the winners will be announced at the May 10th student awards lunch.
  - The grant report was completed and submitted in June 2018.
    *100% Complete*

E. Promote health, wellness, and safety for all members of the campus community

- Project I - Institutionalize the Environmental, Health and Safety committee. The EHS committee completed the OSHA blood borne pathogen training. Provided OSHA respiratory protection for classes and visiting artists. Modified ventilation systems in the Jewelry Studio casting area. Modified existing system and added additional ventilation systems in the Fab Lab. Foundry safety equipment for metal pouring was upgraded. Expected completion.
  *100% complete.*

- Project II – CINE Departmental Safety Manual (new)
  The CINE department has drafted its first safety manual, which is intended to standardize health and safety practices on all IAIA student films, as well as serve as an assessment project for the CINE department learning outcome that students will "practice ethical behavior." The manual is based on a template created by USC's School of Cinematic Arts and Emerson College Visual and Media Arts Department, which, is in turn, based on OSHA recommendations for the film industry. The manual has been tailored to reflect IAIA's policies, equipment and campus.

The manual is currently under review by IAIA's Health and Safety Committee and is awaiting final approval. It will be issued to all CINE students in the Fall of 2018.
*100% complete*

F. Implement an internal and external marketing and communication plan

I. Grow and maximize resources for college programs

**Mission Objective 4: Advance Contemporary Native Arts and Culture**

C. Advance scholarship and dialogue on indigenous arts and culture

- Project I: Arrangement/Description of IAIA Slide Collection.
  The slides have been roughly arranged by type of image (students, exhibitions, paintings, sculpture, events, etc) and placed in archival sleeves boxes. Once the arrangement is complete we will start the description of the collection.
  *80% Complete*

- Project II – Library: Complete preservation, arrangement, description, and digitization of the Merina Lujan (Pop Chalee) Papers
  Our contract archivist, Marissa Hendricks, has arranged and preserved the collection and is currently working on the description document and data entry. Photography of the collection by alumni Terran Kipp Last Gun will begin on January 12th and conclude January 19th. The bulk of this project was completed in mid-February and the publication of the finding aid is the final step to completing the project. The final grant report is due in Mid-June.
  *100% Complete*

- Project III – Library: Draft processing plan for Suzan Harjo paper.
  Based on the preliminary inventory, we wrote a general series arrangement for the Harjo papers. However, preservation, arrangement, and description of this huge collection will require significant funding, materials, and staffing to complete.
  *30% Complete*

- Project IV – MFA Creative Writing: Plan an Anthology of Craft Lectures
  Plan anthology publication. Self-publish or propose to establish press. Make a call for entries and appoint editors.
  We will publish Native student, alumni, and faculty craft essays. Content will be developed by transcribing existing craft lectures from our Vimeo channel, offering the speakers a chance to edit, expand, and revise before publishing on the Mud City online journal blog, followed by consideration for the anthology. Expected completion July 2018.
  *40% complete.*

- Project V - Project: Arrangement/Description of IAIA Museum Record Group 9. (new)
  The archives received an NEH grant in December 2017 for $3877 to process the MoCNA Collection, Record Group 9.
  *40% Complete*

E. Engage with indigenous communities world-wide

- Project I – Indigenous Liberal Studies: Establish funding source for international exchanges.
  Establish contacts and relationships to facilitate outside funding. Successful solicitation for funds to support UIEM exchange and other similar activities. Update: A draft fundraising letter has been submitted to Judith Pepper OIA, for review and input for this project. Expected completion, revised completion date August 2018.
  *90% complete*
  .

F. Strengthen the connection between the College, its Museum, and the larger Santa Fe community.

- Project I - Develop a Performing Arts and Fitness building access and internal external Use policy.
  This committee will also evaluate and develop safety protocols for student, faculty and community use of the PAFC. We have approved a policy on access and conduct in the PAFC.
  *100% complete.*

**Other news:**

**Academic Dean, Charlene Teters.**

- Presenter, TCU Chief Academic officer meeting at Salish Kootenai College.

**Library Staff Update**

**Cataloging Librarian:**

- The library's Cataloger resigned in December 2017. A part-time former IAIA employee (IAIA's former Cataloger), Pam Donegan, has stepped into the empty position to process the library's new acquisitions and lead the library's shifting project this summer.
- A search committee continues the process of searching for a new cataloger. Two in-person interviews were conducted in July and the committee is optimistic about having a new cataloger on staff by mid-September

**Library Director**

- Valerie Nye resigned as library director in July. A search is underway for a new library director.

**MFA Creative Writing**

- Jon Davis, the longtime Director of IAIA's MFA program, has decided to retire effective July 20. We are grateful for Jon's 28 years of dedicated service to IAIA's Creative Writing Program, the last five years of which has been as Director of the MFA program. IAIA's MFA Creative Writing Program has been very successful and IAIA is committed to continuing it at the highest quality level.

**Jennifer Foerster is the Interim MFA Director**

- Doctor of Philosophy, English and Literary Arts, June 2018. University of Denver, Denver, CO Master of Fine Arts in Writing, 2007, Vermont College of the Fine Arts, Montpelier, VTBachelor of Fine Arts in Creative Writing, 2003. Institute of American Indian Arts, Santa Fe.

**Indigenous Liberal Studies**

- ILS students Elizabeth Stahmer and Mary Stempien presented their Senior Project papers at the AIHEC Behavior Health Institute at the University of Washington in June. Both papers focused on IAIA. Liz's study was entitled "Developing a Minor in Counseling for the Institute of American Indian Arts" and Mary's study was entitled "A Mental Health Needs Assessment: The Institute of American Indian Arts Student Body".
- Starting in the FALL18 semester, we will have a Fulbright Scholar in the ILS department. Miguel Conteras is coming from UIEM and will spend the year working on Spanish language and Mexican Culture class and with CLE.

**Assistant Professor Porter Swentzell**, is the incoming Department Chair for ILS in fall 2018.

**Assistant Professor Neal Ambrose-Smith** is the incoming Department Chair for Studio Arts fall 2018.

July 27, 2018

Alumni Council Report

**Impending Projects:**

- Annual IAIA Alumni Council Lunch will be occurring on Aug 17th, 2018 at the Museum of Contemporary Native Arts, 12pm – 3 pm. This event has been slightly modified to include a panel discussion featuring and moderated by IAIA Alum.

- Planning phase of incorporating the IAIA Alumni network in to the Student Success Center's (SSC) Peer- Mentorship Program. Details to come.

**Recent Events:**

- IAIA Alumni gathering hosted by Tahnee Growingthunder in June 2018 in Oklahoma during the Red Earth Pow Wow. This event was intended to increase visibility and outreach for alum located in the Oklahoma area.

To: Dr. Robert Martin
From: Nena Martinez Anaya, Chief Enrollment and Retention Officer
Date: July 20, 2018
Subj: 3rd Quarter Board Report

**Strategic Theme 1: Improve Student Success**

**1.2 Increase enrollment; improve retention and completion**

The charts below include On Campus Enrollment; Full-time Enrollment and Head-Count Enrollment. We continue to grow On-Campus Enrollment and have continuously exceeded our Head-Count Enrollment. Our trends have shown that FTE growth is averaging 10-12%.

| Fall | On Campus |
|---|---|
| 2013 | 267 |
| 2014 | 289 |
| 2015 | 288 |
| 2016 | 341 |
| 2017 | 346 |
| 2018 | |
| 2019 | |
| 2020 | |

| Fall | FTE Goal | FTE Actual |
|---|---|---|
| 2013 | 350 | 344 |
| 2014 | 400 | 393 |
| 2015 | 500 | 422 |
| 2016 | 500 | 474 |
| 2017 | 550 | 517 |
| 2018 | 600 | |
| 2019 | 650 | |
| 2020 | 700 | |

| Fall | Head Count Goal | Actual |
|---|---|---|
| 2013 | 440 | 446 |
| 2014 | 480 | 531 |
| 2015 | 500 | 524 |
| 2016 | 580 | 593 |
| 2017 | 630 | 657 |
| 2018 | 680 | |
| 2019 | 730 | |
| 2020 | 780 | |

Campus Tour Report

**Individual Tours:**

- April 25 - Teresa MacColl +1
- April 27 - Amber Weasel Head +4
- April 30 - Joely Queen
- May 14 - Savannah Platero + 1 (walk-in)
- May 14 - Caitlin OKeefe +2
- May 22 - Julia White
- May 22 - Rebekkah Autaubo +2
- May 23 - Osman Barragan Chavarria +2
- May 30 - James Panther +1
- June 1 - Vincent Vicenti +1
- June 1 - Michael Bozzuto +2
- June 8 - Selena Davis +1
- June 14 - Xeneca Le Clair
- June 19 - Nancy Miquelon +2
- June 22 - Jee Ho Lee +1
- June 27 - Samuel Carrillo
- July 2 - Autumn Whitehead +3
- July 6 - Charizma Chavez +4
- July 11 - Jacob Briggs (walk-in)
- July 12 - Claudette Bancroft +2 (walk-in)
- July 17 - Bryce Poplin +1
- July 23 - Claireese Billie
- July 27 - Rainie Tsosie

**Group Tours:**

- April 23 - Mescalero Apache High School (5 people)
- April 24 - Early Scholars from Juneau-Douglas High School (16 people)
- May 1 - Navajo Preparatory School (23 people)
- May 4 - Albuquerque Public Schools / Indian Education Department (20 people)
- May 4 - AVID program at Hopi Jr./Sr. High School (18 people)
- May 7 - Hopi Day School (26 people)
- May 14 - Northwest High School Senior Class (20 people)
- May 15 - Tohono O'odham Community College (15 people)
- May 29 - Coalition to Stop Violence Against Native Women - Native Youth Summit (40 people)
- June 14 - Shiprock High School Summer Writing Camp (27 people)
- June 22 - Pueblo of San Felipe 2018 Summer Film Program (16 people)
- July 3 - Santa Ana Pueblo-Department of Education (6 people)
- July 16 - Girls Inc. of Santa Fe (13 people)
- July 23 - TRiO Student Support Services- San Juan College (12 people)

Recruitment Report

| DATES | EVENT |
|---|---|
| June 15-16 | NAU Upward Bound |
| June 24 | Ohkay Owingeh Feast Day |
| July 7-9 | NABI, AZ |
| July 5-9 | San Diego/SO CAL UNITY |
| July 12 | Eight Northern Indian Pueblo Council Youth Conference |
| July 14 | Holga Piachi Native Film Festival, OK |
| July 16-20 | Ya'at'teeh Shiyazhi Youth Conference, N Agency |
| July 26-28 | Chickasaw Arts Academy |
| July 26 | Santa Ana Pueblo Feast Day |
| Aug 4 | Santo Domingo Pueblo Feast Day |
| Aug. 18-19 | Indian Market |
| Sept. 4-7 | NM College Days NE Area (Santa Fe, Las Vegas, Albuquerque) |
| Sept. 10-14 | NM College Days NW Area (Grants, Gallup, Farmington area, Dulce, Taos, Los Alamos) |
| Sept. 17-21 | Phoenix, AZ |
| Sept. 17-21 | Montana Area |
| Sept. 17-21 | Idaho Area |
| Sept. 24-28 | NM College Days ABQ Area |
| Oct. 1-5 | Portland, OR Area |
| Oct. 1-5 | Washington, OR Area |
| Oct. 6-7 | Indigenous People's Day, Santa Fe |
| Oct. 8-12 | ATLAM/ Prior Lake, MN |
| Oct. 8-13 | NIEA, Hartford, CT |
| Oct. 15-19 | Alaska Area |
| Oct. 15-19 | Northern Arizona Area |
| Oct. 22-26 | Phoenix/Tucson, AZ Area |
| Oct. 22 | Mesa College Night |
| Oct. 23 | Tucson College Night |
| Oct. 25 | Northern Arizona College Night |
| Oct 29-Nov 2 | Oklahoma Area |

| | |
|---|---|
| Nov 2-4 | Indigenous Comicon, ABQ |
| Nov 5-7 | Mescalero Area |
| Nov 12-16 | Los Angeles Area, CA |
| Nov 16-17 | Pueblo Film Festival, Albuquerque, NM |
| Nov 26-30 | Oklahoma Area |

Admissions Report 7.16.2018

| Application Type | Total Applications | Accepted | |
|---|---|---|---|
| New Freshman | 293 | 191 TOTAL | (217 FA17 this time last year) |
| | | 90 | Accept Confirmation |
| Transfer | 45 | 23 TOTAL | (36 FA17 this time last year) |
| | | 19 | Accept Confirmation Total |
| Graduate | 48 | 43 TOTAL | (22 FA17 this time last year) |
| | | 27 | Accept Confirm |
| International | 4 | 2 Total | (2 FA17 this time last year) |
| | | 1 | Accept Confirm |
| Certificate | 12 | 7 TOTAL | (2 FA17 this time last year) |
| Non-Degree | 3 | 2 TOTAL | (1 FA17 this time last year) |
| Readmit | 14 | 13 TOTAL | (4 FA17 this time last year) |
| | | 6 | Accept Confirm |
| **TOTAL** | **419** | **281** | |

## 1.2 Increase enrollment; improve retention and completion

**PROJECT SUCCESS INIITIATIVES-PATHWAYS**

**Paid Internship Program:** The goal of this program is to provide *students with real-life job experience through the field of their major while earning college credit and an hourly wage*. At the close of summer 2018, nineteen currently enrolled students will have successfully completed a Great Lakes Project Success Paid Internship during the 2017-18 Academic Year. The survey results evaluating the site coordinator's experience will be made available in the next quarterly report to include summer 2018 experiences. Internship sites for summer 2018 are:

| Summer 2018 Internship Sites | Student's Major |
|---|---|
| SWAIA (Southwestern Association for Indian Arts) | Cinematic Arts & Technology |
| Meow Wolf | Creative Writing |
| Duchy Parade Films, LLC | Cinematic Arts & Technology |
| Dine Metalworks | Studio Arts |
| Silverinjun Studio | Studio Arts |
| IAIA Land Grant (2 students) | Studio Arts (both students) |

**IAIA Scholarship Application Process**: The goal is to: *Improve the transparency of the application process and to increase the number of students applying for IAIA; AICF scholarships*. A sub-committee met on June 27, 2018 to include: Institutional Advancement staff; Marketing staff and the SSC staff to create a Communications Plan to help inform new and continuing students of the application process. Social media including Facebook and the IAIA webpage will include "did you know" ads from former student,
Manuel Ramirez. The application has been posted on the IAIA website since May 1, 2018 and students will have one week to complete the application when classes begin on August 20, 2018.

**IAIA Orientation Program**

Currently making final preparations for the upcoming Fall 2018 Orientation for First Year and Transfer students. This is a campus-wide effort and we will be meeting with all involved departments next week to address any concerns related to orientation. New additions to orientation include:

- An Ice Cream Social activity planned and offered by the Museum of Contemporary Native Art
- Red Cross First Aid/CPR Training for all Orientation Leaders and Staff
- Workshop presentations by: IAIA A-i-R Program (Dr. Lara Evans)
- IAIA's "4-For-3 Program" (Nena Martinez-Anaya, Leah Boss, Scott Whitaker, Jeminie Shell)

During the month of June, Orientation organizers and Student Success Center (SSC) department employees participated in a Native-centric Leadership and Facilitation Training offered by the Santa Fe Community College, Teamwork in Action Program. This training program gave valuable insight on team-building, communication, leadership, and effective facilitation skills.

**1.4 Track Student Success After College:** Expand career/job and internship opportunities for IAIA students. Internship/Career Director, has an on-going networking system contacting numerous organizations for potential internship possibilities. Promotes program through social media, radio and IAIA-sponsored events.

Project Two: Improve Career Readiness. "Stop-In" services are provided to students for career readiness. Includes employment searches, graduate school searches,

LinkedIn creation, and Internship searches. Empower database internship and employment access available. This is widely utilized by students, faculty and staff.

Additionally: Student Success Retention Projects As reported earlier, the IAIA Career/Job Fair was held on: April 6, 2018. Over fifty non-profit and profit organizations and businesses were invited with the following in attendance: Meow Wolf; Navajo Times; SWAIA; New Mexico Film Office; Buffalo Thunder Resort; Ray Tracey-Co Executive Producer of Shadow Wolves. Thirty-nine students attended the Career/Job Fair. A survey was sent to all undergraduates, fourteen responded answering questions, for example, "Did you attend?", "If you did not attend, why?", "What day is best to have a Career Fair?"

**1.5 Develop student leadership skills** Project One: Mentorship Program

We have developed a draft Mentorship Program and would like the assistance of the Pathways Team (Project Success Team) to review and advise for campus-wide input to help ensure the program will be successful. Based on additional research and a consultation meeting with the University of New Mexico Mentoring Institute, the Student Success Center Mentorship Program has been revised. The most vital components of this revision include:

- A successful and sustainable mentorship program will require a budget and research is being done to look for grants.
- A peer-to-peer model that includes student-mentors and IAIA alumni-mentors.
- Inclusion of a rewards program that offers financial, gift/prize, and/or meal incentives to mentors and mentees.

To date, all previous Mentorship Programs have had minimal success and lack a sustainable lifespan at IAIA because it operated without dedicated institutional financial support.

**3.3 Implement a faculty and staff professional development plan Retention Staff Training and Professional Development:** The SSC and Admissions staff participated in a ½ day of teambuilding on June 24, 2018. Below are the professional development opportunities the staff has recently participated in:

A. Nena Martinez Anaya, Chief Enrollment/Retention Officer
5/30/18-6/1/18-Student Veteran training, Ruidoso, NM.
6/12/18-Empower Training, campus
7/18/18-7/20/18-AHEAD conference, ADA-Albuquerque, NM.
7/22/18-7/24/18- WAVES conference, Veteran Students in Higher Education, San Diego, CA.

B. Leah Boss, Student Accounts Coordinator
5/4/18 - 2018 Spring Summer Workshops for Minority Serving and Under Resourced Schools Division:
5/15/18 – How to Create a Financial Wellness and Default Management Programs w/o a Dime (Great Lakes)
5/17/18 – Sharpening Your Skills for Tough Conversations (Great Lakes)
6/12/18 – Empower Training, topic covered below:

6/24/18 – 6/27/18 – National Association of Financial Aid Administrators Conference (NASFAA)
6/26/18 - ED: FAFSA 2018-19 and Beyond (NASFAA Conference)

C. Jeminie Shell, Retention Director
5/14/18 – Webinar, ADA National Network: What's Your Plan? Pt. 1 Getting Started.
6/11/18 – Webinar, ADA National Network: What's Your Plan? Pt. 2 A Hands-on Approach evaluation.
6/14/18-6/15/18-Teambuilding and Facilitator Training-on campus.
6/25/18 – Webinar, ADA National Network: What's Your Plan? Pt. 3 Bringing it all Together: Transition Plans.

D. Karen Gomez, Internship and Career Director
4/3/18 & 4/10/18 – Webinar on Survey: Dos and Don'ts Part I & II, IAIA
4/12/18 – 4/13/18 – Fulbright Program Advisor Training, Albuquerque, NM
4/17/18 – EMSI Analyst and Alumni Insight Training, IAIA
5/15/18 – US Dept. of Agriculture Webinar
6/12/18 – Empower Training, IAIA
6/14/18 – Student Success Teambuilding Workshop

**Additionally**: Scott Whitaker was hired as Financial Aid Director and began work on: July 16, 2018. Scott comes to IAIA with 29 years of Financial Aid experience from CNM-Central New Mexico Community College in Albuquerque, NM and the Santa Fe Community College in Santa Fe, NM.

To: Dr. Robert Martin
From: Lawrence T. Mirabal, CFO
Date: July 20, 2018
Subj: 3rd Quarter Board Report for Finance, HR, IT, Facilities, Bookstore and Museum Store

**Mission Objective 1: Improve Student Success**
**Inst. Priority "C"** - Increase scholarship funds

**Project:** Implement an endowment management system that is capable of unitizing funds.

In collaboration with the Advancement office, will identify, procure, and implement software that tracks endowment investments and is capable of unitizing funds on an individual level. This will provide for more accurate apportioning of individual gifts over time and will allow the Advancement office to produce improved reporting on the endowment to external stakeholders.

**Update** – A suitable vendor was identified ("Fundriver") and an exploratory session was scheduled, with both Finance and Advancement staff. Fundriver offered a turn-key, web-based solution for endowment tracking and unitization. After a satisfactory experience with the exploratory session, the decision was made to go forward with Fundriver. Payment details were worked out between departments and an implementation schedule was set. The implementation was successful and IAIA recently went live with Fundriver. Thus far, the system has performed well and to specification. The college now can track the endowment at the individual fund level and to unitize those funds.
*(This project is 100% complete**).***

**Inst. Priority "A"** - Increase involvement of all IAIA stakeholders in student success

**Project:** Develop an online help knowledge database that can be used college-wide.

Academic Technology will develop and launch an online database that can share critical information with students, faculty, and staff. The database will include information on the college's learning management systems, the Empower system, online conferencing, and other systems.

**Update** – Online resource maps have been deployed for students and faculty, with plans for future enhancements. Links to the help maps have been developed and carry visual branding, so that they are easily recognizable. The help maps will be a constantly evolving database, but the initial development effort has been completed. The addition of a staff-specific knowledge base and map has begun with interviews of some key staff members. Key items for development have been identified, such as

specific forms for personnel actions and finance requisitions. The next stage is the development of some form information to go with easy-to-find links to the forms.
*(This project is 90% complete).*

**Inst. Priority "B"** – Increase enrollment

**Project:** Develop a new course for online faculty.

Academic Technology will create and deliver a new course, specifically designed to assist online faculty with developing and teaching classes in an online environment. The focus of this course is primarily on the mechanical details of creating online course materials, assignments, and discussions. This course makes use of our ScreenSteps knowledge database to provide step-by-step instruction and reference materials.

**Update** – During the prior reporting period, a new "Teaching and Technology" forum platform was sourced, for $180 per year. The platform is designed to support IAIA faculty by focusing on the development of valuable technological skills. During this reporting period, considerable progress continued to be made and we are pleased to report that a new 2-week course goes online, Monday 7/23/18,
(*This project is 100% complete).*

**Mission Objective 3: Build college community**
**Inst. Priority "D"** – Bring students, faculty, and staff together in campus-centric activities

**Project:** Convert the vacated fitness center into a student union/student study space.

The project will be led by the CFO and the Facilities Director. A committee of campus stakeholders will be assembled to assess needs and wants for the new space. Based on input from these campus representatives, a renovation plan will be developed, to re-design and renovate the space. A budget will be developed, and work should commence in phases, beginning with spring break and finishing over the summer.

**Update** – Several months ago, the CFO and the Facilities director met with Student Life staff and walked the facility together. Ideas for paint, furnishings, general layout, and equipment replacement were discussed. The CFO and the Facilities director were awaiting final direction from Student Life, as to what is wanted and needed in that space, by the students and because of this, the project stalled. However, Student Life has recently re-engaged and is beginning discussions with ASG about a vision for the space. In the interim, some

improvements were made in the area, with the removal of the gym mirrors and complete repainting of the vacated fitness area.
*(This project is 20% complete).*

**Inst. Priority "H"** – Build college community

**Project:** Implement an IT deferred maintenance and equipment replacement schedule.

The IT department will develop an inventory of all computing equipment currently in use. This inventory will then be cross checked against dates that the equipment was placed into service. Base on this assessment, IT will then distribute equipment information to campus departments, for replacement planning.

**Update** – After discovering inaccuracies within its inventory database early in the project, IT decided to explore a new option for tracking inventory. A decision was made to purchase new inventory-specific database software. The new software identifies machines by their presence on the network, negating the need to crawl around offices looking for barcodes on equipment. The list generated by the software can now be cross checked with IT records to determine end-of-life and replacement timelines.
*(This project is 50% complete)*

**Inst. Priority "I"** – Grow and maximize resources for college programs

**Project:** The Finance office will perform an audit of all forms required for submission

To promote greater efficiency for college business operations, the Finance office will assess all forms that it currently requires for tasks, ranging from contract execution to requesting checks. Finance staff will identify ways that required paperwork can be reduced and redundancies can be eliminated. The result will be fewer forms that are simpler to use, along with a reduction in the number of steps required to conduct business at the college.

**Update** – The Travel Authorization and Travel Voucher forms have been reviewed and redesigned. The Finance team have met with key users of these forms for their input and they will be using the revised formats for any upcoming travel. Once there is an opportunity to use the forms in practice, the team will meet again for final suggestions and format changes. The Independent Contractor process will soon be reviewed with Human Resources. Due to the changeover in the

payroll system this has been put on hold until the new payroll system is fully implemented
(*This project is 80% complete*).

**Inst. Priority "I"** – Grow and maximize resources for college programs

**Project:** A comprehensive renovation project will be initiated and branded, to refurbish the studio spaces and faculty offices, within the academic building.

The CFO will assemble a committee comprised of faculty, students, academic leadership, and facilities staff to assess studios and office space, in the academic building. Based on this assessment, a budget will be formulated, and a timetable will be established, for work to be completed. The focus of the project will be on renewing academic spaces and replacing essential equipment that is at the end of its service life. Suppliers and contractors will be selected, and work will commence during spring break, with the most intrusive work to be completed over the summer break.

**Update** – The CFO assembled a committee with representation from academics, students, and staff. Over the course of several weeks, committee members toured and assessed each studio space in the academic building, as well as the faculty offices, and the foundry building. A worksheet was compiled of projects to be completed and that list was evaluated for cost and contractor needs. The project worksheet resulted in over 80 projects, with an estimated cost of $350,000. The project began on schedule and has expanded in scope, to have an even greater positive impact. Work includes expansion of two studio spaces by enclosing outside portal areas, extensive painting of shared areas, grinding & polishing of the concrete floors, window tinting in some studios, improving power distribution, re-carpeting & painting all faculty offices, the installation of new LED lighting fixtures in all studios, adding infrastructure for a glass shop, and the extensive purchase of new equipment. The project is proceeding on schedule and will be completed before the start of the fall semester.
*(This project is 75% complete)*

**Mission Objective 4: Advance Contemporary Native Arts and Culture**
**Inst. Priority "F"** - Strengthen the connection between the college, its museum, and the larger Santa Fe community

**Project:** Develop a searchable database at the Museum store for all books available for sale

The Museum store will develop a searchable database of all books currently in inventory. This database will make searching for individual titles much easier

for patrons and store staff. All inventory will need to be organized, sorted, and logged, prior to establishing the database, ensuring accuracy.

**Update** – With the change in leadership at the store, the need for re-staffing, and extensive training of staff, this project has been put on hold indefinitely. The new manager of the IAIA stores will make the decision whether to pursue this project or not.
*(This project is 0% complete).*

## Departmental Reports:

### Finance/Office of the CFO:

- The CFO continues to work closely with the Facilities director to oversee and ensure the success of the ongoing renovation work, at the academic building.
- The HR director and the CFO completed the mid-year review of the college's insurance benefit plans. The mid-year numbers were not positive, due to several employees with very large claims. In preparation for a difficult and expensive renewal process in the fall, the college's broker was instructed to begin shopping the college's plan to alternative carriers.
- Work on the FY19 budget, as well as the college's tuition and fee schedule, was led by the finance team. Both projects are now complete, as attention is now turned toward the Strategic Priority submission process.

### HR:

- A new payroll benefit administration and human resource management provider, Paylocity was selected. The transition is currently underway and should be completed by the first payroll in August. The new system will provide more efficient processing, better reporting and increased access for employees and student workers to information, pay stubs, benefit information (for eligible employees) and time and record keeping.
- The IAIA Employee Wellness Program is on-going. A Health Engagement Specialist from our Health Insurance Provider, CIGNA visited the campus in June and brought ideas on how to keep momentum going for the program.
- Turnover data continues to be collected and analyzed on an on-going basis, to provide senior leadership with information to help improve retention. Highlighted below is the turnover data the reporting period of **May 2018- July 2018:**
  - 5 Staff members left IAIA, 4 were voluntary resignations and 1 was due to the restructuring of a department:
    - The Financial Aid Director left due to personal reasons.
    - The Student Housing Director left due to personal reasons.
    - IAIA Health and Wellness Program Director left due to personal reasons.
    - IAIA Gallery Coordinator left due to personal reasons.

        - The employment of the HVAC Technician was terminated due to a restructuring of the Facilities department.

    - On the promotion and recruitment side, the following 4 positions were filled during this reporting period:
        - IAIA Registrar and Native
        - IAIA Health and Wellness Program Director and non-Native
        - Financial Aid Director and non-Native
        - Full-time IAIA Museum Store Sales Associate and non-Native
        - IAIA Museum Collections Registrar and non-Native

**Facilities:**

- The academic building renovation project is now 75% complete.
    - Floors in the main hallways polished, classrooms floors polished. Completed.
- Classrooms lighting upgrade to dimmable LED lighting. Competed.
    - Portions of hallway lighting upgraded. In process.
    - Paint academic offices, dean's office and all hallways and replace base cove. In process.
    - Order new furniture for selected classrooms. In process.
    - Enclosing the outside area of the ceramics and printmaking classrooms. Add electrical, lighting and covered walkway to gas kilns. 80% complete.
    - Replace carpet in dean's office and all academic office. In process.
- The Santa Fe Institute conference is complete and was very successful.

**IT and Academic Technology**:

- Implemented new software to build an accurate inventory database for age assessment.
- Completed the creation of a new archival server and implemented a new software for archival and database for Library/Archives Department. Also converted the old database from a previous software.
- Completed the creation of a new Museum collections server and implemented an upgraded version of the database software for Museum Collections. Also converted the database from a previous software.
- A new Financial Edge Server was created. This server will be an upgraded version of the current virtual hardware. The Financial Edge software will be added in the coming months.
- A New VPN certificate was created for VPN access. This allows an easier and more secure connection for remote access to the network by IAIA directors and managers.

**IAIA Stores**

**Museum Store update:**

- During the Q3 FY18 the Museum Store transitioned from the management of Miria Caldwell to Rachel Machovec. Miria's last day was June 15th.
- Rachel Machovec has been the Campus Bookstore Manager since 2016, and now manages both stores alongside Colin Fraser, Assistant Manager of Stores.
- Though their budgets remain separate, the Museum Store and Campus Bookstore are now operationally a single department, IAIA Stores. The staff has been trained to work at both locations. Decisions and strategic planning now takes place with the big picture of both stores in mind. Combining the stores has benefits for labor needs, purchasing, programming, advertising, and student mentorship.
- The focus of the Stores Staff during Q3 has been on training. The Stores have two new hires. The remaining staff have all moved into new positions, taking on higher levels of responsibility. By taking the time to focus on training we know we are laying the ground work for a harmonic and effective Stores Team.
- With management turnover in mind there was a reduced emphasis on purchasing during Q2 and Q3. The Museum Store is selling down on merchandise. Though this does factor into a slowing in the sales growth, selling down on older, slower moving merchandise should be seen a good thing.
- The Museum Store during Q3 FY18 continues to see sales growth without reaching its full potential.
- The Museum Store has seen its first Online Store sales totaling $150 (before shipping).
- The Lloyd Kiva New Gallery Space continues to host Terran Last Gun through September 1st. Though the gallery space only has about 16 works by Terran installed at a given time, to date he has sold 35 works of art and numerous items featuring his images. Terran's sales are cracking $10,000 in Q4. In addition to Terran's serigraph prints, Museum Store is selling poster's, notebooks, and tote bags that feature his work.

- The Museum Store has five pop up shops planned for Indian Market Week with: Trickster Co., Terran Last Gun, Heidi Brandow, Tammy Rahr, and Native Realities.
- It is hoped that the presence of the pop-up shops during the Indian Market season will help the Museum Store maintain its volume of sales, even after a reserved period in its purchasing during Q3.
- The Museum Store is planning an Artist Talk with Terran Last Gun in the Lloyd Kiva New Gallery Space on Friday, August 17th at 4pm.

**Museum Store FY18 Q3 Numbers from Counterpoint**

| Sales Category | Sales $ | Profit Margin | Percent Increase Compared to Q3 in FY 17 |
|---|---|---|---|
| Total Sales in Museum Store for Q3 FY18 | $94,912 | 60.9% | 16.16% |
| Sales from Admissions | $35,902 | 100% | 24.17% |

Numbers are taken from the Counterpoint Flash Sales Report
Representing the dates 4/1/18 - 6/30/18

* For Comparison, here are the numbers for Q3 in FY 17 from Counterpoint.

| Sales Category | Sales | Profit Margin |
|---|---|---|
| Total Sales in Museum Store for Q3 FY17 | $81,706 | 65.9% |
| Sales from Admissions | $28,913 | 100% |
| Museum Store Merchandise Sales Not Including Admissions | $52,793 | 47.2% |

- The Museum Store Continues to see increases in both Admissions Sales and Merchandise Sales during Q3 FY 17.
- Admissions have increased 24.17% while store merchandise sales have only increased 11.77%. This implies that the store had more sales potential during this quarter than it was able to manifest.
- The slower growth in merchandise sales during this quarter could be attributed to a loss of momentum due to staff turnover. The primary focus of the store staff during Q2 and Q3 of FY 18 was on inventory and training (as appose to purchasing and merchandising).
- The dip in the Museum Store's profit margin during this quarter means that there was a stagnation in total profits when compared to Q3 of FY17.
- The dip in the Museum Store's profit margin seems attributable to the offloading of older merchandise through discount sales, and the fabulous success of Terran Last Gun's exhibition in the Lloyd Kiva New Gallery. The profit margin for this show is in the 20% range - this factors in the artist's commission and exhibition costs.

**Campus Bookstore Update:**

- The Campus Bookstore welcomes Colin Fraser as Assistant Manager of Stores, taking over the day to day operations of the Bookstore.
- The Campus Bookstore has experienced robust growth in sales and profit margin during this quarter.

- May book return with eCampus went smoothly. A representative from eCampus visited in April as part of our continuing collaboration.
- During the quarter the Campus Bookstore vended snacks, books, and IAIA merchandise at the book readings of visiting authors, the IAIA Music Fest, Powwow, and graduation. Powwow and Graduation sales were especially successful.
- The Campus Bookstore benefitted from the SFI Conference held on campus this summer, allowing for summer sales never before possible. SFI conference goers focused their purchasing on merchandise with higher mark ups (snacks, apparel, etc..), which contributed to the Bookstore's profit margin boost.

**Campus Bookstore FY18 Q3 Numbers** from Counterpoint and PayPal

| Sales Category | Sales $ | Profit Margin | Percent Increase Compared to Q3 in FY 17 |
|---|---|---|---|
| Total Sales in Campus Bookstore for Q3 FY18 | $21,301 | 37.91% | 49.2% |
| Campus Bookstore Sales in Counterpoint | $19,296 | 37.7% | 35.16% |
| Campus Bookstore Sales in PayPal | $2,005 | 40% | No previous PayPal sales |

Numbers are taken from the Counterpoint Flash Sales Report and PayPal Sales Report
Representing the dates 4/1/18 - 6/30/18

For Comparison, here are the numbers for Q3 in FY 17 from Counterpoint.

| | Sales $ | Profit Margin |
|---|---|---|
| Total Campus Bookstore Sales for Q3 FY 17 | $14,276 | 29.2% |

- The Campus Bookstore maintains a forceful momentum in Q3 FY18 with strong sales growth when compared to Q3 FY17 as well as the highest profit margin in recent memory that now rivals the Museum Store.
- Food and Beverage Sales in the CB have increased 105% compared to Q3 FY17.
- Art Supply Sales have increased 19.29% compared to Q3 FY17.
- Book Sales have increased 42.27% compared to Q3 FY17. (Thank You Terese Marie Mailhot and Tommy Orange!)
- The T-shirts category has increased 48.46% compared to Q3 of FY17.

# FY2019
# Operating Budget
# Presentation and Discussion

***Submitted by***
***Dr. Robert Martin, President***
***And***
***Lawrence T. Mirabal, Chief Financial Officer***

***To the IAIA Board of Trustees***
***August 17, 2018***

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# ***The Budget Planning Cycle at IAIA***

1. The IAIA Funding Justification is formally submitted to the OMB in October of the preceding year, with copies submitted to congress in February.

2. The Administration will prepare to present testimony on the approved budget before the Congressional Subcommittees on Interior and Related Agencies. Congressional action is anticipated by September (in recent years, this action has taken much longer).

3. After notification by Congress of the approved appropriations amount, the Institute will apply any specific budgetary adjustments required by Congress.

4. Based on the funding level set forth by Congress, a Budget Summary together with a detailed analysis of significant budget increases/decreased is prepared by the CFO, for presentation to the President. Additionally, meetings are held with budget managers to discuss departmental funding and any necessary adjustments.

5. The Budget Summary and Analysis is presented to the Board of Trustees for examination and formal adoption, by resolution.

6. Based on the approved institutional budget, cabinet members submit completed budget request forms to the Chief Financial Officer, to fund strategic initiatives that fall outside of the yearly budgetary allocation for operations. These requests are then distributed to and reviewed by the budget advisory group. Based on the work of the budget advisory group, recommendations are made to the Chief Financial Officer and the President.

7. Recommendations from the budget advisory group are reviewed by the Chief Financial Officer and The President and final decisions are made on departmental budgets.

8. Approved departmental budgets are entered into the accounting system by Finance staff and may become expendable on the first day of the fiscal year.

# ***Key Strategic Initiatives for Fiscal Year 2019***

- Increase student enrollment through program expansion, recruitment, retention and other student success initiatives.
- Implement a Performing Arts Program major.
- Conduct a feasibility study for offering a low-residence MFA Program in Studio Arts
- Significantly increase student enrollment in the restructured Summer Bridge program to enhance first-year retention.
- Update the campus master plan to guide facilities development for the next decade.
- Increase philanthropic giving by launching a regional and national capital campaign.
- Expand program evaluation and assessment activities as part of evidence-based decision-making and institutional effectiveness plan.

# ***Budgetary Planning Assumptions and Discussion for Fiscal Year 2019***

## Revenues

### Congressional Appropriation:

The FY19 Operating Budget assumes a congressional appropriation in the amount of $9.960M. Based on the latest information we have about the ongoing budgetary process within congress, as well as OMB's recommended funding level, we are confident in this projection. This represents a $125,000 increase over the FY18 enacted funding level. If there is any change to the actual appropriation amount, the budget will be adjusted accordingly.

### Tuition and Fees:

The approved IAIA tuition fee schedule calls for a tuition freeze, between FY18 and FY19. Therefore, there is no projected increase to tuition revenue included in the FY19 budget. Although a modest increase is certainly possible, due to increased enrollment, we are comfortable with this more conservative approach. It should be noted that a portion of the reimbursement that is received from the State of NM for the dual credit program, has been included in the tuition projection as well, at $100,000.

For FY19, the MFA program is projected to generate revenue that is relatively flat with FY18. Enrollment and related revenue for the program have plateaued and we want to hedge against over projecting. The Academic Technology/Distance Learning area has improved against revenue projections over the past several years but is having difficulty tracking to projection in FY18. This performance does not warrant in increase in revenue projection. Because the amount budgeted for adjunct instructors in the Distance Learning area directly correlates with the revenue generated, the adjunct budget is also being held flat.

### Auxiliaries:

Auxiliary enterprises at IAIA once again had a solid performance in FY18 and their projections reflect this. IAIA Conference Services is projected to achieve its revenue goal for the current year and with increased interest from new and former clients, is being projected to be up $5,000. It is important to note that the summer conference season has shortened in recent years, due to other campus-related activities that occur over the summer and take priority over rentals (Bridge program, MFA program, etc.).

The Room and Board (Dorm & Casita) areas are again tracking very strong in FY18, due to high occupancy rates. Therefore, we are comfortable projecting Board plans at a 10% increase, the Dorms at a 5% increase, and the Casitas at a 3% increase, matching what is called for in the tuition and fee schedule. With sustained enrollment, we should continue to expect modest growth in these areas. IAIA's food service and the convenience of on-campus living continue to be attractive options for students.

Both the museum store and the campus bookstore are thriving, as the result of restructuring and a strategic managerial approach. As a matter of practice, product mixes are regularly reviewed, and the physical layout of both stores continues to evolve. With the move to one manager and one assistant manager over both IAIA stores, a culture of collaboration and cross-training has permeated through the staff. The capability to be nimble has improved results and morale. Based on these observations, as well as sales results from FY18, the museum store is projected to achieve a 15% increase to revenue (gross), while the campus bookstore is projected to achieve revenue growth of 7% (gross).

Auxiliary revenues are relied upon to service our long-term debt with the NMFA and as such, it is essential that they achieve their revenue goals. We have every expectation that the auxiliary programs will continue to meet this challenge in FY19.

**Advancement:**

The Advancement area continues to produce solid results. With very skilled management in place, the FY19 budget reflects confidence in continued revenue growth. This is demonstrated with significant increases projected in both unrestricted gift revenue as well as scholarship gift revenue. We are confident that these revenue goals are very achievable. As a matter of presentation formatting, it should also be noted that the temporarily restricted line item now reflects gross numbers for both scholarship fundraising, as well as institutional aid awarded. This change was made to address questions raised by the Board of Trustees, with respect to total aid awarded by the college. Previously, this line item was presented in a net format, which led to some confusion about institutional aid totals. We feel that this change reflects a more holistic presentation of the aid awarded and the gift revenue that supports it.

**Endowment Draw, Museum, and Miscellaneous:**

Because of the work being done by the Frist Citizens team and the IPS modifications that were made to the endowment, we expect to see continued positive market performance in FY19. Because of this, IAIA's endowment draw is projected to be slightly above its FY18 level, at $160,000.

Museum admissions are budgeted to increase by 15% in FY19, due to robust performance in FY18. As of the most recent reporting period in FY18, admissions were

up by 25% from the year prior. With the store continuing to evolve its patron experience and new signage in place, we expect this upward trend to continue. Museum contributions are projected to be up slightly in FY19. Performance was improved in FY19 vs. FY18. The revenue budgeted for Museum memberships is flat, which reflects the performance in this area, in FY18.

Although there are several sources that drive miscellaneous income, it consistently demonstrates a high degree of predictability. It will again be projected to remain flat for FY19 and we are confident that the number will again be achieved.

## Expenses

### Non-compensation Expenses:

In most instances, non-compensation expenses have been held flat. Cost-of-goods sold expenses for both stores have been adjusted up, to account for higher sales volume. Additionally, increases in recent years to the fitness center, library acquisitions, food service, and commencement budgets will all remain in place.

### Compensation Expenses:

The FY19 budget calls for a 1.9% cost of living adjustment, to mirror what was done in FY18. Per B.O.T. direction, the cost of living adjustment is to match the cost of living adjustment given to federal employees. However, at the time this budget was prepared, there is still no agreement on a federal level about federal worker compensation increases. Because this component of the federal budget has not yet been finalized for the upcoming year, the decision was made to match the COLA that was approved for the prior fiscal year. The cost of living adjustment would apply to all full-time, regular staff and will also impact the faculty rank and step schedule in FY20 (the schedule is adjusted one year in arrears for any COLA that is approved). For FY19, all faculty salaries have been adjusted according to the rank and step schedule. IAIA's faculty rank and step schedule continues to ensure that the salaries of our faculty are at a competitive level, both within the local community, as well as compared to their peers at other tribal colleges.

### Health Insurance Expense:

A 15% increase in health insurance costs has been built into the FY19 budget, which has had a profound impact on the overall budget. While IAIA continues to be successful in managing the college's self-insured model, some significant costs were absorbed in FY18 and are predicted to continue indefinitely. At the time of the FY19 budget formulation, the college just completed its mid-year insurance review. This review provided mixed news for IAIA. The vast majority of employees covered by the plan are much healthier and are

incurring fewer medical and pharmaceutical costs, then in years past. However, the college has 3 very significant cases of chronic illnesses that are extremely expensive. The prognosis for all 3 cases does not show promise of resolution anytime soon, so the college must assume that these 3 catastrophic cases will be ongoing, and their costs planned for (both direct costs and increased re-insurance renewal rates).

**Other Notes:**

The budget allocates a contribution of $250,000 to the college's contingency reserve account, for FY19. Achieving this number will bring the college's total reserves over $2.75M.

Funding for strategic priorities in FY19 is set for $200,000. The strategic priorities process continues to prove very successful. Numerous worthwhile projects have been reviewed, approved, and completed because of this comprehensive process. We believe the process embodied the ideals of a transparent, inclusive, and strategic budgeting model. As a reminder, the strategic priority process works as follows:

1. Cabinet members have departmental budgets distributed to them for all areas that they oversee.
2. Budgets are reviewed together, by cabinet members and the budget directors that report to them.
3. From these meetings, cabinet members are asked for formulate and submit additional funding requests for up to 3 strategic priorities that fall outside the scope of their original budget.
4. The strategic funding requests are then reviewed by a budget review panel, made up entirely of non-cabinet members, representing a cross-section of departments at the college.
5. The budget review panel then develops a ranking of the proposals and makes recommendations to the CFO and the President, regarding the funding of the various strategic priorities.

# IAIA FY 2019 Budget

## IAIA 2019 Revenues

| | FY 18 Projected Revenue | FY 19 Projected Revenue |
|---|---|---|
| Federal Appropriation | 9,835,000 | 9,960,000 |
| Tuition & Fees | 1,227,194 | 1,237,194 |
| *Less: - Expected Uncollectible Student Accounts* | (124,422) | (124,422) |
| Tuition & Fees MFA Program | 605,233 | 605,233 |
| Distance Learning/Academic Technology Tuition and Fees | 128,285 | 129,568 |
| Student Fitness Center | 14,500 | 14,500 |
| Museum - Memberships | 42,000 | 42,000 |
| Museum - Contributions | 5,000 | 6,500 |
| Museum - General Admissions | 81,034 | 93,189 |
| Museum Store | 205,759 | 237,035 |
| Campus Bookstore | 77,380 | 157,797 |
| Auxiliary - Board (student meal plan) | 466,988 | 513,686 |
| Conference Services | 115,000 | 125,000 |
| Unrestricted fundraising (operational) | 165,431 | 180,342 |
| Institutional Scholarship fundraising (Merit & CIB) | 440,229 | 290,000 |
| *- Institutional fin. aid awarded (Merit & CIB)* | (200,000) | (400,000) |
| Aux-Dormitory | 502,537 | 542,740 |
| Aux-Casitas | 180,300 | 185,709 |
| Endowment Draw | 155,000 | 160,000 |
| Miscellaneous Income | 75,000 | 75,000 |
| **Projected Unrestricted Revenue** | **13,997,448** | **14,031,071** |

## IAIA 2019 Expenditures

| | FY 18 Projected Expenditures | FY 19 Projected Expenditures |
|---|---|---|
| Board of Trustees | 82,886 | 83,119 |
| President's Office (Includes Office of Sponsored Pgms) | 628,167 | 639,349 |
| -Strategic Partnerships and Special Events | 92,090 | 80,000 |
| Institutional Advancement | 382,441 | 392,352 |
| Marketing and Communications | 183,879 | 188,751 |
| Institutional Research | 294,837 | 298,608 |
| F & A (Finance and HR) | 709,718 | 726,052 |
| -Unemployment Insurance | 30,000 | 25,000 |
| Student Life | 331,730 | 339,917 |
| ARE Operations | 318,734 | 349,202 |
| Learning Support Center/SSC/ADA Svcs. | 774,358 | 768,523 |
| Counseling | 111,557 | 113,806 |
| Museum Operations | 998,288 | 1,022,523 |
| Academic Division | 2,767,419 | 2,875,077 |
| Library & Archives | 419,830 | 431,026 |
| Distance Learning/Academic Technology | 254,576 | 257,332 |
| Commencement | 21,500 | 21,500 |
| Room and Board | 1,047,654 | 1,058,747 |
| Facilities Management | 1,475,679 | 1,487,475 |
| Conference Services | 106,318 | 108,566 |
| Information Technology | 454,520 | 463,738 |
| MFA Program | 619,579 | 624,362 |
| Summer Bridge Program | 81,606 | 81,965 |
| IAIA Advocacy | 75,000 | 75,000 |
| Student Fitness Center | 94,252 | 98,597 |
| Museum Gift Shop (estimated costs before notional rent) | 289,103 | 319,117 |
| Campus Bookstore (estimated costs) | 99,794 | 176,723 |
| Interest on Debt - Residence Ctr NMFA Loan (3.4%) + fees | 261,790 | 253,468 |
| **Unrestricted Expenditures** | **13,077,304** | **13,359,894** |
| **Loan Principal Payments** | | |
| Residence Center NMFA Loan | 212,835 | 221,177 |
| Funding for strategic priorities | 200,000 | 200,000 |
| Reserve addition | 507,310 | 250,000 |
| **Total Principal Payments/Strategic Priorities/Surplus allowance** | **920,145** | **671,177** |
| **Total Expenditures & Loan Principal** | **$ 13,997,448** | **$ 14,031,071** |

**Quarterly Report to the Board of Trustees**
**Institute of American Indian Arts**
**August 2018**

**Presented by Lawrence Mirabal, CFO**
**Aimee Balthazar, Controller**

## FINANCIAL STATEMENTS
## As of June 30

**BUDGET TO ACTUAL - SUMMARIZED**
**IAIA & AUXILIARY**
**For the Nine Month Period Ending June 30, 2018**

| | TOTAL BUDGET | TOTAL ACTUAL EXPENDITURES | TOTAL BUDGET REMAINING | % REMAINING |
|---|---|---|---|---|
| **EXPENDITURES BY CATEGORY** | | | | |
| COST OF SALES | $ 176,883 | $ 222,108 | $ (45,225) | -26% |
| SALARIES & FRINGE BENEFITS | 8,179,487 | 5,954,959 | 2,224,528 | 27% |
| OPERATING EXPENSES | 1,088,390 | 658,237 | 430,153 | 40% |
| FOOD & CATERING | 773,659 | 627,435 | 146,224 | 19% |
| PROFESSIONAL SERVICES | 814,864 | 581,308 | 233,555 | 29% |
| SCHOLARSHIPS & FELLOWSHIPS | 8,000 | 0 | 8,000 | 100% |
| M&R, UTILITIES & OTHER | 1,426,665 | 1,094,249 | 332,416 | 23% |
| TRAVEL | 313,895 | 202,383 | 111,512 | 36% |
| TRAINING | 60,578 | 29,464 | 31,114 | 51% |
| VEHICLES | 66,090 | 36,267 | 29,823 | 45% |
| NON-BUDGETED AUX. REVENUES | 0 | -435 | 435 | |
| **TOTAL EXPENDITURES** | **$ 12,908,511** | **$ 9,405,975** | **$ 3,502,535** | **27%** |
| **EXPENDITURES BY DEPARTMENTS** | | | | |
| BOARD OF TRUSTEES | $ 82,886 | $ 61,764 | $ 21,123 | 25% |
| OFFICE OF THE PRESIDENT | 904,338 | 590,158 | 314,181 | 35% |
| INSTITUTIONAL RESEARCH | 294,837 | 193,617 | 101,220 | 34% |
| INSTITUTIONAL ADVANCEMENT | 382,441 | 251,149 | 131,292 | 34% |
| FINANCIAL SERVICES | 709,719 | 537,699 | 172,020 | 24% |
| INFORMATION TECHNOLOGY | 706,596 | 448,515 | 258,081 | 37% |
| CENTER FOR STUDENT LIFE | 464,787 | 319,676 | 145,111 | 31% |
| ADMISSIONS & RECRUITMENT | 340,264 | 206,952 | 133,312 | 39% |
| FACILITIES MANAGEMENT | 1,475,678 | 1,205,620 | 270,058 | 18% |
| MUSEUM | 998,288 | 726,843 | 271,445 | 27% |
| ACADEMIC DIVISION | 2,945,779 | 2,160,875 | 784,904 | 27% |
| STUDENT SUCCESS CENTER | 752,826 | 478,959 | 273,867 | 36% |
| LIBRARY | 419,830 | 283,777 | 136,053 | 32% |
| MFA CREATIVE WRITING PROGRAM | 619,579 | 468,261 | 151,318 | 24% |
| MUSEUM SHOP | 289,103 | 273,066 | 16,037 | 6% |
| CAMPUS BOOKSTORE | 169,794 | 157,618 | 12,176 | 7% |
| STUDENT HOUSING | 1,047,654 | 835,144 | 212,510 | 20% |
| CONFERENCE SERVICES | 106,318 | 64,031 | 42,287 | 40% |
| STRATEGIC PRIORITIES PROJECTS | 197,793 | 142,687 | 55,106 | 28% |
| NON-BUDGETED AUX. INITIATIVES (Net) | 0 | -435 | 435 | |
| **TOTAL EXPENDITURES BY DEPARTMENTS** | **$ 12,908,511** | **$ 9,405,975** | **$ 3,502,535** | **27%** |

| **EXPENSES NOT ALLOCATED TO DEPARTMENTS** | |
|---|---|
| Unemployment Insurance | $ 30,000 |
| IAIA Advocacy Fund | 75,000 |
| Interest on Debt - Residence Ctr NMFA Loan (3.4%) + fees | 261,790 |
| Residence Center NMFA Loan | 212,835 |
| Reserve Addition | 507,309 |
| Set Aside for Strategic Priorities Projects | 2,205 |
| | **$ 13,997,649** |

**STATEMENT OF REVENUES - COMPARATIVE**
**IAIA & AUXILIARY**
**Third Quarter Comparison - FY18 & FY17**

| | FY18 | | | FY17 | |
|---|---|---|---|---|---|
| | Projected Annual Revenues | Actual 9 Months To 6/30/2018 | % of Projected Achieved YTD | Actual 9 Months Ending 6/30/2017 | Variance Between FY 18 & FY17 YTD Actual Positive/(Negative) |
| **REVENUES** | | | | | |
| Federal Appropriation | $ 9,835,000 | $ 7,377,000 | 75.0% | $ 9,835,000 | $ (2,458,000) |
| *Forward funding received prior year* | | *7,377,000* | | *2,000,000* | |
| Tuition & fees | $ 1,227,194 | $ 1,324,165 | 107.9% | $ 1,162,203 | $ 161,963 |
| Distance Learning/Academic Tech. | 128,285 | 120,266 | 93.7% | 137,826 | (17,560) |
| MFA Creative Writing Program | 605,233 | 252,870 | 41.8% | 259,140 | (6,270) |
| Student Fitness Center | 14,500 | 9,144 | 63.1% | 7,994 | 1,150 |
| Residence Hall | 502,537 | 492,833 | 98.1% | 498,500 | (5,667) |
| Family Housing Rentals | 180,300 | 209,253 | 116.1% | 197,714 | 11,539 |
| Meal Plan | 466,988 | 575,386 | 123.2% | 561,686 | 13,700 |
| Conference Services | 115,000 | 136,305 | 118.5% | 13,454 | 122,852 |
| Museum Admissions | 81,034 | 97,679 | 120.5% | 75,410 | 22,268 |
| Museum Shop Sales | 205,759 | 195,721 | 95.1% | 163,819 | 31,902 |
| Campus bookstore sales | 77,380 | 138,980 | 179.6% | 115,816 | 23,163 |
| Museum memberships | 42,000 | 28,925 | 68.9% | 33,064 | (4,139) |
| Museum Contributions (temp restricted) | 5,000 | 6,447 | 128.9% | 4,774 | 1,673 |
| General Contributions (unrestricted) | 113,341 | 64,659 | 57.0% | 70,846 | (6,187) |
| Scholarship, Education Donations | 440,229 | 584,262 | 132.7% | 622,031 | (37,769) |
| Trust Endowment Draw | 155,000 | 172,862 | 111.5% | 171,244 | 1,618 |
| Miscellaneous Income/Indirect Revenue | 75,000 | 75,204 | 100.3% | 85,386 | (10,182) |
| **REVENUES EXCLUDING FEDERAL APPROPRIATION** | **$ 4,434,780** | **$ 4,484,961** | **101.1%** | **$ 4,180,906** | **$ 304,055** |
| Estimated reduction for: | | | | | |
| Uncollectible Student Accounts | (124,422) | | | | |
| Excess Institutional Scholarships | (200,000) | | | | |
| Museum Gift Shop | (289,103) | | | | |
| Campus Bookstore | (99,794) | | | | |
| **TOTAL REVENUES** | **$ 13,556,461** | **$ 11,861,961** | **87.5%** | **$ 14,015,906** | **$ (2,153,945)** |

**SCHEDULE OF REVENUES AND EXPENDITURES**
**IAIA & AUXILIARY**
**Third Quarter Comparison - FY18 & FY17**

| | | FY18 Unaudited 9 Months Ending June 30, 2018 | | FY17 Audited 9 Months Ending June 30, 2017 | | Variance Favorable or (Unfavorable) |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| Federal Appropriation | $ | 7,377,000 | $ | 9,835,000 | $ | (2,458,000) |
| Tuition & Fees | $ | 1,706,445 | $ | 1,567,163 | | 139,282 |
| Residence Hall/Family Housing | | 702,086 | | 696,214 | | 5,872 |
| Meal Plan | | 575,386 | | 561,686 | | 13,700 |
| Museum Shop | | 293,400 | | 239,230 | | 54,170 |
| Campus Bookstore Sales | | 138,980 | | 115,816 | | 23,163 |
| Conference Services | | 136,305 | | 13,454 | | 122,852 |
| Unrestricted Contributions | | 93,585 | | 103,910 | | (10,326) |
| Temporarily Restricted Contributions | | 590,708 | | 626,804 | | (36,096) |
| Trust Endowment Draw | | 172,862 | | 171,244 | | 1,618 |
| Miscellaneous Income | | 75,204 | | 85,386 | | (10,182) |
| **TOTAL REVENUES** | **$** | **11,861,961** | **$** | **14,015,906** | **$** | **(2,153,945)** |
| **EXPENDITURES** | | | | | | |
| Cost of Sales | $ | 222,108 | $ | 167,906 | $ | (54,202) |
| Salaries & Fringe Benefits | | 5,954,959 | | 5,579,974 | | (374,985) |
| Operating Expenses | | 658,237 | | 732,253 | | 74,016 |
| Food & Catering | | 627,435 | | 513,392 | | (114,044) |
| Professional Services | | 581,308 | | 513,485 | | (67,823) |
| Scholarships & Fellowships | | - | | 5,009 | | 5,009 |
| M&R, Utilities & Other | | 1,094,249 | | 1,032,056 | | (62,192) |
| Travel | | 202,383 | | 202,688 | | 305 |
| Training | | 29,464 | | 38,098 | | 8,634 |
| Vehicles | | 36,267 | | 35,291 | $ | (976) |
| Total Costs General & Administrative | $ | 9,406,410 | $ | 8,820,152 | $ | (586,258) |
| NON-BUDGETED AUX. INITIATIVES (Revenue) | | (435) | | (11,871) | | (11,436) |
| **TOTAL EXPENDITURES** | **$** | **9,405,975** | **$** | **8,808,281** | **$** | **(597,694)** |
| **NET INCOME/(LOSS)** | **$** | **2,455,985** | **$** | **5,207,625** | **$** | **(2,751,640)** |

**SCHEDULE OF REVENUE AND EXPENDITURES**
**INSTITUTIONAL ADVANCEMENT**
**Third Quarter Comparison - FY18 & FY17**

| | FY18 Unaudited 9 Months Ending June 30, 2018 | FY17 Audited 9 Months Ending June 30, 2017 | Favorable or (Unfavorable) Change |
|---|---|---|---|
| **REVENUES** | | | |
| Donations: | | | |
| Endowed Scholarship Donations | $ 15,807 | $ 6,918 | $ 8,889 |
| Permanent/Chair Endowment Donations | 4,747 | 4,815 | (68) |
| General Donations | 64,659 | 70,846 | (6,187) |
| Scholarship Donations | 584,262 | 622,031 | (37,769) |
| Miscellaneous Revenue | | | - |
| **TOTAL REVENUES** | **$ 669,475** | **$ 704,610** | **$ (35,134)** |
| **EXPENDITURES** | | | |
| Personnel | | | |
| Salaries - staff | $ 162,332 | $ 165,592 | $ 3,260 |
| Student Workers - temporary, non-WorkStudy | 2,096 | 3,491 | 1,395 |
| Social security | 12,318 | 12,462 | 144 |
| Retirement savings benefit | 7,483 | 9,414 | 1,931 |
| Insurance benefit | 16,276 | 16,856 | 580 |
| Nontaxable Fringe Benefits (Fitness) | 450 | 150 | (300) |
| Total Personnel Expenditures | $ 200,955 | $ 207,966 | $ 7,011 |
| Operating Expenditures | | | |
| Activities - students | $ 27 | $ - | (27) |
| Advertising - promotional | 3,814 | - | (3,814) |
| Bank charges | - | 120 | 120 |
| Contributions, gifts & awards | 878 | 2,477 | 1,599 |
| Copier supplies & charges | - | 2,053 | 2,053 |
| Dues & Memberships | 720 | 700 | (20) |
| Exhibit costs | 860 | - | (860) |
| Food & catering | 861 | 1,787 | 925 |
| Instructional supplies | 2,500 | 95 | (2,405) |
| Insurance - general liability | - | 50 | 50 |
| Licenses & permits | - | 20 | 20 |
| Meeting Costs | 2,219 | 530 | (1,689) |
| Office supplies | 2,079 | 2,483 | 403 |
| Personnel search - advertising | 110 | - | (110) |
| Postage, freight & delivery | 628 | 719 | 91 |
| Printing | 100 | 4,284 | 4,185 |
| Receptions & shows | 638 | 206 | (432) |
| Solicitation & Cultivation | 263 | 600 | 337 |
| Stipends & honoraria | - | 1,300 | 1,300 |
| Subscriptions & Publications | 465 | 210 | (255) |
| Computer equip & software under $5,000 | 4,925 | 1,458 | (3,467) |
| Maintenance - equipment & software | 14,582 | 6,786 | (7,796) |
| Consultants/Professional Services | 8,269 | 11,601 | 3,332 |
| Legal | 2,760 | - | (2,760) |
| Training - fees & materials | 49 | 1,552 | 1,503 |
| Travel | 2,738 | 2,862 | 125 |
| Utilities - telephone | 709 | 398 | (311) |
| Total Operating Expenditures | $ 50,194 | $ 42,290 | $ (7,904) |
| **TOTAL EXPENDITURES** | **$ 251,149** | **$ 250,256** | **$ (894)** |
| **NET INCOME/(LOSS)** | **$ 418,326** | **$ 454,354** | **$ (36,028)** |

**SCHEDULE OF REVENUE AND EXPENDITURES**
**MUSEUM SHOP**
**Third Quarter Comparison - FY18 & FY17**

| | FY18 Unaudited 9 Months Ended June 30, 2018 | FY17 Audited 9 Months Ended June 30, 2017 | Favorable or (Unfavorable) Change |
|---|---|---|---|
| **SALES** | | | |
| Sales less Discounts | $ 196,757 | $ 163,712 | $ 33,046 |
| Shipping & Packing | 601 | 935 | (334) |
| Refunds | (1,637) | (828) | (810) |
| | $ 195,721 | $ 163,819 | $ 31,902 |
| Cost of Goods Sold | | | |
| Cost of Sales | $ 116,419 | $ 92,255 | $ (24,164) |
| Gross Profit on Sales | $ 79,302 | $ 71,564 | $ 7,738 |
| GP % | 40.52% | 43.68% | -3.17% |
| OTHER INCOME | | | |
| Admissions | $ 97,679 | $ 75,410 | $ 22,268 |
| **INCOME BEFORE OPERATIONAL EXPENSES** | **$ 176,981** | **$ 146,974** | **$ 30,007** |
| **EXPENDITURES** | | | |
| Personnel | | | |
| Salaries | $ 103,733 | $ 93,808 | $ (9,925) |
| Payroll Taxes | 7,783 | 7,021 | (762) |
| Savings Plan | 2,608 | 2,018 | (590) |
| Insurance | 18,091 | 15,886 | (2,205) |
| Total Personnel Expenditures | $ 132,214 | $ 118,732 | $ (13,482) |
| Personnel costs as % of sales + admissions | 45.06% | 49.63% | 4.57% |
| Operating Expenditures | | | |
| Advertising - promotional | $ 2,526 | $ 1,314 | $ (1,213) |
| Bank charges | 7,602 | 8,389 | 787 |
| Cash (over)/short | 24 | 221 | 198 |
| Contributions, gifts & awards | - | 261 | 261 |
| Copier supplies & charges | - | 40 | 40 |
| Dues & Memberships | 87 | 82 | (5) |
| Exhibit costs | 713 | 2,144 | 1,431 |
| Food & catering | 456 | 608 | 152 |
| Licenses & permits | 1,447 | 1,690 | 243 |
| Meeting Costs | 1,329 | 564 | (765) |
| Office supplies | 5,006 | 5,314 | 308 |
| Personnel search - advertising | 130 | - | (130) |
| Postage, freight & delivery | 847 | 1,219 | 372 |
| Printing | 36 | 593 | 557 |
| Receptions & shows | 448 | 682 | 234 |
| Stipends & honoraria | 260 | - | (260) |
| Subscriptions & Publications | 45 | 34 | (11) |
| Visiting artists/lecturers - fees/honoraria | 700 | 300 | (400) |
| Computer equip & software under $5,000 | - | 5,242 | 5,242 |
| Equipment & Furniture under $5,000 | 742 | 5,450 | 4,708 |
| Leasing - equipment | 1,466 | 1,269 | (197) |
| Maintenance - equipment & software | 298 | 1,209 | 911 |
| Consultants/Professional Services | 270 | 207 | (63) |
| Training - fees & materials | - | 199 | 199 |
| Total Operating Expenditures | $ 24,433 | $ 37,032 | $ 12,599 |
| **TOTAL EXPENDITURES** | **$ 156,647** | **$ 155,763** | **$ (884)** |
| INCOME/(LOSS) Before Notional Rent | $ 20,334 | $ (8,789) | $ 29,123 |
| Notional Rent | 33,600 | 33,600 | - |
| **NET INCOME/(LOSS)** | $ (13,266) | $ (42,389) | $ 29,123 |

**SCHEDULE OF REVENUE AND EXPENDITURES**
**CAMPUS BOOKSTORE**
**Third Quarter Comparison - FY18 & FY17**

| | FY18 Unaudited 9 Months Ended June 30, 2018 | FY17 Audited 9 Months Ended June 30, 2017 | Favorable or (Unfavorable) Change |
|---|---|---|---|
| **SALES** | | | |
| Sales less Discounts | $ 139,531 | $ 116,245 | $ 23,286 |
| Sales Returns & Refunds | (552) | (429) | (123) |
| | $ 138,980 | $ 115,816 | $ 23,163 |
| Cost of Goods Sold | | | |
| Cost of Sales Incld. Text Books | $ 105,689 | $ 75,650 | $ (30,039) |
| Gross Profit on Sales | $ 33,291 | $ 40,166 | $ (6,875) |
| GP % | 24% | 35% | -11% |
| **INCOME BEFORE OPERATIONAL EXPENSES** | **$ 33,291** | **$ 40,166** | **$ (6,875)** |
| **EXPENDITURES** | | | |
| Personnel | | | |
| Salaries | $ 37,799 | $ 28,119 | $ (9,680) |
| Payroll Taxes | 2,247 | 1,986 | (261) |
| Savings Plan | 1,696 | 881 | (815) |
| Insurance | 6,205 | 5,295 | (910) |
| Total Personnel Expenditures | $ 47,947 | $ 36,280 | $ (11,666) |
| Personnel costs as % of sales | 27.20% | 24.28% | 2.92% |
| Operating Expenditures | | | |
| Advertising - promotional | $ (20) | $ - | $ 20 |
| Bank charges | 2,589 | 2,874 | 284 |
| Cash (over)/short | (30) | (147) | (117) |
| Contributions, gifts & awards | 50 | 165 | 115 |
| Dues & Memberships | 52 | 63 | 11 |
| Exhibit costs | 20 | - | (20) |
| Food & catering | 25 | - | (25) |
| Meeting costs | 18 | 24 | 6 |
| Office supplies | 600 | 242 | (358) |
| Postage, freight & delivery | 130 | - | (130) |
| Computer equip & software under $5 | - | 1,686 | 1,686 |
| Equipment & Furniture under $5,000 | 283 | - | (283) |
| Maintenance - equipment & software | 149 | 591 | 442 |
| Consultants/Professional Services | 117 | 848 | 731 |
| Total Operating Expenditures | $ 3,982 | $ 6,346 | $ 2,363 |
| **TOTAL EXPENDITURES** | **$ 51,929** | **$ 42,626** | **$ (9,303)** |
| **NET INCOME/(LOSS)** | **$ (18,638)** | **$ (2,460)** | **$ (16,178)** |

**SCHEDULE OF REVENUE AND EXPENDITURES**
**CONFERENCE SERVICES**
**Third Quarter Comparison - FY18 & FY17**

| | FY18 Unaudited 9 Months Ended June 30, 2018 | FY17 Audited 9 Months Ended June 30, 2017 | Favorable or (Unfavorable) Change |
|---|---|---|---|
| **REVENUE** | | | |
| Facilities Rentals | $ 128,032 | $ 8,300 | $ 119,732 |
| Catering Revenue | 8,273 | 5,154 | $ 3,120 |
| **INCOME BEFORE OPERATIONAL EXPENSE** | $ 136,305 | $ 13,454 | $ 122,852 |
| **EXPENDITURES** | | | |
| Personnel | | | |
| Salaries | $ 40,767 | $ 39,903 | $ (863) |
| Payroll Taxes | 2,651 | 2,585 | (66) |
| Savings Plan | 2,440 | 2,394 | (45) |
| Insurance | 6,275 | 5,651 | (625) |
| | $ 52,132 | $ 50,533 | $ (1,599) |
| Personnel costs as % of Revenue | 38% | 376% | 337% |
| Operating Expenditures | | | |
| Bank charges | $ 38 | $ 584 | $ 546 |
| Dues & Memberships | 52 | 47 | (5) |
| Food & catering | 10,118 | 4,381 | (5,738) |
| Office supplies | 68 | 41 | (27) |
| Printing | 177 | - | (177) |
| Travel - transportation | 1,446 | - | (1,446) |
| **TOTAL EXPENDITURES** | **$ 64,031** | **$ 55,586** | **$ (8,445)** |
| **NET INCOME/(LOSS)** | **$ 72,274** | **$ (42,132)** | **$ 114,407** |

**PERMANENT ENDOWMENTS**
**Nine Months Ending June 30, 2018**

| | Program Enhancement | | Quasi | | Scholarship Endowments | | General & Faculty Endowments | |
|---|---|---|---|---|---|---|---|---|
| **1st Quarter Fiscal Year 2018** | | | | | | | | |
| Equities Gain / (Loss) | $ 76,512 | 2.96% | $ 8,316 | 2.95% | $ 33,158 | 2.95% | $ 40,162 | 2.97% |
| Dividend & Interest | 18,616 | 0.72% | 1,882 | 0.67% | 8,083 | 0.72% | 9,776 | 0.72% |
| Fees | (2,558) | -0.10% | (278) | -0.10% | (1,108) | -0.10% | (1,343) | -0.10% |
| **Total 1st Quarter** | **$ 92,570** | **3.58%** | **$ 9,920** | **3.52%** | **$ 40,133** | **3.57%** | **$ 48,594** | **3.60%** |
| Average Monthly Account Balance | $ 2,588,971 | | $ 281,472 | | $ 1,125,388 | | $ 1,351,569 | |
| **2nd Quarter Fiscal Year 2018** | | | | | | | | |
| Equities Gain / (Loss) | $ (25,697) | -0.97% | $ (2,798) | -0.98% | $ (11,155) | -0.97% | $ (13,493) | -0.97% |
| Dividend & Interest | 11,408 | 0.43% | 1,241 | 0.43% | 4,960 | 0.43% | 5,998 | 0.43% |
| Fees | (2,644) | -0.10% | (287) | -0.10% | (1,151) | -0.10% | (1,391) | -0.10% |
| **Total 2nd Quarter** | **$ (16,933)** | **-0.64%** | **$ (1,844)** | **-0.64%** | **$ (7,346)** | **-0.64%** | **$ (8,886)** | **-0.64%** |
| Average Monthly Account Balance | $ 2,637,996 | | $ 286,800 | | $ 1,149,437 | | $ 1,388,147 | |
| **3rd Quarter Fiscal Year 2018** | | | | | | | | |
| Equities Gain / (Loss) | $ (9,135) | -0.36% | $ (1,012) | -0.36% | $ (3,971) | -0.36% | $ (4,801) | -0.36% |
| Dividend & Interest | 18,344 | 0.72% | 1,990 | 0.71% | 8,007 | 0.72% | 9,658 | 0.72% |
| Fees | (2,548) | -0.10% | (277) | -0.10% | (1,112) | -0.10% | (1,341) | -0.10% |
| **Total 3rd Quarter** | **$ 6,661** | **0.26%** | **$ 701** | **0.25%** | **$ 2,924** | **0.26%** | **$ 3,516** | **0.26%** |
| Average Monthly Account Balance | $ 2,561,574 | | $ 278,479 | | $ 1,117,213 | | $ 1,348,206 | |

To: Dr. Robert Martin
From: Judith Pepper, Director of Institutional Advancement
Date: July 20, 2018
Subj: 3rd Quarter Board Report

**Mission Objective 1: Improve Student Success**

A. Increase involvement of all IAIA stakeholders in student success

1.1 Project: IAIA Foundation Board

- Development Committee
  Melissa Coleman, Chair
  Members: Gail Shawe Bernstein, Colleen Cayes, David Rettig
  - Allan Houser Scholarship Fundraising Event:
    Hosted by Fran Mullin, Founder of Houser Scholarship Fund
    June 14, 2018, Compound Restaurant
  Goal: $40,000, met with an anonymous $10,000 challenge to raise $30,000 - challenge was met!
  - Designing on-campus cultivation events with IAIA Foundation Board members as hosts with student-led tours.
- Nominating Committee
  Sherry Kelsey, Chair
  Members: Mark Bahti, Chuck McKittrick
  - Kelly Huddleston, Foundation Board Treasurer, recommended Brad Fluetsch, (Tlingit and Haida Alaskan) as a candidate for the Board. Mr. Fluetsch is a CPA and serves as Chief Investment Officer for the City of Santa Fe. Because of staff need for immediate guidance and assistance with the transition from Quick Books to Financial Edge accounting software, the Executive Committee put forth the nominee to the Board for online election. Vote was unanimous.
  - Memorandum of Understanding Between IAIA and IAIA Foundation A Foundation Board ad hoc committee reviewed the MOU between IAIA and the Foundation that was developed and approved in June, 2010. The committee submitted suggested edits, areas for clarification and questions that are being answered by Advancement for review with Dr. Martin. Once completed the document under revision will be provided for legal review.

1.2 Project: Build Organizational Culture of Philanthropy

- Cinematic Arts – helping Peter Kershaw, IAIA Professor, manager and director of the first IAIA feature film, ***Dark Places***, raise $25,000 for post-production.
- MFA Creative Writing – developed fundraising campaign for a $25,000 matching grant from The Tom Merit Hancock Family Fund for Fall MFA scholarships.

- Chee Brossy, Alumni Relations attended and reported on the biennial 2018 Native Americans in Philanthropy Institute as representative of IAIA. The organization's aim is to increase awareness of Native resources that have enabled the success of many corporations and foundations.
- Collaborating with Student Success, Financial Aid, and Marketing Departments to bolster online visibility of Endowed and Named Scholarship opportunities managed by Advancement.

1.3 Project: Identify New Donors

- President's Circle Membership – 150 members with 13 new members.
- Office of Advancement: 10 Campus tours with 19 guests

1.4 Project: Alumni Relations

- Alumni Association
  - Announced to Alumni on August 8, 2018
  - Alumni dedicated webpage on IAIA website
  - Alumni ID cards created
  - Alumni Fitness Center membership established – Free for alumni.
  - Alumni Library use membership established – Free for alumni.
- 72 new alumni from the Class of 2018 added to the alumni database.
- IAIA Alumni email addresses offered to the graduating class, 30 graduates accepted.
- Two e-newsletters sent to alumni.
- Alumni Luncheon scheduled for August 17, 2018. Invitations produced, mailed to 2,000 alumni, and emailed to 900 alumni.
- Subscribed to Alumni Insight Database which searches over 100 million public profiles and resumes for alumni data.
- Produced and published alumni profile of Tash Terry (Diné) '91. Profile has reached 2,120 people on Facebook and generated 255 reactions, comments and shares, easily one of IAIA's most popular recent posts.

1.5 Project: Alumni Council

- Alumni Council Meeting held in May 2018
- Council voted to extend terms from two years to three. This gives each Council more time to complete projects. With current staggered Councilor terms a three-year term allows for a non-election year instead of elections and turnover every year.
- Vice President Tahnee Growingthunder '15 hosted an IAIA-sponsored alumni meetup event in Oklahoma City during the Oklahoma Red Earth Festival. 13 alumni attended.

## C. <u>Increase Scholarship Funds</u>

- 2018 Scholarship Donations Raised through June 30, 2018 (general, endowed, named) $466,894

- Advancement monthly e-blasts contain brief articles and online giving options for scholarship donations.
- Scholarship Dinner & Auction
  - Event Committee has refined:
    - ✓ Guest check-in and check-out process
    - ✓ Silent and Live Auctions with more distinguished artists and less items
  - Fundraising Goal - $230,000
  - Sold Out 1 month Before Event
  - Student participation was a priority in planning for event: Entry Presentation, Prayer, Volunteers,
  - First Time Floral Sponsor – Albertsons Market
  - Ten New Sponsors for the Event
    - ✓ Laguna Development Corporation
    - ✓ Presbyterian Health Plan
    - ✓ Stagecoach Foundation
    - ✓ Thornburg Financial
    - ✓ 6 Individual Donors

**Mission Objective 3: Build College Community**

**3. D** Bring students, faculty, and staff together in campus-centric activities

3.1 Alumni Relations

- Produced mother-of-pearl pins as gifts for the Class of 2018. Eight students from the Studio Arts and Indigenous Liberal Studies programs collaborated with AR Manager Chee Brossy to laser print, color and fabricate the 72 pins. The pins were then presented to the graduates by Alumni Council President Heidi Brandow ’12 and Vice President Tahnee Growingthunder ’15 at the 2018 Commencement Ceremony.

3.2 Advancement

- Collaborated with over 35 faculty, staff and students who volunteered with the annual scholarship dinner & auction.

**3. I Grow and Maximize Resources for College Programs**

3.1 Philanthropy Planning Study

- Dini Spheris will present final report on August 16, 2018 to the Board of Trustees and the Foundation Board.

3.2 Tribal Relations

- Lorraine Gala Lewis, (Laguna Taos, Hopi)’83 and Foundation Board Member, and I met with the following Tribal groups providing updates on IAIA current programs and initiatives:
  - Eight Northern Pueblo Council

- All Indian Pueblo Cultural Center – resulted in an invitation IAIA Alumni to make application to its 2019 Artist Circles Gallery.
- Laguna Development Corporation – bought a table to the event!
- American Indian Alaska Tourism Association

3.3 Annual Solicitation and Communication

Constant Contact Analytics

- 18 e-blasts sent
- Average # of recipients: 2847 per email
- Average open rate: 27.73% (Avg. across all industries: 24.79%)
- Average click-through rate: 7.83% (Avg. across all industries: 4.19%)

IAIA.edu/ Philanthropy

- Philanthropy sections of website received 6753-page views during this period
- 74 people made contributions totaling $17,795 using website donation portal

Advancement is building online donor giving as it simplifies the record keeping for the OIA Staff. It eliminates the need to count or record donations manually. Checks are disappearing with only 74% of Americans say they write no more than one check per month.

Over 50% of the sponsors and ticket purchases to the Dinner & Auction used the online purchasing portal and many praised the use of online purchasing.

To: Dr. Robert Martin, President
From: Dr. Bill Sayre, Director, Institutional Research
Date: July 20, 2018
Subj: 3rd Quarter Board Report

**Mission Objective 1: Improve Student Success**

A. Increase involvement of all IAIA stakeholders in student success

**Project:** Prepare the Higher Learning Commission (HLC) Assurance Argument. 100%. I spent a substantial amount of time this quarter working on the Assurance Argument as did co-author Valerie Nye, Library Director. Our consultant, Dr. Susan Murphy, did a careful review and provided several suggestions for improvements. Overall, she thought it was in good shape, particularly our discussion on assessment of student learning outcomes. We will submit it to the HLC on July 30. A team of peer reviewers will then go over it during the month of August. Their report will be available in early September and final action will be taken by the HLC Institutional Actions Committee later in the fall.

**Project:** Creation of annual/semester Fact Book.
*(65% complete. No activity this quarte)r.*

**Other:** We will receive the results of the National Survey of Student Engagement in August. It was distributed during spring semester, and we had a relatively healthy 30% response rate. A summary will be prepared for Cabinet and for the next Board report. Analysis will focus on how to use the results to improve student success.

**Other:** I led a team to the HLC Persistence and Completion Academy Results Forum in Chicago in May, where we presented our work and finalized our Achieving the Dream (ATD) work plan. Our work in the P and C Academy is now complete. Our poster presentation is attached to the end of this report.

**Other:** Anita Gavin and I are developing a new data set for ATD to measure how successful the different methods the institution has used to deliver developmental English courses were. We are in conversation with a contractor to assist with the analysis.

B. Increase enrollment; improve retention and completion

**Project**: Develop new skills in statistical analysis and predictive modeling. This is a student success project. 50%. No activity this quarter.

**E. <u>Develop student leadership skills</u>**

**Project:** Teach a continuing education course in Data Literacy.
*(25%. No activity this quarter).*

**Mission Objective 2: Strengthen Academic Programs**

A. Develop and promote an indigenous assessment model

**Project:** Institutional effectiveness plan. 55%. This plan will help us stay up-to-date on assessment, evaluation, and federal compliance. Even though our next assurance argument is now six years away, we still need to stay focused on ways to improve the institution. It will include tasks, timelines, and a system to collect the evidence we'll present to the HLC and NASAD in 2024 demonstrating continued compliance with their criteria for accreditation. Topics and projects will include: regular review of departmental outcomes, evaluation of institutional policies and procedures, student learning outcomes assessment, progress in student success initiatives, collection of meeting minutes, and annual reports. The list will be cross-referenced to the HLC and NASAD criteria. Cabinet members, academic department chairs, and committee chairs will receive a schedule of activities and report due dates.

**Other:** I have been invited to serve as a peer reviewer for NASAD. I'll receive training at their annual conference in October. I continue to serve as an HLC reviewer.

**Mission Objective 3: Build College Community**

C. Implement a faculty and staff professional development plan

**Project:** Collect baseline data on faculty and staff development to date. *(10%. $1,500 is available for each full-time faculty member each year. 17 out of 23 individuals used their funds in 2017-2018. The Dean made funds available for three additional faculty members as well).*

**Other:** Reports and datasets generated by Institutional Research this quarter.

- National Student Clearinghouse (NSC) monthly enrollment reports
- NSC degree report
- National Student Loan Data System report
- NM Higher Education Department spring enrollment report
- New student account creation and reporting to Information Technology
- New employee account creation and reporting to Information Technology
- US News and World Report undergraduate survey
- EFAST reports on textbook adoptions
- Indian student count for Sponsored Programs grant report
- MFA student addresses for Marketing and Communication
- CEUs for Continuing Education
- Cohorts and retention rates for Sponsored Programs
- Student credit hours and persistence for the P & C Academy Team

- List of Alaskan Native students for Institutional Advancement
- Student costs for Dr. Martin and AIHEC
- List of Winnebago students for Institutional Advancement
- Student age distributions for Human Resources
- Alumni numbers for the upcoming AICF/Gallup alumni survey

**Other IR projects**:

- We are one of the first schools to use Empower to manage continuing education, and we have discovered several unanticipated glitches in the system. Comspec, the company that operates Empower, is working with us to clear them up.
- Anita Gavin has been adjusting user permissions in Empower this summer to improve data security.
- We hosted a visit from Marta Bauer, an Empower trainer, for a week in June. She provided basic training for new hires and advanced problem solving for power users. This is the third year she has visited the campus.

**Mission Objective 4: Advance contemporary Native arts and cultures**

E. Engage with indigenous communities world-wide.
**Project**: IAIA alumni employment patterns.
(*20%. No activity this quarter).*

# HLC P&C ACADEMY

## Results Forum May 2018

## SUCCESSFUL PROJECTS

- ↑ Art majors had greater success in Developmental English when they co-enrolled in a Drawing class
- ↑ Summer Bridge students improved their English placement scores
- ↑ Increasing the number of courses in the Studio Arts major in the first year improved retention
- ↑ Requiring a writing sample in addition to using Accuplacer for English placement helped 33% of students place in a higher level course
- ↑ Students who receive institutional scholarships are retained at over twice the rate of students who don't receive scholarships

## SYSTEMATIC IMPROVEMENT

SINCE FALL 2014

- ↑ Transfer student retention has risen 4%
- ↑ Fall to fall persistence of degree-seeking students has increased by 1%
- ↑ Completion of attempted credits has risen 2%
- ↓ First-year student retention has dropped 2%

## INSTITUTIONAL CHANGE

- ↑ New staff: Developmental Education Coordinator
- ↑ New administrator: Associate Academic Dean
- ↑ Grant funding for Summer Bridge program
- ↑ Adoption of Carnegie Math Pathways program
- ↔ Reorganization of academic departments

## NEXT STEPS

- Attendance and Early Alerts: Do they make a difference?
- Financial Aid: Increase number of students receiving scholarships
- Developmental and General Education English and Math: Successful completion sooner





IAIA
INSTITUTE OF AMERICAN INDIAN ARTS
www.iaia.edu

To: Dr. Robert Martin
From: Charlene Carr, Land Grants Program Director
Date: July 20, 2018
Subj: 3rd Quarter Board Report

**Strategic Theme 1: Improve Student Success**
**1.5** Develop student leadership skills

**Project Narrative***:* The IAIA Student Research Program through agriculturally related research opportunities for IAIA students will expose students to research design and methodology through research projects on and off campus in an effort that students will enhance their liberal arts education with applied science, broadening their interests in graduate school. A secondary goal is to provide valuable science-based information from student research projects geared towards the agricultural needs of the local New Mexico Pueblo and Tribal communities.

1. *Tribal College Research Grant Programs*: A total of 3 summer research students were recruited for the 2018 summer research program, Debon Victor, Ivan Bennett and William Friend. Debon Victor is studying dryland restoration projects on the IAIA campus; Ivan Bennett is studying desert composting; and William Friend is studying the increase of organic matter through sorghum-sudan cover cropping. (Percent Complete: 50%)

**Project Narrative:** The Land Grant Programs is committed to providing leadership opportunities for students during the academic and summer semesters. In an effort to improve IAIA student's success, the Land Grant Program is taking a step to incorporate life-skills, leadership trainings, and cultural awareness. The proposed programming will enhance students' critical thinking and awareness.

1. *Student Trainings:* Over the past four and half years, Land Grant staff have observed the need for life-skills training needed to meet the non-school related challenges in addition to issues identified by the Achieving the Dream initiative. At least 1 in 4 students that participate in the Land Grant internships during academic/summer semesters have anecdotally expressed hardships encountered in their daily lives: "What is a credit score?"; "How do I get a bank account?"; "My glasses broke and I need new ones but cannot go back home until break" or "I do not have enough food for the weekend." In response to these challenges, the Land Grant Program as a center for education and resources, has provided student trainings this 2018 summer. Students will participate in hands-on instruction that will be co-coordinated by the Land Grant staff and departmental coordination with Karen Gomez, Internship & Career Director, to incorporate Great Lakes programming, and include presentations from other local, state and federal programs. Students will be able to gain knowledge and skills to make critical decisions choices for their immediate needs to successfully complete their college education. Students will take a pre-assessment to assess their depth of knowledge and identify any immediate needs and/or interests. Students will submit an evaluation after each lesson to improve or add trainings to meet students' needs.

At the end of the internship program, students will provide a summary of how they incorporated lessons into their daily lives increasing their chances for success. (Percent Complete: 75%)

a. Students have completed the following training thus far: Good Work Values and Ethics by Charlene Carr; Leadership training through hands-on activities by Charlene Carr; Intro to Financial Literacy Basics by Karen Gomez; What is Credit? & When Do I Use Credit? by Karen Gomez; Are You Credit Worthy? Your FICO & Credit Report by Karen Gomez; and Income Support & Community Assistance Programs by Karen Gomez.
b. The tentative schedule for July to early August will incorporate healthily relationships and communication, nutrition/meal prep, car care and special topics requested by students.

2. *Native American Heritage Committee (NAHC):* The purpose of the committee is to provide education and awareness focusing on Indigenous heritages throughout the year to the IAIA community. Students come from varying communities, different cultures, and different backgrounds and will gain knowledge about indigenous heritages through activities coordinated by the committee. The planning committee is focusing on activities to be implemented at the beginning of the semester and during the month of November. (Percent Complete: 50%)

**Strategic Theme 5: Expand Capacity as a 1994 Land Grant Institution**
**5.1** Communicate IAIA's role as a Land Grant institution

**Project Narrative:** The Director oversees the Land Grant Extension and Research programs. Educational and technical assistance through outreach focusing on Land Grant initiatives (strengthening: agriculture and natural resources, Native youth programs, small agricultural business, and health and wellness programs) to target audiences (IAIA constituents, New Mexico's 22 tribal communities, farmers/ranchers, and sister land grant institutions) increases IAIA's exposure as a 1994 land grant institution.

1. *Standing Land Grant Advisory Committee Meetings*: The Advisory Committee includes Pueblo Tribal community members, farmers and ranchers, USDA and sister land grant institution representatives. The committee provides input on land grant program direction and relevant programming that are culturally appropriate to meet the agricultural education, outreach and research needs of New Mexico producers.

   The committee identified 6 focus areas under small agricultural business for the Director to focus on developing which included coupling small ag. business with farm/ranch production and management education, developing agricultural and resource policy technical assistance, developing economic development regarding local food systems, developing financial & business management education, developing marketing education, and developing risk management education. The next meeting will focus on completion of input from committee members regarding action plans and approaches for delivery of each focus area. The Director has hired Ellen Shapiro, IAIA Entrepreneurship Coordinator, as an independent contractor to assist the Director with the development of curriculum

specific to agricultural producers under financial business Management and marketing. Ellen Shapiro has also provided Part I Business Planning and Part II Developing a Business Plan workshops at Sandia, Cochiti and Taos Pueblos. Ellen Shapiro will assist the Director in the further development of small agricultural business programming as guided by the Community Advisory Committee to meet the needs of agricultural producer's small agricultural business needs. (Percentage Complete: 50%)

2. *Strategic planning to build relationships between 1994s and 1862s with USDA NIFA cooperating*. The Director currently collaborates with NMSU Extension and Research Directors: Edmund Gomez (RAIPAP); Steven Guldan, Superintendent, NMSU Alcalde ARC, and Mark Marsalis; Forage Extension Specialist, NMSU Los Lunas ARC. (Percentage Complete: 50%)
    a. The Western Extension Director's Association and NMSU have requested further cooperation regarding civil dialogue on race relations. Edmund Gomez is serving as the lead and recruited IAIA and Dine' College to participate in collaboration to promote training and awareness between land grant institutions in an effort to improve outreach to underserved constituents.

3. *Building Tribal Relations with New Mexico Communities*: The Tribal Relations group purpose is to promote engagement and support for IAIA among indigenous communities' worldwide. The Director has been invited to some Northern Pueblo communities to coordinate listening session(s) and strategic planning workshops. The first anticipated meeting will be held at the Pueblo of San Ildelfonso. The Director will collect input from Tribal communities and combine input for a cohesive aligned plan. (Percentage Complete: 75%)

4. The Director serves on the FALCON Board, is a council member on the Western Extension Risk Management Education Center (ERMC), and a member of the Advisory Committee Western Sustainable Agriculture Research and Education (WSARE) Professional Development Program. The Director completed a conference calls to plan for the 2018 FALCON Conference and WSARE Farm Walk; the Director will attend the ERMC Summer meeting, August 2018. (Percentage Complete: 85%)

### 5.2 Promote and support agriculture and natural resources in New Mexico Native communities

**Project Narrative***:* The Director provides outreach under agricultural extension, research and teaching programs to target audiences. Program areas include but are not limited to the following: small garden and crop production (vegetable and fruit production), greenhouse management, raised bed gardening, agricultural youth programs, access to USDA opportunities and other related areas of interest through the IAIA Land Grant Programs. Efforts will allow farmers and ranchers to gain the skills and knowledge necessary to achieve their agricultural endeavors.

1. *New Mexico Beginning Farmer and Rancher Program*: IAIA in cooperation with NMSU provides the New Mexico's Pueblo beginning farmers and ranchers (BFR's) outreach programming through educational and technical assistance to meet the individual production, marketing and financing needs of Native American BFR's. The Director attends BFR team meetings, provided one-on-one technical assistance, workshops, and trainings in coordination with NMSU agents.
    a. The BFR team has coordinated and implemented the following workshops: Chile Production by Charles Havlik (NMSU); Chile/Corn/Alfalfa Pest Control by Dr. Carol Sutherland (NMSU), Part I Business Planning by Ellen Shapiro (IAIA); Farm Tours at Freshies (peaches, plumes, apples, blackberries, grapes, tomatoes, melons, and oyster mushrooms), Growing Opportunities (hydroponic tomatoes production), and Ice Farms (organic and cut flowers) in Velarde, NM. A total of 46 BFR participants attended the workshops during this reporting period. [A summary list and photos of activities has been provided at the end of this report.] (Percentage Complete: 75%)
2. The WSARE Advisory Committee completed in-person planning meetings and conference calls to coordinate 2018 Walking Tour and NM WSARE Annual Conference. The walk is scheduled for August 15, 2018 at Tesuque Pueblo, NM. The Director is also on the annual conference planning adhoc committee. (Percentage Complete: 90%)
3. The Director also provided the following activities: interviewed and hired 7 students for the 2018 summer session; coordinated and provided 6 student trainings to both research and land grant assistants (please see section 1.5 of this report for further details); attended the USDA Workforce Development & TCU priorities discussion at SIPI with USDA Secretary Perdue; coordinated the USDA Farm Bill Consultation Hearing for Tribal Leadership at IAIA on May 14-15, 2018; took soil samples for farmers at San Felipe and Jemez Pueblos; completed a corn planting session with IAIA students and staff; provide coverage of the Land Grant Programs via the SFCC radio station; attended a Tribal Roundtable for New Mexico's agricultural plan at IPCC; provided a greenhouse tour to SIPI faculty and staff; and provided USDA FSA application assistance to farmers in San Felipe Pueblo. A total of 132 participants attended or participated in outreach activities mentioned above. [A summary list and photos of activities has been provided at the end of this report.]

### 5.3 Provide programming to Native youth

**Project Narrative***:* Extension and research programs through IAIA will develop youth programing in collaborations with New Mexico's 22 tribal communities to increase their critical thinking skills, exposure to agricultural, environmental, natural resources, and research opportunities in agriculture to increase interest and access to higher education.

1. The Director and Sponsored Programs Director submitted a new 2018-2022 proposal to USDA TCU Extension Program focused on gardener's youth program entitled Master Gardeners Youth Program. The Director is awaiting notification of an award and if awarded the project will start on September 2018. The Director is currently reviewing Texas A&M AgriLife Extension Junior Master Gardener curriculum to incorporate into the program as a basis for topic content and will

coordinate the pilot program at the IAIA campus for youth of the IAIA community. The Director is also preparing to recruit participants between mid Aug. – September 2018 and developing a train-the-trainer program in an effort to expand the program to the surround Santa Fe and Native communities. (Percent Complete: 65%)

2. *IAIA Student Orientation*: The Land Grant staff will participate in the 2018 IAIA student orientation. Staff will present to new/transfer students scheduled for August 15, 2018. Students will in engage with hands-on planting activities and tours of the USDA greenhouse and gardens.

### 5.4 Improve and support the health and wellness of New Mexico Native communities

*Project Narrative:* Health and wellness programs are a component of extension programs. The Director in cooperation with tribal communities will identify areas of need and provide stakeholders with educational assistance to increase their health and wellbeing to be thriving community members.

1. The Director will co-coordinate with the IAIA Wellness Council to coordinate the annual IAIA Food Day event on Oct. 24th, 2018. Planning meetings will begin in August to recruit volunteers and students.
2. The Director will support the Master Gardener Youth Program with the inclusion of nutrition & physical activities. The director is seeking external nutrition specialists and experts for collaboration. Previously through a SNAP Ed grant, the curriculum from CATCH Kids included materials for nutritional and physical activities to couple with the Texas A&M AgriLife Extension Junior Master Gardener curriculum.
3. The Director serves as a member on the IAIA Wellness Council and tentatively the council coordinate the Fall 2018 walking challenges and IAIA Food Day.

### 5.5 Provide training and support for New Mexico Native and Tribally-owned small agricultural businesses

*Project Narrative:* The small agricultural business program is a component of extension programs. The Director has developed strategic planning sessions with input from the Land Grant Advisory Committee. The Director also provides opportunities to access USDA programs and provides technical assistance with USDA application processes. The program targets agricultural producers and programs who wish to gain knowledge in an effort to make decision making strategies for their farm/ranch operations and/or tribal agricultural programs.

1. *Land Grant Advisory Committee Focuses on 5.5 Land Grant Priority:* The Director in an effort to building the Small Agriculture and Business Program is working with the Land Grant Advisory Committee in which they have developed 6 action areas to build a foundation for the small agricultural business program. Programming will include the provision of workshops, trainings and technical assistance in the following areas: Farm and Ranch Production & Management Education, Financial

& Business Management, Agricultural and Resource Policy, Economic Development, Marketing, and Risk Management. Some action plans are provided below setting the foundations for topic areas.

a. The Director is currently providing farm/ranch production & management coupled with small agricultural business education; see section 5.2 for current activities.
b. The Director is developing financial & business management workshops with Ellen Shapiro. Business management subject matter presentations presented by Ellen Shapiro include business planning, business financial management, and record keeping. Producers will also be able to develop business/estate plans through this program.
c. The Director is seeking input from the Advisory Committee to develop the agricultural and resource policy area in an effort that technical assistance will empower producers with knowledge in public land use, water resource allocation, water adjudication laws, water quality issues, tax policy, animal feeding operations, drought, federally regulated crop insurance, growth/development plans, water policy, FSMA, livestock vaccinations, antibiotics, and the US Farm Bill. The Director will recruit external specialists and experts for collaboration.
d. The Director will develop a program that will focus on local food systems economic development. The program will provide workshops and technical assistance to producers in an effort to encourage local food systems to contribute to the economic health of communities, increase financial support for farmers and ranchers, and develop local food systems plans for New Mexico's producers. The Director is currently collaborating with New Mexico First, and NMSU to work on the state's Ag. Plan to develop a shared language, appropriate measurements, and developing research that will focus on the role local food systems play in economic development
e. The Director and Ellen Shapiro are currently developing curriculum to provide marketing workshops and trainings. The content will include marketing, evaluation of pricing strategies, livestock and meat product traceability, infectious animal disease in the food marketing system, strategic market planning, product marketing, and direct marketing. Producers will also be able to develop marketing plans through this program.
f. The Director is seeking further input from the Advisory Committee to provide risk management workshops and trainings. The risk management program area emerged largely in response to the 1996 Farm Bill that introduced five categories of which are still implemented to this day. The categories include risk management-production, marketing, financial, legal and human risk. The Director will collaborate with WERMC to develop and provide risk management curriculum, tools, educational materials and workshops to agricultural producers.

**Land Grant Programs Summary of Activities**

I. BFR Exclusive Activities:

- 5/2/18 BFR Team Meeting; Alcalde, NM; Participant File Updates; 4 members
- 5/25/18 BFR Workshop Chile Production & Chile, Corn & Alfalfa Insect Pests; Jemez Pueblo, NM; 19 farmers attended
- 6/4/18 BFR Team Meeting (project update, new workshops, on-farm demonstration preparation, 2018 BFR PD conference planning Sept. 24-28); Alcalde, NM; 4 members
- 6/21/18 BFR Team Meeting - 2018 BFR PD conference planning; Alcalde, NM; 4 Members
- 7/9/18 BFR Workshop: Part I Business Planning by Ellen Shapiro, IAIA, & Integrated Pest Control by Tony Valdez, NMSU County Extension Agent; Taos Pueblo; 10 participants
- 7/10/18 BFR PD Meeting Tour Planning; Cochiti, Santo Domingo and Santa Ana Pueblos; 3 team members
- 7/18/18 BFR Farm Tours; Freshies – peaches, plumes, apples, blackberries, grapes, tomatoes, melons, and oyster mushrooms, Growing Opportunities – hydroponic tomatoes production, and Ice Farms – organic and cut flowers; Velarde, NM and NMSU's Alcalde Ag. Science Center with Rob Heyduck; 17 participants

**BFR Photos:**



Chile production and corn/chile/alfalfa pest control workshop. Jemez Pueblo.



Business planning and gopher control workshop. Taos Pueblo.



Greenhouse, fruit trees, hydroponic tomatoes, and Alcalde ARC farm tours

Photos by C. Carr.

II. IAIA Exclusive Outreach Activities:

- 5/4/18 Leadership & Self-Awareness Discussion; building collaboration with Karen Gomez through the Great Lake Internship Program & discussion to explore student success trainings into the Land Grant Research program.
- 5/3; 5/4; 5/7; 5/10 Interviewed students for summer internships; 9 students interviewed and 8 selected.
- 5/4 - 5/10 Coordination of USDA Farm Bill Consultation Hearings for Tribal

Leadership; IAIA; Emergency planning meeting (5/10/18) with IAIA Reservations, Facilities, Bon Appetit; Security, Marketing, & assisting faculty and staff.

- 5/11/18 Campus Walkthrough with USDA Advanced Detail
- 5/12/18 IAIA Commencement; Director assisted with Dignitaries
- 5/13/18 Workforce Development Meeting & TCU Priorities Discussion; SIPI Albuquerque, NM; USDA Secretary of Agriculture Sonny Perdue met with Tribal College and University Leadership which included Dine` College President Dr. Charles Montya Roessel, Red Lake Nation College President Dan King, Navajo Technical University Faculty Dr. Germaine Daye, SIPI Extension Coordinator Valerie Montoya, Charlene Carr IAIA Land Grant Director; and two SIPI college students Josiah Sandoval-Kie and Ethan Luweka
- 5/14-5/15 USDA Farm Bill Consultation Hearings for Tribal Leadership; 70 Participants; Participants included USDA Secretary of Agriculture Sonny Perdue, USDA representatives (US Forest Service, NASS, and Rural Development); New Mexico Pueblos were represented (Pueblo of Acoma, Laguna, San Felipe, Jemez, San Ildefonso, Santa Clara and ENIPC Executive Director). Other indigenous nations included Menominee, Navajo Nation, representatives Montana and Michigan, and TCU land grant staff members from Diné College.
- 5/16/18 Coordination of SARE Farm Walk; Tesuque Farms, Tesuque Pueblo, NM; the Director led the planning meeting between the farm's coordinators, Emigdio Ballon and Gailey Morgan, and SARE council members, John Idowu (NMSU) and Michael Diaz (Farmer); Tentatively scheduled for 8/15/18
- 5/17/18 Soil Samples for San Felipe Pueblo Farmers; San Felipe Pueblo, NM; 4 farmers were provided soil sampling instruction and collection services; the director will follow up with results in 2-3 weeks.
- 5/23/18 Development of Small Agriculture Business program; Ellen Shapiro will assist the Director with the development of a business program specifically geared towards agriculture.
- 5/24/18 Corn Planting, IAIA USDA Gardens; Land Grant students and IAIA staff assisted with corn planting
- 5/29/18 Acknowledgement of IAIA Staff and Faculty assistance with USDA Farm Bill event at IAIA
- 5/30/18 Soil and Plant Samples Collected, Jemez Pueblo, NM; & Soils Workshop; San Felipe Pueblo, NM; Director provided a soils introduction workshop to Pueblo farmers; 10 farmers
- 6/12/18 Radio discussion on IAIA Land Grant Programs with Eric Davis; SFCC
- 6/19/18 Student Training: Financial Literacy Basics provided by Karen Gomez (cross departmental coordination); IAIA; 7 students participated
- 6/19/18 Soil Sampling Collection; San Felipe Pueblo; 2 farmers
- 6/20/18 Attend Agricultural Plan Tribal Roundtable; IPCC, Albuquerque, NM; 25 participants (including farmers, ranchers, Tribal leadership,

program coordinators, senator representatives, NMSU and other public audiences)

- 6/21/18 Provide greenhouse tour to SIPI faculty and staff; IAIA; 5 participants
- 6/22/18 Provided FSA application assistance; San Felipe Pueblo, 2 farmers
- 6/25/18 Student Training: What is credit? & When do I use credit? provided by Karen Gomez; IAIA; 6 students participated
- 6/26/18 Student Training: Credit Reports & Are you Credit Worthy? provided by Karen Gomez; IAIA; 6 students participated
- 6/17/18 Student Training: Income Support & Community Assistance Programs provided by Karen Gomez; IAIA; 7 students participated
- 7/6/18 Student & Staff Training: Leadership Training – hands-on activities provided by Charlene Carr; Cochiti Pueblo; 7 students/2 staff members
- 7/12/18 Small ag. business program planning: farmer/rancher financial literacy trainings with Ellen Shapiro; IAIA

**Extension Photos:**



Soil sample collection. San Felipe Pueblo.

Photo by C. Carr



IAIA students and staff participating in corn planting. IAIA.

Photo by C. Carr



Workforce Development meeting with USDA Secretary Sonny Perdue. SIPI

Photo by Lance Cheung




USDA Farm Bill Consultation Hearing for Tribal Leadership. IAIA.

Photo by Jason Ordaz



Community project of mud plastering on adobe house. Cochiti Pueblo.

Photo by C. Carr



Student trainings with Karen Gomez. IAIA.

Photo by C. Carr





Leadership hands-on mouse trap assembly for students and staff. Cochiti Pueblo.
Photo by C. Carr

III. Research Activities:

- 5/3; 5/4; 5/7; 5/10 Interviewed Potential Research Students; 4 students were selected to participate in the summer program.
- 5/9/18 Student Research Interview with NMSU mentor; Alcalde, NM; Kyle Kootswatewa interviewed with NMSU Superintendent Dr. Steven Guldan.
- 6/19/18 Pueblo Community Project: Adobe Mud Plastering – summer students learned about the collection, mixing process and mud plastering of adobe houses; Cochiti Pueblo; 6 students
- 7/16/18 Meeting with Debon to work on research paper – draft discussion with mentor, Gary Nielson; IAIA

IV. Equity: Please note Dr. Thomas Antonio oversees the equity portion of the Land Grant Teaching mission.

To: Dr. Robert Martin
From: Eric Davis, Director Marketing and Communication
Date: July 20, 2018
Subj: Quarterly Board Report

**Mission Objective 1: Improve Student Success**

A. Increase involvement of all IAIA Stakeholders in Student Success

**Project:** Whenever possible include expanded student representation in both on and off campus event execution and marketing activities. Access student internships with sponsored events.

As we did last year, MarCom continued to expanded student involvement in the Annual IAIA MusicFest. Previously, students held positions as organizers, stage crew, production assistants, performers, and other key roles. This year we attempted to produce the event in conjunction with the Student Activities Department and Student Government, but for various reasons we were unsuccessful. MarCom will continue to pursue internships for students with KSFR, SFIFF, AHA Festival, Ortega's on the Plaza, AMP concerts, Santa Fe Bandstand, Santa Fe Reporter, and others in conjunction with Karen Gomez, Internship and Career Director. Additionally, a current student will be filming a new video PSA and Recruitment Video for use on the Comcast system. Our student worker, LeRoy Grafe was given expanded duties in the MarCom department, photographing events and making social media posts for the school.
*(% completed - 90%)*

**Other:** The IAIA weekly radio program on KSFR continues to receive good response from the local audience. We have developed regular features with appearances by artists in the IAIA Artists-in-Residence program, graduating seniors, and alumni -- and will continue to expand the guest list with a more national focus, including high-profile guests such as Billy Mills, Daystar Rosalie Jones, Ty Defoe, Joely Proudfit, Anne Hillerman, Suzan Harjo, and LaDonna Harris. We have several shows scheduled with the principals of Project Indigene – a program comprising 8 Santa Fe Native cultural institutions and 16 renowned artists, including Charlene Teters, Frank Buffalo Hyde, Nocona Burgess, and Cannupa Hanska Luger.
*(% completed - 70%)*

**Other:** MarCom has met numerous times with the ATD committee members to discuss communication objectives and plans. We have also attended some of their presentations. We will continue to interface with the committee as needed to assist them in communication with students, faculty, staff, etc., and assist in any way that we can.
*(% completed – 35%)*

B. Increase enrollment

**Project:** Utilize paid advertising and social media to drive potential students to the redesigned IAIA Web site. Redesign recruitment/Branding ad.

MarCom continues to place advertising more closely in conjunction with Admissions and Recruitment, targeting traditional and on-line media outlets relevant to potential students. Have already increased exposure on key outlets as directed by Recruitment Director. The “Dean Char” ad creative has been replaced by the “Students” ad creative. (See end of report.)

Will continue to increase IAIA’s event and overall exposure on-line utilizing social media (primarily Facebook) and paid advertising. We intend to explore expanding into additional social media platforms (specifically Instagram) this year once the new semester starts and are still investigating a variety of different campaigns. The current number of “likes” for our main Facebook page is almost 22,000. We will strive to increase engagement with our audience through both the various pages (School, Bookstore, Alumni, Museum, Performing Arts, MFA) and event pages and postings. A recent live-stream of the IAIA Red Shawl event generated 3,100 minutes watched, including international viewers -- with over 9,00 people reached. A Facebook ad for Recruitment reached over 115,000 people, with over 1,000 Like/Love reactions.
*(% completed – 80%)*

**Other:** We have been recording testimonials for all of the degree programs for use on our website and social media. The MFA, Business Program, ILS, and Cinematic Arts and Technology programs are complete. Dean Teters is next. It will be mostly the department chairs, although we used student testimonials for the Business Program.
*(% completed - 70%)*

E. Develop Student Leadership Skills

Will expand student involvement with IAIA MusicFest event and other activities driven by MarCom department. Delegating key roles to students.

**Project:** Include students in planning and execution of MarCom activities.

Expanded student involvement with IAIA MusicFest event and other activities driven by MarCom department, with the goal of delegating key roles to students. The Marketing and Communications Department has improved communications with campus groups and individual students through constant visibility on campus, and the promotion of events held by all stakeholders. Will increase student involvement with the MarCom-hosted radio show on KSFR. Will expand circulation of the on-campus newsletter and solicit more stories and ideas from students.
*(% completed – 60%)*

**Other:** Will continue to meet faculty and staff (and students) on an ad hoc basis, to discuss their needs from MarCom. Will continue to examine past activities to develop needs list and improvements to existing processes. Will expand webpages for numerous groups. Will use best efforts to expand our presence and continue to develop consistency with our Facebook communications. Continuing Education and Land Grant departments are priorities for next semester.
*(% completed - 50%)*

**Other:** The MarCom department will continue to participate in student activities such as film shoots, exhibition openings, activities, club events, etc. I feel as a member of the President's Cabinet it helps improve the students' perception of accessibility to the administration and shows an interest in their development. Our webmaster/social media specialist may continue teaching an IAIA photography class next semester and has already been scheduled for a CE class. Additionally, I have been asked to teach a CE class.
*(% completed - 45%)*

**Mission Objective 3: Build College Community**

F. Implement an internal and external marketing and communications plan

**Project:** Develop plan after reviewing previous plans and determining effectiveness. External plan will be in conjunction with Admissions and Museum. Internal plan with revolve around regular email communications, website announcements, and Facebook exposure.

Will continue to review past media and sponsorship investment/returns in order to prioritize Media Outlets and other channels for sharing information with the public -- especially potential students. The plan will continue to remain "soft" to take advantage of last-minute deals and other opportunities. Have utilized a few new outlets this year, and as noted above, will continue to expand our online presence.
*(% completed – 40%)*

**Other:** Develop Policy and Procedure Manuals.
The process to update the IAIA Style Guide is continuing. The Editorial Guide will become part of this new document. The new Style Guide will address approval procedures, logo usage, faculty/staff/student Facebook and other social media behaviors, etc. All work will be done in-house. First set of revisions made, work will continue through the summer.
*(% completed – 40%)*

**Other:** Will expand relationships with key external media personnel. Will meet with key area journalists to discuss IAIA and new strategies for stories and features.
*(% completed - 35%)*

**Other:** Expand and revise Media Lists. The IAIA Email List has gone from less than 5,000 contacts, to almost 10,000 currently. Our new website has provided additional opportunities for consumers to join our mailing list. The Hostiles screening and other OIA activities have added names to the list, and the website has generated over 1600 names from visitors.
*(% completed – 65%)*

**Other:** Will continue to collect copies of news stories and other examples of IAIA in various media for archival and other purposes. With the recent success of books by Terese Mailhot and Tommy Orange, we have received mention in many new publications this quarter.
*(% completed - 65%)*

G. Build a performing arts and fitness center
*(% completed - 100%)*

**Mission Objective 4: Advance Contemporary Native Arts and Culture**

F. Strengthen the connection between the College, its Museum, and the larger Santa Fe Community

**Project:** Consistent communication to public utilizing full name of museum: IAIA Museum of Contemporary Native Arts.

All Museum-developed communications pieces will continue to be reviewed by MarCom department to insure consistent messaging. KSFR radio shows and appropriate advertising efforts will continue to reinforce connection between school and museum. Monthly newsletter will expand coverage of museum exhibitions and events. A joint school/museum advertisement has been developed and will continue to be utilized in many of the programs for events that IAIA sponsors and other outlets where appropriate. A soon-to-be launched cross-promotion with Meow Wolf will further strengthen the relationship between the museum and school.
*(% completed - 65%)*

**Other:** Continue to utilize Event Sponsorship to strengthen IAIA's connection to the community. We have continued our promotional partnerships with Santa Fe Bandstand, Santa Fe Independent Film Festival, and the AHA Festival of Progressive Arts (cancelled for 2018), which have added to our local visibility. Will continue to expand the program as the MarCom budget will allow. Have recently begun to strengthen our ties to SWAIA, MIAC, and other institutions through sponsorship and joint collaborative programs. Project Indigine, referenced previously, which launches this summer, (funded by a city grant), is a collaboration between IAIA, MoCNA, MIAC, MOIFA, SWAIA, SAR, Wheelright, Coe, and the Native Treasures Market – addressing Appropriation, Authenticity, Activism, and Art & Identity in Native arts.
*(% completed - 70%)*

**Mission Objective 5: Expand Capacity as a 1994 Land Grant Institution**

A. Expand communication regarding IAIA's role as a 1994 Land Grant Institution

Will continue to revise and expand Land Grant information on Website and social media. Have begun taking more photographs of their activities and including them in various promotional pieces.
*(% completed - 45%)*

**Project:** Will continue to examine developing Feature Stories for media. Will continue to issue press releases as appropriate. Next up is a story on our relationship with Disney and the students who have interned with Zsolt Hormay, our connection to the program.
*(% completed - 45%)*

# WE ARE IAIA



## STUDENTS

We come from all over the country and all over the world. We are serious about our art.

We study Studio Arts, Creative Writing, Museum Studies, Cinematic Arts and Technology, Indigenous Liberal Studies, Performing Arts, Native American Art History, and Business and Entrepreneurship.

We create. We learn. We grow. We are empowered. We have fun. We succeed. We are leaders. We are role models. We are part of a community. The IAIA Community.

**What will YOU do when you are IAIA?**

The Institute of American Indian Arts provides a world-class arts education to Native American and non-native students alike. We offer certificates, undergraduate, and graduate degrees. IAIA is accredited by the Higher Learning Commission and the National Association of Schools of Art and Design.

**For more information please call 505.424.2325 or visit iaia.edu.**

IAIA
INSTITUTE of AMERICAN INDIAN ARTS

83 Avan Nu Po Road
Santa Fe, NM 87508-1300

To: Dr. Robert Martin, IAIA President
From: Patsy Phillips, Director
IAIA Museum of Contemporary Native Arts (MoCNA)
Date: July 20, 2018
Subj: May 14 thru August 19, 2018
Staff Listed: Chief Curator, Manuela Well-Off-Man; Curator of Collections, Tatiana Lomahaftewa-Singer; Program and Membership Manager, Andrea Hanley; Preparator and Exhibition Coordinator, Mattie Reynolds; Collections Registrar, John Joe; Graphic Designer, Sallie Wesaw-Sloan; and Finance Coordinator, Marcela Apodaca

**Strategic Theme 1: Improve Student Success**

**1.1** Increase involvement of all IAIA stakeholders in student success

- Reynolds organized a "social media takeover (Facebook and Instagram)" temporarily by summer intern Ylana Padgett. In other words, Padgett posted on the museum's social media while she was here during the summer.

  Reynolds worked with museum students, Jeffrey Begay, Ethan Swearengin, Patrick Bednark, Caitlin Bird, Stephanie Stewart and Lorenza Marcais who assisted with summer exhibition installations.

**1.5** Develop student leadership skills

- IAIA alumnus, Rory Wakemup is currently the director for an Art Gallery in Minneapolis and he's having trouble navigating the work politics. Phillips agreed to serve as his mentor.

- Well-Off-Man worked with summer intern and art history student Ylana Padgett on developing a tentative checklist for the summer 2021 exhibition *Exposure: Native Art and Political Ecology*. During her internship Ylana also wrote artist biographies for the upcoming exhibition catalog *Action/Abstraction Redefined*, when one of the catalog authors was unavailable due to illness.

- Lomahaftewa worked with Lorenza Marcais, IAIA Museum Club President throughout the summer to plan for the IAIA Student & Recent Graduate Art Market held on August 18-19. IAIA students Austin Big Crow and Stephanie Stewart were hired for the summer in the collections department to help with the relocation of objects onto the new shelving system. Nathaniel Fuentes (Tewa/Diné) interned in the Collections Department with a focus on creating a work flow/manual for the IAIA Photogrammetry Project. He is a Senior majoring in IAIA's Cinematic Arts department and minoring in Art History. He plans to complete his undergraduate program in May 2019 and continue working in his field through internships and work experience.

**Strategic Theme 3: Build College Community**

**3.3** Implement a faculty and staff professional development plan

- Reynolds participated and presented in a Guide by Cell audio tour webinar. She will update the museum's Guide by Cell program: New features include a dial-in number for guests to leave feedback on an exhibition, and a dial-in number on MoCNA's Facebook and Instagram pages to listen to an introduction to upcoming shows and events.

- Joe was accepted to graduate school at Arizona State University in the Fall 2018. He spent the summer on follow-up and completing as many projects and paperwork as possible including securing details for future requests such as loans and acquisitions. His last day is August 10. An announcement for his position was posted in April and a hiring committee led by Lomahaftewa reviewed applicants and conducted skype interviews throughout the summer. After several interviews with different candidates, the hiring committee selected Eric Wimmer (*MA, Art History,* University of Denver; BA History, University of Montana).

**3.4** Bring students, faculty, and staff together in campus-centric activities

- Reynolds, Well-Off-Man and Hanley regularly contribute to MoCNA's social media postings.
- Lomahaftewa, Hanley, Wesaw-Sloan, and Apodaca attended the IAIA staff retreat in June.

**Strategic Theme 4: Advance Contemporary Native Arts and Culture**

**4.1** Expand collaboration between the Museum, academic and student support programs

- Well-Off-Man continues to work with staff, IAIA faculty and a student representative on MoCNA's AAM accreditation. She oversaw the development/improvement and successful verification of MoCNA's five Core Documents (Mission Statement, Code of Ethics, Strategic Plan, Museum Collection Policy, and Disaster Plan): AAM program officer Susan Zwerling wrote in her email "It is very rare for a museum to get all 5 documents passed and verified after only one round of corrections. You are clearly committed to embedding best practices into your daily policies and procedures and creating a culture of excellence at MoCNA." The next step is to formally apply by October 1, and then begin a self-study.

**4.2** Implement Museum Docent and Volunteer programs

- Hanley continues to direct the Docent + Volunteer program by participating in meetings, creating and gathering relevant materials on contemporary Native arts, as well as upcoming MoCNA exhibition information. Hanley has begun planning for the next round of volunteer/docent training program which will begin in January 2019.

**4.3** Advance scholarship and dialogue on indigenous arts and culture

- Phillips participated on a panel discussion organized by the Ford Foundation and held at Site Santa Fe, July 28. The purpose was to examine challenges Native and Latinx art communities face. Phillips wrote and submitted a Foreword for the new publication *Action/Abstraction Redefined*. Phillips is in discussion with a donor who wants to fund a publication of Suzan Shown Harjo's donation to the museum.

- In collaboration with Suzan Shown Harjo, Phillips is working on the logistics for the Suzan Shown Harjo Symposium to be held at IAIA and MoCNA in September 2019. Writers and topics are identified: Introduction by Dr. Robert Martin; Biography, Patsy Phillips; Religious Freedom, Sacred Places, Cultural Rights Protection, Dr. Michael D. McNally; National Museum of the American Indian, W. Richard West, Jr., Esq., Repatriation and Protection of Ancestors and Cultural Rights, Dr. James Riding In & Dr. Gabrielle Tayac; Smithsonian NMAI Treaties Exhibition and Publication Project and Symposium - Nation to Nation: *Treaties Between the United States and American Indian Nations,* Kevin Gover, Esq.; Racist Stereotypes and Cultural Appropriation in American Sports, Dr. Philip J. Deloria; Native Nations Sovereignty, Citizenship and Artist Identity and Authenticity in the Marketplace in Tribal and Federal Law, Dr. Nancy Marie Mithlo; Journalism, Broadcasting, Print and Policy; Arts, Poetry, Theater, Radio Production/Direction, Mark Trahant & Mary Kathryn Nagle, Esq.; Awards, Honors, Public Service, Jodi Archambault Gillette; and Federal Indian Law and Policy, Dr. Gerald Vizenor. Phillips submitted a proposal to Kevin Gover at the National Museum of the American Indian to fund and publish the Suzan Shown Harjo Symposium, and is waiting for a response.

- Phillips and Well-Off-Man met with nine European museum directors and curators as part of the U.S. Department of State's International Visitor Leadership Program, locally organized by Santa Fe Council on International Relations.

- MoCNA's exhibition catalog *Connective Tissue: New Approaches to Fiber in Contemporary Native Art* was ordered by several colleges including: University

of Iowa Libraries and the University of Washington Information School in Seattle in addition to Colgate University, and San Francisco State University.

- Well-Off-Man attended the opening reception for *Visual Voices: Contemporary Chickasaw Art* at the Fred Jones Jr. Museum of Art and moderated the artist panel discussion. She co-curated the show with Karen Whitecotton (Citizen Potawatomi Nation). Well-Off-Man met with Christine Giles, curator of Western and Native American art, Palm Springs Museum. Christine Giles will bring a group of 30 museum members to MoCNA in September.

- Reynolds and Well-Off-Man gave a museum tour to curator and IAIA alum, Delana Joy Farley and exhibits preparator Jed Smith, Southern Ute Museum and discussed MoCNA's exhibitions, exhibition calendar and installation processes. The Southern Ute Museum is interested in new ideas for their upcoming museum anniversary.

- Lomahaftewa spent most of her summer writing and contributing to the *American Indian Art 101* textbook and *Action Abstraction Redefined* catalog.

- Hanley is managing the next round of four artists for the 2nd year funding from the Andy Warhol Foundation for the Visual Arts for *the IAIA Museum of Contemporary Native Arts Social Engagement Art Residency* for 2017 – 2018.

- Phillips submitted a proposal to the Native Arts and Cultures Foundation in support of the *IAIA Museum of Contemporary Native Arts Social Engagement Art Residency*. MoCNA was awarded $10,000 for two Social Engagement residents to begin after the Warhol Foundation grant ends in 2019.

- Hanley lectured at the Scottsdale Museum of Contemporary Arts, May 24, in conjunction with *Akunnittinni: A Kinngait Family Portrait* exhibition she curated for MoCNA. Hanley also presented at a panel discussion at the Americans for the Arts Conference on Social and Community Engagement in Denver, CO on June 15. Hanley lectured at Amory Center for the Arts in Pasadena in conjunction with the opening of *Akunnittinni: A Kinngait Family Portrait* on June 30.

- Hanley organized the Helen Hardin Media Film series, *CineDOOM: Narratives of Native Film and Beyond* June 4–October 29. The film series features six films by Southwestern based Native American directors and curated by local Navajo filmmaker Blackhorse Lowe. Featuring *Raven* (2017); Razelle Benally (IAIA Alumni), Director; *My Soul Remainer* (2017), Nanobah Becker, Director; *Manna* (2016) Daniel Edward Hyde, Director, 12 mins *Captivity Narrative* (2017) Jason Asenap, Director, (IAIA Alumni) Report (2015) Blackhorse Lowe and Raven Chacon, Directors, *Smoke Break (*2005) Sally Kewayosh, Director; *Hooghan* (2018) Blackhorse Lowe, Director.

** See list of the museum's activities scheduled during Indian Market at the bottom of the museum's report.*

**4.4** Grow the IAIA collection

- Phillips traveled to Houston, Texas, May 30 and 31 to look at Jane Colman's collection that she wants to donate to IAIA. Jane has approximately 18 works of art to donate from important artists such as Kevin Red Star, Allan Houser, Mateo Romero, Darren Vigil Gray, Shonto Begay, Bill Soza, Stan Natchez, Nora Naranjo Morris, Virgil Ortiz and others. Acquisition's committee will meet this summer to discuss and approve this donation.

- Phillips and Lomahaftewa met with collectors Barbara and Roger Murphy who are leaving in their estate works by Dan Namingha, Michael Namingha and Emmy Whitehorse to IAIA.
- Well-Off-Man maintains good relationship with collectors like Loren Lipson. She also maintains relationships to artists, and as a result, Montana Blackfeet artist Jeneese Hilton donated three paintings: *Conference on Scorched Earth*, 2005, 48 x 67 in; *Cat's Cradle*, 1992, 60 x 50 in.; and *Compare and Contrast*, 1998, 51 x 72 in.
- Throughout the months of May to August, the collections department has spent most of their time processing paperwork for new acquisitions, and loan requests in addition to conducting an inventory and documentation of objects that had to be relocated onto the new shelving system that was added this spring.

New Acquisitions

The following items were reviewed and accepted at the Collections Acquisition Committee Meeting held on May 2, 2018:

1. Donation Proposal Accepted for Permanent Collection: Gift of Charlene Teters – (paperwork pending)
   1. Metal pipe by James Luna
2. Donation Proposal Accepted for Permanent Collection: Gift of the IAIA Artist in Residence Marwin Begaye- (paperwork pending)
   1. Marwin Begaye, Anhingabird, woodblock print on paper
3. Donation Proposal Accepted for Permanent Collection: Gift of IAIA Student Artist Manuel Ramirez-
   1. Manuel Ramirez, Observation 1, charcoal/graphite/ink on paper
4. Donation Proposal Accepted for Permanent Collection: Gift of the Artist Paris Butler- (paperwork pending)
   1. Paris Butler, Icon Idigena Locus #1

5. Donation Proposal Accepted for Permanent Collection: Gift of Elenore Estate – (paperwork pending)
    1. Steven Wood acrylic painting
    2. Bob Haozous, copper plated steel chicken
    3. Doug Coffin, mixed media sculpture
    4. Stan Natchez beaded acrylic gold leaf painting
    5. Gino Bear Natchez beaded acrylic painting

Museum Purchases / BFA Selections:

1. Haley English, *Who Gramma Dat*, 2018, 26 x 26, acrylic on canvas, $900
2. Avis Charley, *A Thinking Indian*, Acrylic, 48 x 36 in., $2800
3. Lashawn Medicine Horn, “I’m Not Living, Just Killing Time,” 2017, Acrylic/charcoal and wax pastels on canvas, 14” x 11”, $500

Studio Visit and Online Acquisition Approval held throughout May 2018:
Well-Off-Man, Lomahaftewa, Hanley and Lara Evans visited the studio of Courtney Leonard and Frank Buffalo Hyde to select new acquisitions, donated by Lipson. Donation Proposal Accepted for Permanent Collection: Gift of Loren Lipson – (paperwork pending)

1. Courtney Leonard, “Sustenance,” 2017, installation with Mapping Memory, video/ceramic steel/coal, 13’ x 5’ x 5’
2. Courtney Leonard, “Breach #2,” 2018, installation, ceramic/wooden pallet, 3’ x 4’ x 3’
3. Courtney Leonard, “Bound,” 2014, painting, mixed media/acrylic on canvas, 4’ x 6’ x 2”
4. Courtney Leonard, “Blanket,” 2010, painting, mixed media on canvas, 48” x 48” x 2”
5. Frank Hyde, “Bull Durham,” 2017, diptych, acrylic on canvas, 24” x 24” (each)
6. Frank Hyde, “Epochs- Butterworth Maidens” 2018, acrylic on canvas, 48” x 60”

IAIA AIR Acquisitions

1. Rory Erler Wakemup, Ghost Shirt, 2014, glass/rebar, 34.5” x 51.5” x 18”, $8000
2. Dyani Whitehawk, Interrupted, 2016, oil/beads on linen, 18” x 48”, $8000
3. Cannupa Hanska Luger, “We Have Angency XI,” 2018, sculptural installation, ceramic/steel/rope/wool, 9’ x 5’ x 3’, $15,000

New Loan Requests Received and Approved:

Loan request received for Fall 2018 from McMaster Museum of Art, Hamilton, Ontario, Canada:

1. Fritz Scholder, “Grass Indian #4,” 1980, monotype, Cat. No. MS-69

Loan request received for Fall 2018 National Veterans Art Museum, Chicago, IL:

1. Rick Bartow, “Crow Dance,” 1988, lithograph, Cat. No. CAL-5
2. Rick Bartow, “Icarus 10, ed. 34/100,” 2008, pastel & graphite on paper, Cat. No. CAL-22
3. Lloyd Kiva New, “Indian Beadwork,” 1973, oil & metal studs on canvas, Cat. No. CHE-121
4. Lloyd Kiva New, “War Camp,” 1945, watercolor on paper, Cat. No. CHE-212
5. Lloyd Kiva New, “Ships in Harbor,” 1945, watercolor on paper, Cat. No. CHE-233
6. Lloyd Kiva New, “Ships enroute to Hokihaido, Japan,” 1945, watercolor on paper, Cat. No. CHE-188
7. Lloyd Kiva New, Untitled (wartime painting), 1945, watercolor on paper, Cat. No. CHE-206
8. T.C. Cannon, Cat. “On Drinking Beer in Vietnam in 1967, ed. 6/100,” 1971, lithograph, Cat. No. CD-33

Shelving Update

Strategic Priority Request for additional shelving was completed in May. Collections department staff and IAIA students have spent the summer creating trays, boxes, and mounts for objects to be placed onto the new shelves. Registration, condition reports and new photography have been conducted for all the objects that were relocated to the new shelving system. Approximately 80% of relocating the objects is complete.

**4.5** Engage with indigenous communities world-wide

- Phillips hosted the Native Museum Directors Consortium meeting at MoCNA. Invited attendees included: Rick West, Autry Museum Director; Kevin Gover, National Museum of the American Indian Director; David M. Roche, Heard Museum Director; John Vanausdall, Eiteljorg Director; Della Warrior, MIAC Director; Jim Pepper Henry, American Indian Cultural Center in Oklahoma City Director; Susan Neal, Gilcrease Museum Director; and Jonathan Batkin, Wheelwright Museum Director.

- Well-Off-Man visited Peruvian artists Carol Fernandez and Fernando Castro (Amapolay artist group) at the Folk-Art Museum’s Indigenous printmaking event to discuss their participation in the 2021 *Exposure* show.

- Hanley curated two exhibitions in the last two years and has been actively involved in the management of both exhibitions traveling to other institutions. *Akunnittinni: A Kinngait Family Portrait* was originally on view at the museum in 2016. This exhibition chronicles a visual dialogue between three generations of Inuit women, a grandmother, mother, and daughter - Pitseolak Ashoona (1904-1983), Napachie Pootoogook (1938-2002), and Annie Pootoogook (1969-2016). *Akunnittinni* closed at the Scottsdale Museum of Contemporary Arts, Scottsdale, AZ May 20, 2018. The exhibition was reviewed in AZ's *Java Magazine* and was named one of the best things to do in Phoenix, by the *Phoenix New Times*. The exhibition opened on July 1 and extended thru December 16, 2018 at the Armory Center for the Arts in Pasadena, California. Hanley attended the opening of Akunnittinni where she gave a lecture. Representation at the opening included Dorset Fine Arts, The Autry, Cal State Fullerton Grand Central Art Center, the Orange County Art Museum, LACMA, the Hammer, MoMA, and the Museum of Indian Arts and Culture. The Armory has received great feedback to date, and as they state, "Extending the show gives us the opportunity to increase our outreach efforts considerably." The second exhibition, *Desert ArtLAB: Ecologies of Resistance* was on view at MoCNA in 2017. Desert ArtLAB is an interdisciplinary art collaborative, established by museum curator/educator April Bojorquez (Chicana/ Rarámuri) and artist/educator Matthew Garcia (Chicano). The installation reconceptualizes desert/dryland ecologies not as post-apocalyptic growth of wasteland, but as an ecological opportunity. The exhibition is opening on October 13, 2018 to January 13, 2019 at The Fine Arts Center at Colorado College in Colorado Springs, CO. *Last Supper*, C. Maxx Stevens exhibition that addresses diabetes returned to the museum in May from UNM's Maxwell Museum. It is available to travel again.

**4.6** Strengthen the connection between the College, its Museum, and the larger Santa Fe community

- New Mexico Women in the Arts invited Phillips to participate on a panel about leadership and her trajectory to becoming a leader. The panel discussion was held at the Center for Contemporary Arts and included other art directors and UNM Academic Dean. Phillips has been a member of the International Women's Forum New Mexico for five years. Membership is by invitation with only 100 members in New Mexico. Local community leader Carol Lopez invited Phillips to participate on the Membership Committee for this organization. Phillips participated in the review and selection process for new members. Phillips gave a tour of the museum's exhibitions to the new UNM President Stokes. The first woman to hold this position.

- Well-Off-Man and Hanley presented the museum's summer exhibitions and programs to the City of Santa Fe Bienvenidos volunteers.

Well-Off-Man visited with former State Historian Estevan Rael-Gálvez to plan an upcoming exhibition featuring Indigenous and Hispanic artists's responses to the Santa Fe Entrada. The exhibition's goal is to create a more meaningful, appropriate and culturally sensitive way to commemorate the historic event, in collaboration with other regional institutions.

- Hanley managed the new mural project in the Allan Houser Art Park by local Native Hawaiian/Mescalero Apache muralist Ian Kuali'i. Ian most recently was a 2017 IAIA A-i-R resident. Hanley joined the board of directors for local arts organization, Axle Contemporary a local arts space.

**Strategic Theme 5: Expand Capacity as a 1994 Land Grant Institution**
**5.3** Provide programming to Native youth

- Hanley developed and managed the 5th Annual Family Day at MoCNA on Saturday, June 2. Families participated in artist-designed, hands-on art-making activities. This program is geared towards K – 5. A food truck was onsite. The Museum Store offered 20% off all children's items. Artist David Gaussoin (Picuris Pueblo/Navajo/French) worked on a fashion-based project and encouraged participants to reuse, recycle, revamp and repurpose old t-shirts or clothes. Native American youth hoop dancers from the Lightning Boy Foundation performed (the foundation established by George Rivera for his son). This event was free for families and supported in part by the Santa Fe Public Schools Native American Student Services.

## Museum Events for Indian Market Week

**Thursday, August 16 | AIO Community Gathering**

**3-4pm** | 2nd floor conference room

Americans for Indian Opportunity partners with MoCNA to host a local Native American community members gathering. All invited.

**Members Preview**

**4-5pm** | Allan Houser Art Park

Late Summer/Fall Exhibitions Opening Reception

**5-7pm** | Allan Houser Art Park

Three new exhibitions will open on the first floor:

- ***Meeting the Clouds Halfway: Terrol Dew Johnson and Aranda\Lasch***
- ***Expanding Horizons: Darren Vigil Gray***
- ***Holly Wilson: On Turtle's Back***

**Friday, August 17 | Incoming IAIA Student Ice Cream Social**

**3-4pm** | Allan Houser Art Park

MoCNA Staff will host IAIA Students coming back to IAIA with an ice cream social.

**Panel: CineDoom: Narratives of Native Film and Beyond**

**5pm - 6:15pm** | Allan Houser Art Park

This panel focuses on MoCNA's current film program, curated by local Navajo filmmaker Blackhorse Lowe, explores the current state of Native film in the Southwest. Panelists include: Sally Kewayosh (Walpole Island First Nation), Jason Asenap (Comanche), Nanobah Becker (Diné), Daniel Edward Hyde (Navajo/Belize), moderated by Blackhorse Lowe (Navajo).

**Saturday, August 18 | Breakfast in the Park: MoCNA + NMAI + MIAC Members**

**7-9am** | Allan Houser Art Park

Join members of MoCNA + NMAI + MIAC for a kick off Indian Weekend breakfast.

**Santa Fe's Public Radio KSFR 101.1 FM**

**9am - 5pm | MoCNA South Courtyard**

Santa Fe Public Radio KSFR 101.1 FM will have a live feed at the museum. Featuring giveaways and live radio all day. 2- 5pm radio personality, Tara Gatewood (Isleta Pueblo), of *Indigenous Foundation* will be live from the booth.

**Gallery Sessions:**
**9:00am - 10:00am | 10:30am - 11:30am** |

Artists Terrol Dew Johnson (Tohono O'odham), Holly Wilson (Delaware Tribe of Western Oklahoma/Cherokee), Darren Vigil Gray (Jicarilla Apache/Kiowa Apache) and Ian Kuali'i (Native Hawaiian/Mescalero Apache) will discuss current exhibitions in the galleries and participate in a panel discussion on their respective art practices with introductions by Well-Off-Man.

**Book Reading: N. Scott Momaday and the Sense of the sacred - A Native poet and artist, a universal voice and W. Richard West in dialogue**
**1-2:30pm |** Allan Houser Art Park

N. Scott Momaday (Kiowa) and W. Richard West, Jr (Cheyenne Arapaho Tribes of Oklahoma) will discuss a new book which is an informed international perspective on Momaday's work and life as an UNESCO Artist for Peace. Momaday is a poet, novelist, storyteller, playwright and painter.

**Contemporary Indigenous Discourse Series in partnership with the Association of Tribal Archives, Libraries, and Museums (ATALM) and Creative Santa Fe**

**Native Arts and Policy: Resilience and Rights**
**3:00pm - 5:00pm** | Allan Houser Art Park

An introductory poem will be read by Navajo Nation Poet laureate Luci Tapahonso. Native Arts and Policy: Resilience and Rights will recognize the increasing importance and relevance of the cultural community and art within a national and international platform. How can tribal archives, libraries, museums, and artists help in implementing international human rights standards into American law and policy? This is generationally a challenge for indigenous institutions across the country and throughout the world. September 13, 2017, marked the tenth anniversary of the United Nations approval of the landmark United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). Around the world, over 350 million indigenous peoples in 90 worldwide countries celebrated the endorsement of this landmark UN declaration, taking efforts to begin implementing human rights standards laid out in UNDRIP into domestic laws and policies of nations around the world. Indigenous peoples worldwide are standing at the dawn of indigenous history, the human rights era. It will be the responsibility of all Indian Country, our political leaders, legal scholars, activists, cultural institutions and artists to fully implement these indigenous rights ethics into our domestic law and policy. Panelists include: Walter Echo-Hawk (Pawnee) Author and Attorney; Laura Harris (Comanche) Executive Director, Americans for Indian Opportunity; Robert (Tim) Coulter (Potawatomi) Founding Director,

American Indian Law Resource Center; Wanda Nanibush (Anishinabe), Curator, Indigenous Art, Art Gallery of Ontario; Moderated by W. Richard West (Cheyenne and Arapaho Tribes of Oklahoma), President and CEO, Autry Museum of the American West.

**Sunday, August 19 | *The Sea of Grass*: Book Reading and Dialogue**

**11:00am - 12:00 noon** | Allan Houser Art Park

Pawnee Tribe of Oklahoma citizens, author and lawyer Walter Echo-Hawk and Kevin Gover, Director of the National Museum of the American Indian, Smithsonian Institution, will have a lively discussion on historical fiction novel *The Sea of Grass: A Family Tale* from the American Heartland. Echo-Hawk's newest novel is inspired by real people and events that were shaped by the land, animals, and plants of the Central Plains and by the long sweep of Indigenous history in the grasslands.

To: Dr. Robert Martin
From: Laurie Brayshaw, Director Office of Sponsored Programs
Date: July 20, 2018
Subj: 3rd Quarter Board Report

**Strategic Theme I. Improve Student Success**

**B.** Increase enrollment; improve retention and completion
*(Percentage complete 80%)*

## Continuing Education

**Project:** Increase the number of IAIA students and members of the outside community that enroll in Continuing Education courses and workshops.

## Activities/Courses Offered

**Summer 2018 - Summary of CE Enrollment**

| | |
|---|---|
| CE Courses Offered | 7 |
| CE Students Registered | 53 |
| CE Students Attended | 44 |
| Attendance Rate | 83% |
| CEUs Earned | 14.3 |
| CE Badges Earned | 61 |
| NM Residents | 40 |
| Out of State Residents | 4 |

**Courses Offered**

- Workforce Development for Artists Part 1 and Part 2 – Instructor Nocona Burgess
- Using Photography, Writing and Social Media to Promote Artist's Work – Instructor Jason Ordaz
- Becoming the Character: An Introduction to Cosplay – Instructor Desbah Evans

Since January, CE has been implementing the Empower system for CE programming to streamline efforts in the collection and maintaining student records, automate online registration and fee payments. Summer 2018 has been a good testing period for integrating CE across Empower modules such as Student Billing and Student Records. This has better prepared CE for the Fall 2018 semester as there will be expected more courses and more students in the program.

In terms of evaluating the Summer 2018 course roll-out, marketing efforts through Facebook ads have been very successful in reaching more prospective CE students and diversifying the pool of students by age, ethnicity and residence. In fact, for the majority

of course there was a good mixture of IAIA affiliated and non-affiliated people from within and outside Santa Fe area. Jonathan Breaker will evaluate Summer 2018 course surveys to better improve on CE student success and inform future programming.

The courses offered by Desbah Evans and Nocona Burgess have been recorded and will be edited to eventually share online as an ongoing educational resource. Future CE students will have access to peruse and view these courses as they will be available online. The courses also offered opportunities for students to attend through Zoom web-conferencing. There were students that participated online from Oregon and Arizona and were able to ask questions and receive feedback in real time. CE will continue to work on opportunities to have students attend CE courses in this way, including the opportunity to offer off-site and/or courses held out-of-state.

**Fall 2018**

IAIA CE has been successful in providing courses responsive to IAIA constituents and tribal communities via IAIA 2014 Tribal Needs Survey and SNAAP Survey results. As a result, Fall 2018 courses will continue to offer Workforce Development courses for the arts which address the needs of artists and professionals to acquire training and skill development to be economically successful. In addition, CE is looking at offering courses in personal finance, personal enrichment, and health and wellness.

Jonathan has also been contacting organizations and tribal contacts to build partnerships with respect to CEUs and training opportunities. Recently, he has approached the Indigenous Language Institute with an opportunity to co-host a workshop on Indigenous Languages and Cultures from Mexico that may be taught by visiting Fulbright Scholar Miguel Reyes. Miguel has agreed to work with CE on developing on these opportunities within the IAIA community and with tribal contacts.

The New Mexico Tribal Higher Education Council, consisting of higher education representatives, has not yet convened a meeting for 2018. Meanwhile, Jonathan was approached by Southwestern Indian Polytechnic Institute (SIPI) to co-host with other tribal colleges a meeting with New Mexico tribal education departments. The idea is to be informed of NM tribal needs and share information on latest opportunities for tribal students at tribal colleges. Jonathan offered to host the meeting at IAIA and is currently working with representatives from SIPI, Haskell, Navajo Tech and Dine College. The meeting will be a good opportunity to introduce recent development in CE and other programming at IAIA.

Jonathan will participate in LERN online training from September to November 2018 geared towards providing CE program development training. LERN is an international organization designed to build capacity and training for institutions that offer continuing education programming. Jonathan will attend the LERN national conference to learn more about best practices and innovation in the CE field. Jonathan will also co-present a workshop, alongside other TCUs, on “Supporting traditional and non-traditional learners at TCUs” at the National Indian Education Association Annual Conference in October 2018.

| IAIA Continuing Education – Work Plan 2018 | | | | |
|---|---|---|---|---|
| Project | Project Description | Deliverable | Expected Start Date | Expected End Date |
| Empower | Fall 2018 course schedule | • Training with Comspec (in person)<br>• Enter FA18 schedule in Empower | June 15<br>August 15 | June 15<br>August 30 |
| Fall 2018 CE Courses | Develop and market CE courses for Fall 2018 (to be offered mid-September to late November) | • Establish Course Schedule<br>• Hire/recruit instructors<br>• Marketing for Fall CE Courses | July 1<br>August 1<br>Aug 15 | August 30<br>August 15<br>November 30 |
| Provide IAIA Continuing Education Units (CEUs) for Conferences and Symposia/Workshops | Partner with organizations to offer CEUs and IAIA Badges for participant learning during conferences, symposia and workshops. | • National Indian Education Association National Convention October 2018<br>• Indigenous Languages Institute | Ongoing<br>Ongoing | November 7<br>Ongoing |
| Partnership Building with Tribal Communities | Partner with tribal communities on CE workshops. | • Work with tribal communities<br>• New Mexico Tribal Higher Education Council<br>• Tentative meeting between NM tribal colleges and Tribal Higher Education Departments | Ongoing<br>Meeting postponed from March 2018<br>Ongoing | Ongoing<br>Ongoing |
| Spring 2019 CE Courses | Establish work plan by November 2018 | TBD | TBD | TBD |

**Strategic Theme III: Build College Community**

I. Grow and maximize resources for college programs
*(Percentage complete 100%)*

Sponsored Programs

**Project:** Use the information about IAIA needs and interests to identify potential funding for these areas.

A proposal was written and submitted with Lara Evans and Tom Antonio for the USDA Equity grant. The “Southwest Plant Collection and Identification” proposal requests $101,147 to integrate artists from the Artist-in-Residence programs into the science courses. In addition, a one-year no cost extension letter was submitted to the USDA Equity for the 2017-2018 grant so that some of the work that was proposed can be completed in the coming year.

A proposal was written and submitted for the USDA Extension grant. The “IAIA Junior Master Gardener Program” proposal requests $125,000 to develop and deliver an afterschool Junior Master Gardener program to the Native American youth, ages 3-17, in Santa Fe and on the IAIA campus.

A proposal was written and submitted to the USDA Rural Development program for $129,000. The proposal requests funding for an array of solar panels and the appropriate connections to take the greenhouse off of the grid and have it use solar power for all heating, cooling, and lighting.

A Letter of Invitation was submitted to the Mellon Foundation. The LOI proposes that IAIA will conduct a Feasibility Study with the assistance of Kauffman and Associates, to develop a master plan for a Research Center. The Mellon Foundation has performed an initial review and they have asked us to expand the request from 1 year /$100,000 to 3 years/ $300,000. The team working on the LOI include Lara Evans, Ryan Flahive, Patsy Phillips, and Manuela Well-Off-Man. We will meet again to expand the project and submit a revised LOI for further review.

A proposal was written and submitted to the NEH Humanities Initiatives at Tribal Colleges. The “Native Voices in Literature” proposal requests $100,000 to develop and deliver Continuing Education workshops that focus on Native American literature that can be taught in Native American communities across the country.

Additional paperwork was completed for the Fulbright Scholar-in-Residence program. Miguel Reyes Contreras is slated to begin his 9-month residency on Aug 6, 2018. He will teach in the ILS department and we are also working with him to teach Continuing Education workshops that will be available to our students and the greater Santa Fe population.

A four month no-cost extension was requested and received from the Department of Defense for the Mats Reiniusson. The grant will allow for the completion of the building of the interface with the content management system for the Dome.

The final report for the New Mexico Arts grant was completed with Jamie Figueroa.

The final report for the AICF Capital Infrastructure grant was written and submitted. The grant provided IAIA $50,000 for landscaping around the Performing Arts building.

The final report for the Santa Fe Arts Commission was completed with Eric Davis. The $12,000 grant funded some marketing and advertising for the Museum, the Powwow, the Readers Gathering, the Artist-in-Residence program, and the Music Festival.

The final report for the Will Eisner grant, and the AICF Digital Library report were completed with Val Nye.

The two Title III yearly reports were completed and submitted. The reports detail how the funds for the year ($681,659 and $1,368,363) were expended.

The paperwork for the Yearly Capital Projects for the State of NM Higher Education Summer Hearings, as well as the Five-Year Infrastructure Capital Improvement Plan for the State of New Mexico Capital Outlay Bureau was completed and submitted. The upcoming IAIA Capital Projects are:

- Infrastructure upgrades and replacements of telephone system, replacement of the IT infrastructure and hardware, and re-stuccoing of the Academic building.
- Additional solar panels installed across the campus
- LED retrofit across the campus and an HVAC upgrade of the Collections area
- Planning and construction of the Mixed use Living Learning Community

To: Dr. Robert Martin
From: Carmen Henan, Dean of Student Life Division
Date: July 20, 2018
Subj: Quarterly Board Report

**Mission Objective 1: Improving Student Success**

A. Increase involvement of all IAIA stakeholders in student success

**Project 1**: Parent Digital Postcards

- August 12th and 17th is the Fall Move-in Days in student housing. During Move-in Days, parents will have the opportunity to record a digital postcard greeting to their son/daughter who will receive it when their parents have left campus. The recording area will be clearly visible to parents to encourage their participation. Physical postcard templates are ready for parents to sign and will be delivered to the students' campus mailboxes, which will include instructions on where to access the digital postcard greeting from parents recorded on Move-In Day. This strategy is an effort to improve retention through addressing homesickness, a common obstacle to our students' success.
  *(This project is 100% complete).*

B. Increase enrollment; improve retention and completion

**Project 1**: Hire a full-time art therapist/counselor

- The project to hire a full-time counselor is 100% completed.
- During this quarter, the counseling program is preparing for the upcoming fall semester. The counselor, Ms. Eliza Combs, is working 10 hours a week during the summer, as we have family housing students on campus, student workers, and the Summer Bridge program. The counseling program has completed an update on the student handbook and website. The handbook includes accurate and up to date information on community resources, crisis support and SANE (Sexual Assault Nurse Exam) nurse procedures. Ms. Combs has been working to support several students in the Land Grant and Facilities department over the summer and is facilitating two workshops for the Land Grant Interns and one workshop for the Summer Bridge Program. The topics are healthy communication, healthy relationships and introduction to counseling and expressive arts.
  *(This project is 100% complete).*

**Project 2:** Strengthen the People's Path alcohol and drug program

- With the recommendations of the completed 2017 Biennial Review, Student Life will prioritize the recommendations to enhance our current prevention program along with the data collected from the New Mexico (NM) Student Community Survey 2018
  *(The Biennial Review is 100% complete*).

- Currently Student Life is in the process of hiring a Prevention Specialist to head up the Prevention Program on campus for the UNM sub-ward grant. The office will be located in the current CLE ASG office after the ASG is relocated to the Student Union Building (SUB), formerly the Fitness and Wellness Center office near the Family Housing area. The results are in from the NM Student Community Survey administered in April, which will be used by the prevention program to identify strategies for substance abuse prevention on campus.
  *(This project is 25% complete)*.

E. Develop student leadership skills

**Project 1:** Train RAs in Leadership

- RA training in leadership for the 2018-19 academic year is scheduled for the week of August 7-10, 2018. A well-trained RA cohort is key to giving housing students positive peer leadership, thus improving student success. Training will include: First Aid, CPR and AED; crisis management; conflict management, Title IX; campus resources; housing check-in; and the counseling referral procedure.
  *(The project is 100% completed).*

**Project 2**: Provide student professional development workshops

- Six IAIA students attend the 3rd Annual AIHEC Student Congress (ASC) Leadership in Future Endeavors (LIFE) Conference at the Northwest Indian College (NWIC) in Bellingham, WA during June 19-21, 2018. Students attending were: Leroy Grafe, 2017-18 ASC Historian; Scarlett Cortez, 2017-18 ASC Southwest Regional Rep; Caleigh Benally, 2018-19 ASC Southwest Regional Rep; Littlebear Sanchez, 2018-19 Associated Student Government (ASG) President; Joshua Dixon, ASG Secretary; and Nekesha Edwards, ASG Treasurer. Their training focused on governance, entrepreneurship, and culture. The activities included a Northwest Indian College campus tour, a Shark Tank activity, a Three Sisters Canoe expedition, and a salmon & seafood feast.
- A second leadership training for the 2018-19 ASG officers, representatives and student club officers is being scheduled for November 3, 2018 in Dallas, TX with the American Student Government Association (ASGA).
  *(The project is 100% complete).*

**Mission Objective 3: Building College Community**

**C.** Implement a staff professional development plan

**Project 1:** Staff professional development

- The Dean of Students attended the following seminar and training this quarter:
  - Seminar on Opioid Use Disorder in Adolescent with the Office of Substance Abuse Prevention in Taos, NM on Saturday, June 16, 2018.
  - Training on Civil Rights Investigation and Certification with the Association of Title IX Administrators (ATIXA) on July 9-10, 2018.

- The Dean of Students, who serves as Lead Advisor for the AIHEC Student Congress, attended the 3rd Annual LIFE Conference at the Northwest Indian College in Bellingham, WA in June 2018.
  *(This project is 100%% complete).*

**Other:**

- A Housing Director search is on-going at the current time. Leslie Romero, is serving as Interim Housing Director until a Housing Director is hired. Mr. Romero has been an IAIA Housing Area Coordinator for 2.5 years and the Residential Area & Conference Coordinator for 1.5 years.

**Project 2:** Develop a plan for a structure at the IAIA Santa Fe Trails Bus Stop

- The installation of bus stop project was completed in June, which was a collaboration with ASG, Student Life, Facilities & Administration. The ASG funded most of the cost of the project and the remaining balance was covered by the college. The bus stop is ADA assessible.
  *(The project 100% complete).*

**D.** Bring students, faculty, and staff together in campus-centric activities.

**Project 1**: Develop one new Student Life (SL) sponsored campus-wide activity per semester

- The student lead LGBTQ Project report was submitted to the American Indian College Fund (AICF). The project was completed in March 2018.
  (*This project is 100% complete).*

**E**. Promote health, wellness, and safety for all members of the campus community

**Project 1**: Develop two new health/wellness & safety events per semester

- There is no update on the bike project. The last update from last quarter remains the same with the total cost estimated around $12,000. This includes the cost of bikes, a hitch mounted rack, maintenance supplies (tubes, chains, tools). The rack is a Hitch Mounted Rack for the IAIA 14 passenger van. Rob & Charlies, a local bike shop, will be able to provide an educational discount as well as 2 free tune-ups for each bike. As well as additional training to regularly maintain bikes.
- Title IX presentations were completed in the 2017-18 academic year with: new incoming freshmen for both the fall and spring semesters; the faculty during the fall semester; the staff council in the spring semester; and the IAIA policies on the Prevention of Discrimination, Harassment & Retaliation and Sexual Violence Prevention & Education Statement was sent to the IAIA Community.
  *(The project remains 90% complete).*

**F**. Implement an internal and external marketing and communication plan

**Project 1:** Develop IAIA merchandise for SL sponsored events

- A logo design for Student Life merchandise is being designed. The deadline for printing will be pushed back to August when the Student Activities return to work. The merchandise will still be available for the 2018 fall semester and the project is anticipated to be completed by the original deadline of September 31, 2018. The project remains 15% complete.

**Mission Objective 4: Advance Contemporary Native Arts and Culture**

**A**. Expand collaboration between the Museum, academic and student support programs.

**Project 1:** Organize one IAIA student faculty, staff and alumni event with the Museum during the academic year.

- No progress has been made on this project for this academic year.

**C**. Advance scholarship and dialogue on indigenous arts and culture

**Project 1**: Develop two Artist RoundTable discussions per semester.

- Two artist RoundTable discussion were held last spring semester with artists: Ati Maier on March 23rd at the NM Museum of Art. Ms. Maier is a multidisciplinary artist in drawing, painting, photography, 3-D video, animation, installation & performance art; and alumni potter, Anita Fields, on March 27th. *(The project is 100% complete for the spring semester).*

**Other:**

Housing numbers for the start of the 2017 fall semester:

| | Residence Center | Family Housing | Totals |
|---|---|---|---|
| New Students/completed contracts | 27 | 7 | 34 |
| New student/incomplete contracts | 41 | 12 | 53 |
| Returning students with completed contracts | 96 | 11 | 107 |
| Total number of residents expected | 164 | 30 | 194 |