



*Ways of Sorrows, Installation (detail) by Charlene Teters. Image courtesy of Don Messec*

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



Board of Trustees Meeting  
February 14-15, 2020

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

**BOARD OF TRUSTEES MEETING  
FEBRUARY 2020**

**Lloyd Kiva New Welcome Center Boardroom**

**Travel Days:** *Thursday, February 13<sup>th</sup> and Saturday, February 15<sup>th</sup> (late afternoon) or Sunday, February 16<sup>th</sup>*

**Thursday, February 13, 2020**

<b>Charlene Teters: Way of Sorrows (New Installation)</b>	<b>4:00 p.m. – 7:00 p.m.</b>
<b>IAIA Museum of Contemporary Native Arts – 108 Cathedral Place</b>	

**Friday, February 14, 2020**

**9:00 a.m. – 4:00 p.m. MST**

**COMMITTEE MEETINGS  
LKN Welcome Center Boardroom**

<b>Institutional Advancement Committee</b>	<b>9:00 a.m. – 10:00 a.m.</b>
<b>JoAnn Balzer, Chair</b>	<b>Location: LKN Welcome Center Boardroom</b>

- I. New Staff Introductions
- II. IAIA Foundation Update
- III. Alumni Relations
- IV. Alumni Council

<b>Academic Affairs Committee</b>	<b>10:00 a.m. – 11:00 a.m.</b>
<b>Dr. Deborah Goodman, Chair</b>	<b>Location: LKN Welcome Center Boardroom</b>

- I. Academic Division
- II. Enrollment Management
  - Enrollment Report
- III. Student Life Division
- IV. Honorary Doctorate Nominating Committee Recommendation
  - Resolution 2020-003 - Honorary Doctorate Recipient

<b>Audit Committee</b>	<b>10:00 a.m. – 11:00 a.m.</b>
<b>Bidtah Becker, Chair</b>	<b>Location: LKN Welcome Center Room 209B</b>

- I. Audit Committee Pre-presentation meeting

<b>Museum Committee</b>	<b>11:00 a.m. – 12:00 p.m.</b>
<b>Beverley Morris, Chair</b>	<b>Location: LKN Welcome Center Boardroom</b>

- I. Museum Update

<b>Lunch with IAIA Staff</b>	<b>12:00 p.m. – 1:00 p.m.</b>
	<b>Location: CLE Commons</b>

<b>Finance Committee</b>	<b>1:00 p.m. – 2:00 p.m.</b>
<b>Ann Marie Downs, Chair</b>	<b>Location: LKN Welcome Center Boardroom</b>

- I. Budget to Actuals – year to date
- II. Gift Acceptance Resolution
  - Resolution 2020-002 - First Quarter Gift Acceptance Resolution
- III. Museum Shop and Bookstore
- IV. Human Resources
- V. Facilities

<b>Review Campus Master Plan</b>	<b>2:00 p.m. – 3:30 p.m.</b>
<b>Dyron Murphy Architects</b>	<b>Location: LKN Welcome Center Boardroom</b>

<b>Joint Meeting of Trustees and Foundation Board</b>	<b>4:30 p.m. – 6:15 p.m.</b>
<b>IAIA Museum of Contemporary and Native Arts – 108 Cathedral Place</b>	

<b>Board Dinner</b>	<b>6:30 p.m. – 8:00 p.m.</b>
<b>The Shed – 113 ½ East Palace</b>	

**Saturday, February 15, 2020**  
**GENERAL SESSION**  
**IAIA Board of Trustees**  
**Lloyd Kiva New Welcome Center Boardroom**  
**9:00 am – 12:00 pm**

- I. Call to order – Loren Kieve, Chair
- II. Invocation
- III. Determination of a Quorum
- IV. Approval of the Agenda
- V. Consent Agenda
  - Approval of Minutes – November 2019
  - Resolution 2020-001 – First Quarter Gift Acceptance
  - Resolution 2020-003 - Honorary Doctorate Recipient
- VI. President's Report
- VII. ASG President's Report
- VIII. Academic Affairs – Dr. Deborah Goodman, Chair
- IX. Institutional Advancement Committee – JoAnn Balzer, Chair
- X. Museum Committee – Beverly Morris, Chair
- XI. Finance Committee – Ann Marie Downs, Chair
- XII. Audit Committee – Bidtah Becker, Chair
  - Audit Presentation-Jaramillo Accounting Group
  - Resolution 2020-002 – FY 2019 Audit Acceptance
- XIII. New Board Business
  - Resolution 2020-004 – Board Bylaws Revisions
  - IAIA Trustee Terms & Reappointments
  - Trustee Officer Elections
- XIV. Title IX Training
- XV. Executive Session (if necessary)
- XVI. Adjourn



## IAIA Board of Trustees 2020 -2021 Schedule of Meetings

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<b>February 14, 2020</b>	<b>Friday</b>	Committee Meetings	<b>9:00 a.m. – 4:00 p.m.</b>
<b>February 15, 2020</b>	<b>Saturday</b>	General Session	<b>9:00 a.m. – 12:00 p.m.</b>

*\*Travel Days: Thursday, February 13<sup>th</sup> and Saturday, February 15<sup>th</sup> (late afternoon) or Sunday, February 16<sup>th</sup>*

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<b>May 14, 2020</b>	<b>Thursday</b>	Committee Meetings	<b>10:00 a.m. – 4:00 p.m.</b>
<b>May 15, 2020</b>	<b>Friday</b>	Committee Meetings	<b>9:00 a.m. – 10:30 p.m.</b>
<b>May 15, 2020</b>	<b>Friday</b>	General Session	<b>10:30 a.m. – 3:30 p.m.</b>
<b>May 16, 2020</b>	<b>Saturday</b>	Commencement	<b>11:00 a.m. – 1:00 p.m.</b>

*\*Travel Days: Wednesday, May 13<sup>th</sup> and Saturday, May 16<sup>th</sup> (late afternoon) or Sunday, May 17<sup>th</sup>*

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<b>August 12, 2020</b>	<b>Wednesday</b>	IAIA Gala	<b>5:30 p.m. – 9:00 p.m.</b>
<b>August 13, 2020</b>	<b>Thursday</b>	Board Retreat/General Session	<b>9:00 a.m. – 4:00 p.m.</b>
<b>August 15-16, 2020</b>	<b>Sat/Sun</b>	Indian Market	

*\*Travel Days: Tuesday, August 11<sup>th</sup> or Wednesday, August 12<sup>th</sup> and Friday, August 13<sup>th</sup>*

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<b>November 5, 2020</b>	<b>Thursday</b>	Open House	<b>3:00 p.m. – 6:00 p.m.</b>
<b>November 6, 2020</b>	<b>Friday</b>	Committee Meetings	<b>9:00 a.m. – 4:00 p.m.</b>
<b>November 7, 2020</b>	<b>Saturday</b>	General Session	<b>9:00 a.m. – 12:00 p.m.</b>

*\*Travel Days: Wednesday, November 5<sup>th</sup> or Thursday, November 6<sup>th</sup> and Saturday, November 7<sup>th</sup> (afternoon)*

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<b>February 12, 2021</b>	<b>Friday</b>	Committee Meetings	<b>9:00 a.m. – 4:00 p.m.</b>
<b>February 13, 2021</b>	<b>Saturday</b>	General Session	<b>9:00 a.m. – 12:00 p.m.</b>

*\*Travel Days: Thursday, February 11<sup>th</sup> and Saturday, February 13<sup>th</sup> (late afternoon) or Sunday, February 14<sup>th</sup>*

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<b>May 13, 2021</b>	<b>Thursday</b>	Committee Meetings	<b>10:00 a.m. – 4:00 p.m.</b>
<b>May 14, 2021</b>	<b>Friday</b>	Committee Meetings	<b>9:00 a.m. – 10:30 p.m.</b>
<b>May 14, 2021</b>	<b>Friday</b>	General Session	<b>10:30 a.m. – 3:30 p.m.</b>
<b>May 15, 2021</b>	<b>Saturday</b>	Commencement	<b>11:00 a.m. – 1:00 p.m.</b>

*\*Travel Days: Wednesday, May 13<sup>th</sup> and Saturday, May 16<sup>th</sup> (late afternoon) or Sunday, May 17<sup>th</sup>*

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<b>August 19, 2021</b>	<b>Wednesday</b>	IAIA Gala	<b>5:30 p.m. – 9:00 p.m.</b>
<b>August 20, 2021</b>	<b>Thursday</b>	Board Retreat/General Session	<b>9:00 a.m. – 4:00 p.m.</b>
<b>August 21-22, 2021</b>	<b>Sat/Sun</b>	Indian Market	

*\*Travel Days: Tuesday, August 18<sup>th</sup> or Wednesday, August 19<sup>th</sup> and Friday, August 21<sup>st</sup>*

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# IAIA Board of Trustees Committees and Liaisons

February 2020

<b>Executive Committee</b> Dr. Robert Martin, President  Loren Kieve, Chair Brenda Kingery, Vice Chair JoAnn Balzer, Treasurer Debby Goodman, Secretary Andrea Sanders, Member at Large	<b>Academic Affairs Committee</b> Char Teters, Dean  Debby Goodman, Chair Ann Marie Downes Princess Johnson Brenda Kingery Larry Roberts Matt Snipp Shelly Patrick, ASG President
<b>Finance Committee</b> Lawrence Mirabal, CFO  Ann Marie Downes, Chair Charlie Galbraith Debby Goodman	<b>Institutional Advancement Committee</b> Danyelle Means, Director, Institutional Advancement  JoAnn Balzer, Chair Barbara Ells Charlie Galbraith Beverly Morris
<b>Museum Committee</b> Patsy Phillips, Director  Beverly Morris, Chair Bidtah Becker Barbara Ells Charlie Galbraith Princess Johnson Larry Roberts Andrea Sanders Matt Snipp Shelly Patrick, ASG President	<b>Audit Committee</b> Lawrence Mirabal, CFO  Bidtah Becker, Chair Barbara Ells Charlie Galbraith
<b>Accreditation Liaisons</b> Bill Sayre, Director, Office of Institutional Research  Ann Marie Downes, Chair Debby Goodman Barbara Ells Andrea Sanders Matt Snipp	<b>President Martin's Annual Evaluation</b> Loren Kieve, Board Chair  Larry Roberts, Chair Debby Goodman Ann Marie Downes Beverly Morris
<b>Gala Board Liaisons</b> Danyelle Means, Director, Institutional Advancement Sandra Nevarez, Advancement Services Manager  JoAnn Balzer Barbara Ells Beverly Morris	<b>Honorary Doctorate Board Representatives</b> Dr. Robert Martin, President  Larry Roberts Charlie Galbraith Andrea Sanders  <b>Foundation Board Liaisons</b> Danyelle Means, Director, Institutional Advancement  Barbara Ells Beverly Morris

## **INSTITUTE OF AMERICAN INDIAN ARTS 2019 - 2020 BOARD GOALS**

1. Participation and approval of the campus facilities master plan.
  - Planning process should include the Board and all IAIA community stakeholders.
2. Continue our interaction and dialogue with the Foundation Board.
  - The Board will continue to invite Foundation Board of Directors to attend regularly scheduled Board meetings. The Foundation Board also will continue to invite Board members or liaisons to the Foundation meeting
3. Continue interaction with students, faculty and staff at forums and events.
4. Engage in appropriate advancement and outreach efforts with alumni, donors and other IAIA stakeholders.
5. Participate in at least one project to build IAIA's national visibility and outreach.
6. Provide annual Board training opportunities.
7. Review Board goals at every meeting.



# INSTITUTE OF AMERICAN INDIAN ARTS

## 2019 BOARD OF TRUSTEES MEETING GENERAL SESSION

Saturday, November 16, 2019  
LKN Welcome Center Board Room

9:00 am – 12:00 pm

<b>Board Members:</b>	Loren Kieve, Chair Brenda Kingery Ann Marie Downes Larry Roberts Andrea Sanders (call-in)	Dr. Robert Martin Dr. Matthew Snipp Dr. Deborah Goodman Beverly Morris	JoAnn Balzer Barbara Ells Bidtah Becker Bryson Meyers
<b>Absent:</b>	Charles Galbraith	Princess Johnson	
<b>Staff:</b>	Angie Brown Laurie Logan Brayshaw Nena Martinez Anaya Eric Davis	Dr. William Sayre Larry Mirabal Patsy Phillips	Dean Teters Paul Moore Danyelle Means

### I. Call to Order

Loren Kieve, Chair, called the meeting to order at 9:04 AM

### II. Invocation

Dean Teters provided the invocation.

### III. Determination of a Quorum

Loren Kieve, Chair, determined that a quorum was present.

### IV. Consent Agenda

The consent agenda included the August 2019 board meeting minutes. Resolution 2019-015 Change Authorized Signers, and Resolution 2019-016 4<sup>Th</sup> Quarter Gift Acceptance.

Motion to approve the consent agenda, as presented by Loren Kieve and seconded by Dr. Deborah Goodman. The vote was unanimous. Motion carried.

### V. Establish Board Goals for 2019-2020

The Trustees reviewed and agreed on the following 2019-2020 Board Goals:

1. Participation and approval of the campus facilities master plan.

- Planning process should include the Board and all IAIA community stakeholders.
2. Continue our interaction and dialogue with the Foundation Board.
    - The Board will continue to invite Foundation Board of Directors to attend regularly scheduled Board meetings. The Foundation Board also will continue to invite Board members or liaisons to the Foundation meeting
  3. Continue interaction with students, faculty and staff at forums and events.
  4. Engage in appropriate advancement and outreach efforts with alumni, donors and other IAIA stakeholders.
  5. Participate in at least one project to build IAIA's national visibility and outreach.
  6. Provide annual Board training opportunities.
  7. Review Board goals at every meeting.

## **VI. Presidents Report**

Dr. Martin asked if there were any questions regarding his report; Bidtah Becker inquired about the Mentorship Program.

Dr. Martin is mentoring two students and assisting them in establishing measurable goals. There are 40+ students in the program as mentors and mentees.

The Trustees expressed an interest in becoming mentors. Loren Kieve suggested that Dr. Martin meet with the Cabinet and legal counsel to ensure there is not a conflict-in-interest by allowing the trustees to take part in the program.

Dr. Martin provided the following updates:

- IAIA and the Southwest Colleges are hosting the AIHEC Student Conference on March 21-24, 2019, in Albuquerque. Planning is underway.
- Lynn Trujillo, Cabinet Secretary for the Department of Indian Affairs, invited IAIA, along with other tribal colleges and universities, to a meeting at her office on December 9, 2019, in preparation for the Legislative session.
- The Legislative Finance Committee hearing will be held on December 11, 2019. Dr. Martin will testify on behalf of IAIA and other tribal colleges regarding capital outlay requests.
- The Pantry will move to a different location within the Student Union Building. The IAIA community and a local church are supplying many of the donations.

## **Marketing and Communications**

There were no questions for Eric Davis on the Marketing and Communications report.

### Institutional Research

There were no questions for Dr. Bill Sayre on the Institutional Research Report.

### Office of Sponsored Programs

There were no questions for Laurie Brayshaw, on the Office of Sponsored Programs Report. Dr. Martin commended Ms. Brayshaw for assuming the Title IX responsibilities.

Dr. Martin recommended adding Title IX training to the agenda for the February Board Meeting and annually thereafter. The Board unanimously agreed.

## **VII. Alumni Council President's Report**

Heidi Brandow was unable to attend the meeting. There were no questions on the Alumni Council Report.

## **VIII. ASG President's Report**

Bryson Meyers, ASG President, introduced the ASG officers and reported the following activities:

- August 30, 2019, ASG held a club drive and established 12 clubs on campus.
- They have worked with the President, the Title IX Interim Coordinator and Campus, Safety and Security committees in addressing student concerns and campus issues.
- A Student Union Building barbeque to celebrate the opening of the SUB took place in October with over 50 attendees.
- ASG officers attended the ASGA'S 2019 National Student Government Conference in October.

## **IX. Finance Committee**

Larry Mirabal reported that the on-line store is now shipping items, and the next step is to introduce new product lines. He commended Jason Ordaz for the photographs and the website revamp to display the items.

## **X. Institutional Advancement Committee**

Danyelle Means announced interviews for the Alumni Relations Officer will begin on November 22, and there are three candidates for the Development Officer Position.

Barbara Ells inquired about the Stuttgart Film Festival in Germany. Carrie Dada (Cherokee Nation of Oklahoma) and Echota KillsNight (Cherokee Nation of Oklahoma) were selected by a committee to go to Germany. They will participate in the Indianer Inuit: The North American Native Film Festival to be held in Stuttgart,

February 6-9, 2020. Institutional Advancement will host the students' trip to present their award-winning short films.

Brenda Kingery is stepping down as Chair of the Institutional Advancement Committee, and JoAnn Balzer has agreed to take over that role.

**XI. Museum Committee**

Patsy Phillips provided a summary of her recent trip to Australia, where she visited with the Aboriginal and Indigenous communities affected by the mining and processing of uranium. They are interested in seeing what kind of art is being created by the areas affected. The Navajo Nation has 523 closed mines; many that are unmarked and seeping gas. They will be coordinating a site visit to the Navajo Nation as well. The goal of this grant is to collaborate with Inuit, Aboriginals, and Navajo artists and have an exhibition and a catalog.

Ms. Phillips will file a report with Warhol, at the end of the year, and propose an exhibition and a catalog.

**XII. Audit Committee**

Finance and Accounting will be receiving their Prepared by Client (PBC) checklist and the field work days will be scheduled in preparation for the audit. There will be a full presentation at the February Board meeting.

**XIII. Academic Affairs**

Dr. Deborah Goodman announced, Dean Charlene Teters will be retiring at the end of May and commended the Academic Department regarding their progress in implementing the Indigenous Assessment Model.

Dean Teters has recruited Jim Rivera to work on the curriculum for the MFA Program. The goal is to develop the curriculum, obtain internal approvals and submit to HLC and NASAD for approval. The program will be advertised upon approval from both the NASAD and HLC.

**XIV. New Board Business**

No new board business.

**XV. Executive Session**

The Board went into Executive Session at 10:45 AM and came out at 12:22 PM.

**XVI. Adjourn**

Loren Kieve made a motion to adjourn the General Session at 12:23 AM. Bidtah Beck seconded the motion. It was passed by unanimous vocal approval.

# INSTITUTE OF AMERICAN INDIAN ARTS

## ACADEMIC AFFAIRS MEETING MINUTES

**Friday, November 14, 2019**  
**LKN Welcome Center Board Room**

<b>Board Members:</b>	Loren Kieve	Dr. Robert Martin	Barbara Ells
	Dr. Deborah Goodman, Chair*	JoAnn Balzer	Beverly Morris
	Ann Marie Downes*	Brenda Kingery*	Bidtah Becker
	Andrea Sanders (call-in)	Larry Roberts*	Bryson Meyers
	Dr. Matthew Snipp*		
<b>Absent:</b>	Princess Johnson*	Charles Galbraith	
<b>Staff:</b>	Angie Brown	Dr. William Sayre	Paul Moore
	Nena Martinez Anaya Jonah	Danyelle Means	Dean Teters
	Winn-Lenetsky	Lara Evans	

*\*Committee Members*

### I. Academic Division

**Called to order:** Dr. Deborah Goodman called the meeting to order at 8:40 AM.

Dean Charlene Teters announced she would be retiring in May. The search for the Low-Residency Studio Arts Program Director was unsuccessful. She hired James Rivera to work ten hours per week on the MFA Program. They are working with Jennifer Forester to build out the Low-Res MFA and Studio Arts Programs.

After four years, Dean Teters, Dr. Lara Evans, and Dr. Sayre have completed the HLC Assessment Academy. Dr. Evans and Dr. Stephen Wall facilitated the development of IAIA's Indigenous Assessment model. Dr. Evans was asked by the HLC to become part of their Assessment Academy to provide insight into the analysis and make recommendations for the future of the Academy. They looked at how well the Academy worked for IAIA and the things that should or should not change to allow other organizations to be as successful.

Dr. Evans shared a presentation on the possibility of creating a Research Center for Contemporary Native Art at IAIA. The center is to provide artists, scholars, students, tribal members, and the public access to the IAIA art collection and archives. She shared a report prepared by Kauffman and Associates for the Board's review and comment during the February meeting.

## II. Enrollment Management

Nena Martinez Anaya is working on institutional priorities. The coordination of the Spring Career Fair is moving forward.

This semester there was a 62% increase in scholarship applications from 2018. On-campus FTE is 392, and full-time FTE is 507, compared to 495 in 2018.

On November 11, a delegation of 7 international students from Central & South America visited the campus to discuss best practices on expanding international student exchange programs, developing institutional support; and explore possible future collaborations with educational institutions.

## III. Student Life Division

Melissa Peters is the new Student Activities Coordinator. She has an extensive background in recreational programming and has introduced a fresh take on activities programming to IAIA.

There are now two counselors. Eliza Combs is a Licensed Professional Clinical Counselor, and Registered Art Therapist and Madge Duus is the new Mental Health Counselor.

The Prevention staff, Toney Johnson and Ru Stempien, assisted in training the RAs on alcohol and drug usage. They have provided literary and social media resources on healthy relationships, body positivity promotion, and indigenous community role models.

Student Success Orientation leaders received training on campus diversity and supporting a safe community free of harassment, bullying, and marginalization of LGBTQI2S+ community members.

The committee adjourned at 9:35 AM.

# INSTITUTE OF AMERICAN INDIAN ARTS

## FINANCE COMMITTEE MEETING MINUTES

**Friday, November 14, 2019**  
**LKN Welcome Center Board Room**

<b>Board Members:</b>	Loren Kieve	Dr. Robert Martin	JoAnn Balzer
	Ann Marie Downes, Chair*	Larry Roberts*	Barbara Ells
	Dr. Deborah Goodman*	Dr. Matthew Snipp	Bidtah Becker
	Andrea Sanders (call-in)	Brenda Kingery	Beverly Morris
<b>Absent:</b>	Princess Johnson	Charles Galbraith*	
<b>Staff:</b>	Angie Brown	Dr. William Sayre	Larry Mirabal
	Peter Romero	Dean Teters	Colon Fraser
	Paul Moor	Todd Spillman	Elissa Wheeler
	Aimee Balthazar	Danyelle Means	

*\*Committee Members*

**Call to order:** Ann Marie Bledsoe Downs called the meeting to order at 9:30 AM. She called upon Larry Mirabal to present the financials.

### I. Budget to Actuals – Year-to-Date

With one month remaining in the fiscal year, expenses were tracking at 4% under budget. IAIA is on target for maintaining a balanced budget and for achieving its reserve allocation amount of \$250k.

The Statement of Revenues shows IAIA has achieved 100% of its appropriations, and the last 25% was drawn in July.

The college has achieved 107.6% of projected non-appropriation revenue eleven months into the fiscal year.

Revenues are exceeding expenses by 23%, resulting in a solid bottom line.

Institutional Advancement scholarship projections are ahead, and expenses are lower than the prior year.

Museum shop expenses are slightly lower than last year, sales continue to improve, and the store has shown a slight profit.

The Campus Bookstore's overall net results are close to where they were at this time last year.

The Endowment is up 53 basis points in the last quarter, 13.30% YTD, and 3.58% in the previous 12 months. IAIA's decision to move to a passively managed model for the investments allowed the college to save on fees and have outperformed the actively managed funds.

The budget action team reviewed and approved funding for a majority of the proposals submitted. They succeeded in keeping the funding within the available \$350,000.

II. The Committee brought forward the following resolutions for consideration:

Resolution Change of Authorized Signers

Beverley Morris moved to accept **Resolution 2019 - 015 Change Authorized Account Signers.**

Be it resolved, that the officers listed below are authorized Representatives of the Corporation with authority to conduct all Trust Business on behalf of the Corporation with First-Citizens Bank and Trust Company.

Robert Martin, President

Charlene Teters, Academic Dean

Lawrence Mirabal, Chief Financial Officer

Seconded By: Ann Marie Bledsoe Downs

Outcome: Passed by unanimous vocal approval.

Resolution 4<sup>th</sup> Qtr. Gift Acceptance

Beverley Morris moved to accept **Resolution 2019 - 016 FY'2019 - Fourth Quarter Gift Acceptance.**

Be it resolved, that the President of the Institute of American Indian Arts has reviewed and recommends the acceptance of the gift donations to the IAIA Trust from July 1, 2019, through September 30, 2019, which are listed below:

4th Quarter (July 1 – September 30, 2019)

Gifts of \$ 379,773

\$ 215,077 Scholarships & Endowments;

\$ 11,459 General Donations & Museum Memberships;

\$ 153,237 Grant Proceeds and Temporarily Restricted Gifts

Seconded By: Barbara Ells

Outcome: Passed by unanimous vocal approval.

III. Human Resources

Todd Spilman, Director, Human Resources

On-line open enrollment for benefits will begin November 18-29. The Wellness Council is launching its health promotion campaign. Employees who schedule their annual examinations will be allowed four hours of paid leave for the appointment.



The search for the Title IX Coordinator position has been a challenge. Until the position is filled, Laure Brayshaw will continue as the Interim Coordinator. Ms. Brayshaw has done an excellent job in training faculty, staff and students on Title IX.

#### IV. Facilities

Peter Romero, Director Facilities

The Facilities Department has completed 1080 work orders from January 19 -October 19. The solar array project is complete, with 108 total panels installed. Thirty-six are on an array north of the Greenhouse, and 72 are on the roof of the Facilities Building. The Academic Building will have panels installed in the near future. The installation has taken the greenhouse off the electrical grid.

Dr. Martin introduced Representative Arthur Allison, and Evelyn, his wife, from Farmington and Shiprock. The Trustees recognized and expressed their gratitude to Representative Allison regarding his support of the Lottery Scholarship Legislation. Representative Allison, in turn, expressed his gratitude to the college.

#### V. Book Store/Museum Shop

Elisa Wheeler, Director Stores

The Campus Bookstore will begin selling IAIA letterman jackets, online and in the store. The jackets are \$250.00 and made to order.

They are working with E-Campus Books, on a referral program. Through the program, the Campus Bookstore will receive anywhere between \$7,500 to \$20,000 for each school that joins E-Campus and uses IAIA as a reference. Dr. Martin recommended inviting Elisa Wheeler to an AIHEC Meeting to persuade other Tribal College to join the program.

Book sales have been doing very well in the Museum; they have partnered with a couple of Publishers to purchase books by local authors at a lower price. In the last six weeks, they have sold over 250 books in the store.

The committee adjourned 10:30 AM.

# INSTITUTE OF AMERICAN INDIAN ARTS

## INSTITUTIONAL ADVANCEMENT MEETING MINUTES

**Friday, November 14, 2019**  
**LKN Welcome Center Board Room**

<b>Board Members:</b>	Loren Kieve, Chair	Dr. Robert Martin	Barbara Ells*
	Brenda Kingery, Chair*	Beverly Morris*	Brenda Kingery*
	Dr. Deborah Goodman	Princess Johnson	Ann Marie Downes
	Bidtah Becker (call-in)	Dr. Matthew Snipp	Larry Roberts
	Andrea Sanders (call-in)		
<b>Absent:</b>	Princess Johnson	Charles Galbraith*	
<b>Staff:</b>	Angie Brown	Dr. William Sayre	Danyelle Means
	Nena Martinez Anaya	Lara Evans	Dean Teters
	Heidi Brandow (call-in)	Paul Moore	

*\*Committee Members*

**Call to order:** Brenda Kingery called the meeting to order at 10:39 AM

I. 2019 IAIA Gala Update

This year's Gala net total is \$270,460, which is down \$10,500 from last year. There will be debriefing on December 3, 10:00 AM.

II. 2019 Holiday Market

The 2019 Holiday Market will take place on December 14 in the PFAC Gymnasium, all booth spaces have sold out. Over 85 vendors have registered.

III. IAIA Foundation

The Foundation Board expressed an interest in collaborating more with the Board of Trustees. The Trustees agreed that a working session could take place during the February meeting.

Danyelle Means shared that members of the Foundation Board are transitioning off and will be looking to the Board of Trustees for new member recommendations.

They are hoping to raise the Totem Pole at the west end of the Dance Circle before graduation.

#### IV. Alumni Update

Heidi Brandow mentioned that the Alumni Council would hold elections on November 17 through December 11 for three open seats. Candidates are campaigning primarily on social media.

Danyelle Means mentioned, four candidates will interview for the Alumni Relations Officer position beginning November 22.

Heidi Brandow commended Beverly Morris for her support and contribution to the creation of an Alumni Scholarship.

The committee adjourned 11:15 AM.

# INSTITUTE OF AMERICAN INDIAN ARTS

## MUSEUM COMMITTEE MEETING MINUTES

**Friday, November 14, 2019**  
**LKN Welcome Center Board Room**

<b>Board Members:</b>	Loren Kieve Beverly Morris, Chair* Dr. Deborah Goodman Andrea Sanders (call-in) *	Dr. Robert Martin Ann Marie Downes Dr. Matthew Snipp* Brenda Kingery Princess Johnson*	JoAnn Balzer Barbara Ells* Larry Roberts* Bidthah Becker*
<b>Absent:</b>	Charles Galbraith*		
<b>Staff:</b>	Angie Brown Tatiana Lomahaftewa Singer Charlene Teters	Dr. William Sayre Manuela Well-off Man Nena Martinez Anaya	Patsy Phillips Winoka Yepa Paul Moore

*\*Committee Members*

**Call to order:** Beverly Morris called the meeting to order at 11:30 AM

### I. Museum Accreditation

Patsy Phillips shared two articles she co-edited on Susan Harjo; one in El Palacio and the other in the National Museum of the American Indian. She and Tatiana Lomahaftewa-Singer are currently working on the Family Harjo Collection publication that will be published later this year.

Patsy Phillips introduced the new Museum Educator, Winoka Yepa Dine, Navajo Nation. She is working on redesigning the MoCNA Volunteer Docent Program.

MoCNA is its final phase of the AAM accreditation process. On December 9th and 10th, Michelle Pracy, with the Fresno Art Museum in California, and Mark Chepp, of the Southern Ohio Museum and Cultural Center, will take a closer look at the museums' operations. They will meet with Dr. Martin, the Museum staff, Beverly Morris, and JoAnn Balzer. After the on-site meetings, they will submit their report, and the Accreditation Committee will then make their decision.

The committee adjourned 11:45 AM.

# INSTITUTE OF AMERICAN INDIAN ARTS

## CAMPUS MASTER PLAN CHARRETTE MEETING MINUTES

**Friday, November 14, 2019**  
**CLE COMMONS**

<b>Board Members:</b>	Loren Kieve, Chair Brenda Kingery Ann Marie Downes Dr. Deborah Goodman Bidtah Becker	Dr. Robert Martin Beverly Morris Princess Johnson Dr. Matthew Snipp	JoAnn Balzer Barbara Ells Andrea Sanders Larry Roberts
<b>Absent:</b>	Andrea Sanders	Princess Johnson	Charles Galbraith
<b>Staff:</b>	Angie Brown Laurie Logan Brayshaw Nena Martinez Anaya Jonah Winn-Lenetsky	Dr. William Sayre Larry Mirabal Patsy Phillips Paul Moore	Charlene Teters Eric Davis Danyelle Means
<b>Guests:</b>	Dyron Murphy	Oscar Tovar	

**Call to order:** Loren Kieve called the meeting to order at 1:30 PM.

- I. Larry Mirabal introduced Dyron Murphy and Oscar Tovar from Dyron Murphy Architects to facilitate the second Campus Master Plan Charette with the Trustees in attendance along with the other stakeholders representing faculty, staff, students, and Foundation Board of Directors. Dyron provided a summary of the first planning charrette, regarding the recommendations on repurposing space in existing campus buildings and determining required new construction. Upon further discussion and suggestions from the Trustees and other stakeholders, they will prepare three options for consideration. The options will be vetted through the President's Cabinet and then presented to the Board in February.

Adjourned at 4:44 PM.

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

**RESOLUTION # 2020-001**

**February 15, 2020**

**Whereas**, the Chief Financial Officer of the Institute of American Indian Arts has reviewed and recommends the acceptance of the audit of the Fiscal Year 2019; October 1, 2018, through September 30, 2019.

**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 Chief Financial Officer and accepts said audit, for the Fiscal Year 2019.

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote:                      Aye \_\_\_\_\_                      Nay \_\_\_\_\_

Attachments:              Yes \_\_\_\_\_              No   X  

\_\_\_\_\_  
Deborah Goodman, Secretary

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

## RESOLUTION # 2020 – 002

**DATE: 02/14/2020**

**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 October 1, 2019 through December 31, 2019, which are listed below:

1st Quarter (October 1 – December 31, 2019)

Gifts of \$ 261,144	\$ 171,064 Scholarships & Endowments;
	\$ 4,914 General Donations & Museum Memberships;
	\$ 85,165 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 December 31, 2019**

<b>FISCAL YEAR 2020</b>	<b>IAIA</b>				<b>1ST QTR</b>
<b><u>IAIA TRUST</u></b>	<b><u>Fund</u></b>	<b><u>Oct-19</u></b>	<b><u>Nov-19</u></b>	<b><u>Dec-19</u></b>	<b><u>Total</u></b>
Emergency Student Fund	3002		5,453		5,453
General Scholarships	3101		163,952		163,952
ISIS Alumni Scholarship Fund	3141		1,659		1,659
<b>TOTAL SCHOLARSHIPS/AWARDS</b>		0	171,064	0	171,064
General Donations	5001				0
MUSEUM MEMBERSHIP	5004	1,580	1,864	1,470	4,914
<b>TOTAL - UNRESTRICTED</b>		1,580	1,864	1,470	4,914
USDOE Title III - MFA Curriculum & Academic Support	4430/02		7,529		7,529
USDOE Title III - Academics Visiting Faculty Program	4430/05		16,422		16,422
USDOE Title III - Counseling Program	4430/08		5,106		5,106
USDOE Title III - Cinema Arts Computer Equipment	4430/09		8,784		8,784
USDOE Title III - Development Ed Coordinator	4430/12		12,238		12,238
USDOE Title III - Campus Lighting Retrofit	4542/03		14,650		14,650
USDOE Title III Part F	4542/04		20,436		20,436
<b>TOTAL - RESTRICTED</b>		0	85,165	0	85,165
<b>TOTAL CUMULATIVE - QTD</b>		1,580	258,094	1,470	261,144



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

**RESOLUTION # 2020 – 003**

**February 15, 2020**

**Whereas**, the Board of Trustees of the Institute of American Indian and Alaska Native Culture and Arts Development approved a policy to award the Honorary Doctorate degree as a mechanism to recognize individuals who have made significant contributions to American Indian art, the understanding of American Indian culture, or the Institute of American Indian Arts; and

**Whereas**, Joy Harjo is the first Native American U.S. Poet Laureate; and

**Whereas**, Joy Harjo has faced significant challenges in her life, as she described in her memoir *Crazy Brave*, and how finding the spirit of poetry allowed her to find her voice; and

**Whereas**, Joy Harjo went on to earn a degree from IAIA and whose work now inspires countless people around the world; and

**Whereas**, Joy Harjo is editing the first ever Norton Anthology of poetry by Native American authors which will be published in the Fall of 2020; and

**Whereas**, Joy Harjo is also an accomplished saxophone artist, having released five albums of original music and won a Native American Music Award in 2009; and

**Whereas**, the IAIA Honorary Degree Nominating Committee acknowledges her significant contributions and recommends Joy Harjo as a recipient of the honorary doctorate award in 2020; therefore

**Be it resolved**, that the Board of Trustees of the Institute of American Indian and Alaska Native Culture and Arts Development approves the nomination of Joy Harjo to receive the Honorary Doctorate Degree of Humanities at the May 16, 2020, IAIA commencement ceremonies.

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote:                      Aye \_\_\_\_\_                      Nay \_\_\_\_\_

Attachments:              Yes \_\_\_\_\_                      No \_\_\_\_\_

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

**RESOLUTION # 2020 - 004**

**February 15, 2020**

**Whereas**, the Institute of American Indian and Alaska Native Culture and Arts Development Board of Trustees is authorized to formulate policy and direct the management of the Institute in fiduciary matters; and

**Whereas**, bylaws are the legally binding rules outlining the ways it will operate; and

**Whereas**, the bylaws have not been amended since the early 1990s; and

**Whereas**, the bylaws do not include requirements for electronic meetings and ballots; and;

**Whereas**, the bylaws repeat provisions set out in IAIA's enabling legislation.

**Now Therefore Be It Resolved**, that the Board of Trustees of the Institute of American Indian and Alaska Native Culture and Arts Development hereby approves the attached amended bylaws.

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote:                      Aye \_\_\_\_\_                      Nay \_\_\_\_\_

Attachments:              Yes   X                        No \_\_\_\_\_

\_\_\_\_\_  
Board Secretary, Deborah Goodman

\_\_\_\_\_  
Date

**BY-LAWS  
OF  
THE BOARD OF TRUSTEES OF THE INSTITUTE OF  
AMERICAN INDIAN AND ALASKA NATIVE  
CULTURE AND ARTS DEVELOPMENT  
(AMENDED)**

**Section I.      GENERAL AUTHORITIES**

A. General Authority. The general authority for the Institute and the Board of Trustees is the American Indian, Alaska Native, and Native Hawaiian Culture and Arts Development Act, of October 17, 1986, Pub. L. 99-498, as amended, 20 U. S. C. 4401 et seq. ~~(See Appendix “A” Attached) (the “Enabling Act”).~~

~~B. Name. The name of the school shall be the Institute of American Indian and Alaska Native Culture and Arts Development.~~

~~C. B. Principal Office. 83 Avan Nu Po Road, Santa Fe, NM 87508 Federal Building, Cathedral Place, Post Office Box 1836, Santa Fe, New Mexico 87504~~

~~D. C. Fiscal Year. The Fiscal Year of the Institute shall be the calendar year from October 1 to September 30<sup>th</sup>.~~

~~E. D. Legal Agent. The legal agent for all purposes is the Chair~~man~~ of the Board of Trustees of the Institute; however, the Chair~~man~~ has the authority to delegate this responsibility, in writing with copies to the Board, to the President of the Institute.~~

~~F. E. Records. The Institute shall keep correct and complete records and books of accounts and shall keep minutes of the proceedings of the Board of Trustees maintained at the office of the Institute which shall be ~~opened~~ available for inspection by members of the Board of Trustees for any purpose directly related to their responsibilities under these by-laws at any reasonable time.~~

**Section II.      BOARD OF TRUSTEES**

A. Powers. The Board of Trustees (~~hereinafter referred to as the Board~~) of the ~~Institute of American Indian and Alaska Native Culture and Arts Development~~ (~~hereinafter referred to as the Institute~~) shall have those powers be vested with the following powers and duties set forth in ; consistent with the provisions of the ~~American Indian, Alaska Native and Native Hawaiian Culture and Art Development Act~~ (~~hereinafter referred to as the Act~~); Enabling Act. In addition, pursuant to its authority to establish by-laws, the Board shall:

- ~~1. To formulate the policy of the Institute;~~
- ~~2. To direct the management of the Institute;~~
- ~~3. To make such by laws and rules as it deems necessary for the administration of its functions under this title, including the organization and procedures of the Board, and removal of the members for excessive absences, pursuant to the provisions of G.2, infra;<sup>1</sup>~~
- ~~4. To adopt, use and alter a corporate seal;~~
- ~~5. To make agreements and contracts with persons, Indian tribes, and private or governmental entities and to make payments or advance payments under such agreements or contracts without regard to section 3324 or Title 31, United States Code (see Appendix A);~~
- ~~6. To sue and be sued in its corporate name and to complain and defend in any court of competent jurisdiction;~~
- ~~7. To represent itself, or to contract for representation, in all judicial, legal, and other proceedings;~~
- ~~8. With the approval of the agency concerned, to make use of services, facilities, and property of any board, commission, independent establishment, or executive agency or department of the executive branch in carrying out the provisions of this title and to pay for such use (such payments to be credited to the applicable appropriation that incurred the expense);~~

~~9. To use the United States mail on the same terms and conditions as the executive departments of the United States Government;~~

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~~<sup>1</sup> Amendment to the By Laws, dated February 23, 1990~~

~~10. To obtain the services of experts and consultants in accordance with the provisions of section 3109 of Title 5, United States Code (see Appendix A); and to accept and utilize the services of voluntary and non-compensated personnel and reimburse them for travel expenses, including per diem, as authorized by section 5703 of Title 5, United States Code (see Appendix A);~~

~~11. To solicit, accept, and dispose of gifts, bequests, devises of money, securities, and other properties of whatever character, for the benefit of the Institute;~~

~~12. To receive grants from, and enter into contacts and other arrangements with, Federal, State or local governments, public and private agencies, organizations, institutions, and individuals;~~

~~13. To acquire, hold, maintain, use, operate, and dispose of such real property, including improvements thereon, personal property, equipment, and other items, as may be necessary to enable the Board to carry out the purposes of the Act;~~

~~14. To obtain insurance or make other provisions against losses;~~

~~15. To use any funds or property received by the Institute to carry out the purposes of the Act;~~

~~16. To appoint a President of the Institute;~~

~~17. To approve or to disapprove the following actions by the President of the Institute;~~

~~a) Appointment of such officers and employees as the President of the Institute deems necessary for the efficient administration of the Institute;~~

~~b) Fix the compensation (including health and retirement benefits);  
and~~

~~c) Prescription of duties;~~

~~18. To grant the president of the Institute the authority to appoint, fix the compensation of (including health benefits and retirement benefits), and prescribe the duties of such officers and employees as the President of the Institute deems necessary for the efficient administration of the Institute;~~

19. ~~1. To H~~hear appeals, under procedures to be established by the Board, by any officer or employee of the Institute from any determination by the President of the Institute to not reemploy or to discharge such officer or employee and to in writing, to affirm or to overturn the determination of the President of the Institute with the respect to the employment of such officer or employee;

~~20. To approve or to disapprove the President of the Institute's appointment of a director to administer a Center for Cultural and Art studies;~~

~~21. To approve or to disapprove the President of the Institute's appointment of a director to administer a Center for Research and Cultural Exchange;~~

~~22. To determine such programs and centers as are necessary to:~~

~~a) Foster research and scholarship in Indian art and culture through resident programs, cooperative programs, and grant programs;~~

~~b) Complement existing tribal programs for the advancement of Indian art and culture; and~~

~~c) Coordinate efforts to preserve, support, revitalize, and develop evolving forms of Indian art and culture;~~

~~23. To oversee and monitor the administration of endowment funds;~~

- ~~24. To development and submit to Congress the budget called for in the Act;~~
- ~~25. To create or to terminate special and standing committees of the Board, and to determine the membership, functions and duties of those committees; and~~
- ~~26. 2. E~~To exercise all other lawful powers necessarily or reasonably related to the establishment of the Institute in order to carry out the provisions of the Enabling Act and the exercise of the powers, purposes, functions, duties, and authorized activities of the Institute.
- ~~B. Composition. The Board of Trustees shall be composed of thirteen (13) voting members and six (6) non-voting members as follows:~~
- ~~1. The voting members shall be appointed by the President of the United States by and with the advice and consent of the Senate from among individuals widely recognized in the field of Indian art and culture and who represent diverse political views; and~~
  - ~~2. The non-voting members shall consist of:~~
    - ~~a) Two (2) members of the House of Representatives appointed by the Speaker of the House of Representatives in consultation with the Minority Leader of the House of Representatives;~~
    - ~~b) Two (2) members of the Senate appointed by the President pro tempore of the Senate, upon recommendation of the Majority Leader of the Senate;~~
    - ~~c) The President of the Institute, ex officio; and~~
    - ~~d) The President of the student body, ex officio.~~
- ~~C. Terms of Office for Voting Members. Voting members shall serve terms of office of six (6) years on the Board. No voting member shall serve in excess of two (2) consecutive terms, but may continue to serve until such member's successor is appointed.~~

~~D. Terms of Office for Non-Voting Members. Non-voting members shall serve terms of office as follows:~~

- ~~1. The terms of office on the Board for members of the House of Representatives and of the Senate shall expire at the end of the congressional terms of office during which such member was appointed to the Board;~~
- ~~2. The term of office on the Board for the President of the Institute shall be ex officio; and~~
- ~~3. The term of office on the Board for the President of the student body shall be ex officio.~~

~~E. Vacancy—Voting Member. If a vacancy occurs prior to the expiration of the term of voting member of the Board, a replacement shall be appointed under the terms and conditions of Section III(b)(1), above, to serve for the remainder of the unexpired term.~~

~~F. Vacancy—Non-voting Member. If a vacancy occurs prior to the expiration of the term of a non-voting member of the Board, a replacement shall be appointed under the terms and conditions of Section III(B)(2), above.~~

~~G. B. Removal.~~

- ~~1. No member of the Board shall be removed during the member's term of office except upon a finding of just and sufficient cause by a majority of the remaining members.~~

~~2.1. Pursuant to ~~this~~the authority granted to it in the Enabling Act, the Board may take action to remove a member, among other reasons, for excessive absences.—In making such a determination, the Board directs the Chair to make such a record, which shall be open to the members, which shall set forth the absences of members and the reasons for such absences, as they are communicated to the Chair, with the date of such communication. In all cases where the Chair determines that a member has been absent from two consecutive meetings without providing the Chair with prior notice of such absences, the Chair is directed to contact the~~



member, ~~to~~ *apprise them* member of these facts and determine the member's level of interest in continuing to serve on the Board of the Institute. If the member then misses the next Board meeting for which notice has gone out, without providing the Chair prior notice that the member would be absent, the Chair shall report to the Board the circumstances surrounding the three absences, the results of the Chair's discussion(s) with the member and, if desired, any recommendation for further actions. Three consecutive absences under these conditions shall constitute grounds for Board action removing the member involved.<sup>2</sup>

### Section III. OFFICERSEXECUTIVE BOARD

~~A. Initial Chair and Vice Chair. The President of the United States shall designate the initial Chair and Vice Chair of the Board from among the appointed voting members. The initial Chair and Vice Chair shall each serve a term of twelve (12) calendar months.~~

~~A. The members of the Executive Board (and any vacancy in the Executive Board) shall be elected from the voting members of the Board and serve two-year terms.~~

~~B. Chair and Vice Chair. The Chair and Vice Chair shall be elected from among the voting members of the Board~~

~~1. The Chair and Vice Chair shall serve a term of two (2) years, or until the expiration of the term of the member elected to the position, whichever is less.~~

~~2. A vacancy in the office of Chair or Vice Chair shall be filled by the voting members of the Board.~~

~~3. A member filling a vacancy in the office of the Chair or Vice Chair shall serve for the remainder of the unexpired term.~~

~~C. Secretary. The Secretary shall be elected from among the voting members of the Board.~~

~~1. The Secretary shall serve a term of two (2) years.~~

~~2.1. The Secretary shall be responsible for assuring as to the following:~~

- a) Serving notice of all Board meetings on all Board members;
- b) Maintaining records of all Board meetings; and

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~~2. Amendment to the By-Laws, dated February 23, 1990~~

- c) Maintaining records of all actions taken by the Board, including all votes or roll calls.

~~3. A vacancy in the office of Secretary shall be filled by the voting members of the Board.~~

~~4. A member filling a vacancy in the office of Secretary shall serve for the remainder of the unexpired term.~~

~~D. Treasurer. The Treasurer shall be elected from among the voting members of the Board.~~

~~1. The Treasurer shall serve a term of two (2) years.~~

~~2.1. The Treasurer shall be responsible for the following:~~

- a) Carrying out the mandates of the Board and the Finance and Audit Committee in overseeing the financial resources of the Institute;
- b) Assuring that all books and accounts are accurately kept;
- c) Presenting an annual financial statement to the Board, in such manner as the Board shall from time to time set forth; and
- d) Recommending to the Board the Institute's investments, policy and plans.

~~3. A vacancy of the office of Treasurer shall be filled by the voting members of the Board.~~

~~A member filling a vacancy in the office of Treasurer shall serve for the remainder of the unexpired term.~~

~~4. E. The at-large member shall be elected from among the voting members of the Board~~

## Section IV. MEETINGS OF THE BOARD OF TRUSTEES

- A. Regular Meetings. —The Board shall hold regular meetings of its members, at the call of the Chair, or majority of the members of the Executive Board. ~~One of the regular meetings shall be designated as the annual meeting for the purpose of reviewing the activities of the previous year and planning the agenda for the following year.~~
- B. Emergency Meetings. Emergency meetings of the Board may be called by the Chair or by a majority of the Executive Board, either of which shall provide written or oral notice to all members. The agenda or nature of the business to be discussed shall be set forth in the notice and the topics to be discussed and/or acted upon shall be limited to said agenda. The Board may conduct emergency meetings of its members either in person or by telephone.
- C. Agendas. There shall be agendas for each meeting of the Board, which shall be developed by the Chair, in consultation with the Chairs of the Committees of the Board and the President of the Institute. Agendas shall, to the greatest extent possible, be provided to Board members in advance of meetings.
- D. Quorum. Forty percent of the voting board members then in office shall constitute a quorum for transacting official business of the Institute. When voting members are unable to be physically present, they may fully participate by teleconference. The technology must enable board members to hear the other member(s) not physically present and enable the member(s) not physically present to hear the board discussion.
- ~~D. A quorum, once attained at a meeting, shall be deemed to continue until adjournment, notwithstanding the voluntary withdrawal of enough voting members to leave less than a quorum. The following shall constitute a quorum:~~
- ~~E.—~~
- ~~F. At live (non-telephone) meetings, for the purpose of discussing business, five (5) voting members shall constitute a quorum:~~
- ~~G.—~~

~~H. At live (non-telephone) meetings for the purpose of voting on business, seven (7) a majority of the voting members shall constitute a quorum. Once a live quorum has been established, it shall be deemed to be continuous until challenged or until a voting member causes the number to fall below the minimum required by registering their departure with the Chair; and~~

~~I.—~~

~~J. For a telephone meeting, a quorum for all purposes shall be a majority of the voting members.~~

E. Controlling Voice. Action of the Board shall be a majority of the voting members constituting a quorum. Votes may be by acclamation or, at the request of any Board member, by recorded roll call ~~if the vote is taken at a live or telephonic meeting~~. Voting may not be by proxy.

The board may determine that a live or telephonic meeting shall be deemed to continue to allow the members to vote by electronic mail or electronic poll on a matter considered at the meeting.

~~K. Voting may take place by electronic mail or electronic poll and without a meeting pursuant to the following procedure: (a) all voting members shall receive the full text of the proposed resolution as a formal consent and all related materials for consideration attached to an email; (b) all voting members shall respond to the call for a vote and sign the consent; (c) voting Board members shall be provided a reasonable amount of time under the circumstances within which to sign the consent; (d) the vote is unanimous; and (e) the Board affirms the electronic vote at its next meeting.~~

~~L.F.~~ Procedures. The rules contained in Roberts Rules of Order, Revised, shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with these ~~B~~y-laws.

~~M.G.~~ Attendance and Participation. Members of Congress appointed to the Board, or their designee(s), shall be entitled to attend all meetings of the Board and to provide advice to the Board on any matter relating to the Institute. Notice of all meetings will be provided to said members.

## **Section V. COMMITTEES OF THE BOARD**

- A. Within their jurisdiction, the Committees of the Board shall establish their own procedures, provided that any business proposed by a Committee to the Board must be a majority vote of the Committee.

## **Section VI. — EXECUTIVE BOARD**

- ~~A. Composition. The Board shall have an Executive Board composed of the following members:~~

- ~~1. The Chair of the Board;~~
- ~~2. The Vice Chair of the Board;~~
- ~~3. The Secretary of the Board;~~
- ~~4. The Treasurer of the Board; and~~
- ~~5. An at large member elected by the Board at its initial meeting.~~

- ~~B. Powers. The Executive Board may hold and use all powers of the Board subject to subsequent ratification by the Board. The Executive Board may also meet at any time upon due notice given by the Chairman, and may discuss matters of business as determined by the Chairman. The Chairman will keep the Board advised of all such meetings. The Board may delegate specific tasks and powers to the Executive Board.~~

- ~~C. Meetings. The Executive Board shall hold not more than four (4) regular meetings per calendar year. Special meetings may be held upon the call of the Chair or three (3) members of the Executive Committee.~~

- ~~D. Quorum. A majority of the Executive Board shall constitute a quorum.~~

- ~~E. Vacancies. Any vacancy occurring in the position of at large member (of the Executive Board) before expiration of such member's term shall be filled by the affirmative vote of the Board. The newly elected member shall complete their preceding member's term.~~

- ~~F. Reports. The Chair shall make such reports of actions taken by the Executive Board as he/she deems necessary, provided that in any instance in which formal action is taken which binds the Board or the~~

~~Institute, such report shall be at the next meeting of the Board, with a summary of the action taken provided in advance of the meeting, or by earlier means, at the discretion of the Chair.~~

## **Section VII. Section VI. COMPENSATION AND INDEMNIFICATION.**

~~A. Compensation. Voting members of the Board shall receive compensation at the rate of one hundred twenty five dollars. (\$125.00) per day, including travel time, for each day they are engaged in the performance of their duties under the Act. All members of the Board, while so serving away from their homes or regular places of business, shall be allowed travel expenses (including per diem in lieu of subsistence), as authorized by section 5703 of Title 5, United States Code, for persons in Government service employed intermittently.~~

~~B.A. Indemnification.~~ The Board shall have the power to indemnify any current or former member of the Board, officer, agent or employee, of the Institute against judgements, claims and expenses actually incurred in connection with the defense of any action, suit or proceedings in which such person is made a party by reason of being or having been in such an official capacity, or any action connected with such capacity, except in relation to matters as to which the individuals shall be adjudged to be liable on the basis that he has breached or failed to perform the duties of his office and the breach or failure to perform constitutes willful misconduct or recklessness. —The Board may make any other indemnification by a resolution adopted after notice by the members entitled to vote.

Such indemnification shall not be deemed to be exclusive of, but shall be in addition to, any other rights, from whatever source derived, to which such member of the Board, Executive Board, officer, agent or employee may be entitled.

~~C.B. Surety Board.~~ All officers and agents of the Board and the Institute who handle its funds in any form and its properties shall give surety in such forms as the Board may prescribe, such sureties to be reviewed by the Finance and Audit Committee.

~~D.C. Conflict of Interest.~~ In any case where a member of the Board believes a material conflict of interest, whether because of personal,

financial, legal, professional or other factors, would affect his or her vote on any matters, whether in Committee or in Board meetings, that member of the Board shall disclose the presence of the conflict and decline to participate.

*Any Board member who is desirous of establishing a relationship with the Institute (other than that as Board member) such as seeking consideration for regular or part-time employment or a consultancy arrangement, or as an exhibitor in the IAIA museum or any other relationship where conflict or appearance of conflict as determined by the Executive Board is possible that Board member must first resign from the Board and then wait for a period of one calendar year from the time of acceptance of such Board member's resignation before pursuing said employment consideration, consultancy, museum exhibit request or any other relationship with the Institute.<sup>3</sup>*

**~~Section VIII. AMENDMENT TO THE BY-LAWS.~~**

~~A. These by laws may be amended, added to, rescinded or repealed at any meeting of the Board by the vote of a majority of the voting members.~~

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~~<sup>3</sup> Resolution # 91-1, dated January 11, 1991.~~

**BY-LAWS  
OF  
THE BOARD OF TRUSTEES OF THE INSTITUTE OF  
AMERICAN INDIAN AND ALASKA NATIVE  
CULTURE AND ARTS DEVELOPMENT  
(AMENDED)**

**Section I.      GENERAL AUTHORITIES**

- A. General Authority. The general authority for the Institute and the Board of Trustees is the American Indian, Alaska Native, and Native Hawaiian Culture and Arts Development Act, of October 17, 1986, Pub. L. 99-498, as amended, 20 U. S. C. 4401 et seq. (the “Enabling Act”).
- B. Principal Office. 83 Avan Nu Po Road, Santa Fe, New Mexico 87508
- C. Fiscal Year. The Fiscal Year of the Institute shall be from October 1 to September 30.
- D. Legal Agent. The legal agent for all purposes is the Chair of the Board of Trustees of the Institute; however, the Chair has the authority to delegate this responsibility, in writing with copies to the Board, to the President of the Institute.
- E. Records. The Institute shall keep correct and complete records and books of accounts and shall keep minutes of the proceedings of the Board of Trustees maintained at the office of the Institute that shall be available for inspection by members of the Board of Trustees for any purpose directly related to their responsibilities under these by-laws at any reasonable time.

**Section II.      BOARD OF TRUSTEES**

- A. Powers. The Board of Trustees shall have those powers set forth in the provisions of the Enabling Act. In addition, pursuant to its authority to establish by-laws, the Board shall:



1. Hear appeals, under procedures to be established by the Board, by any officer or employee of the Institute from any determination by the President of the Institute to not reemploy or to discharge such officer or employee and to in writing, to affirm or to overturn the determination of the President of the Institute with the respect to the employment of such officer or employee;
2. Exercise all other lawful powers necessarily or reasonably related to the establishment of the Institute in order to carry out the provisions of the Enabling Act and the exercise of the powers, purposes, functions, duties, and authorized activities of the Institute.

#### B. Removal.

Pursuant to the authority granted to it in the Enabling Act., the Board may take action to remove a member of the Board, among other reasons, for excessive absences. In making such a determination, the Board directs the Chair to make such a record, which shall be open to the members, which shall set forth the absences of members and the reasons for such absences, as they are communicated to the Chair, with the date of such communication. In all cases where the Chair determines that a member has been absent from two consecutive meetings without providing the Chair with prior notice of such absences, the Chair is directed to contact the member, apprise the member of these facts and determine the member's level of interest in continuing to serve on the Board of the Institute. If the member then misses the next Board meeting for which notice has gone out, without providing the Chair prior notice that the member would be absent, the Chair shall report to the Board the circumstances surrounding the three absences, the results of the Chair's discussion(s) with the member and, if desired, any recommendation for further actions. Three consecutive absences under these conditions shall constitute grounds for Board action removing the member involved.

### **Section III. EXECUTIVE BOARD**

The members of the Executive Board (and any vacancy in the Executive Board) shall be elected from the voting members of the Board and serve two-year terms.

#### Secretary.

The Secretary shall be responsible for:

- a) Serving notice of all Board meetings on all Board members;
- b) Maintaining records of all Board meetings; and
- c) maintaining records of all actions taken by the Board, including all votes or roll calls.

Treasurer.

The Treasurer shall be responsible for:

- a) Carrying out the mandates of the Board and the Finance and Audit Committee in overseeing the financial resources of the Institute;
- b) Assuring that all books and accounts are accurately kept;
- c) Presenting an annual financial statement to the Board, in such manner as the Board shall from time to time set forth; and
- d) Recommending to the Board the Institute's investments, policy and plans.

At-large member.

The at-large member shall be elected from among the voting members of the Board

**Section IV.     MEETINGS OF THE BOARD OF TRUSTEES**

- A. Regular Meetings. The Board shall hold regular meetings of its members, at the call of the Chair, or majority of the members of the Executive Board.
- B. Emergency Meetings. Emergency meetings of the Board may be called by the Chair or by a majority of the Executive Board, either of which shall provide written or oral notice to all members. The agenda or nature of the business to be discussed shall be set forth in the notice and the topics to be discussed and/or acted upon shall be limited to that agenda.

The Board may conduct emergency meetings of its members either in person or by telephone.

- C. Agendas. There shall be agendas for each meeting of the Board, which shall be developed by the Chair, in consultation with the President of the Institute. Agendas shall, to the greatest extent possible, be provided to Board members in advance of meetings.
- D. Quorum. Forty percent of the voting board members then in office shall constitute a quorum for transacting official business of the Institute. When voting members are unable to be physically present, they may fully participate by teleconference. The technology must enable board members to hear the other member(s) not physically present and enable the member(s) not physically present to hear the board discussion.

A quorum, once attained at a meeting, shall be deemed to continue until adjournment, notwithstanding the voluntary withdrawal of enough voting members to leave less than a quorum.

- E. Controlling Voice. Action of the Board shall be a majority of the voting members constituting a quorum. Votes may be by acclamation or, at the request of any Board member, by recorded roll call. Voting may not be by proxy.

The board may determine that a live or telephonic meeting shall be deemed to continue to allow the members to vote by electronic mail or electronic poll on a matter considered at the meeting.

Voting may take place by electronic mail or electronic poll and without a meeting pursuant to the following procedure: (a) all voting members shall receive the full text of the proposed resolution as a formal consent and all related materials for consideration attached to an email; (b) all voting members shall respond to the call for a vote and sign the consent; (c) voting Board members shall be provided a reasonable amount of time under the circumstances within which to sign the consent; (d) the vote is unanimous; and (e) the Board affirms the electronic vote at its next meeting.

F. Procedures. Roberts Rules of Order, Revised, shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

G. Attendance and Participation. Members of Congress appointed to the Board, or their designee(s), shall be entitled to attend all meetings of the Board and to provide advice to the Board on any matter relating to the Institute. Notice of all meetings will be provided to said members.

## **Section V. COMMITTEES OF THE BOARD**

A. Within their jurisdiction, the Committees of the Board shall establish their own procedures, provided that any business proposed by a Committee to the Board must be by a majority vote of the Committee.

## **Section VI. INDEMNIFICATION AND SURETY BOND.**

A. Indemnification. The Board shall indemnify any current or former member of the Board, or officer, agent or employee of the Institute, against judgements, claims and expenses actually incurred in connection with the defense of any action, suit or proceedings in which such person is made a party by reason of being or having been in such an official capacity, or any action connected with such capacity, except in relation to matters as to which the individuals shall be adjudged to be liable on the basis that he has breached or failed to perform the duties of his office and the breach or failure to perform constitutes willful misconduct or recklessness. The Board may make any other indemnification by a resolution adopted after notice by the members entitled to vote.

Such indemnification shall not be deemed to be exclusive of, but shall be in addition to, any other rights, from whatever source derived, to which such member of the Board, Executive Board, officer, agent or employee may be entitled.

B. Surety Board. All officers and agents of the Board and the Institute who handle its funds in any form and its properties shall give surety in such forms as the Board may prescribe, such sureties to be reviewed by the Finance and Audit Committee.

C. Conflict of Interest. In any case where a member of the Board believes a material conflict of interest, whether because of personal, financial, legal, professional or other factors, would affect his or her vote on any matters, whether in Committee or in Board meetings, that member of the Board shall disclose the presence of the conflict and decline to participate.

Any Board member who is desirous of establishing a relationship with the Institute (other than that as Board member) such as seeking consideration for regular or part-time employment or a consultancy arrangement, or as an exhibitor in the IAIA museum or any other relationship where conflict or appearance of conflict as determined by the Executive Board is possible that Board member must first resign from the Board and then wait for a period of one calendar year from the time of acceptance of such Board member's resignation before pursuing said employment consideration, consultancy, museum exhibit request or any other relationship with the Institute.

To: IAIA Board of Trustees  
From: Robert Martin, President  
Date: February 2020  
Subj: President's Quarterly Report

### **Mission Objective I: Improve Student Success**

#### **A. Increase Resources for Students**

- The Achieving the Dream (ATD) program has been funded for another cycle, and Ed Hughes and Mark Figueroa again will serve as the ATD coaches.

#### **B. Improve retention and completion**

- The 2020 Spring Semester tentative student enrollment is 450 FTE as compared to 457 FTE for the 2019 Spring Semester, representing a slight decrease.

#### **C. Develop student leadership skills**

- Caleigh Benally and Bryson Meyers will represent the IAIA student body during the AIHEC Legislative Summit, February 3-7, in Washington D. C. They will participate in meetings with the New Mexico congressional delegation, congressional appropriations staff and federal agencies.
- Thus far this semester, ten students have been placed in internships at various sites in Santa Fe and New Mexico.

#### **D. Promote involvement of all IAIA stakeholders in student success**

- IAIA's Plan 22 includes student success priorities promoting and measuring progress toward student success goals and reflected in institutional annual work plans.
- The mentoring program continues to experience increases in both mentors and mentees. I will mentor two students again this semester.
- The IAIA Community Pantry has been relocated to a larger, nicer area within the Student Union Building. Thanks go to Paul Moore, Interim Dean of Students, for providing that space.
- The IAIA Early Childhood Daycare Services has five student family infants and children enrolled in the program.

### **Mission Objective IV: Ensure a safe community**

#### **A. Promote health, wellness and safety**

- The next Student Concerns monthly meeting will be scheduled in February to discuss the topics of "Toxic Masculinity" and "Bullying on Campus"

**B. Strengthen Title IX programs and processes**

- The position of Coordinator of Title IX, Equity and Inclusion continues to be advertised. Laurie Logan Brayshaw is doing an excellent job of serving as the interim Coordinator.
- Annual Title IX training continues to be scheduled for faculty, staff, administration, Board of Trustees and students.
- A redacted log of Title IX inquiries and complaints for the previous six-month period is now available on the Title IX webpage. Every six months, a new log will be published. The IAIA staff and faculty have been notified the redacted log is available for viewing.

**C. Engage the community in addressing safety concerns**

- Family housing windows will be replaced.
- Campus lighting in the family housing area is being assessed.
- Sections of the family housing parking lot will be paved.
- Fifteen video cameras on campus were brought online by reconnecting wiring with no additional cost.
- Additional hours for security have been implemented.
- The safety mission objective incorporated into IAIA's Strategic Plan ensures that it will continue to be an institutional priority.

**D. Develop educational and training programs to promote safety on campus and at the Museum**

- The Interim Title IX Coordinator, Laurie Logan Brayshaw, continues to implement an ongoing schedule of no-cost training sessions for students, faculty, and staff.
- Sex education and self-defense classes will be offered to students, faculty, and staff again during the Spring 2020 semester
- Three new videos highlighting Diversity and Inclusion, the use of Gender Pronouns, and Title IX have been identified for viewing during the Spring 2020 semester on the campus monitors.

**Mission Objective V: Advance contemporary Native arts and cultures****B. Consider developing a Native Research Center**

- Funded through the Mellon Foundation, Kauffman and Associates, Inc. (KAI), in collaboration with IAIA faculty and staff, has completed a draft feasibility study and strategic plan to establish a research center for contemporary Native arts on the IAIA campus. The research center would consolidate resources and programs to more efficiently provide researcher access to IAIA Archives, the Museum collection and the Artist-in-Residence program. It also provides funding for Scholar Fellowships.

The President is recommending approval of the Research Center.

- The Eleventh IAIA Annual Holiday Market was relocated to a new venue, the gymnasium, which facilitated traffic flow and networking among the artists. The

numbers of artists and shoppers increased, with a high number voicing approval of the new location.

## **Mission Objective VI: Build Institutional Capacity for Growth**

### **A. Ensure long-term sustainability and financial growth**

#### **Current NM State Funded Projects**

- New Mexico State funds are available to complete phase II of the renovation project to replace the Academic Building's HVAC system and to further bring our facilities into compliance with the Americans with Disabilities Act (ADA). In addition, a new phone system has been installed, the Information Technology fiber optics cable will be replaced, and re-stuccoing of the Academic Building will occur.

#### **FY 2021 NM Legislative Priorities**

- The 30-day, 2020 New Mexico Legislative Session began mid-January and will end mid-February. IAIA and the other New Mexico Tribal Colleges are again requesting the \$264,000 received in the last fiscal year in high school dual credit reimbursement funding, which included an increase of \$80,000 in recurring funding.

Due to a decline in dual credit enrollments statewide, a reduction in our funding of \$80,000 has been proposed. However, IAIA's dual credit enrollments have either increased or stayed constant because of the following:

- IAIA is targeting high schools with high Native American enrollments that are often underserved by mainstream colleges and universities
- We are offering culturally relevant programming
- We are offering specialized Native culture and language courses
- For example, we are offering research courses at Santa Fe Indian School to seniors to prepare for college
- We also offer specialized Science courses (Ethnobotany)

Anthony Allison (Navajo), a Representative from Shiprock and a member of the House Appropriations and Finance Committee, is working on our behalf to restore these funds.

- In addition, each of the tribal colleges is requesting funding to support capital outlay projects. IAIA is seeking \$1,500,000 to plan, design, renovate, construct and equip the IAIA Museum collections area and Academic building to accommodate establishing a Research Center for Contemporary Native Arts on the IAIA campus. This project requires the relocation of the IAIA archives to the IAIA Museum collections area to facilitate scholarly research at the Center. This move would require relocating the Museum Studies department to a newly constructed addition to the Academic building. Total cost for the project is \$3.7 million.



The Legislative Finance Committee (LFC), however, reduced our request to \$500,000 because the LFC Director, David Abbey, rated our project low because, in his opinion, it was not a student related project. In fact, he was extremely critical of our capital outlay request during the NMHED hearing last summer at NTU. He kept emphasizing that NMHED does not fund museums, but we explained the project is unrelated to our museum.

We drafted the following talking points to clarify that the Research Center is very much an academic project that will benefit our students:

- The IAIA Research Center for Contemporary Native Arts will support the education of students in the current Museum Studies and the Native American Art History programs and permit the college to build the capacity to offer an MFA in Museum Studies and a BFA in Native American Art History soon.
- IAIA will increase the number of students in the Certificate, Associate, Bachelor and Graduate programs by 210% within 3 years of completing the project.
- The number of professors hired to teach in the expanded programs will increase by 50% within two years of completing the project.
- Students completing the program will be competitively trained for careers as museum administrators and curators, archivists, and professors in higher education within New Mexico and across the country.
- The instruction available at IAIA will provide a foundation to build a graduate degree program in Native American Art History – a program that has been requested by New Mexico educators for the past 7 years. IAIA will be able to increase the educational opportunities for archivists and curators within the state of New Mexico who will be able to seek advanced instruction while maintaining their current careers.

Senator Gabriel Ramos, Chair of the Indian Affairs Committee, is advocating with us to have at least \$500,000 restored to our capital outlay request.

We have contracted with Lynda Lovejoy (Navajo), a former state senator, to advocate for us during the 30-day legislative session. Lynda is also under contract to lobby for Navajo Technical University and the issues for both institutions are similar - dual credit reimbursement funding and our capital outlay funding requests.

### **Margaret A. Cargill Philanthropies**

- IAIA received the 2-year, \$600,000 grant in funding from Margaret A. Cargill Philanthropies (MACP) to be used to build organizational capacity in the following three departments: Information Technology, Institutional Advancement, and Marketing and Communications to support continued growth of programs and student enrollment.

### **Federal Appropriations**

- In FY 2020, IAIA will receive \$10,458,000, representing a \$498,000 funding increase over the \$9,960,000 received in FY 19. IAIA is requesting \$10,710,000 in funding for FY 21.

### **Fundraising Strategic Plan**

- The Office of Institutional Advancement's Comprehensive Fundraising Strategic Plan will establish benchmarks, goals and metrics for fundraising that will provide guidance and direction to the Advancement staff, administration, faculty, staff, the Board of Trustees and the Foundation Board of Directors.

### **Campus Master Plan**

- Two Campus Master Plan design charrettes have been completed. The first was a visioning session with the campus community, and the second included input from the Board of Trustees and other stakeholders. Dyron Murphy Architects will complete a summary including three options for the future development of the campus that will consider the following:
  - Design recommendations on repurposing space in existing campus buildings and determining required new construction.
  - Expanding the roads and pathways in and around the campus.
  - Future sustainability practices.

The 2020 Master Plan options will be reviewed by the President's Cabinet and the Board of Trustees at the February Board meeting.

## **B. Implement a marketing and communication plan to brand and promote IAIA**

- The MACP capacity building grant will be used to enhance IAIA's Marketing and Communications Strategic Plan and hire a Social Media Specialist
- I will attend the following meetings/conferences:
  - The American Indian Higher Education Consortium's (AIHEC) Legislative Summit, scheduled for February 3-7, in Washington, D. C.
  - The Higher Learning Commission's Board of Trustees meeting, February 26-28, in Chicago
  - Serve on the Interview Committee to select the next Haskell Indian Nations University President.

## **C. Determine need and capacity of new undergraduate and graduate programs**

- A low residency MFA in Studio Arts will be the next new graduate program implemented at IAIA. Beginning this semester, Jim Rivera, Assistant Professor in Studio Arts, will serve as the full-time Interim Director to develop the program, and Dr. Jennifer Foerster will assist in writing the proposal.

**D. Annually reduce IAIA's carbon footprint by 5%**

- Solar panels will be installed next on the Academic Building roof.

**Other:**

- The job descriptions for the Academic Dean and Student Life Dean positions have been posted. We will begin the interview process in either late February or early March.

To: Dr. Robert Martin, President  
From: Dr. Bill Sayre, Director, Institutional Research  
Date: January 22, 2020  
Subj: Quarterly Board Report

### **Mission Objective 1: Improve Student Success**

#### **B. Improve retention and completion**

Project: Improve student persistence. 10% complete.

Institutional Research Contractor Jesse Morris, Associate Director Anita Gavin, and I will present a paper at the Higher Learning Commission's annual conference in April entitled: Culture Matters: Indigenous Analytics at a Tribal College. Here's a short description: Successful universities and colleges ensure that their formal and informal cultures and procedures are aligned. Using economic theory in the context of a settler-colonial state, this session reviews the importance of observing formal and informal university culture using indigenous and indigenized research methods for improved governance.

I've also been invited to participate in a panel discussion on Student Success at Tribal Colleges. And Dr. Lara Evans, Associate Dean, has been invited to prepare a poster presentation about indigenous assessment.

Other: Federal Student Aid has renewed its funding for Project Success, and we will continue to participate in Achieving the Dream.

### **Mission Objective 4: Ensure a safe community**

#### **C. Engage the community in addressing safety concerns**

Project: Co-chair the Health, Safety, and Security Committee (20%)

The committee's current projects include:

- Replace and upgrade the institute's security camera system—strategic priority funding received
- Purchase a new app for campus and Museum safety notifications and monitoring—strategic priority funding received
- Add extra hours per week to the security contract—strategic priority funding received
- Rewriting the Institute's weapons policy to allow pepper spray
- Administering the UCLA Diverse Learning Environments (campus climate) survey during the Student Success Summit in February
- A night-time walkthrough of the campus to review un- or poorly-lit areas

- Developing a “Safe People Project.” Here’s an excerpt from the Life/Safety Ad hoc Committee’s report from last summer that summarizes this:  
*The committee was asked to research the idea of creating a safe space for individuals who report a Title IX violation. Such a space would have to be exclusively available 24 hours a day, and access would have to be limited in some way. We can’t think of a suitable place on campus that is not being currently used; there could be additional staffing needs as well. A better solution might be training several staff, faculty, contractors, and student employees to provide a safe refuge, support, or resources to any individual who feels unsafe for any reason. The University of Washington has a program somewhat like this called Safe Campus: <https://www.washington.edu/safecampus/>. Several universities provide these kinds of service as outreach to LGBTQ+2S students, for example, also the University of Washington: <https://depts.washington.edu/qcenter/wordpress/education/safe-zone/>. These individuals are trained to be allies for community members in need. Training would include: privacy, human sexuality, violence prevention, bystander intervention, and other topics. These individuals could be identified by a special sticker that they place on their office doors and on their ID badges. Conversations should take place as to whether the trained individuals should work in pairs and what the gender/gender identity mix would be best.*

### **Mission Objective 5: Advance contemporary Native arts and cultures**

- A. Continue to refine and implement indigenous assessment

Project: HLC Quality Initiative. 5% complete. No activity this quarter.

### **Mission Objective 6: Build Institutional Capacity for Growth**

- A. Ensure long-term sustainability and financial security

Project: Plan '22 metrics and indicators. 15% complete. Jesse, Anita, and I have draft dashboards prepared for some of the Plan '22 indicators—we are further refining them before publishing them on the website.

Other: I’m co-chairing, with Anthony Coca, IT Director, an Ad hoc committee developing a Data Governance policy and procedures. Here’s a draft working definition adopted from Educause: *Data governance assists in maintaining data integrity, controlling access, and securing data storage for the institutional asset. A data governance program seeks to identify what data currently exist or need to exist in the future, and it helps identify disparate data silos on campus. Such a program defines roles and responsibility for managing data and assigns accountability to specific groups or individuals within the institution through a strong data stewardship model. Although an enterprise perspective should govern an institution’s data, an effective governance plan does not necessarily centralize control of the institution’s data; rather, it creates systems that identify institutional and departmental data managers and provides guidelines for these managers*

*as they handle data.* Our policy will include all digital resources, such as digital archives, as well as data.

Other: Our new HLC staff liaison, Dr. John Marr, will attend the May Board of Trustees meeting and participate in Commencement.

Other: I've moved my office to the Buffalo Trust space in the CLE.

Other: Reports, datasets, and projects generated by Institutional Research this quarter, largely done by Anita Gavin, include:

#### Reports:

- National Student Clearinghouse (NSC) Monthly Enrollment Reports
- NSC Degree File
- US Department of Education National Student Loan Data System (NSLDS) Reports-Update Degrees
- New Student Accounts
- New Employee Accounts
- New Mexico Higher Education Department (NMHED) Financial Aid Drawdown Report
- NMHED Fall Enrollment Report
- American Indian Higher Education Consortium (AIHEC) American Indian Measures for Success (AIMS) Fall Enrollment Report
- AIHEC AIMS Annual Report
- Financial Aid – Degree Report and Withdrawals for Audit
- Fact Sheet for 19FA (attached at end of report)
- Ad hoc Reports
  - Developmental Education Pass/Persistence Rates – President
  - Online Students – Finance
  - No Show Report/ Email Cleanup– IT
  - AIR Artists Empower Accounts – AIR
  - New Student Enrollment – Library
  - Online Students – Bookstore
  - Oklahoma Residents/CIB – IAIA Research Fellow
  - Clean up Empower Data – New Freshmen and Transfers
  - CIB List – Admissions
  - Non-returners report—Enrollment Management
  - Enrollment data for Library reporting

#### Projects:

- Empower Training – In person with Bookstore Manager, Counselor, Academic Technology
- Empower roll of data (transferring the system to a new semester) – Student Billing and Financial Aid

- Professional Training – Rocky Mountain Association of Institutional Research Conference
- Online Empower Trainings – (Mary Silentwalker, Melanie Buchleiter, Anita Gavin, Bill Sayre)
- Monthly Empower User's Group Meeting – Data Governance
- 20SP Course Exception Report – Registrar
- Submission of New CIP Codes – NMHED
- Wellness Degree Set up in Empower

Other Empower Duties:

- Assist Students/Staff with Empower- Log in, forgotten password, problems with reports, web applications, permissions, training etc.
- Responded to approximately 75 Empower Tickets
- Degree Verifications for National Student Clearinghouse
- Submit concerns to ComSpec and follow up with user issues.
- Evaluate need for Enhancements and submit to ComSpec, then, follow-up.

OUR VISION

To be the premier educational institution for Native arts and cultures

OUR MISSION

To empower creativity and leadership in Native arts and cultures through higher education, lifelong learning and outreach

OUR CORE VALUES

COLLABORATION

Joining together for student success

EXCELLENCE

Upholding high standards for students, faculty and staff

CREATIVITY

Encouraging fearless expression in art and life

RESPECT

Fostering an understanding of cultures, perspectives and identities

INTEGRITY

Demanding honesty, accountability and responsibility to one's community, oneself and the world at large

SUSTAINABILITY

Being effective stewards of IAIA's financial, human, physical, and natural resources in ways that minimize impact on the environment and ensure the future viability of IAIA

A BRIEF HISTORY OF IAIA

1962

• IAIA is established as a high school during the administration of President John F. Kennedy and opens on the campus of the Santa Fe Indian School. Many of the four thousand students who have since attended IAIA go on to earn recognition as artists, writers, educators, and leaders.

1975

• IAIA becomes a two-year college offering degrees in studio arts, creative writing, and museum studies.

1984

• IAIA is accredited by the Higher Learning Commission and the National Association of Schools of Art and Design.

1986

• IAIA is chartered by the U.S. Congress as the Institute of American Indian and Alaska Native Culture and Arts Development, one of only three Congressionally-chartered institutions of higher education in the U.S.

1992

• The IAIA Museum of Contemporary Native Arts is relocated to downtown Santa Fe. The museum is the nation's leading exhibition facility for contemporary art by Indigenous artists.

1994

• IAIA becomes a Land Grant institution and now provides agricultural education and technical assistance to New Mexico's 22 Native American communities and surrounding areas.

2000

• IAIA's academic campus moves to its permanent home on 140 acres just south of Santa Fe. The campus now consists of several new buildings including the Barbara and Robert Ells Science and Technology building, the Allan Houser Haozous Sculpture and Foundry building, and the Lloyd Kiva New Welcome Center.

2001

• IAIA is approved to offer four-year baccalaureate degrees in Studio Arts, Cinematic Arts and Technology, Museum Studies, Creative Writing, and Indigenous Liberal Studies. Certificates in Business and Entrepreneurship, Museum Studies, and Native American Art History are also offered.

2013

• IAIA is approved by the Higher Learning Commission to offer its first master's degree, an MFA in Creative Writing.

Today

• IAIA gains approval for new AFA and BFA degrees in Performing Arts. The Performing Arts and Fitness Center, our newest building, opens.



## OUR MISSION OBJECTIVES

- Improve student success
- Strengthen academic programs
- Build college community
- Ensure a safe community
- Advance contemporary Native arts and culture
- Build institutional capacity for growth

## INSTITUTIONAL PROFILE

STUDENTS - Fall 2019					
Enrollment		Students at the IAIA campus by Region		Students at the IAIA campus by Tribe	
Total Head Count:	614	New Mexico:	50%	Tribes represented:	93
Full-Time Equivalent (FTE):	505	States represented:	32	NM Tribes represented:	19
Graduate student headcount:	46	International:	2%	NM Pueblos represented:	16
Graduate student FTE:	60			NM Pueblo students:	41
Dual enrollment high school students:	193			Navajo students:	69
Dual enrollment FTE:	53	Top States		Top 6 Tribes	
Students at the IAIA campus:	371	1. New Mexico		1. Navajo Nation	
FTE:	392	2. Arizona		2. New Mexico Pueblos	
Female: 59%	Male: 41%	3. Oklahoma		3. Alaskan Native	
Living on campus:	205	4. South Dakota		4. Tohono O’odham Nation	
Native: 77%	Non-Native: 23%	5. California		5. Hopi Tribe	
Median Age:	23	6. Montana		6. Oglala Sioux Tribe	
Degree Seeking:	96%	Majors: Studio Arts: 51%. Cinematic Arts and Technology: 14%. Museum Studies: 12%. Creative Writing: 8%. Indigenous Liberal Studies: 8%. Performing Arts: 2%.. Business and Entrepreneurship: 1%.			
Fed. Financial Aid (Pell) Eligible:	82%				
PERSONNEL - Fall 2019					
Employees	Full-Time Faculty		Administration		Staff
Total: 108	Total: 28		Total: 11		Total: 69
Native: 49%	Native: 57%		Native: 54%		Native: 47%
	Male: 53% Female: 47%		Male: 37% Female: 63%		Male: 33% Female: 67%

To: Dr. Robert Martin  
From: Eric Davis  
CC: Bill Sayre, Angie Brown  
Date: January 21, 2020  
Subj: Quarterly Board Report

### **Mission Objective: III. Build College Community**

III.C. Identify and deliver effective institutional communication

#### Project: Develop New Editorial and Style Guide with Revised Logo Packages

The MarCom Department is in the process of updating the **Style Guide** and **Editorial Guide** and combining them into one package which will include revised logos including the “®” designation on the logo since we finalized trade marking the design. The draft will be reviewed by the Communications Committee before issuing.

The guide will address the following issues (and more):

- Correct usage of logos, titles, departments, etc.
- Correct display of Tribal Affiliations
- Social Media communication guidelines
- Approval process of documents which include logos
- Preferred punctuation usage

Projected release date: February 2020

% completed – 55%

### **Mission Objective: IV. Advance contemporary Native arts and culture**

IV.E. Strengthen the connection between the College, its Museum, and the Santa Fe Community

#### Project: Strengthen Relationship Between Museum and School

I have sent the school **recruitment video** to the museum to play as part of their programming on the 1<sup>st</sup> floor hallway monitor. I have also discussed signage at the museum and in the collections area at the school referencing each location. On “**Through our Eyes**”, the KSFR radio show I host, I am continually reinforcing the connection between the two entities.

We have developed a revised joint museum/school advertisement to be utilized in appropriate situations, and it has been reviewed and approved by the Communications Committee.

Additionally, inclusion of the museum in our annual Open House was warmly welcomed by the attendees. Museum staff distributed literature and complimentary passes.

Also, I'm in discussion with museum personnel regarding further leveraging the Free First Friday's events in the Spring to include a recruitment table and staff on site.

% completed - 40%

#### **Mission Objective: IV. Advance contemporary Native arts and culture**

IV.E. Strengthen the connection between the College, its Museum, Tribes, and the Santa Fe community.

##### Project: IAIA Blanket and Other Merchandising Opportunities

MarCom has finalized a deal with **Pendleton** to create a custom logoed IAIA blanket/robe. We have selected a design from our collection and received approval and a signed licensing agreement from the Artist's (Bennie Buffalo) widow and are moving into production. Based upon successful completion of this project MarCom will work with Stores Manager to create and sell other merchandise with this and other images.

The blanket is in process and we are awaiting a production test blanket.

% completed - 55%

#### **Mission Objective: IV. Advance contemporary Native arts and culture**

IV.E. Strengthen the connection between the College, its Museum, Tribes, and the Santa Fe community.

##### Project: Community Events

The MarCom department continues to utilize Event Sponsorship to strengthen IAIA's connection to the community. We have extended our promotional partnerships in 2019 with **Indian Market, Santa Fe Bandstand, Santa Fe Independent Film Festival** (increased level of sponsorship for this year's festival), **New Mexico Film and Media Industry Conference, The Pueblo Film Fest**, and **Indian Day at the Legislature**. We will continue to expand the program as the MarCom budget will allow.

We are once again planning to sponsor the **TCU Film Festival** and **Creative Writing Contest**.

Have recently begun to strengthen our ties to **SWAIA, MIAC**, and other Native institutions through sponsorship and joint collaborative programs. Most programs will include an

opportunity for the Admissions Department to communicate with prospective students/parents.

Have begun preliminary discussions with SWAIA regarding expanded involvement/exposure with the **100<sup>th</sup> anniversary of Indian Market in 2021.**

% completed - 45%

**Mission Objective: V. Build institutional capacity for growth**

V.B. Implement Marketing and Communication Plan to brand and promote IAIA.

Project: Communication Committee

I have assembled a standing committee that includes key members of the IAIA community. We were originally going to meet quarterly, but after a very successful first meeting it was suggested that we meet on a monthly basis. I have revised and expanded the **Communication Plan** and submitted it for comments.

I am in the process of working with the committee to develop policies and procedures regarding advertising, social media, event development and promotion, and other topics that arise in our meetings.

% completed – 30%

**Mission Objective: V. Build institutional capacity for growth**

V.B. Implement a marketing and communication plan to brand and promote IAIA

Project: Revised Advertising Campaign

With the success of the “**Dean Char**” and “**Students**” ads, the MarCom Department feels that it is time for an up-date. With all of the attention on Student Success, we feel that the new ad should be focused in that direction.

The next iteration of our print ad (“**Alumni**”) will feature the **US Poet Laureate and IAIA Alumna Joy Harjo**. This will launch with our January Advertisements, and should be the back page of the **2020 AIHEC Program**.

We have also developed a specific **recruitment ad** which launched at the end of 2019.

% completed – 50%



Photo Credit: Shawn Miller

## ALUMNI

My name is Joy Harjo. I am an enrolled citizen of the Mvskoke Nation. I graduated from IAIA in 1968. What I learned at IAIA started me down of path of creativity that I still follow to this day. I've written nine books of poetry, several plays, and two children's books. I've taught at numerous colleges, including the Institute of American Indian Arts, from 1978 through 1995. I play flute and saxophone, released five CDs, and have toured the world with my bands. I was recently named the first Native American Poet Laureate of the United States. I am an activist for feminism and Native American rights. I still create art. I still write. I still make music.

What will YOU do when you are IAIA?

Offering undergraduate degrees in Studio Arts, Creative Writing, Cinematic Arts and Technology, Indigenous Liberal Studies, Museum Studies, and Performing Arts -- an MFA in Creative Writing -- along with certificates in Business and Entrepreneurship, Museum Studies, and Native American Art History -- IAIA is the only college in the nation dedicated to the study of contemporary Native arts. The school serves 505 full-time equivalent (FTE) Native and non-Native American college students from across the globe. IAIA is accredited by the Higher Learning Commission (HLC) -- and is the only college in New Mexico accredited by the National Association of Schools of Art and Design.

**IAIA**  
INSTITUTE of  
AMERICAN INDIAN ARTS  
[www.iaia.edu](http://www.iaia.edu)



# EMPOWER YOUR CREATIVITY

Learn  
+  
Grow  
+  
Create

Become a part of  
the IAIA Community

IAIA is dedicated to the study and advancement of Native arts and cultures and committed to student achievement and the preservation and progress of their communities. IAIA currently serves 657 Native and Non-Native American students from across the globe.

IAIA is accredited by the Higher Learning Commission and is the only college in New Mexico accredited by the National Association of Schools of Art and Design.

The Institute of American Indian Arts (IAIA) offers undergraduate degrees in:

- Cinematic Arts and Technology
- Creative Writing
- Indigenous Liberal Studies
- Museum Studies
- Performing Arts
- Studio Arts
- plus an MFA in Creative Writing

Along with certificates in **Business and Entrepreneurship, Museum Studies, and Native American Art History** available in-person or online.

**IAIA**  
INSTITUTE OF  
AMERICAN INDIAN ARTS

**APPLY TODAY** at [www.iaia.edu](http://www.iaia.edu)

## Mission Objective: V. Build institutional capacity for growth

V.B. Implement a marketing and communication plan to brand and promote IAIA

### Project: Campus Event Program

In addition to existing events on campus, such as **MusicFest, Open House, Food Day, Holiday Market, Powwow**, and others – create new events to bring potential students and donors (along with Santa Fe area community members) to see the campus. This will be a part of the Communication Committee projects.

As the **first step**, a survey has been developed and approved by the Communication Committee for distribution within the IAIA community regarding the relaunching of a revised MusicFest. The survey will be released in late January.

% completed - 35%



## **Mission Objective: V. Build institutional capacity for growth**

V.B. Implement a marketing and communication plan to brand and promote IAIA

### Project: Increase IAIA's Online Presence

In light of our continued success on **Facebook**, the MarCom Department plans to increase the number of platforms that we utilize and increase activity on each. We've updated our presence on **Linked-In**, launched an **Instagram** account, added videos to our **YouTube** account. Future plans include expanding our **Twitter** visibility, possibly adding **SnapChat** and others. We will also be doing more joint postings with the Museum on their pages.

We have begun advertising a **Social Media Specialist** to the MarCom Department to spearhead these efforts. The first set of candidates will be interviewed this week.

% completed - 40%

## **Mission Objective: V. Build institutional capacity for growth**

V.B. Implement a marketing and communication plan to brand and promote IAIA

### Project: Website Testimonials

We have been recording **testimonials** for all of the degree programs for use on our website and social media. The **Business Certificate Program** and **Cinematic Arts and Technology** are complete. We'll need to reshoot **ILS** and **MFA** due to new department chairs. **Dean Teters** is scheduled to be next, followed by **MFA, ILS, Studio Arts, etc.**

% completed – 20%

To: Dr. Robert Martin  
From: Laurie Brayshaw  
Date: Jan 21, 2020  
Subj: Quarterly Board Report

## **Strategic Theme I. Improve Student Success**

### **A. Increase resources for students**

Project: Continuing Education

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

Percentage complete 75%

#### Continuing Education (CE) - Activities/Courses Offered

### **Fall 2019 – Enrollment**

Semester	Spring 2019	Summer 2019	Fall 2019
Number of CE Courses Offered	16	8	19
Number of CE Students Attending Classes	108	28	76
Number of CE Registrations	183	29	98

In summary, there were 19 CE courses offered during the Fall 2019 semester. There were 76 individual students that attended these courses representing 98 individual registrations. The schedule of classes represented classes in Professional Development, Personal Enrichment, Health and Wellness, and Creative Writing. This also included students enrolled to earn Continuing Education Units at the National Indian Education Association 2019 Annual Convention in Minneapolis, MN. There were also 10 Title IX workshops run through CE, which captured 36 registrations. The classes were only open internally to IAIA students.

### **Spring 2020**

Jonathan Breaker returned from his leave of absence on December 16, 2019, as part of the American Indian College Fund's (AICF) Mellon Foundation Fellowship for TCU Staff. He is currently developing the Continuing Education class schedule for the Spring 2020 semester. As of January 21, plans are underway to offer 20-24 CE classes to run from January to May 2020, including the following:



- CE has partnered with the Chamiza Foundation of Northern New Mexico to offer CEUs to participants from Pueblo communities that would like to learn how to write grants to private, public, and corporate funders. The Chamiza Foundation is a philanthropic grant-making institution focusing on preserving the culture and languages of Pueblo communities. The all-day class will be held at IAIA on January 24.
- CE has partnered with IDRS Inc., a national non-profit organization offering entrepreneurial and native artist development programming to offer 4 entrepreneurial and Native artist development webinars during the semester. The webinars are accessible to any IAIA affiliated people. Also, with the support of trained instructors, IDRS Inc has been and will continue to provide remote technical entrepreneurial assistance throughout the 2019-2020 academic year to anyone that attended or will attend their CE course offerings. This includes working with CE students to answer questions, provide advice, and support their learning to become successful entrepreneurs.
- Fitness classes that will allow participants to access the IAIA Fitness Center outside of regularly scheduled class times. We will market this benefit particularly to the residents of Rancho Viejo.
- A sewing workshop hosted by Patricia Michaels, IAIA Alumna.
- Gardening and traditional foods workshop hosted by Teresa Quintana, IAIA Alumna.
- Indigenous Fashion class hosted by Amber Dawn Bear Robe, IAIA Faculty
- A Survey of Indigenous Languages in Latin America hosted by Andres Sabogal, IAIA Adjunct Faculty.
- Other CE classes are being developed on topics such as Bead-working, Indigenous Music, Indigenous Agriculture, Nutrition and Wellness, Creative Writing, and Photography.

#### Project: Grants

Project Description: Identify potential funding for IAIA needs and interests

Percentage complete 75%

A proposal was written and submitted to the Fulbright Scholar-in Residence program, and it was recommended for funding. The proposal requested funding to bring Sebastien Lange from France to teach for the 2020-2021 academic year in the Performing Arts department. The Fulbright Scholar-in-Residence will support the professional enrichment of the IAIA Faculty by increasing their knowledge of Mr. Lange's specialty, which is known as theater of the "strange". Mr. Lange plans to communicate technical tools and knowledge for directing and acting within traditional and globalized contexts to the IAIA

Performing Arts Faculty members. One of the main purposes is to provide them with new intellectual skills for constructing an ethic of global artistry and expand new ways of conceiving the stage as a playing space for performance.

The grant to the Margaret A. Cargill Philanthropies for \$600,000 was awarded. The proposal requested funds to support the IT department, the Marketing department, and the Institutional Advancement department.

IAIA currently has three USDA Rural Development grants that are still open. They include: 1) equipment for the Performing Arts Center, 2) equipment for the IAIA kitchen, and 3) solar panels. With staffing changes at the agency, it has been difficult to obtain the approval that is needed prior to making any purchases. This has delayed a few projects, but we are confident that the work will be completed as quickly as possible.

Members of the National Endowment of the Humanities met with Dr. Martin and several faculty members to discuss upcoming grant opportunities and how IAIA might prepare to submit a competitive proposal. After the meeting, Jennifer Foerster and I talked and began to make plans for a viable proposal that would benefit the MFA program.

### **Strategic Theme III: Build College Community**

#### **III: B. Promote Health, Wellness and Safety**

Project: IAIA Junior Master Gardener program for Native youth.

Project Description: Revise the Texas A&M Agrilife curriculum for relevance in Native communities and offer to local youth.

Percentage complete 75%

Another round of the Junior Master Gardener Program was completed. Youth were recruited from among IAIA students, faculty, and staff community for the bi-weekly program. Lessons were held outdoors in the gardens/raised beds and in the Student Union Building recreation room. The ten-week lesson included: Know & Show Hat; 5 Senses Food; Tops & Bottoms, Plant Parts We Eat; Nutrients to Grow; Don't Crowd Me; Paper Towel Gardening; A Place to Grow, Home Sweet Home; Balloon Hot Potato; Rules are Rules & Schedule It; My Plate; Veggie Research & Garden Graffiti; GO, SLOW, WHOA; 10 in 2 Color Box; 1-week Dinner Tracker; Fruity Beauty & Blind Taste Test; The Tasty Unknown Food Chain; Two Old Potatoes & Me, Growing New from Old; Greasy Grid Evaluation; Kitchen Cotton Quality Conversation; and Menu Mind Makeovers. Curriculum content also included food exposure exercises, garden to kitchen recipe handouts, and Go exercises.

Three students attended the program, but one withdrew. A post evaluation gave the program an overall satisfaction rating of 5 (very satisfied). The parent noted "they enjoyed

it and its their favorite time of the week!” Youth gained hands-on skills and knowledge about gardening and good nutrition to grow and eat healthier foods.

Land-Grant will offer the JMG program spring of 2020 and is in the process of recruiting from IAIA’s community again along with the surrounding Santa Fe Public school systems and community to include Amy Biehl school, Academy for Technology and Classics, Santa Fe Indian High School, and the Native American Student Success program.

Charlene Carr returned from her leave of absence on December 2, 2019.

#### Garden/Greenhouse Production

Microgreens are being cultivated for the spring production for Bon Appetit. Microgreens will be ready for harvest and sale in the third week of January 2020.

The IAIA Community Gardener’s program had two participants who utilize the raised beds during the fall semester. Two students have volunteered their time to provide general weed maintenance and harvesting in the garden.

#### On-Campus Outreach Events

Land Grant staff provided a booth during IAIA’s Open House on October 23, 2019. Staff met with guests, shared Land Grant project information, and shared seeds: Taos red beans, blue corn, Sandia chile, french marigold, various sunflower, various summer and winter squash, and pinto beans.

Land Grant staff also coordinated and provided Native American Heritage activities during the month of November 2019. The Native American Heritage committee in coordination with the KIVA club provided these events at the IAIA campus. Activities included the IAIA feast day, student throw, craft demonstrations, and Rock Your Mocs.

### **Strategic Theme IV: Ensure a safe community**

#### **IV: B. Strengthen Title IX programs and processes**

##### Project: Title IX Reporting.

Project Description: Track and respond to reported IAIA Title IX cases and create a “Yale report” biannually.

Percentage complete 75%

A log of all complaints and inquiries is being kept. The log is only accessible to the Title IX Coordinator. A redacted log of all Title IX inquiries and complaints for the previous six-month period (July 2019 – Dec 2019), is now available on the Title IX webpage. Each six months, a new log will be made available. The IAIA staff and faculty have been notified during the Welcome Back Luncheon on 1/13/20 that the redacted log is available for viewing.

## Strategic Theme IV: Ensure a safe community

### IV: D. Develop educational and training programs to promote safety on campus and at the Museum

Project: Educational Safety Programs.

Project Description: Provide Title IX training to new and returning students, faculty, and staff, and contract with educators who can deliver self-defense and sex education classes to students.

Percentage complete 75%

Since September 2019, nine sex education classes and a Krav Maga Self Defense class have been offered to students, faculty, and staff free of charge. The classes will be offered again during the Spring 2020 semester. Some of the classes will occur during the Student Safety Summit in February that is being planned by Nena Martinez-Anaya and the Student Success Center.

Self-Serve: Consent, Negotiation, and Safe Sex
Self-Serve: Sex and Trauma
Self-Serve: Queering Sex
Krav Maga Self Defense
Planned Parenthood: Contraception
Planned Parenthood: Anatomy
Planned Parenthood: Introduction to Gender and Sexuality
Planned Parenthood: Consent
Planned Parenthood: Healthy Relationships
Planned Parenthood: Sexually Transmitted Diseases

Title IX training sessions were held for Institutional Advancement volunteers before the December Holiday Market, and in January for the Orientation Leaders and New Freshmen. Faculty and Adjunct Faculty received refresher Title IX training that also covered Title VI, and Diversity and Inclusion. The training stressed the use of Gender-Neutral Titles, Pronouns, Gender Inclusive Language, and Gender Expression.

In Nov 2019, a Facebook post described a potential Title IX incident on campus. The post did not include any names. As a result of the post, I attended an ASG meeting to reinforce to the students that all information that we receive is good, however, the more information that we have, the better we can deal with the issue.

Three new videos that highlight Diversity and Inclusion, the use of Gender Pronouns, and Title IX have been identified for viewing in the Spring 2020 semester on the hallway monitors across campus. The videos are generally 2-3 minutes long and are very informative. Several additional videos from other college campuses have been posted on the Title IX webpage as an extra resource.

To: Dr. Robert Martin  
From: Shelley Patrick, ASG President  
Date: January 21, 2020  
Subj: Spring Semester ASG Board Report 2020

**IAIA Associated Student Government 2020 Officers:**

<b>President:</b> Shelley Patrick	<b>Vice President:</b> VACANT	<b>Treasurer:</b> VACANT
<b>Secretary:</b> Molly Sabori	<b>Public Relations:</b> VACANT	

**November:**

ALL EARS Sound Experience:

- Video Premier
- Hip-hop Studio Session
- DJ Set and Performances

Advisors:

- Melissa Peters resigned as Advisor
- Russell Stolins and Colin Fraser were appointed as new Advisors

**December:**

Club and Representative Reports received and processed

Resignation of ASG Officers:

- President, Treasurer, Secretary, Public Relations resigned
- Vice President moved to President position
- Call for candidates to the student body

**January:**

ASG Officers:

- President: Shelley Patrick
- Secretary: Molly Sabori (withdrew resignation)
- Will have an election for other positions unless prospective candidates can be appointed

In Planning:

- Welcome Back event with ASG
- Club Drive

**Associated Student Government Commitments:**

- To provide assistance to the student body
- To provide assistance to student clubs and organizations
- To be a communicator between the student body and administration
- To uphold the values of IAIA within and as the student body representatives

To: Dr. Robert Martin, President  
From: Charlene Teters, Academic Dean  
Date: February 2020  
Subj: Quarterly Board Report  
Input From: Library Director, Fitness Manager and Department Chairs

### **Mission Objective 1: Improve Student Success**

A. Increase resources for students.

#### Project One: Smithsonian Processing Project

Processing Smithsonian photographs to provide better access for students. Students enjoy using the collection of photographs that were copied in the 1970s from the National Anthropological Archives at Chuck Dailey and Dave Warren's request. project will have student workers assist in documenting a portion of this collection and have them assist in developing a marketing plan for this collection. Expected completion: May 2020. 75% complete.

B. Improve retention and completion.

#### Project One: Cinematic Arts/Studio Arts Hybrid Degree in Animation

The impetus for this initiative came from the Cinematic Arts faculty's observations over the years that many students enter the major with the sole interest of pursuing animation as a career. During the Fall 2019 semester, two meetings were held to discuss the formation of the Hybrid Degree in Animation which would combine classes from Cinematic Arts and Studio Arts, as well as the proposed Minor in Computer Programming for the Arts.

A Cinematic Arts/Studio Arts Hybrid Degree would help address this issue by developing a degree plan which combines classes from Cinematic Arts, Studio Arts and the new minor in Computer Programming for the Arts, as well as possibly Performing Arts, to teach the fundamental skills in each of these disciplines which would prepare students pursuing a career in Animation and related fields such as Gaming and Interactive Media. Expected completion: April 2020 25% complete.

C. Develop student leadership skills.

#### Project One: Ribbon Skirt Teachings.

Ribbon skirts are worn by women at ceremonies, and honors women. They are long to connect with mother earth. Tina sparks (alumni 2018) will again provide three structured workshops in the Student Union to IAIA students and community members teaching basic sewing instructions so that students can create their own one of a kind ribbon skirts. The activity is designed to connect to community, creating an inviting safe place to gather, and create a contemporary regalia for community events and ceremonies.

The first phase of this project was so successful, on average we had approximately 20 students in attendance at each gathering. The second phase will continue through the spring semester to include ribbon shirts. These students produced regalia/garments will contribute to school pride and an IAIA presence at the AIHEC conference in Albuquerque this Spring. Completion date: March 2019. 50% completed.

#### Project Two: Creative Writing Club *A Egg Et Alia*

The CRWR Department has sponsored core CRWR students to start a Writing Club on-campus, open to all majors. The primary goal of the club is to encourage interdepartmental projects, encouraging collaborative projects and activities for the entire IAIA campus. Completion date: December 2019 – 100%

D. Promote involvement of all stakeholders in student success.

#### Project One: On-site Dual Credit Course Evaluation Training

For the Fall semester we had a new Dual Credit Coordinator who went to the Santa Fe Indian School campus to assist and train the school staff in the evaluation process. We did slightly better but only capturing 2 class course evaluations and all in paper form. Our struggle specifically with SFIS is access to computers/personal cell phones for on-line evaluations. Solving the computer/cell phone accessibility could be a continuous struggle. Completion Date: May 2020, 40% completed.

### **Mission Objective 2: Strengthen Academic Programs**

A. Raise academic and studio standards

#### Project One: Assess LIBS 103 Courses

In the Fall of 2017, LIBS 103: Creative & Critical Inquiry was overhauled, and a new curriculum was instituted. Data was collected in November 2019 and a call for volunteers was made in December 2019. The Indigenous Assessment approach will be utilized to assess this course. This project is on schedule. Completion date: May 2020. 40% complete

B. Expand state of the art technology in academic programs

#### Project One: Preparing Studio Arts Faculty to Teach Online

We have a prototype online course development project just beginning. One Studio Arts faculty member is developing a new online course on *Illustration* during the Spring 2020 term. The instructor will follow a well-defined sequence of development that is tracked via an online project management tool. She will learn use of the following tools:

- Camtasia – for video capture of presentations and demonstrations
- Word outlines – to structure the course material
- Cloud storage – for easy updating and management of course materials

This course is slated to be offered as a hybrid course during the Fall 2020 term. Students would be able to attend in-person or remotely. During the first semester it's offered, the class will meet once a week (rather than the normal twice a week) in a studio setting. The rest of the teaching would take place online. Most of the weekly class meetings are to be spent with students doing coursework, rather than on instructor presentations.

Completion date: August 2020 10% complete

#### Project Two: Online Tools Usage for Undergraduate Programs

A project that defines our present approach to growing Canvas usage in our undergraduate courses. This project is still in its initial *Define Standards* phase. The project has been introduced to the IAIA Ed Standards Committee. Items on the committee's agenda from earlier in the year have not permitted in-depth discussion of this project.

A draft student survey on technology use is ready to be reviewed by the committee, then sent to students during the second week of the Spring 2020 term.

Expected completion date, August 2020 20% complete

C. Improve student skills in business and marketing

Project One: Business Program Expansion Plan

Development of a plan for the expansion of the BUSN program by editing program description, mission, values, and outcomes. This will include the development of new courses and degree plan. 100% Completed.

D. Expand interdepartmental engagement in the academic programs

Project One: Embedded Librarian Pilot Project

We completed our pilot for the three classes outlined (Arts 101 - Introduction to the Visual Arts and/or Sophomore Seminar, Arts 301 Writing about Art, Arts 4451/2 Senior Projects). A survey was conducted with students of all three classes. It went well with positive feedback from faculty and students. The librarians will embed ourselves within the three classes to be situated at points of need and learn about how the students are discussing researching and writing. We will create a scaffolded information literacy program that will include progressive learning outcomes, to present to the studio arts department. The pilot will then extend into Spring 2020. Expected completion: May 31, 2020. 75% complete

Project Two: Improving Accessibility within Adjunct Orientation

The on-line orientation was not fully completed and ready to run for the Spring 2020 semester. Our Academic Tech team did record a Zoom session during the orientation and will upload into Canvas. Once completed, our adjuncts who did not attend the SP20 orientation will have access to review. Action steps will need to be refined for FA20. 50% completed.

E. Foster indigenous identity, knowledge, and practice.

Project One: Building a Performing Arts Community Collective

In late September early October of 2019, IAIA Performing Arts participated in the Uncovering of America project between Navajo artist AJ Goldman of Santa Fe and project members in Genova, Italy. Twelve testimonial films were made of IAIA student contributing to perspectives about the day that is considered in Europe to define the end of the Middle age, also called the "dark era" and the travels of Columbus. The on-line initiative will be shown in Genova in October of 2020 in response to Columbus Day as a springboard for further international dialogue and a correction of history. Additional IAIA student performance contributions will take place this spring.

Following, we collaborated with the ASU director and dramaturg, Esther Almazan, to have our students premiere a reading of an original script, "Indian School". Ten students were cast for the reading and 45 IAIA community members were in attendance in the Black Box theater. We are striving to take PA students to see the full production at ASU this spring and introduce them to graduate school and performance opportunities.

In November 15 of our PA students worked with Guinea West African drummer, Soriba Fofana, for two weeks in the study of the djembe and doudou drums. They workshopped and performed for IAIA community. This semester they will continue to work with Soriba to begin a drumming circle.

As a continuing relationship between Performing Arts at IAIA and the Deprung Loseling Monestary in India, the monks held their 9-day tenure in our Dance studio where they embarked on the creation of a mandala sand painting. Students were able to meditate, observe and visit with the monks each day in December to learn the similarities between Tibetan Buddhism and Navajo sand painting.



Semester's end allowed for the involvement of IAIA performing artists to participate with student Dakota Yazzie and Earth Surface People in a musical journey covering the history and lineage of Bighorse, the Navajo Warrior. Original weavings by Tiana Bennet and photography by the author of *Bighorse*, Noel Bennet, were integrated into the music, vocals, and dances of IAIA performers and Kiva Club. The performance occurred in our Black Box performance space. Date of completion: May 2020, 75% completed.

Project Two: Building New Relations

Collaborative performance and course offering with the Santa Fe Indian School (SFIS) through a Dual Credit Acting I course to be scheduled for Spring 2020. Expected completion: May 2020, 50% completed

Project Three: Joe Sando Symposium

The Joe Sando Symposium on Pueblo Indian Studies was initiated in 2012 at the Indian Pueblo Cultural Center. A second symposium was co-sponsored by IAIA in 2015. The third symposium is in process the planning meeting with Indigenous Liberal Studies, the University of New Mexico, the Leadership Institute, and other stakeholders occurred in September 2019. It is currently scheduled for March 2020. Expected completion: March 2020. 35% completed

**Mission Objective 3: Build college community.**

A. Promote health, wellness, and safety

Project One: Create a Metabolic Strength Cardio Circuit for Students

To promote awareness on the benefit of physical activity following the ACE ADL principles of motivation and adherence. The cardio circuit will promote fat loss while toning and building lean muscle, which will build self-intrinsic motivation. Expected completion date May 2020. 50% completed.

Project Two: Student/Staff/Faculty Obstacle Course Run

Creating a fitness endurance obstacle course that challenges mobility, stability, strength, coordination, and focus. Relay run: 5 free throws, 15 mountain climbers, 10 burpees, 20-yard sprint, 5 push-ups, 10-yard bear crawl, 10 sit-ups. 2 teams of 4 (co-ed) 4 rounds. Mandatory 4 teams. Expected Completion date May 2020. 10% completed

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

A. Consider developing a Native Research Center

Project One: Research Center for Contemporary Native Art

Planning documents are provided to the board for consideration. The first scholarly fellow has completed the fellowship, and the second fellow has been selected for Fall 2020. Additional grant applications for funding will move forward after board approval. Margaret A. Cargill Philanthropies suggested a grant amendment for the current grant to provide a small amount of travel funding for a few short research trips for those who need to visit IAIA in person to use the IAIA MoCNA collection and the IAIA Archives for art research relevant to MACP's regional emphasis. A larger scale funding request should be part of the next grant renewal period in 2021. Expected completion: March 2020. 50% completed.

B. Increase internship and apprenticeship opportunities

Project One: New, Improved Work Study: TA's and Marketing Assistants

CRWR Studio Monitors'—federal work study students—job descriptions will be expanded to include Student-Teaching Assistants and/or work to increase marketing and visibility of

CRWR department. 1-2 monitors will work as assistants in ENGL Comp or introductory-level poetry or prose classes; 1-2 monitors will create, edit, and submit departmental marketing materials to the IAIA marketing team and external, community organizations. Expected completion: April 2020 – 50%

### **Mission Objective 5: Build institutional capacity for growth**

A. Determine need and capacity for new undergraduate and graduate programs

#### Project One: Developing the IAIA Low Residency MFA in Studio Arts

An MFA program with a low residency model would allow students to participate in their communities, in their jobs and in their tribal nations social and spiritual practices while pursuing their advanced degree in studio arts. This model is based on the principal of individualized learning.

Update: In January Jim Rivera begins work fulltime to develop proposed program. We have weekly meetings (academic dean, Jennifer Foerster and Jim Rivera) to help us make forward progress. We have completed a rough outline of the program and begun work on curriculum. We are researching curriculum requirements for such a program to be accredited and as part of our research Jim Rivera will participate as a mentor in the Vermont College of Art winter residency. Expected completion of first phase: May 2020, 25% complete.

#### Project Two: Preservation of “Seeing Red”

*Preservation of the “Seeing Red” Archive* is an audio preservation and public access project. It’s goal is to digitize, rehouse, and make available an estimated sixty-five (65) hours of the WBAI-New York radio program “Seeing Red,” hosted by activist Suzan Shown Harjo and Frank Harjo c. 1968-1975. Eighty-nine (89) 7” reel-to-reel tapes will be digitally reformatted, rehoused to archival standards, and made available via the New Mexico’s Digital Collections. Expected completion: May 2020 40% completed

#### Project Three: Native Artists Files Project

The IAIA Archives project to improve organization and access to the Native Artist Files. A student worker, under the supervision of the archivist, reviewed each artist files in alphabetical order (to date, though *Gray*), for redundancy, extraneous copies, basic organization, basic preservation, and adding new materials when appropriate. Expected completion: Expected completion: May 2020. 40% completed

#### Project Four: Create Museum Studies MFS Program

Implement Museum Studies MFA degree program to include the development of program description, mission, values, and outcomes. 100% completed.

Other news.

### **Academic Dean Charlene Teters**

*Way of Sorrow*, a new installation at IAIA’s Museum of Contemporary Arts will address current issues regarding the US-Mexico border crisis. Opening reception February 13, 5 – 7 pm. Performance: 4:00- 5:30pm

**Associate Professor Craig Tompkins** organized a successful exhibit, of Studio Arts Faculty and Students, at the University of Oklahoma School of Art’s Lightwell Gallery that opened January 11, 2020. The show is funded by the OU School of Art through a Mellon grant.

**Library Director Sara Quimby** was nominated for New Mexico Consortium of Libraries, 4-year academic representative to executive council; Attended New Mexico Library Association Conference.

**Library Archivist Ryan Flahive** attended the NW Mexico Association of Museums board meeting; November 13, 2019—12:15-1:15. Facilitated “Printmaking @ IAIA, 1981-1988: A Discussion with Craig Locklear” with Tatiana Lomahaftewa-Singer in the CLE commons; Jan 10, 2020—New Mexico Historical Records Advisory Board meeting, New Mexico State Archives; January 16, 2020, 9 am—4 pm. Presented “Physical Preservation of Archives” to a group of 22 attendees at the Indian Pueblo Cultural Center.

#### **MFA Creative Writing news:**

The MFA in Creative Writing Program had a very successful winter residency.

The following books were released by MFA in Creative Writing Mentors in 2019:

- **Kimberly Blaeser’s (Anishinaabe)** poetry collection, *Copper Yearning*, Holy Cow! Press.
- **Santee Frazier’s (Cherokee)** new book of poetry, *AURUM*, University of Arizona Press.
- **Pam Houston’s** memoir, *Deep Creek: Finding Hope in the High Country*, W.W. Norton & Company.
- **Cherie Dimaline (Georgian Bay Métis)** has released her second novel, *Empire of the Wild*, from Penguin Random House Canada. She is also producing and writing the first season of the TV adaptation of her novel, *The Marrow Thieves*.

To: Dr. Robert Martin  
From: Heidi Brandow  
Date: January 23, 2019  
Subj: Alumni Council Report

## **Alumni Council Updates**

- Alumni Council Election Period concludes Jan 30th, three new alumni councilors will assume their 3-year role on Jan. 31st.
- The first Alumni Council meeting of 2020 will be held: Feb. 21st.
- The Alumni Council will work w/ Advancement to see if there are additional opportunities for collaboration and support.
- The Alumni Council will begin planning: upcoming Alumni Luncheon (Spring 2020 & Summer 2020)
- The Alumni Council has devised a mission statement and identified three main objectives, which is as follows:

## **Mission**

The Alumni Council is the primary representative body of the Institute of American Indian Arts alumni. The IAIA Alumni Council is composed of highly distinguished members representing a variety of fields within the arts, academia, and beyond. The primary goal of the IAIA Alumni Council is to foster relationships between current students and alumni and promote IAIA.

## **Objective**

1. Promote the continued development and increased access to programs that promote artistic and academic excellence, such as scholarship initiatives, fellowship opportunities, mentorship, and internship.
2. Foster an environment that promotes learning through critical dialogue, lecture, and engagement offered by public programming and within the classroom.
3. Encourage mentorship and networking opportunities for current students and IAIA alumni.

To: Dr. Robert Martin  
From: Nena Martinez Anaya  
Date: January 21, 2020  
Subj: Quarterly Board Report

**Mission Objective I: Improve Student Success**

Institutional Priority: A. Increase resources for students:

Project 1: Measure the effectiveness of the Career Fair which will take place April 1, 2020. We have implemented this program to help students find employment after graduation and would now like to measure the effectiveness with Student Satisfaction Surveys and with the Alumni Office Survey to determine whether or not our students are employed as a result of the Career Fair. We will also gather data from our alumni who are employed or self-employed, salaries; degree associated with employment. We expect we have improved with job placement after graduation. 25%

**Mission Objective I: Improve Student Success**

Institutional Priority: A. Increase resources for students:

Project 2: We will measure the effectiveness of the Graduate School Day by tracking the success rates of students entering graduate school and student surveys. On November 6, 2019 we will hosted our 13<sup>th</sup> Annual Graduate School Day. Fifty-six students signed in. Six different workshops were offered during the one-day event. Forty-three percent of those in attendance completed a questionnaire. Participants were asked six questions. Below reflects one question regarding the student's desire to attend graduate school with one year of graduating. SD=Strongly Disagree; D=Disagree; N=Neutral; A=Agree; and SA=Strong Agree 25%

	SD	D	N	A	SA
I plan to attend graduate school within one year of graduating from IAIA	8.3%	0%	54%	17%	17%

**Mission Objective I: Improve Student Success**

Institutional Priority: A. Increase resources for students:

Project 3. Measure the effectiveness of the "15 to Finish" program. Mission Objective I: Improve Student Success. The program is designed to incentivize "free tuition" the student's senior year by taking 15 college credits every semester to graduate in 4 years with 120 college credits. We have identified our first student to complete this program. Jordan Aldean, San Carlos Apache, Cinematic Arts major. Jordan entered IAIA through our Summer Bridge Program in 2017. Jordan also took dual credit classes in high school from Eastern Arizona College which allowed her to graduate about 1 year in advance. She is utilizing the "15 to Finish" program incentive beginning this Spring 2020 and will graduate Fall 2020. 50%

Other: The Dual Credit Program: This Spring we are offering 23 courses at 6 high school sites and 1 at IAIA campus. 1 course was cancelled due to lack of instructor. A new MOA and courses will be offered with Dulce Schools. Santa Fe Indian School expanded course offerings to include Acting I this spring. The Dual Credit Coordinator position is currently vacant.

Other: The IAIA Mentorship Program: continues as an opt-in program where each pair is to generate mentees' goals for the academic year and provide supporting actions with due dates. Participants include 7 Student Mentors, 24 Student Mentees, 4 Staff, 5 Faculty, and 2 Alumni. Totally, participants meet for over 250 hours in Fall 2019 for goal development, resource access, and guidance. Monthly activities included social bowling at Starlight Bowling, Finding Your Values in Leadership through Drew Dudley *This is Day One* leadership guide, and a 3-course meal Etiquette Dinner. Monthly activities were open to IAIA students not in the Mentorship Program if there was space available which allowed 8 students to participate in Fall 2019 activities. Spring 2020 will open up the Mentorship Program again to new mentors and mentees with current mentees able to potentially partner with a new mentor. Planned monthly activities for Spring 2020 include roller skating, Mocktail Hour, community service activity with the Santa Fe Humane Society.

Other: The Pantry: relocated in the student union wing of the Student Union Building and to date has had over 123 visitors in Fall 2019, The Pantry has been fully reopened. This number is tracked by a recently added counter; visitors place a wooden button in a jar if they have visited and during its temporary relocation to the Student Success Center kitchen was tracked by a paper-pen tally system. All indicators are self-reported to keep with the Pantry visitor's anonymity. Additionally, over 690 pounds of donations have been added to The Pantry in Fall 2019. A number generated by those who check-in their donations with the Student Success Advisor while others donated anonymously by leaving donations in The Pantry space. IAIA Academics Department lead two donation drives during Fall 2019 and IAIA Alpha Chi lead a food donation drive and provided a turkey donation to students with family living in the IAIA Casitas.

Other: Talking Circle: is hosted every Wednesday at 5pm in the Student Success Center. The menu is shared campus wide via email and the IAIA activity monitors. Fall 2019 hosted 15 consecutive Talking Circles with an average of 14 attendees per meal. IAIA Seniors and Juniors are more likely to attend Talking Circle. Each Talking Circle is hosted with a game to create a Family Game Night environment, then the meal, and during the meal a discussion question. Regular attendees have commented that they look forward to Talking Circle every week and use it as a great method to destress from academics.

Other: Blue Corn Mornings: is hosted every morning during the week of Midterms and Finals week. Fall 2019 Midterms weeks saw an average of 37 and Finals average of 28 visitors to the SSC kitchen for Blue Corn Mornings. Blue corn mush was available from 9 am till supplies lasted, usually just after 1pm. Comments from faculty, staff, and students included the event being culturally relevant, needed, and a joy to look forward to during a stressful week.

## **Mission Objective I: Improve Student Success**

Institutional Priority: B. Improve retention and completion: Project 7: Improve and measure the effectiveness of the Scholarship Application Program. Allow for transparency and improvement to increase scholarship applications. We piloted the “one-time” application process this Fall 2019 semester for both Fall & Spring 2020 to improve retention and persistence rates. We expect students to retain and persist at a higher rate than those years where students had to apply twice a year (previous process). We currently have an application available for new Spring students who didn’t have an opportunity to apply for the full-year scholarships. We will be funding those scholarships from students who are cancelled for spring because they didn’t return, or they didn’t meet the GPA and/or enrollment requirements. 85%

Other: We funded our first 3 students with the New Mexico Lottery scholarship this past Fall. We are currently monitoring 31 students for Spring term eligibility.

## **Mission Objective I: Improve Student Success**

Institutional Priority: B. Improve retention and completion: Project 9: Improve and measure the new Admission & Recruitment strategies to increase student satisfaction and enrollment. New programs have been developed and implemented for the academic year to increase matriculation, including:

- IAIA Shadow Day Program will be held February 15-17, 2020 inviting high school senior students for an overnight stay and to shadow current IAIA students.
  - Admitted Student Reception 4 to 5 locations will be selected to host workshop in the later spring semester for fall 2020 new students.
  - IAIA Info Sessions: update: one session was held in Oklahoma City and had 4 in attendance.
  - IAIA Open House- high school component as held on October 23 from 10am-2pm providing junior/senior students interactive workshops, campus tour and students films. 50 students attended from 3 high schools (Mescalero Apache High School, Jemez Valley and Pine Hill).
  - IAIA Transfer Day was rescheduled for April 3, 2020.
  - IAIA Portfolio Review Day- scheduled for April or May
- 40%

Other: Admissions staff updates: Joannie Romero was hired as the Dual Credit Coordinator on October 30, 2019 and resigned on December 24, 2019. The position has been re-posted. Talia White, Admissions Counselor, resigned on November 27, 2019. Roanna Shebala, Admissions Counselor, has been promoted to Alumni Relations Coordinator in the Office of Advancement effective January 13, 2020. Warrior Brown is our new Admissions Counselor and will begin on January 27, 2020. Interviews are being conducted to fill the vacant positions.

Other:

**Table 1.** Lists the number of accepted students for the Spring 2020 semester as of October 18, 2019

<b>Spring 2020</b>	<b>Accepted</b>
New Freshmen	14
Transfer	10
Graduate	0
Readmit	12
Certificate	7
Non-Degree	1
Total	44 (50 SP19)

**Table 2.** Lists the campus and visits from November-December 2019

Nov 1	Rio Arriba Youth build (10 people)
Nov 7	NM School of for the Deaf (7 people)
Nov 14	Cochiti Middle School (20 people)
Nov 15	Eagle Ridge Middle School (30 people)
Nov 26	Valley High School (30 people)
Dec 5	Peace Corp- Non-Student tour
Dec 11	Gilbert Sena Charter School (30 people)

**Table 3.** Lists the recruitment events from October 2019- April 2020.

<b>DATES</b>	<b>EVENT</b>
Oct 3	Coachella Valley College Fair, CA
Oct 8-12	NIEA Conference, Minneapolis, MN
Oct 8-12	ATALM Conference, San Diego, CA
Oct 13-18	Alaska Elders/Youth Conference and West Valley High School, Lathrop High School, AK
Oct 14	Santa Fe Indigenous Peoples Day, Santa Fe, NM
Oct 14	Indigenous Peoples Day, Phoenix, AZ
Oct 13-18	Ft. Mohave Indian Education Department, Community College and High School, NV
Oct 21	Chemawa Indian School Career & College, Portland, OR
Oct 22	Native American Youth & Family Center, OR
Oct 19-20	Santa Fe Independent Film Festival, Santa Fe, NM
Oct 21-25	AZ Area- TOCC Presentation, Baboquivari High School, Dobson High School, Salt River High School, Mesa CC, Ganado High School
Oct 21	Mesa Public Schools Career & College, Mesa, AZ
Oct 22	Flowing Wells College Fair & Tucson College night, Tucson, AZ
Oct 24	Coconino College Night, Northern AZ College Night, Flagstaff, AZ
Oct 28-Nov 1	OK Area- Broken Arrow, Sequoia Indian School, Norman High School, Weatherford High School
Oct 30	IAIA info session, Oklahoma City, OK
Oct 29-31	Navajo Nation Johnson O'Malley Conference, Flagstaff, AZ
Nov 1	Mescalero College Fair, Mescalero, NM
Nov 2	APS Indian Education College Fair, Albuquerque, NM
Nov 4-5	NM Local Area- Bernalillo High School, Pojoaque High School



Nov 4-8	Washington, OR Area- Highline High school, Muckleshoot Tribal college, Auburn High School, Evergreen High school, Puyallup Chief Leschi School
Nov 5	Enumclaw High School College Fair, WA
Nov 7	SIPI College Fair, Albuquerque, NM
Nov 8	Gilbert Sena Charter School College Fair, Albuquerque, NM
Nov 12-15	Four Corners Area, NM- Bloomfield, Piedra Vista, Kirtland Central, Shiprock, Dine College Shiprock, Navajo Prep
Nov 21	Truth & Healing Conference, San Diego, CA
Dec 3	ACT Summit, Phoenix, AZ
Dec 14	IAIA Holiday Market
February 3-4	AZCA Conference, AZ
February 7	New Mexico State Capitol, Legislature: American Indian Day
February 9-11	National JOM Conference, Arlington, VA
February 11	San Juan College Fair, NM
February 11	Four Corners Regional Fair, NM
February 11	Kirtland Central High School College Fair, NM
February 12	Shiprock High School College Fair, NM
February 12	Newcomb High School College Fair, NM
February 12	Taos High School College Fair, NM
February 18	Muskogee Outreach and Resource Day, OK
February 12	Indian Youth Career Day, OK
February 21	Native American Men Conference, Scottsdale, AZ
March 3	Santa Fe Community College Transfer Fair, NM
March 11	Navajo Technical University College Fair
March 20-22	IPCC Pueblo Film Festival, Albuquerque, NM
Mar 21-24	AIHEC Student Conference, ABQ NM
March 24	Carter County College Fair, OK
March 26-29	Indigenous POPX Festival, Albuquerque, NM
April 1	Tohono O'odham Community College Transfer Fair, AZ
April 2-4	Native American Literary Symposium, Prior Lake, MN
April 4-5	Native American College Fair, SD
April 6	7th Generation College Fair, Black Hills, SD
April 9	NATIVE Skills, Window Rock, AZ
April 23-25	Gathering of Nations, Albuquerque, NM

#### **Mission Objective IV: Ensure a safe community**

Institutional Priority: D. Develop educational and training programs to promote safety on campus and at the Museum: Project 10: We will host the “Student Success Safety Summit” to be held” on February 12, 2020. Workshops will include: Consent & Negotiation & Safer Sex; Healthy Relationships; Sexually Transmitted Infections; Sex & Trauma; Krav Maga Self Defense; Climate Survey Workshop. We will have HIV Testing,

A Planned Parenthood presentation during lunch and gift-drawings throughout the day. We will conduct a survey at the end of the day to measure the effectiveness. 85%

Other: Nena Martinez Anaya and Jeminie Shell also participated in the “Safety Campus-Walk” through for the Safety Committee on the evening of December 12 from 5:30-7:00 p.m. to identify safety issues physically on campus.

**Mission Objective V:** Advance contemporary Native arts and cultures Institutional Priority: F. Invest in professional development for faculty and staff: Below is a list of staff members and recent professional development opportunities.

Nena Martinez Anaya, Chief Admissions/Student Success Officer

11/15/19 – Campus Plan Design Committee

Nena also completed the articulation agreement for transfer for Cape Code Community College students to transfer in as juniors for the BFA-Performing Arts program that was signed into effect in December 2020.

Jeminie Shell, Retention Director

1/2/20 – Why Universal Design in Online Learning Matters – Webinar

1/15/20 – Universal Design in Instruction: Presentation to IAIA faculty

Jeminie was also elected for the NMAHEAD, (New Mexico Association on Higher Education and Disability) President for 2020-2019 academic year.

Karen Gomez, Internship and Career Director

11/15/19 – Campus Plan Design Committee

12/12/19 – Empower User Group Training

Mary Silentwalker, Director of Admissions

11/7/19- Empower Training Webinar, IAIA Campus

1/14/20- Phone System Training, IAIA Campus

Veronica Bustamante, Admissions Specialist

11/7/19- Empower Training Webinar, IAIA Campus

1/14/20- Phone System Training, IAIA Campus

Loyola Rankin, Student Success Advisor

11/06/19 – Ribbon Skirt Workshop, IAIA Campus

Scott Whitaker, Financial Aid Director

12/2/2019-12/6/2019- Federal Student Aid Training Conference in Reno, NV

Leah Boss, Financial Aid/Scholarship Advisor

12/2/2019-12/6/2019- Federal Student Aid Training Conference in Reno, NV

Leah was also elected to be the Treasurer of the New Mexico Association of Student Financial Aid Administrators (NMAFAA).

To: Dr. Robert Martin  
From: Lawrence T. Mirabal, CFO  
Date: 1.21.20  
Subject: Quarterly Board Report for Finance, HR, IT, Facilities, Bookstore and Museum Store

### **Mission Objective 1: Improve Student Success**

Inst. Priority “A” - Increase resources for students

**Project:** Raise the profile of the Campus Bookstore

By elevating the profile of the Campus Bookstore, college community awareness about the store and how it serves students will be increased. Awareness about resources at the Bookstore for students and faculty will be developed through inclusion in orientation and in-service programs, the development of an ASG Bookstore committee, and by meeting with Faculty to develop a class supply list protocol.

**Update** – The Campus Bookstore successfully delivered information on the textbook program, as well as other services that the store provides, during all new student orientation sessions, as well as faculty in-service sessions. Store staff has also worked with the faculty and the faculty assistant to streamline the protocol for developing class supply lists. The Assistant Manager of the IAIA stores is now an ASG staff advisor and the stores have increased their participation in campus-wide events. Finally, both stores have been added to the IAIA website, where they are easily accessible.

**This project is 100% complete.**

Inst. Priority “D” – Promote involvement of all stakeholders in student success

**Project:** Update the campus master plan

Collaborate with IAIA community stakeholders and the college’s architects, to update the master plan for the campus.

**Update** – Two design charrettes have been held. The first took place on October 25<sup>th</sup>, and the second took place during the BOT meetings, on November 15<sup>th</sup>. As a result of the charrettes, 3 design proposals have been produced by DMA. The proposals are currently being reviewed and a final version of the Campus Master Plan will be selected during the February BOT meetings.

This project is 90% complete.

### **Mission Objective 3: Build College Community**

Inst. Priority “C” – Identify and deliver effective institutional communication

**Project:** Implement EMS scheduling software web and mobile apps.

Implement EMS scheduling software web app and mobile app for more accurate and streamline reservations of campus spaces.

**Update** – The software and app are now fully deployed and operational.

**This project is 100% complete.**

Inst. Priority “C” – Identify and deliver effective institutional communication

**Project:** Finance will develop a learning series for the campus community, with the goal of increasing awareness and understanding of financial processes, at IAIA.

*\*The scope of this project has been modified. Previously, the learning series was to focus on very detailed topics, such as submitting PO's, travel requests, disposing of fixed assets, etc. To increase transparency, develop deeper trust, and enhance student success, the scope has been changed. It will now address more macro topics related to the teams that the CFO oversees, with a focus on the students.*

**Update** – With the modified scope being implemented, the Finance office has decided upon a 4-part learning series that will include the topics 1) “How IAIA’ budget works....structure of the college, funding, and where funding gets spent”, 2) “Safeguarding the campus...how Finance, Facilities, Security, and IT work to ensure the safety of the IAIA community”, 3) “How endowments work and how they are invested”, 4) remains unnamed....student choice. The CFO collaborated with ASG leadership to hold the first learning session in the Student Union space, on Nov. 22<sup>nd</sup>. The session went well and the students asked very good questions. However, despite numerous notifications and snacks being served, it was only attended by 5 students.

This project is 70% complete.

### **Mission Objective 4: Ensure a Safe Community**

Inst. Priority “C” – Engage the community in addressing safety concerns

**Project:** The IAIA Facilities, IT, and Finance teams will assist the Life/Safety committee with implementing approved safety initiatives.

The work to be completed by the teams may include the strategic scheduling of additional security officers, repair/replacement of security cameras, adding additional lighting, and implementing new safety alert applications.

**Update** – To date, the Facilities team has assisted the committee with evening campus lighting assessments and has worked with security to assess what cameras need to be repaired or re-aimed. Additionally, the Facilities Director is working with the committee to determine when additional security should be scheduled. The implementation of the safety application LiveSafe has proven more challenging. The committee will be contacting them directly to inquire about the cost for a more involved implementation approach on their end.

This project is 30% complete

### **Mission Objective 6: Build Institutional Capacity for Growth**

**Inst. Priority “A”** – Ensure long-term sustainability and financial security

**Project:** Increase sales and product offerings from the IAIA online store, through focused promotion.

To expand online sales and promotions of IAIA merchandise, there are several action steps that must be completed. These include identifying secure shipping options, training store staff on order fulfillment, working with MarCom to develop digital promotions, dedicating a space to accommodate online order shipment prep and the development of a business plan that will serve as a guide to this initiative.

**Update** – The online store is now linked to the “Stores” page, on the IAIA website and is fully operational. Shipping logistics and charges have been refined and the store continues to experience increased online sales. It is expected that this trend will continue as the line of online offerings continues to expand.

**This project is 100% complete.**

**Inst. Priority “A”** – Ensure long-term sustainability and financial security

**Project:** Complete work to transition the IAIA HR office to the new HR management/benefits admin. system, within the Paylocity system.

With the assistance of the Finance Office, Human Resources will complete the transition to all remaining components of the new payroll and HR management admin system. When fully implemented the new software will provide better employee self-service and increased capability for benefits management, recruiting, onboarding, reporting and compliance.

**Update** – The transition to the new HR Management/Benefits Admin system has been completed. The new recruiting module should make applying, application tracking, communication with applicants and reporting more efficient, allowing HR additional bandwidth for other initiatives.

**This project is 100% complete.**

Inst. Priority “A” – Ensure long-term sustainability and financial security

**Project:** Audit and update the independent contract template, requirements, processes, and procedures.

The HR and Finance offices will assess and update independent contractor engagement processes and related documents. Once forms have been edited and processes have been optimized, directors will be briefed on the changes. The new independent contracts should provide more clarity on the expectations of independent contractors working with IAIA. Additionally, ease of use should be improved.

**Update** – The CFO has finished reviewing the documents that are required by finance when completing an independent contract, as well as the flow of the documents. It was determined that although some type of electronic document sharing solution may be used in the future, the documents required and the process flow are acceptable as they are.

**This project is 100% complete.**

Inst. Priority “A” – Ensure long-term sustainability and financial security

**Project:** Barcode all museum store products

Add barcoding to all products in the Museum Store, for greater efficiency and more accurate inventory tracking.

**Update** – The Museum Store has completed barcoding off *all* books. With the book barcoding completed, this means that all items with a preexisting barcode in the museum store have been barcoded. Additionally, all inventory items that the stores sell, arriving with pre-existing barcodes, are being continuously added into the system. To complete the project and barcode all items arriving without barcodes pre-printed, the stores will need to buy a barcoding printer. Additionally, the Store Manager is researching the cost of integrating these printers with the Counterpoint POS system.

This project is 95% complete.

## **Departmental Reports:**

### **Finance/Office of the CFO:**

- The Controller assumed the lead role in overseeing the college's yearly audit. She coordinated efforts between offices, sourced necessary documentation and served as the day-to-day liaison with the audit firm staff.
- In collaboration with department directors, the CFO continues to manage numerous capital projects in IT and Facilities.
- The CFO will travel to Washington, D.C. the week of Feb. 10<sup>th</sup>, to testify before the House Appropriations Subcommittee on the Interior, Environment, and Related Agencies.
- The CFO and the President have engaged with both the NM Higher Ed Dept. and the NM Dept. of Indian Affairs to articulate priorities and requests for the upcoming 30-day legislative session.

### **HR:**

*Turnover Trend Overview: 2010 – 2019:* Highlighted below is an overview of IAIA's turnover rate trend for the past 10 years.

<b>Calendar Year</b>	<b>Average Employee Population</b>	<b>Annual Number Separated Employees</b>	<b>of Overall Annual Percentage</b>
2010	108	25	23%
2011	107	30	28%
2012	104	24	23%
2013	103	19	18%
2014	106	11	10%
2015	106	20	21%
2016	105	13	12%
2017	108	13	12%
2018	109	19	17%
2019	109	19	17%

### *Breakdown of Full-Time Employee Exits for 2019:*

19 Full-time employees left IAIA during the 2019 calendar year.

2 employees left IAIA due to retirement from the workforce.

1 employee left due to a medical situation that would no longer allow him/her to work.

1 employee left to care for an ill family member.

2 employees left to complete a Master's degree in another state.

1 employee left due to a spouse entering a Master's degree program in another state.

1 employee left due to the expiration of the grant funding the position.

2 employees violated IAIA policies and resigned due to possible pending terminations as a result of the investigations into their actions.

2 employees resigned from IAIA who were not the right fit in their positions.

1 employee left to start their own business.

1 employee left to pursue their art full-time.

1 employee took a position closer to home rather than continue a long daily commute.

1 employee relocated to be closer to family.

1 employee decided to leave the workforce for an extended period of time for personal reasons.

2 employees left for situations that could be considered **retention-relevant**, moving to another organization in order to take positions at a higher level, with more responsibility or opportunity or for a higher rate of compensation.

### Review:

IAIA strives to keep turnover rates as low as possible. Turnover is costly and impacts departmental and organizational efficiency. Turnover rates can be impacted by a number of factors, job satisfaction, compensation, the opportunity for advancement, employee engagement, sense of fairness and transparency.

In looking at the breakdown of employee turnover for 2019, demographics, health and logistics played the largest role. Nine of the nineteen employees who left IAIA did so due to personal or family medical situations, to relocate closer to family or to pursue graduate degrees or retire from the workforce.

Several employees chose to leave IAIA to follow personal pursuits, become full-time artists, leave the workforce for an extended period or start their own business.

Two employees were hired in positions that were not a good fit and ended up leaving in 2019. In reviewing the recruiting for these two positions, there were no obvious flaws in the process. As candidates, both had qualifications and experience that met or exceeded the job requirements. However, while on paper the skillsets of the employees matched, in practice their working styles were not compatible with the positions and they chose to resign.



Two employees resigned while under investigation for policy violations. One employee had received no previous corrective or disciplinary actions. The second employee had received prior disciplinary actions for different but related violations.

In looking at the two retention-relevant exits, both employees left for positions at other organizations that were not available at IAIA. They were not passed over for promotion or apply for a position in another department and not selected. There were no positions at IAIA similar to what they found at outside organizations.

**Action:**

IAIA Human Resources offers exit interviews to all departing employees. We ask that they share why they are leaving and encourage them to raise any issues or concerns they have or had during their tenure. We ask that they speak to policies, processes or practices that would make the job and/or organization better going forward.

HR has and will continue to review compensation rates for the local area, state and nationwide to ensure our wages are competitive. We will assess and strive to improve recruiting, hiring and staffing processes to improve retention rates and keep IAIA staffed with excellent employees.

**Facilities:**

- The greenhouse solar project is complete and fully operational. The project included the install of 108 panels, between the rooftop and ground arrays.
- Quotes were solicited for the purchase of commercial kitchen equipment from 3 vendors. The quotes were reviewed, and a vendor was selected. The new equipment is in the process of being purchased and installed, in the IAIA Café.
- An RFB for a preventive maintenance contract, for cooling and heating systems at the IAIA campus and the museum, was issued to 4 vendors. By the date of the Board meeting, a vendor will be selected.
- Quotes were solicited for the purchase of an ADA compliant wheelchair van for the college. Once all quotes have been received, they will be reviewed and sent to the USDA for approval to purchase.

**IT :**

**Phone System Replacement:**

The current phone system was installed in summer 2000.

Through an RFP process, a vendor was selected and as of January 21, 2020, the phone system has gone live. Training on the new system is ongoing and the vendor has included full support for 1 year after install.

**Mobile Data Solution:**

IT is working with Academic Technology to implement a solution to remotely manage all Mac computers on Campus. The college has hired Ardham Technology to assist the IT Dept. in working through this project.

## Network Replacement Projects:

The IT team is working with Ardham Technology to configure the correct type of core and edge switch equipment that will serve IAIA for the next 10 years, while also being compatible with other upgrades to be done in the near future.

WiFi Infrastructure: -- The IT team is currently looking at several different options to replace the aged WiFi system on campus.

Museum Connection to Campus Upgrade: -- Initial conversations with Centurylink have been completed, discussing options to upgrade Museum connection to the IAIA campus.

## Museum Cable Plant Upgrade:

Current cabling at Museum is Category 3 cable, installed in 1989. The college has received one quote, will request 2 more quotes from 2 more vendors, to upgrade this cabling.

Fiber Cable Replacement for CLE Dorms, Acad. Building, LTC, and Facilities Building: Current fiber cabling in the above buildings is 1gb fiber. Soon, this 1gb fiber will be replaced with 10gb fiber. This project will go out for RFP within the next quarter.

## IAIA Museum Store:

- The Store has partnered with the Museum to participate in Santa Fe's Downtown First Fridays. Admission is free from 5:00 pm to 7:00 pm on select evenings; the average attendance has been an additional 100 museum-goers/customers.
- The Store participated in Black Friday, Small Business Saturday, and Museum Store Sunday, by offering 10% all merchandise over the weekend to customers.
- *Yiiyah Man: Taken Beyond Culture* (Duhon James, 2014 Alum, Printmaking), opened in the Lloyd Kiva New Gallery space. As of closing 15 of 23 pieces have been purchased (total sales, approx. \$3,000).
- Stores Inventory was completed in a tight, two-week time-frame. Problems with inventory management have been identified, and loose ends tied up.
- Customer feedback has resulted in the introduction of new merchandise (collectible pins, new stickers, winter gear, etc.). Inventory is slowly becoming curated to be unique to the Santa Fe area, and to our customers.
- Partnerships with Alumni have increased, with the opportunity of pop-up shops and gallery openings. More alumni have participated in pop-up shops and have expressed an interest in participating in exhibitions, panels, artist talks, etc.

## PLANNED MUSEUM STORE HAPPENINGS (Q1 FY20)

- Planned gallery show (opening Feb. 2020) with alumna Avis Charley (ledger artist).
- Planned pop-up shop (March 2020) to launch alumna Meek Watchman's 2020 Spring Collection.

- First Friday events to continue and expand; event details vary based on artists selected to participate. Planned March 2020 First Friday to include an artist talk by alumna LaShawn Medicine Horn, on indigenous tattoo work and artistry.
- Reorganization of the Museum Store Back Stock, allowing for a better quick view of needed product, and artwork that needs attention.
- Select Museum Store items to be featured on IAIA Online Store. An “Artist of the Month” has been considered, as well as highlighting a particular product group each month.

#### IAIA MUSEUM STORE FOUR YEAR SALES HISTORY (Q1 - 10/01/2019 - 12/31/2019)

QUARTER	TOTAL SALES	TOTAL PROFIT	PROFIT MARGIN	MERCHAN DISE SALES	ADMISSION SALES
Q1 FY20	\$96,769.19	\$58,627.78	60.59 %	\$62,454.19	\$34,315.00
Q1 FY19	\$93,183.06	\$57,314.58	61.51 %	\$61,650.56	\$31,532.50
Q1 FY18	\$130,336.82	\$82,838.86	63.56 %	\$94,569.32	\$35,767.50
Q1 FY17	\$102,170.06	\$62,891.77	61.56 %	\$72,515.06	\$29,655.00

Sales data obtained from Counterpoint Management History Summary Report.

#### *RESPONSE TO Q4 FY19 SALES FIGURES*

- Highest Sales Category: Books (\$9,367.64); we have become one of the sought-after booksellers in Santa Fe, for our selection. New categories (Sci-Fi, LGBTQIA+, Regional/Local, etc.) will be added in Q2, to better serve our customer base.
- Lowest Sales Category: Audio/Visual (\$262.44); category has seen some increase in sales with the purging of old titles, and with taking feedback from customers about what they are searching for. Additional titles are purchased in very small quantities and have more relevance to current museum happenings.
- Action Plan: A better understanding of what product categories our customer group is searching for has increased revenue over Q1 of FY19. Sales have increased in focus categories (Books, T-Shirts, Fashions, Jewelry) as a result. Going into Q2, the Museum Shop will continue to tie in merchandise with items on display in the Museum and reduce and purge old stock that is dragging down sales.
- Admissions and Memberships: 4,093 admissions (highest Q1 in 4 years), 14 memberships.
- Action Plan: Membership can be grown through incentives for Members that already exist, so long as the information is presented. Conversations with customers will include mention of the benefits of Membership, and how to sign up. New “Members Only” events can also be a possible source of additional memberships.

## IAIA CAMPUS BOOKSTORE:

- In October, Stores Director and Assistant Manager attended the eCampus All-Access Symposium. Topics discussed included the functions of the eCampus website and warehouse operations, and this information has already been helpful in delivering better services and information to students.
- Sources of rising costs for the eCampus textbook program were identified in December. Finance and Stores Management will be coordinating with the Academic Department to curb factors such as new textbook requests for classes, to bring these costs down.
- The Campus Bookstore sold at the IAIA Annual Holiday Art Market (\$883.00 in sales).
- The Campus Bookstore coordinated hours with the IAIA MFA in Creative Writing Program and sold at the Residency Week Reading Series. This is an on-going sales opportunity, that has continued to grow.
- The Campus Bookstore released the official IAIA Letterman Jacket which is now available for purchase at [iaia.edu/store](http://iaia.edu/store).
- Stores Assistant Manager Colin Fraser will be attending the 2020 NACS Campus Market Expo in February 2020. This is an important opportunity to connect with campus solutions vendors, in order to bring new products and better prices to our students.
- Q1 FY20 sales were up 13.3% over Q1 FY19 and profits were up 9.89%
- Campus Bookstore FY19 Q4 total sales increased 21.62% over FY18 Q4.

## IAIA CAMPUS BOOKSTORE TWO YEAR SALES HISTORY (Q1 - 10/01/2019 - 12/31/2019)

QUARTER	TOTAL SALES	% INCREASE TO LY	PROFIT MARGIN	# OF TICKETS
Q1 FY20	\$22,121.00	13.27 %	33.50 %	2,041
Q1 FY19	\$19,529.00	N/A	32.50 %	2,592

Sales data obtained from Counterpoint Management History Summary Report.

## RESPONSE TO Q4 FY19 SALES FIGURES

Action Plan: Close monitoring of the eCampus program will ensure that costs are kept lower, increasing profit overall. New product development is an area of expansion to explore in FY20, as there is an increased demand for logo gear and IAIA branded products.

**Quarterly Report to the Board of Trustees  
Institute of American Indian Arts  
February 2020**

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

**FINANCIAL STATEMENTS  
As of December, 31**

**BUDGET TO ACTUAL - SUMMARIZED**  
**IAIA & AUXILIARY**  
**For the Three Month Period Ending December 31, 2019**

	<b>TOTAL BUDGET</b>	<b>TOTAL ACTUAL EXPENDITURES</b>	<b>TOTAL BUDGET REMAINING</b>	<b>% REMAINING</b>
<b>EXPENDITURES BY CATEGORY</b>				
COST OF SALES	\$ 216,480	\$ 54,205	\$ 162,275	75%
SALARIES & FRINGE BENEFITS	8,666,614	1,979,284	6,687,330	77%
OPERATING EXPENSES	1,121,357	221,851	899,506	80%
FOOD & CATERING	801,400	109,528	691,872	86%
PROFESSIONAL SERVICES	794,939	137,732	657,207	83%
SCHOLARSHIPS & FELLOWSHIPS	12,650	2,850	9,800	77%
M&R, UTILITIES & OTHER	1,352,669	253,563	1,099,106	81%
TRAVEL	293,931	64,219	229,712	78%
TRAINING	57,686	8,014	49,672	86%
VEHICLES	52,150	10,804	41,346	79%
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,369,876</b>	<b>\$ 2,842,050</b>	<b>\$ 10,527,826</b>	<b>79%</b>
<b>EXPENDITURES BY DEPARTMENTS</b>				
BOARD OF TRUSTEES	\$ 76,028	\$ 8,610	\$ 67,418	89%
OFFICE OF THE PRESIDENT	943,579	173,413	770,166	82%
INSTITUTIONAL RESEARCH	315,523	62,963	252,560	80%
INSTITUTIONAL ADVANCEMENT	400,230	63,508	336,722	84%
FINANCIAL SERVICES	730,782	157,778	573,004	78%
INFORMATION TECHNOLOGY	478,662	101,395	377,267	79%
CENTER FOR STUDENT LIFE	497,646	93,411	404,235	81%
ADMISSIONS & RECRUITMENT	317,371	89,579	227,792	72%
FACILITIES MANAGEMENT	1,502,157	313,715	1,188,442	79%
MUSEUM	1,040,178	209,044	831,134	80%
ACADEMIC DIVISION	3,284,781	841,139	2,443,642	74%
STUDENT SUCCESS CENTER	909,542	178,815	730,727	80%
LIBRARY	438,117	105,407	332,710	76%
MFA CREATIVE WRITING PROGRAM	706,360	132,020	574,340	81%
MUSEUM SHOP	321,961	87,186	234,775	73%
CAMPUS BOOKSTORE	178,553	31,656	146,897	82%
STUDENT HOUSING	1,099,489	177,488	922,001	84%
CONFERENCE SERVICES	110,559	10,699	99,860	90%
STRATEGIC PRIORITIES PROJECTS	18,358	4,223	14,135	77%
<b>TOTAL EXPENDITURES BY DEPARTMENTS</b>	<b>\$ 13,369,876</b>	<b>\$ 2,842,050</b>	<b>\$ 10,527,826</b>	<b>79%</b>
<b>EXPENSES NOT ALLOCATED TO DEPARTMENTS</b>				
Unemployment Insurance	\$ 20,000			
IAIA Advocacy Fund	25,000			
Interest on Debt - Residence Ctr NMFA Loan (3.4%) + fees	244,731			
Residence Center NMFA Loan	229,936			
Reserve Addition	250,001			
Set Aside for Strategic Priorities Projects	333,531			
<b>Total FY20 Annual Budget Total</b>	<b>\$ 14,473,075</b>			

**STATEMENT OF REVENUES - COMPARATIVE**  
**IAIA & AUXILIARY**  
**First Quarter Comparison - FY20 & FY19**

	FY20			FY19 Actual 3 Months Ending 12/31/2018	Variance Between FY20 & FY19 YTD Actual Positive/(Negative)
	Projected Annual Revenues	Actual 3 Months To 12/31/2019	% of Projected Achieved YTD		
<b>REVENUES</b>					
Federal Appropriation	\$ 10,210,000	\$ 7,377,000	72.3%	\$ 7,377,000	\$ -
<i>Forward funding received prior year</i>		<i>7,377,000</i>		<i>7,377,000</i>	
Tuition & fees	\$ 1,299,054	\$ 660,674	50.9%	\$ 575,671	\$ 85,002
Distance Learning/Academic Tech.	133,455	101,804	1	77,546	24,258
MFA Creative Writing Program	636,000	0	0	0	0
Student Fitness Center	15,000	(144)	(0)	(200)	56
Residence Hall	569,876	323,630	1	276,183	47,448
Family Housing Rentals	191,280	94,099	0	92,008	2,091
Meal Plan	539,371	390,800	1	328,239	62,561
Conference Services	130,000	1,800	0	3,615	(1,815)
Museum Admissions	97,848	34,594	0	32,165	2,428
Museum Shop Sales	237,035	61,732	0	61,053	678
Campus bookstore sales	157,797	23,073	0	19,924	3,149
Museum memberships	42,000	4,914	0	7,894	(2,979)
Museum Contributions (temp restricted)	5,000	0	0	50	(50)
General Contributions (unrestricted)	180,000	0	0	1,360	(1,360)
Scholarship, Education Donations	325,000	171,064	1	235,494	(64,429)
Trust Endowment Draw	160,000	0	0	0	0
Miscellaneous Income/Indirect Revenue	75,000	15,219	0	16,541	(1,322)
<b>REVENUES EXCLUDING FEDERAL APPROPRIATION</b>	<b>\$ 4,793,716</b>	<b>\$ 1,883,259</b>	<b>39.3%</b>	<b>\$ 1,727,542</b>	<b>\$ 155,716</b>
Estimated reduction for:					
Uncollectible Student Accounts	(130,643)				
Excess Institutional Scholarships	(400,000)				
Museum Gift Shop	(321,961)				
Campus Bookstore	(178,553)				
<b>TOTAL REVENUES</b>	<b>\$ 13,972,559</b>	<b>\$ 9,260,259</b>	<b>66.3%</b>	<b>\$ 9,104,542</b>	<b>\$ 155,716</b>

**SCHEDULE OF REVENUES AND EXPENDITURES**  
**IAIA & AUXILIARY**  
**First Quarter Comparison - FY20 & FY19**

	FY20 Unaudited 3 Months Ending December 31, 2019	FY19 Unaudited 3 Months Ending December 31, 2018	Variance Favorable or (Unfavorable)
<b>REVENUES</b>			
Federal Appropriation	\$ 7,377,000	\$ 7,377,000	\$ -
Tuition & Fees	762,333	653,017	109,316
Residence Hall/Family Housing	417,729	368,191	49,538
Meal Plan	390,800	328,239	62,561
Museum Shop	96,326	93,219	3,107
Campus Bookstore Sales	23,073	19,924	3,149
Conference Services	1,800	3,615	(1,815)
Unrestricted Contributions	4,914	9,254	(4,339)
Temporarily Restricted Contributions	171,064	537,482	(366,417)
Trust Endowment Draw	-	-	-
Miscellaneous Income	15,219	16,541	(1,322)
<b>TOTAL REVENUES</b>	<b>\$ 9,260,259</b>	<b>\$ 9,406,481</b>	<b>\$ (146,222)</b>
<b>EXPENDITURES</b>			
Cost of Sales	\$ 54,205	\$ 107,166	\$ 52,961
Salaries & Fringe Benefits	1,979,284	1,927,828	(51,456)
Operating Expenses	221,851	246,045	24,194
Food & Catering	109,528	96,439	(13,088)
Professional Services	137,732	129,395	(8,337)
Scholarships & Fellowships	2,850	3,100	250
M&R, Utilities & Other	253,563	268,629	15,066
Travel	64,219	53,172	(11,047)
Training	8,014	6,282	(1,733)
Vehicles	10,804	6,630	(4,174)
Total Costs General & Administrative	\$ 2,842,050	\$ 2,844,687	\$ 2,637
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,842,050</b>	<b>\$ 2,844,687</b>	<b>\$ 2,637</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 6,418,209</b>	<b>\$ 6,561,794</b>	<b>\$ (143,585)</b>



**SCHEDULE OF REVENUE AND EXPENDITURES**  
**INSTITUTIONAL ADVANCEMENT**  
**First Quarter Comparison - FY20 & FY19**

	<b>FY20</b>	<b>FY19</b>	
	<b>Unaudited</b>	<b>Unaudited</b>	
	3 Months	3 Months	<b>Favorable or</b>
	Ending	Ending	<b>(Unfavorable)</b>
	<u>December 31, 2019</u>	<u>December 31, 2018</u>	<b>Change</b>
<b>REVENUES</b>			
Donations:			
Endowed Scholarship Donations	\$ -	\$ 300,000	\$ (300,000)
Permanent/Chair Endowment Donation	-	1,938	(1,938)
General Donations	-	1,360	(1,360)
Scholarship Donations	171,064	235,494	(64,429)
<b>TOTAL REVENUES</b>	<b>\$ 171,064</b>	<b>\$ 538,792</b>	<b>\$ (367,727)</b>
<b>EXPENDITURES</b>			
Personnel			
Staff Salaries	\$ 41,882	\$ 54,415	\$ 12,534
Student Wages	1,054	1,152	98
Social Security	3,160	4,126	966
403B Plan	1,356	2,795	1,439
Insurance Benefit	6,016	7,732	1,717
Nontaxable Fringe Benefits (Fitness)	-	150	150
Total Personnel Expenditures	\$ 53,467	\$ 70,370	\$ 16,903
Operating Expenditures			
Advertising - promotional	\$ 407	\$ 1,891	1,485
Dues & Memberships	14	28	14
Food & catering	87	836	749
Meeting Costs	25	207	181
Office supplies	457	489	33
Personnel search - advertising	603	-	(603)
Postage, freight & delivery	50	-	(50)
Printing	(31)	3,518	3,549
Receptions & shows	49	51	2
Solicitation & Cultivation	-	488	488
Stipends & honoraria	200	-	(200)
Subscriptions & Publications	111	-	(111)
Computer equip & software under \$5,000	24	-	(24)
Maintenance - equipment & software	4,208	750	(3,458)
Consultants/Professional Services	-	497	497
Training - fees & materials	-	2	2
Travel - accomodation & meals	1,928	514	(1,413)
Travel - transportation	1,727	1,657	(70)
Utilities - telephone	184	336	152
Total Operating Expenditures	\$ 10,041	\$ 11,263	\$ 1,222
<b>TOTAL EXPENDITURES</b>	<b>\$ 63,508</b>	<b>\$ 81,633</b>	<b>\$ 18,125</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 107,556</b>	<b>\$ 457,159</b>	<b>\$ (349,602)</b>

**SCHEDULE OF REVENUE AND EXPENDITURES**  
**MUSEUM SHOP**  
**First Quarter Comparison - FY20 & FY19**

	<b>FY20</b> <b>Unaudited</b> 3 Months Ended <u>December 31, 2019</u>	<b>FY19</b> <b>Audited</b> 3 Months Ended <u>December 31, 2018</u>	<b>Favorable or</b> <b>(Unfavorable)</b> <b>Change</b>
<b>SALES</b>			
Sales less Discounts	\$ 61,714	\$ 60,721	\$ 993
Shipping & Packing	78	475	(398)
Refunds	(60)	(144)	84
	<u>\$ 61,732</u>	<u>\$ 61,053</u>	<u>\$ 679</u>
Cost of Goods Sold			
Cost of Sales	\$ 38,814	\$ 36,931	\$ (1,883)
Gross Profit on Sales	\$ 22,917	\$ 24,122	\$ (1,205)
GP %	37.12%	39.51%	-2.39%
<b>OTHER INCOME</b>			
Admissions	<u>\$ 34,594</u>	<u>\$ 32,165</u>	<u>\$ 2,428</u>
<b>INCOME BEFORE OPERATIONAL EXPENSES</b>	<b>\$ 57,511</b>	<b>\$ 56,287</b>	<b>\$ 1,224</b>
<b>EXPENDITURES</b>			
Personnel			
Salaries	\$ 33,171	\$ 32,391	\$ (780)
Payroll Taxes	2,488	2,450	(38)
Savings Plan	1,082	1,124	42
Insurance	5,782	4,089	(1,693)
Total Personnel Expenditures	<u>\$ 42,524</u>	<u>\$ 40,054</u>	<u>\$ (2,469)</u>
Personnel costs as % of sales + admissions	44.15%	42.97%	-1.18%
Operating Expenditures			
Advertising - promotional	\$ 287	\$ -	\$ (287)
Bank charges	1,763	2,498	735
Cash (over)/short	(11)	18	29
Dues & Memberships	14	418	404
Exhibit costs	191	181	(10)
Food & catering	80	27	(52)
Licenses & permits	250	195	(55)
Meeting Costs	114	-	(114)
Office supplies	1,166	1,499	332
Postage, freight & delivery	201	1,652	1,451
Stipends & honoraria	50	-	(50)
Equipment & Furniture under \$5,000	391	106	(285)
Leasing - equipment	125	500	375
Maintenance - equipment & software	642	554	(89)
Consultants/Professional Services	-	130	130
Travel - transportation	585	11	(574)
Utilities - telephone	-	50	50
Total Operating Expenditures	<u>\$ 5,848</u>	<u>\$ 7,839</u>	<u>\$ 1,991</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 48,372</b>	<b>\$ 47,894</b>	<b>\$ (478)</b>
INCOME/(LOSS) Before Notional Rent	\$ 9,139	\$ 8,394	\$ 745
Notional Rent	<u>11,200</u>	<u>11,200</u>	<u>-</u>
<b>NET INCOME/(LOSS)</b>	<b><u>\$ (2,061)</u></b>	<b><u>\$ (2,806)</u></b>	<b><u>\$ 745</u></b>

**SCHEDULE OF REVENUE AND EXPENDITURES**  
**CAMPUS BOOKSTORE**  
**First Quarter Comparison - FY20 & FY19**

	<b>FY20</b> <b>Unaudited</b> 3 Months Ended December 31, 2019	<b>FY19</b> <b>Audited</b> 3 Months Ended December 31, 2018	<b>Favorable or</b> <b>(Unfavorable)</b> <b>Change</b>
<b>SALES</b>			
Sales less Discounts	\$ 23,237	\$ 19,978	\$ 3,259
Sales Returns & Refunds	(164)	(54)	(110)
	<u>\$ 23,073</u>	<u>\$ 19,924</u>	<u>\$ 3,149</u>
Cost of Goods Sold			
Cost of Sales	\$ 14,951	\$ 13,170	\$ (1,780)
Gross Profit on Sales	\$ 8,122	\$ 6,753	\$ 1,369
GP %	35%	34%	1%
<b>INCOME BEFORE OPERATIONAL EXPENSES</b>	<u><b>\$ 8,122</b></u>	<u><b>\$ 6,753</b></u>	<u><b>\$ 1,369</b></u>
<b>EXPENDITURES</b>			
Personnel			
Salaries	\$ 11,646	\$ 11,890	\$ 245
Payroll Taxes	718	690	(28)
Savings Plan	384	369	(15)
Insurance	2,007	1,914	(93)
Total Personnel Expenditures	<u>\$ 14,754</u>	<u>\$ 14,863</u>	<u>\$ 109</u>
Personnel costs as % of sales	50.47%	59.68%	-9.21%
Operating Expenditures			
Textbook Program expense	\$ 440	\$ 57,064	\$ 56,624
Bank charges	817	1,130	314
Cash (over)/short	3	(38)	(41)
Dues & Memberships	25	-	(25)
Food & catering	42	113	71
Meeting costs	-	124	124
Office supplies	243	16	(227)
Postage, freight & delivery	60	112	52
Equipment & Furniture under \$5,000	-	(956)	(956)
Maintenance - equipment & software	321	277	(44)
Total Operating Expenditures	<u>\$ 1,951</u>	<u>\$ 57,842</u>	<u>\$ 55,891</u>
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 16,705</b></u>	<u><b>\$ 72,705</b></u>	<u><b>\$ 56,000</b></u>
<b>NET INCOME/(LOSS)</b>	<u><b>\$ (8,583)</b></u>	<u><b>\$ (65,952)</b></u>	<u><b>\$ 57,369</b></u>

**SCHEDULE OF REVENUE AND EXPENDITURES**  
**CONFERENCE SERVICES**  
**First Quarter Comparison - FY20 & FY19**

	<b>FY20</b> <b>Unaudited</b> 3 Months Ended December 31, 2019	<b>FY19</b> <b>Unaudited</b> 3 Months Ended December 31, 2018	<b>Favorable or</b> <b>(Unfavorable)</b> <b>Change</b>
<b>REVENUE</b>			
Facilities Rentals	\$ 1,800	\$ 3,615	\$ (1,815)
	<u>\$ 1,800</u>	<u>\$ 3,615</u>	<u>\$ (1,815)</u>
 <b>INCOME BEFORE OPERATIONAL EXPENSE</b>	 <u>\$ 1,800</u>	 <u>\$ 3,615</u>	 <u>\$ (1,815)</u>
<b>EXPENDITURES</b>			
Personnel			
Salaries	\$ 7,980	\$ 13,084	\$ 5,104
Payroll Taxes	610	863	253
Savings Plan	-	785	785
Insurance	<u>2,024</u>	<u>1,933</u>	<u>(92)</u>
	\$ 10,615	\$ 16,665	\$ 6,051
 Personnel costs as % of Revenue	590%	461%	-129%
 Operating Expenditures			
Bank charges	\$ 19	\$ -	\$ (19)
Dues & Memberships	14	28	14
Food & catering	-	1,652	1,652
Utilities - telephone	<u>52</u>	<u>90</u>	<u>38</u>
 <b>TOTAL EXPENDITURES</b>	 <b>\$ 10,699</b>	 <b>\$ 18,435</b>	 <b>\$ 7,736</b>
 <b>NET INCOME/(LOSS)</b>	 <b><u>(8,899)</u></b>	 <b><u>(14,820)</u></b>	 <b><u>5,921</u></b>

**PERMANENT ENDOWMENTS**  
**Three Months Ending December 31, 2019**

	<u>Program Enhancement</u>			<u>Quasi</u>		<u>Scholarship Endowments</u>		<u>General &amp; Faculty Endowments</u>				
Equities Gain / (Loss)	\$	128,755	4.77%	\$	90,437	3.85%	\$	78,303	4.76%	\$	68,474	4.78%
Dividend & Interest		21,150	0.78%		17,840	0.76%		12,898	0.78%		11,236	0.78%
Fees		(2,644)	-0.10%		(1,644)	-0.07%		(1,613)	-0.10%		(1,404)	-0.10%
<b>Total 1st Quarter</b>	<b>\$</b>	<b>147,260</b>	<b>5.46%</b>	<b>\$</b>	<b>106,633</b>	<b>4.54%</b>	<b>\$</b>	<b>89,588</b>	<b>5.45%</b>	<b>\$</b>	<b>78,306</b>	<b>5.47%</b>
Average Monthly Account Balance		\$2,696,637			\$2,348,317			\$1,644,969			\$1,432,037	
<b>ASSET GRAND TOTAL</b>	<b>\$</b>	<b>8,294,924</b>										

To: Dr. Robert Martin  
From: Danyelle Means  
Date: January 2020  
Subj: Office of Institutional Advancement Report / 1<sup>st</sup> Quarter Report  
(October 1, 2019-January 21, 2020)

## **Mission Objective 1: Improve Student Success**

### **1.A. Increase Resources for students**

#### **1.1. Project: Grow Funds for Student Financial Need**

- 1<sup>st</sup> Quarter Income – October 1, 2019 – January 21, 2019 - \$342,184.17
- Year End Appeal Income – \$31,640.28
- Office of Institutional Advancement will present a draft Fundraising Workplan at the joint meeting of the IAIA Foundation Board and the Board of Trustees on Friday, February 14<sup>th</sup>, 2020. The OIA plan will outline benchmarks, opportunities for growth, and implementation. Specific fundraising goals will be delineated and will reflect the overall vision of IAIA leadership to be the premier institution for Native arts and cultures.

### **1.D. Promote involvement of all IAIA stakeholders in student success**

#### **1.1. Project: IAIA Foundation Board**

- The Foundation Board, comprised of eighteen board members, 5 of whom are Native American and of these, 4 are IAIA Alumni. There are three active committees: Development, Finance, and Nominating / Governance.
- Development Committee working on the raising of and associated celebration for the Mowatt totem pole donation on May 13<sup>th</sup>, 2020. This will be a campus wide celebration and act as the first President's Circle event of 2020.  
The Development Committee will also be an integral part of the IAIA Gala 2020. Our first committee meeting will be scheduled in late February. The gala co-chairs and committee will be announced at the February Board meeting.
- Nominating Committee will be transitioning members off and on to an Advisory Committee to the Foundation Board. Recruitment of new members is ongoing. New Board Member orientation materials will be revised as well.

#### **1.2 Project: Alumni Relations**

- Alumni and Constituent Relations Officer position has been filled. Roanna Shebala (Diné/Zuni), a former recruitment associate in the IAIA Admissions Office, is eager to continue to build the Alumni Association and will be an integral part of the 2020 Gala Committee.

## **Mission Objective 2: Strengthen Academic Programs**

### **2.C. Improve student skills in business and marketing**

#### **2.1. Project: IAIA, AICF, Pendleton Blanket Design Workshop**

- The Office of Institutional Advancement working with the Director of Internships & Career Services, the American Indian College Fund and Pendleton. The deadline to submit designs is February 15<sup>th</sup>, 2020. The OIA, the faculty, and Student Success Center will be encouraging our students to make their design submissions. A committee will be formed by AICF and Pendleton to determine the winners.
  - **Grand Prize Winner:**  
\$2,000 Cash, \$5,000 Scholarship, and 6 x blankets
  - **2nd Place Winner:**  
\$500 Cash and \$2,500 Scholarship
  - **3rd Place Winner:**  
\$250 Cash and a \$1,500 Scholarship

## **Mission Objective 3: Build a College Community**

### **3.C. Strengthen alumni involvement**

#### **3.1 Project: Alumni Association**

- The Office of Institutional Advancement's recently hired Alumni Relations Officer, Roanna Shebala, will be focused on growth and interaction with the Alumni Association. In her first few weeks on the job she has started her outreach with alumni and will be meeting with the Alumni Council to see how the OIA might increase donations to the Alumni Scholarship.

## **Mission Objective 5: Advance Contemporary Arts and Culture**

### **5.B. Consider Developing a Native Research Center**

#### **5.1. Project: Mellon Foundation / Kauffman and Associates Feasibility Study**

- Dr. Lara Evans and the Kauffman team included the Advancement Office in developing strategies and outlining specific needs for a Native American Arts Research Center at IAIA. The OIA report to Kauffman included an assessment of monies needed to fund campus reorganization, retrofitting of current facilities, and staffing of the research center. Potential for capital campaign and sustainability funding will be the priority.

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

#### **5.1. Project: IAIA Students and Alumni Highlighted in UK Festival**

- In collaboration with the Brighton Festival, a month-long celebration of the arts at the seaside city in the United Kingdom, IAIA student and alumni artists will be the focus of a gallery exhibition. Joy Harjo will be a keynote performer and serve as host at the opening of the exhibition.

IAIA will gain a tremendous amount of exposure in England as an Indigenous counterpoint to the quadricentennial celebrations of the Mayflower voyage.

**5.E. Strengthen the connection between the College, its Museum, Tribes, and the Santa Fe Community**

5.1. Project: AIHEC Conference Sponsorship Committee

- In collaboration with the eight other tribal colleges in the Southwest Region, the IAIA OIA is soliciting sponsorships for the AIHEC Annual Student Conference to be held in Albuquerque March 21-24<sup>th</sup>, 2020. A team of fifteen people representing the nine colleges are working together to find sponsors, exhibitors, and advertisers to defray costs associated with the conference.
- In addition, IAIA is hosting the AIHEC Annual Student Basketball Tournament. Sponsors are being sought to provide athletic apparel, participation gifts, and tournament trophies.

**Mission Objective 6: Build Institutional Capacity for Growth**

**6.A. Ensure long-term sustainability and financial security**

6.1. Project: Advancement Office Reorganization

- With the addition of two staff members, the need to develop procedural norms for the Office of Institutional Advancement is paramount. New office management systems will be instituted. The gift and donor entry procedures will be written as well as a plan for the archiving of outdated materials.

**6.E. Increase staff and faculty as the institution grows**

6.1. Project: Margaret A Cargill Philanthropy

- With the funding from MACP, Douglas Orr was hired as Development Officer in the OIA. Doug will be working closely with the Director of Advancement in several key areas:
  - Launch of major gifts initiative.
  - Stewardship and Moves Management of current donors.
  - Re-initiating the Lloyd Kiva New Legacy Society for Planned Giving.



## Office of Institutional Advancement Fundraising Plan 2020 (draft)

The Office of Institutional Advancement puts forth this fundraising plan to be implemented for the remainder of FY20 and then to be followed as the standard operating procedure and annual strategy going forward. Herein is a brief outline of historic data and proposed initiatives, as well as the methodology. Section I is a brief analysis of fundraising data from the last four years as a benchmark for future efforts.

### I. ANALYSIS OF HISTORIC FUNDRAISING DATA FY-16 THROUGH FY-19

Below is an analysis of gift categories from 10/1/2015 through 9/30/2019.

	4 YEAR TOTAL	ANNUAL AVERAGE	FY19
A. FULFILLMENTS OF PRE-EXISTING PLEDGES/COMMITMENTS INCLUDING:			
- PERMANENTLY RESTRICTED CAPITAL CAMPAIGN PLEDGE PAYMENTS	\$1,459,680	\$364,920	\$365,570
- GIFTS TO ENDOWED SCHOLARSHIPS AND NAMED SCHOLARSHIPS	\$1,161,971	\$290,493	\$262,277
TOTALS	\$2,621,651	\$655,413	\$627,847
B. ANNUAL GIVING UNRESTRICTED (EMAIL APPEALS & SNAIL MAIL APPEALS)	\$387,000	\$96,750	\$70,569
C. INDIVIDUAL MAJOR GIFTS FROM <u>DIRECT SOLICITATIONS</u> (UNRESTRICTED) <sup>1</sup>	<b>\$81,000</b>	N/A	\$0
D. GALA	\$1,163,822	\$290,956	\$257,658
E. ALUMNI ASSOCIATION SCHOLARSHIP <sup>2</sup>	\$8,000	N/A	<b>\$8,000</b>
F. GIFTS TO THE MUSEUM	\$50,217	\$12,554	\$27,000
G. BEQUESTS RECEIVED	\$700,757	\$175,189	\$400,757
TOTALS <sup>3</sup>	\$5,012,447	\$1,253,112	\$1,391,831

<sup>1</sup>Gift accounting records in Raisers Edge show the only direct solicitations for major gifts occurred in 2017 for funds for the Dini Spheris consultants. There are very few records of actual of 1-on-1 solicitations

<sup>2</sup>In FY-19 one alumna contributed \$8,000. Otherwise there has been no activity for the Alumni Association Scholarship

<sup>3</sup>OIA gift accounting has been including AICF scholarship grants in IAIA Foundation revenue figures. These have been removed from the above totals because they were not the result of direct fundraising efforts

## II. OPPORTUNITIES FOR GROWTH

We have identified the following areas that offer opportunities for growth:

- A. Increase solicitations for additional funds for growth of existing endowed scholarships and named scholarships through standard major gift practices (specifically stewardship and solicitation of past donors to those scholarships)
- B. Reinstitute/revamp email and snail mail appeals for unrestricted Annual Giving.
- C. Initiate a major gifts effort for unrestricted Annual Giving.
- D. Increase Gala revenue.
- E. Increase Alumni Association Scholarship giving.
- F. Expand Planned Giving marketing
- G. Begin efforts to consistently hold discovery meetings with top prospects during FY20 and continuing beyond regarding a Future Research Center Capital Campaign. Include mention of it in all solicitations of top prospects.

The Office of Institutional Advancement believes the greatest and potentially most impactful major gift opportunity in the above list of “Opportunities for Growth” is “A. Increase solicitations for additional funds for growth of existing endowed scholarships and named scholarships.” This directly addresses three of the Plan ’22 institutional priorities: Improve Student Success, Increase Student Resources, and Ensure Long-term sustainability. This office feels this is followed closely by “C. Initiate a major gifts effort for unrestricted Annual Giving,” which would make funds available immediately for student financial aid needs, emergency tuition assistance programs, and recruitment financial aid awarded through the Student Success Center (SSC).

## III. IMPLEMENTATION

The OIA will implement this plan via the following steps:

- A. Review prior strategic planning documents to ascertain growth goals and estimated dollar amounts required.
- B. Meet with appropriate Cabinet member to collect the necessary information.
- C. Coordinate with all departments to ensure no duplication of effort.
- D. Articulate a vision for IAIA’s needs and growth
- E. Create lists of all potential major gift prospects.
- F. Create portfolios of major gift prospects for every staff and board member solicitor
- G. Establish potential solicitation amounts for each major gift prospect
- H. Launch a solicitor support process (“Moves Management”)

#### IV. SPECIFIC FUNDRAISING BENCHMARKS, GOALS, AND METHODOLOGY

In reviewing the SSC Enrollment Reports over the same time period, it would appear a direct correlation can be made between access to student financial aid and retention rates. Major progress has been made by the SSC on increasing rates of participation in the financial aid process. In fact, nearly 50% of all students in academic year 2019-2020 applied for financial aid (239 students were awarded the Endowed and Named scholarships). However, that left over 60 students who applied for but did not receive scholarship restricted financial aid. Listed below are specific benchmarks, fundraising goals and the methods to achieve them.

The entire major gifts process will require that multiple people serve as major gift solicitors, including Department of Advancement staff (Director, Development Officer, Alumni Relations Officer), institutional leadership (the President and Cabinet), and governance VIP solicitors (IAIA Foundation board members and IAIA Trustees).

	4 YEAR ANNUAL AVERAGE	FY19	REALISTIC GOAL	ASPIRATIONAL GOAL
A. Increase contributions to existing named and endowed scholarships through standard major gift practices.	\$290,493	\$262,277	\$327,846	\$375,000
B. Reinstitute/revamp unrestricted Annual Giving email and snail mail appeals.	\$96,750	\$70,569	\$70,569	\$100,000
C. Initiate major gift fundraising practices for Annual Fund unrestricted giving.	N/A	\$0		\$125,000
D. Increase gala revenue	\$290,956	\$257,658	\$322,073	\$365,000
E. Increase Alumni Association giving through a targeted campaign for the Alumni Scholarship	N/A	\$8,000	\$8,000	\$20,000
F. Initiate planned giving marketing plan utilizing snail mail and email			*Include flier in every snail mail *Meet individually with all board members	
G. Initiate discovery meetings with prospects for leadership gifts for Native American Art Research Center.			*Conduct 10 individual prospect discovery meetings	

Note: One caveat for several of the above listed goals is that we are already 1/3 of the way through the current fiscal year, and we have passed the traditionally greatest fundraising period (December)

To: Dr. Robert Martin, IAIA President  
From: Patsy Phillips, Director IAIA Museum of Contemporary Native Arts (MoCNA)  
Date: January 21, 2020  
Subj: November 18, 2019 to February 16, 2020  
Staff listed: Manuela Well-Off-Man, Chief Curator; Tatiana Lomahaftewa-Singer, Curator of Collections; Winoka Yepa, Museum Education; August Walker, Preparator and Exhibition Coordinator; Sallie Wesaw-Sloan, Graphic Designer; Thomas Atencio, Security Manager, and Lisa Fulton, Volunteer/Docent and social media volunteer.

## **I. Improve student success**

### **A. Increase resources for students**

Lomahaftewa-Singer sits on various IAIA Committees that have been active since the academic year started in mid-August. The following committees she serves include: The President's Advisory Committee, Communications Committee, Staff Council, Chairs the IAIA Public Art Committee, Research Center Committee, Museum Studies departmental meetings, and Chairs the Acquisitions Committee.

### **C. Develop student leadership skills**

Walker trained IAIA students August Big Crow, Robyn Tsinnajinnie, Stephanie Stewarts and Faithlyn Seawright in de-installing and installing art exhibitions as well as the safe handling and moving of artworks. Walker gave a tour to IAIA museum studies students and discussed different aspects of preparation and installation of works of art with the class. He also gave a lecture on mount making to IAIA assistant professor of museum studies Mattie Reynolds' class.

### **D. Promote involvement of all stakeholders in student success**

Well-Off-Man met with IAIA faculty members Arista Slater-Sandoval and Mattie Reynolds to discuss potential solutions to improve logistics and workload for IAIA's and MoCNA's BFA shows. The new exhibition model version will combine the campus senior show with MoCNA's BFA exhibition, so that seniors won't have to create additional artworks for MoCNA's exhibition. Instead, half of the senior class will exhibit their works at MoCNA (MoCNA's will be a juried BFA show) and the other half will show their art on campus. This model also provides the much-needed extra space for the growing senior shows on campus. Students work in the MoCNA exhibition and in the campus show, will be graded by art faculty. The first combined BFA exhibition will be in fall 2021.

In December, Eric Wimmer resigned as Collections Registrar to take a position at the Anderson Abruzzo Albuquerque International Balloon Museum. The Collections Registrar job description has been posted and will be open until filled with a goal to fill the position by the spring.

## **II. Strengthen academic programs**

### **A. Raise academic and studio standards**

MoCNA hosted AAM reviewers Michele Pracy (director, Fresno Art Museum) and Mark Chepp (director, Southern Ohio Museum & Cultural Center) as part of their two-day AAM accreditation site visit. Pracy and Chepp met with Phillips and museum staff, volunteers Eslee Kessler and Leslie Urquhart and stakeholders including Santa Fe cultural and community leaders, including Santa Fe International Folk-Art Market CEO Stuart Ashman, The Lensic Executive Director Joel Aalberts, and Coe Center for the Arts Executive Director Rachel de W. Wixom. They toured museum facilities and had a look at MoCNA's operations. Pracy and Chepp also met members of the IAIA community, including President Dr. Robert Martin, Associate Dean of Academics Lara Evans and Museum Studies Chair Felipe Colon and visited with IAIA students Stephanie Stewart, Robyn Tsinnajinnie, Austin Big Crow and Erika Knecht. Additionally, board of trustee JoAnn Balzer met with the accreditors. Pracy and Cepp did not ask for additional materials. They submitted their site visit report to AAM, and AAM's accreditation committee will send their recommendations to MoCNA by the end of February.

Well-Off-Man and Lomahaftewa participated in the selection of the spring 2020 IAIA Artist-in-Residence (AiR) artists.

## **IV. Advance contemporary Native arts and cultures**

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

Phillips is managing the *Art & Activism: The Harjo Family Collection* publication working with writers, contractors and Harjo to submit materials for editing and design.

Well-Off-Man successfully wrote a proposal for the Leon Polk Smith Foundation, with Danyelle Means facilitating, to fund the re-printing and distribution of the *Action/Abstraction Redefined* exhibition catalog. 1,000 copies of the book will be printed this spring and included in Distributed Art Publishers' (D.A.P.) catalog program.

Well-Off-Man submitted a grant proposal to Art Bridges Foundation to secure funding to travel *Action/Abstraction Redefined*. She is also working with four potential museum venues interested in booking the exhibition in 2022/23: among the interested museums are the Cahoon Museum of American Art, Cotuit, MA; Southwest Museum, Midland, TX; Colorado Springs Fine Arts Center at Colorado College, CO; and the Saint Louis Art Museum, St Louis, MO.

MoCNA opened two new exhibitions: *Indigenous Futurisms: Transcending Past/Present/Future* and *Charlene Teters: Way of Sorrows*. Well-Off-Man co-curated *Indigenous Futurisms* with IAIA art history faculty Dr. Suzanne Fricke and Chelsea Herr (Choctaw). The exhibition will be accompanied by a scholarly, full color exhibition catalog. Both, the exhibition and catalog are funded by a grant from the Ford Foundation.

*Indigenous Futurisms* highlights artworks that present the future from an Indigenous perspective and illustrate the use of cosmology and science as part of tribal oral history and ways of life. The Sci-Fi imagery and narratives emphasize the importance of Futurism in Native Cultures. The artworks in this exhibition create awareness about how cultural knowledge and tribal philosophies are connected to the universe, science and the future.

**Way of Sorrows**, a new installation by IAIA Academic Dean **Charlene Teters** (Spokane), addresses current issues such as **forced migrations and the US-Mexico border crises**, while asking questions about responsibility and identifying new myths. The opening of these exhibitions and associated public performances are scheduled for Thursday, February 13; Members preview 3:30 to 4:30; public opening 4:30 to 7:00.

Yepa is not attending this board meeting as she is representing IAIA at the Native Arts and Culture Convening in Washington, D.C. on February 13<sup>th</sup> and 14<sup>th</sup> along with a panel of artists, administrators, educators, and community organizers to discuss how traditions inform Native Arts today.

The IAIA Public Art Committee, chaired by Lomahaftewa-Singer, toured the campus in November to determine internal public spaces. A tour of outdoor public spaces will be conducted in early 2020. The Public Art Program now has a budget - \$8,000 is available in the Facilities budget for public art needs and an additional \$8,000 was awarded to the public art program via a proposal through a Strategic Priorities Request submitted in September. The budget will fund a database program, dedicated computer to manage public art on campus, a student worker position and cover exhibit needs for the year. The committee is working with Advancement for a Totem Pole by Ken Mowatt to be installed on campus in May.

The following items were accepted by the MoCNA Acquisitions Committee for the permanent collection at their meeting held on November 21, 2019:

Donation: James McGrath, Santa Fe

1. 110 items of IAIA student works and ephemera collected in the 1960s by Jim McGrath. Some of the artists include Larry Littlebird, George Burdeau, Kevin Red Star, and Manfred Susunkewa. Certain items in the donation will be placed in the IAIA Archives including music kits, reproduction prints, etc.

Donation: Janie Ellis, Scottsdale, AZ

1. Lloyd Kiva New, drop canvas cloths, 1960s

Collections Inventory: The collections physical inventory is still on-going, but progress has been slow. Student workers are continuing the inventory of the textile section which is time-consuming due to double rolled pieces, inconsistencies, and boxed works. Expected date to complete is April. Two MoCNA volunteers will be added to help with inventory beginning February and two additional student workers will be hired to help with inventory.

D. Increase internship and apprenticeship opportunities

Lomahaftewa-Singer oversees student workers: Stephanie Stewart (Dine), Robyn Tsinnajinnie (Dine) and Austin Big Crow (Lakota).

E. Strengthen the connection between the College, its Museum, Tribes, and the Santa Fe community

Phillips serves on the hiring committee for the New Mexico Museum of Art's new executive director. She has met with the committee numerous times during this period to interview on Skype and in-person. No candidate has been selected yet. A member of the Lensic Community Council, Phillips attended a meeting during this period.

Phillips met with Susan H. Garst, Special Agent for the U.S. Department of Justice Federal Bureau of Investigation and Dr. Leona Zastrow who is a consultant for the FBI. Garst is examining the issues of Native art and authenticity.

Well-Off-Man gave a tour of MoCNA's exhibitions to Santa Fe School for the Arts and Sciences 7<sup>th</sup> graders: the tour was customized to link with their lessons on historical movements and people who've fought for equality in various areas. They were particularly interested in discussing IAIA students Robyn *Tsinnajinnie* and Austin Big Crow's mural *Holy Trinity* and works from the *Reconciliation* and *Visual Voices* exhibition.

Phillips, Well-Off-Man and Lomahaftewa met with Yepa and IAIA Associate Dean of Academics Lara Evans to share ideas about potential education programming / curatorial themes, and additional funding becoming available from *Margaret A. Cargill Philanthropies (MACP)*.

Well-Off-Man participated in the selection of artworks for the upcoming juried faculty and staff art show *In Plain Sight* at the Balzer Contemporary Edge Gallery.

Yepa and Volunteer Fulton organized a "MoCNA Mix and Mingle" event on January 15<sup>th</sup>, the event was an information session for individuals interested in the museum's Docent and Volunteer Program. Twenty-seven people attended the event, and all signed up for the spring training. In February, Yepa and Fulton will begin Spring Docent and Volunteer training with an orientation on February 18<sup>th</sup>.

Fulton works full-time managing volunteers and docents, the museum's social media, compiling resource books, helping with events, filling in for sick docents, and additional help as needed by all staff. Not including Fulton's hours, there were 85 hours of Volunteer/Docent Time clocked during this period; she staffed and organized First Fridays for November, December, January and ongoing; manages volunteer/docent database, per Best Practices; completed resource book for Docents for Charlene Teters show; coordinated six docent-led tours for visiting school groups. In regard to social media, Fulton's work gained 397 Instagram Followers since 11/15; increased 619

Facebook Followers since 11/15; organic Reach (non-paid reach of posts) tripled during this time. Post engagement has improved by 78% - exceeding industry averages.

For the 2020 Social Engagement Artist Residency, funded by the Native Arts and Culture Foundation, Yepa selected and confirmed Anna Tsouhlarakis (Navajo, Creek, Greek) and Luzene Hill (Eastern Band of Cherokee Nation); two exceptional Indigenous women artists. The Social Engagement Artist Residency will begin April 6<sup>th</sup> and commence on April 15<sup>th</sup> of 2020.

**F. Invest in professional development for faculty and staff**

Well-Off-Man gave a presentation to IAIA faculty members and adjunct faculty on MoCNA's upcoming exhibitions as part of their semester planning meeting. Well-Off-Man gave a tour of the new exhibitions to MoCNA staff and docents.

Yepa attended a workshop on January 22<sup>nd</sup>, for people of color in the nonprofit sector, at the Santa Fe Community Foundation. The workshop is for mid-or senior-level staff who would like to work through advancing community development goals for their organization while also building relationships with other people of color in the nonprofit sector.

**V. Build institutional capacity for growth**

**A. Ensure long-term sustainability and financial security**

Phillips had either dinners or lunches with donors and members: Romona Scholder, Dr. Lynn Bickley, Ellen Boozer, Dr. Paula Sabloff, Dr. Leona Zastrow, Mardi Wood, Charmay Allred, Kiyomi Baird, General Consulate of Canada – Dr. Rachel McCormick and representatives from the Thoma Foundation organized by Danyelle Means. In mid-December Phillips and Well-Off-Man submitted a final report for curatorial research to the Andy Warhol Foundation and will approach Warhol in early spring to support the next phase of this initiative, an exhibition and catalog for Indigenous peoples affected by uranium mining. Phillips and Well-Off-Man submitted a proposal and received a grant from the Ford Foundation for \$160,000 to support exhibition costs over the next two years.



To: Dr. Robert Martin  
From: Paul Moore  
Date: January 15, 2020  
Subj: Quarterly Board Report

## **Mission Objective I: Improving Student Success**

### **Project 1 Increase resources for Students**

#### **Men's Group**

In addition to the LGBTQ2 programing supported by the Student Life Department a new Men's group has been set up to run throughout the semester. Meetings will be held bi-weekly with a variety of topics that will be developed with input from the students. This will be led by Leslie Romero the housing director and supported by the Counseling team and several faculty.

### **Develop student leadership skills**

#### **Project 1: Resident Assistant (RA) hiring and training.**

Housing hired on two new Resident Assistants, Jacob Tyndall, a community-staple Senior, and Davina Millay-Gomez, a standout Freshmen. Both will be first time members of the Housing Staff team. We have 4 Returning RAs, Desiree Whitehorse, Crystal Frank, Iona Stevens, and Christopher Morgan.

RA Training went great. The RAs' preparation made Check-In Day for all the new students extremely successful. Housing was able to prepare and have an open space for every incoming student, including our Transfer students.

85% Complete with ongoing RA training throughout the semester.

#### **AIHEC 2020 Conference and Basketball Tournament**

Teams for the various events at the conference are being filled thru the coordination of the Activities department and the ASG. Basketball teams will begin practice this week.

### **PREVENTION PROGRAM REPORT Mid-October Thru December 2019**

#### **A. Increase resources for students**

##### **a) Media Flyers & Awareness**

1. *Mental Health Resources updated on IAIA prevention webpage.*
2. *Bullying Harassment: anti-bulling and safe zoning flyers posted in residential housing and more to be posted in the spring semester.*
3. *Binge Drinking Education: Flyers posted in residential hall and CLE and informational flyer emailed to all students.*

4. *Drinking & DUIs holiday flyers: November and December 2019 posted in SSC, Residential halls, and CLE. Highlighted the risks associated with high risk drinking, DUI, and holiday drinking trends with data.*

**B. Develop student leadership skills**

**a) ILS Student Activity**

1. *Students spent 2 class periods (ILS class) being introduced to prevention program and assisted with program campaigns and awareness. Students also participated in focus group and gave feedback regarding program initiatives and goals.*

**C. Promote involvement of all stakeholders in student success**

**a) Facilitations & Meetings**

1. *Prevention program coalition meeting held, and stakeholders were informed about program initiatives for the end of fall semester. SSC stake holder, Loyola Rankin was informed of prevention activities and goals.*

**II. Strengthen academic programs**

**A. Foster indigenous identity, knowledge, and practice**

**a) Ongoing: Strategic Prevention Framework (SPF) Planning Process**

1. *Our prevention program strategic plan draft was updated with recommendations and turned into the Office of Substance Abuse Prevention (OSAP) office and we are waiting for final approval. Our plan includes increasing coalition and community capacity to support ongoing prevention structure and to provide an Indigenous Peer-Mentoring Program (IPMP) for Tribal college community to provide a welcoming and supportive environment to new students and creating an extended network of prevention resources, while improving IAIA Tribal college retention rates for American Indian students by pairing new students with peers. Student Peers will be recruited in the Spring 2020 semester.*

**Project 2: Associated Student Government (ASG) Handbook for new officers.**

The handbook was restructured, completed and has been distributed to ASG.

Other: The elected officers for the Spring 2020 semester are:

- President: Shelly Patrick
- Vice President: Open
- Secretary: Molly Sabori
- Treasurer: Open
- PR Officer: open

The open positions will be filled within the first two weeks of the semester with the ASG team to train the new members.

### **Promote involvement of all stakeholders in student success**

Project 1: Provide student artistic opportunities.

The Student Activity program held a Chalk it Up event engaging students in sidewalk art that lasted for several days as students kept working on pieces. Engagement in artistic opportunities will be an ongoing part of the student activities programming.

The RA s in the housing department held an art show in conjunction with the open house event.

Several student activities over the semester supported creative opportunities from Family pumpkin carving to tie dye shirts.

Student life purchased three new sewing machines to support the creation of Ribbon Skirts/shirts in support of the ongoing MMIW project in collaboration with Academics and Student Groups. This equipment is also available for students to use during free time and scheduled activities.

Students will be invited to submit trophy designs for the upcoming AIHEC basketball tournament with support from Faculty in the Studio Arts Program to produce the winning design.

This project is at 60% complete.

### **Mission Objective III: Building College Community Promote health, wellness, and safety Counseling Services Report**

#### **2019 Fall Semester Counseling Services Totals – as of December 13th, 2019**

<b>Academic Year Fall 2019</b>	<b>Total</b>	<b>Mila</b>	<b>Eliza</b>	<b>Madge (hired 11/04/19)</b>
Number of Different Clients Seen in Group or Individual Counseling	105	24 (+5 seen by E)	77	11 (+2 seen by E)
Counseling sessions by hour	539	163	341	35
Number of Clients Seen in Groups	11	11	Below special events not included	0
Clients dealing with trauma	95	18	67	10
Clients dealing with suicidal ideation (disclosed)	45	6	38	1
Substance Abuse Violation Referrals	20	4	8	8
Psychiatric hospitalizations	2	0	2	0
Mental Health ER visit	2	0	2	0
Other hospitalization visit	3	0	2	1

Clients assisted to get inpatient substance abuse treatment	0	0	0	0
Clients starting school being discharged from psychiatric or mental health hospitalization	4	0	4	0
Estimated hour spent with students in hospital (not included in counseling session hours)	0	0	0	0
Referrals to resources in Santa Fe	66	15	50	1
Number of clients connected with Psychiatrist at IHS	10	1	9	0
Referrals to the ADA office for Accommodations	18	1	16	1
Counseling Supervision provided for intern and LMHC (non independently licensed staff) required by Counseling Board	70	0	70	0

**Counseling activities during this time period included the following:**

- Engaged in therapeutic process with individual Clients
- Meet & Greet Activities with Students, Faculty & Staff (Mixed Media -Community Bee Collage Banner) 33 participants and met with roughly 50 community members.
- Alcohol & Substance Use Assessments with Clients
- Planning Grief Group & other Groups for Spring 2020 semester
- IAIA Community Out-Reach via email, community gatherings and classroom visits.
- Visited Dr. Thomas Antonio's Ethnobotany class. Gave Bee Medicine Lecture, 9 students, 2 community guests.
- Collaborate on Indigenous Queer 2Spirit group with Prevention Office, 13 students attended first meeting
- Attended weekly Behavioral Intervention Team meetings
- Attended weekly Early Alert Team meetings
- Helped students conceptualize, outline and manage Final Projects, Papers & Presentations to aid in stress management and a variety of fluctuating issues arising from course work and course load.
- Collaboration with COSAP coalition team – Focus Groups, Team Meetings, Professional Support
- Host & Supervise PhD Expressive Arts Therapy Intern, weekly supervision of clients and helping assist with learning and needs for internship
- Weekly Expressive Arts Group – Hosted by Counseling Intern, 8 students attended last session and gave final presentation
- Hired 2<sup>nd</sup> mental health counselor position

- MFA Program Collab: Facilitated Talking Circle with Santee Frazier for MFA students, set up Expressive Arts table for during week long program and introduced services and staff during welcome dinner.

Training Completed:

**Eliza Combs, MA, LPCC, ATR (Licensed Professional Clinical Counselor and Registered Art Therapist)**

10/30/19 – 11/2/19 - Historical Trauma Master Class Module 4 – Ghost Ranch

11/19/19 – 11/23/19 - Historical Trauma Master Class Module 5 Graduation – Rapid City, SD & Wounded Knee Visit

Certificate of Brainspotting Level 1 Practitioner, Historical Trauma Recovery Specialist and Somatic Archaeology Practitioner through Freedom Lodge

**Madge Duus, MA, LMHC (Licensed Mental Health Counselor)** Start Date 11/4/19 - Engaged in group and individual supervision.

**Mila Anguluan, PhD, (Counseling Intern working on licensure)** Will completed requirements for licensure SP2020, Engaged in group and individual supervision.

**Welcome Madge Duus New Counselor!** Madge is an enrolled member of the Navajo Nation and also Danish-American. Madge uses she/her pronouns. She is an IAIA alumni, earning her BA in Studio Arts and completed a Master's Degree in Art Therapy & Counseling from Southwestern College in Santa Fe, NM. She is a licensed Mental Health Counselor (LMHC) and is currently full-time with IAIA's Student Life Department as a Mental Health Therapist, specializing in Art Therapy. Madge's journey as a therapist is informed by the indigenous worldview that there is a sacred interconnectedness present in all of creation. From this lens, the therapeutic process entails addressing all aspects of an individual's healing including Mind, Body, Emotional and Spiritual realms. She incorporates the use of medicine wheel, animal totems, meditation and art making into her practice. Madge believes the art-making process is an exciting unfolding of self-discovery and interrelatedness within the universal life-web. Madge has 5 years of experience working with clients from diverse backgrounds and issues including academic stressors, drug and alcohol addiction, trauma, anxiety, depression, and grief. She enjoys working with indigenous populations of all ages and is especially invested in the success and well-being of the IAIA students and community.

### **Promote health, wellness, and safety**

Counseling activities during this time period included the following:

- Collaboration with COSAP coalition team – Focus Groups, Team Meetings, Professional Support
- Host & Supervise PhD Expressive Arts Therapy Intern, weekly supervision of clients and helping assist with learning and needs for internship

- Weekly Expressive Arts Group – Hosted by Counseling Intern, 7 students attended last session
- Posted a 2<sup>nd</sup> mental health counselor position with interviews scheduled this week.
- Facilitated Art Therapy Workshop for Orientation for around 100 students
- Facilitated Art Therapy Workshop and Meet & Greet for 24 Summer Bridge Students
- Facilitated Healing Circle with Santee Frazier for MFA students and set up Expressive Arts table for during weeklong program.
- Network with Lifelink on housing resources and possibility of hosting certified peer support worker for Brief Intervention and Referral to Treatment program for Substance Use and Suicide Prevention
- Planning visiting classrooms for mental health, stress reduction promotion with 3 professors
- Intern facilitated sleep and stress workshop for incoming and transfer students, 15 attended
- Take 6 students to documentary on N. Scott Momaday as a way to explore cultural strengths and healing
- Collaborate on Indigenous Queer 2Spirit group with Prevention Office, 13 students attended first meeting
- Visit two of Jenn Love's classes to present stress reduction materials on sleep, grounding and breathing exercises and introduce counseling services (30 students total served)
- Facilitating Supportive Materials for Faculty, Consult with several faculty over student concerns

Training Completed:

**Eliza Combs, MA, LPCC, ATR (Licensed Professional Clinical Counselor and Registered Art Therapist)**

- 8/15/19 Supportive Housing Training at the Lifelink for resources for our students
- 8/21/-8/24/19 Historical Trauma Master Class Module 3, 1 more module to complete and a final presentation/historical site visit for certificate in Historical Trauma Recovery Specialist and Somatic Archaeology Practitioner and Brainspotting Level 1 Facilitator

**Student Activities Report:**

**Promote health, wellness, and safety**

The Assistant Position in Student Activities has been filled by a new hire Keanu John who studied outdoor recreation at Fort Lewis College

With the new programming format in Student Activities participation has grown, and the addition to the team will bring expanded programming in the outdoors.

2020 Spring additional activities

- Archery Night- Every Thursday Night to support AIHEC
- LGBTQ2S+ 1st Fridays. A night out for our LBGQT community to go out. This activity will take place the 1st Friday of each month.
- Craft Nights

- LGBTQ2S+ Craft Nights
- Once a month LBGQT will have a night of crafts

#### Matinee Friday

- Will take place twice a month, participants will enjoy going to Santa Fe Regal Cinema to watch an afternoon matinee

#### Friday Night out

- Friday night out will be planned for students' trips will include museums, ice skating, or poetry readings.

#### ABQ Saturday Outings

- While the weather is still cold Saturday outings will consist of visits to Albuquerque, going to Old Town, National History Museum or Lobo Basketball.

#### Extreme Saturdays

- Beginning the 1st weekend in March
- Extreme Saturdays will consist of outdoor trips from hiking, bike riding, etc.
- Extreme Saturdays will start early mornings and end evenings

September		
Date	EVENT	# Attendance
9.6.19	Chalk it up Friday	40
9.18.19	Explora Science Night	18
9.25.19	Self Defense Class	10
9.26.19	Archery Night	12
9.26.19	Kona Ice Pop-up	135
	<b>Total participation</b>	<b>215</b>
October		
Date	EVENT	# Attendance
10.8.19	3-on-3 Basketball Night	6
10.9.19	Chick-fil-A giveaway	100
10.10.19	Volleyball Tournament	16
10.14.19	Family Pumpkin Carving	16
10.15.19	3-on-3 Basketball Night	5
10.16.19	Rootbeer Floats	96
10.21.19	Board Game Night	9
10.22.19	3-on-3 Basketball Night	5
10.23.19	Glow in the Dark DodgeBall	22
10.29.19	Monster Mash B-Ball	9
	<b>Total Participation</b>	<b>284</b>

November		
Date	EVENT	# Attendance
11.4.19	Chill Out & Color	15
11.6.19	Poppin' Wednesday	104
11.13.19	Knocker Ball	53
11.14.19	Indoor Soccer Night	11
11.19.19	Tie Dye Night	42
11.22.19	Archery Night	12
	<b>Total participation</b>	<b>237</b>
December		
Date	EVENT	# Attendance
12.3.19	Karaoke Night	38
12.4.19	Gaming Night	73
12.5.19	Laser Tag Night	28
12.9.19	Pizza Night	108
	<b>Total participation</b>	<b>247</b>
	<b>Total Activities Fall Semester</b>	<b>25</b>
	<b>Total Participation #s</b>	<b>983</b>

## Housing Report

### V. Build institutional capacity for growth

In Family Housing we were able to accommodate 3 new families for Spring 2020.

As of now, our projections for the number of students living on-campus is 128 students in the Residence Center, with 50 living in Family Housing. This number does not include the family members of those students who are living in Family Housing, which would add an additional 20. This would put our overall numbers close to 198 individuals living on-campus.

According to Housing's estimates, about 44 students are not returning from last semester. Keep in mind, this includes several graduating students.

Even though this is anecdotal, the RAs have said that this new batch of students has been very engaged, asking lots of questions and building new friendships quickly.