

**Service Agreement
between
Central New Mexico Community College
and
Garza Enterprise Inc.**

*Central New Mexico Community College and Garza Enterprise Inc. proudly announce the collaboration of efforts and resources to promote educational and career opportunities for the students of New Mexico and beyond by the creation of a **Pathways Service Agreement**.*

I. PURPOSE

This Service Agreement (SA) is designed to welcome and accept Garza Enterprise Inc. employees as students at Central New Mexico Community College. This alliance will provide guidance for enrollment in noncredit Adult Education, or Associate degrees and certificate programs through coordinated student support and enhanced advising between Central New Mexico Community College (CNM) and Garza Enterprise Inc.

ELEMENTS OF THE AGREEMENT

A. Admissions Practices

1. With this SA, CNM will accept and admit Garza Enterprise Inc employees as students and provide services to promote success in their pursuit of basic skills development through noncredit Adult Education classes, or degree and/or certificate attainment.
2. Early Registration: Garza Enterprise Inc employees are granted early registration benefits. Early registration will be achieved through a joint coordination of CNM’s Student Services and Garza Enterprise Inc. Early registration benefits require Garza Enterprise Inc. to submit names of interested employee’s that have completed the CNM application process. This list must be submitted to the CNM representative (4) months prior to the start of the intended school term.
3. Garza Enterprise Inc employees will have access to CNM Liaison representatives, whereby employees can utilize a single point of contact for all student service needs. Liaison personnel will be assigned through a coordinated effort between CNM and Garza Enterprise Inc.
4. Garza Enterprise Inc employees will have access to a variety of CNM provided student services before, during and after their transition to CNM. These services include and are not limited to the following:
 - a) Academic Advisement & Job Connection Services
 - b) Financial Aid & Scholarship Services
 - c) Assessment Center
 - d) Student Activities
 - e) Graduation Ceremony



- f) Disability Resource Center
- g) TRiO Student Support Services
- h) Enrollment Services (Academic Records, Admissions, Registration)

5. Admission for employees under 18

- a) Have finished a high School program.
- b) have a high school diploma from a U.S. high school* or foreign high school; or
- c) High School Equivalency; or
- d) have completed the requirements of a home-based high school program;
- e) for adult education only (ESL or HSE/GED): high school diploma or equivalency not required, but students 16 or 17 years old must submit a NM underage permission form.

**The high school must be recognized by the state department of education in the institution's home state or by a regional accrediting agency approved by the New Mexico State Board of Education.*

B. Academic Options

Associate and Certificate options are focused in a variety of educational fields. These education fields offer students the opportunity to pursue programs that lead to transfer opportunities or directly to professional occupations and industry. CNM offers the following types of Certificate and Degree programs.

1. **Associate of Applied Science (AAS) Degree:** An AAS degree program prepares student to enter either skilled or paraprofessional occupations or to upgrade workplace skills and knowledge.
2. **Associate of Arts (AA) Degree:** An AA degree program is designed for transfer into a bachelor's degree program in liberal arts, social or behavioral sciences or a professional field with such disciplines as its base.
3. **Associate of Science (AS) Degree:** An AS degree program is designed for transfer into a bachelor's degree program in a technical, medical or professional field with such disciplines as its base.
4. **Certificate of Achievement (1-15 credit hours):** A certificate program that prepares students to enter either skilled or paraprofessional occupations or to upgrade workplace skills and knowledge. The courses are often a subset of those required for a corresponding Certificate of Completion or Associate's degree.
5. **Certificate of Completion (16-59 credit hours):** A certificate program that prepares students to enter either skilled or paraprofessional occupations or to upgrade workplace skills and knowledge. The CNM academic programs financially supported by the Alamo Navajo School Board. are based on need and in conjunction with their NAVTEP funding source.
6. **Noncredit Adult Education:** Students can complete classes in English as a Second Language (ESL) or High School Equivalency (HSE). Students in ESL classes can prepare for entry into college credit programs. Students in HSE classes can prepare to take NM High School Equivalency exams (GED or HiSET) and also for entry into college credit programs.



7. CNM Programs and Courses are offered in a variety of formats. Students are encouraged to work with CNM Academic Coaches and/or School Advisor to select the appropriate coursework and format that directly fulfill degree program requirements.
- Online – Courses are completed 100% online.
 - Hybrid – Coursework is 50% online and 50% in traditional face to face setting.
 - Blended – 51% - 99% of coursework is completed online.
 - Traditional – Course is completed in a traditional face to face setting.

C. Student Benefits

1. Upon enrollment at CNM, students can receive personalized guidance towards a number of work related and academic transfer options. Through partnerships with the community and universities across the State of New Mexico, students may pursue and receive guidance towards the following opportunities.
 - a) Navigator Project Affiliates
 - a. CNM will assign students with a CNM Student Service representative that will provide Garza Enterprise Inc students with wrap around services to ensure success. These services include, but are not limited to, application help, scholarship and financial aid services, and academic advisement.
 - b) CNM to the University of New Mexico The 2+1+2 Transfer Pathway
 - a. Students can earn an associate in **any** field, a Bachelor of Liberal Arts (BLA), and a Master's in Business Administration (MBA) in as little as 5 academic years. Students are required to complete a specific set of UNM admissions requirements for the BLA and MBA programs. This pathway requires continuous contact with CNM Academic Coaches.
 - c) CTE to Eastern New Mexico University's Bachelor of Applied Arts & Sciences Block Transfer Pathway
 - a. Students can choose from the many Associate of Applied Science degree programs and upon completing their A.A.S. degree are assured their credit hours transfer and apply toward ENMU's Bachelor of Applied Arts & Sciences degree program. This pathway requires continues contact with CNM Academic Coaches.
 - d) Central New Mexico Community College Transfer Pathways
 - a. CNM has transfer partnerships with all of the Universities in New Mexico in addition to a number of universities and colleges throughout the nation. All Garza Enterprise Inc students are eligible to pursue any of these pathways. CNM will guide you and can assure you are taking the appropriate course in order to transfer seamlessly to the university and degree program of your choosing.
 - e) Job Connections Services



- a. The Job Connections Services can provide resources that help advance students in their intended industry through benefits such as, resume building, practice/mock interviews, and job searching. The JCS office also host an online job bank where students can search for jobs and internship opportunities.
- f) Scholarships
 - a. Garza Enterprise Inc graduates will be eligible for a variety of scholarship opportunities. Students will work closely with the scholarship office to identify scholarship opportunities.

D. Garza Enterprise Inc Commitment

1. Garza Enterprise Inc will collaborate with CNM to introduce all of the listed benefits to current and future employees.
2. Garza Enterprise Inc will assign a representative to work closely with the CNM Student Services team and help coordinate trainings and events for future students.
3. Garza Enterprise Inc may propose the inclusion of immediate business and community partners as additional beneficiaries of this SA. In order for such partners to receive the benefits of this SA, CNM must grant written approval.

E. Implementation of the Agreement

1. This agreement shall be effective on the date this document is fully signed ("Effective Date") and shall continue in force for up to three (3) years.
2. Garza Enterprise Inc and CNM agree to review this agreement every third year from inception or as needed. CNM and Garza Enterprise Inc will designate an individual to serve as liaison for the purpose of monitoring this agreement.
3. This agreement will remain in effect until terminated by either party on ninety (90) days prior written notice. In the event of the dissolution of this agreement, the terms contained herein will remain in effect for the maximum transitional period of two (2) years to accommodate students already enrolled under the agreement.
4. Garza Enterprise Inc and CNM agree to assist each other in promoting this agreement appropriately in their respective promotional materials, events, web sites, and reports. Use of CNM's name or logo must be approved by CNM's Marketing & Communications Office (MCO).
5. All notices to be given shall be delivered in writing as follows:

If to CNM:
CNM Purchasing
525 Buena Vista SE
Albuquerque, NM 87106
505-224-4546
contracts@cnm.edu



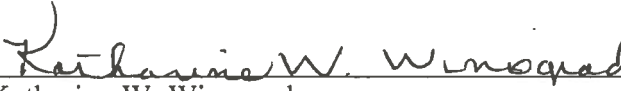
With a copy to:
Vice President for Student Services
525 Buena Vista Dr. SE
Albuquerque, NM 87106

If to Garza Enterprise Inc.:
Clementina S. Garza,
President & CEO
Garza Enterprises, Inc.
P. O. Box 45688
Rio Rancho, NM 87174
(505) 892-4748
mcclm4748@gmail.com

- 6. Special cases not explicitly or implicitly described in the current SA will be considered on a case-by-case basis by mutual agreement between CNM/ Garza Enterprise Inc representatives.
- 7. No amendment to this Agreement shall be effective unless in writing and signed by authorized representatives of both parties and complies with all other regulations and requirements of law.
- 8. Each party agrees to abide by all applicable Federal and State Laws. This SA shall be governed by and construed in accordance with the Laws of the State of New Mexico. Jurisdiction for any claim, dispute, or lawsuit shall be Bernalillo County, New Mexico.

II. SIGNATURES

 _____ 12/04/2017
Garza Enterprise Inc., CEO Date

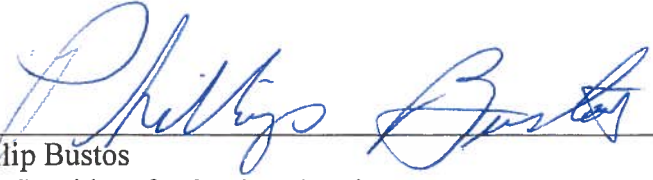
 _____ 12/4/17
Katharine W. Winograd Date
President
Central New Mexico Community College



12/4/17

Sydney Gunthorpe
Vice President for Academic Affairs
Central New Mexico Community College

Date



12/4/17

Phillip Bustos
Vice President for Student Services
Central New Mexico Community College

Date

