

Capital Funding Request Management System (CFRMS)

User Training

April 5-7th, 2022



Training Objective for Today



- Provide an overview of CFRMS, and the information necessary for you to:
 1. Submit a new capital request (Note: Unfunded requests from last year are available in this year's portfolio)
 2. Manage your institution and building documents and data

We will focus on the changes to the capital request form and on the new features being deployed for this year

Course Outline



Introduction

- Part I – Overview
- Part II – How to Login

Capital Request

- Part III – How to Submit a New Capital Funding Request Form
- Part IV – How to Complete the Forecast Tab **(New)**
- Part V – How to Review the Results Tab **(New and Read Only)**
- Part VI – How to Complete the Location Tab **(New)**
- Part VII – How to Review and Edit a Capital Funding Request Form
- Part VIII – How to Upload Additional Capital Request Documents

Institution Data

- Part IX – How to Add/Delete/View Institution Documents
- Part X – How to Add/Edit/View Institution Data

Wrap-up

- Part XI – How to Request Help
- Part XII – Actions



Part I – Overview

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Discussion Topics

- What is the Purpose of CFRMS?
- The Challenge in Selecting Capital Requests
- Traditional Approaches (that we are NOT using)
- What is CFRMS?
- What is the Analytic Hierarchy Process (Information only)



What is the Purpose of CFRMS?

This purpose of CFRMS is to establish a more objective scoring process and enable the NMHED to develop incentives for institutions to program projects consistent with state goals for higher education.



The Challenge in Selecting Capital Requests

Selecting capital requests is ***complex*** because it requires:

- Determining the relative importance of decision criteria
- Using qualitative and quantitative criteria
- Consideration of other factors (e.g., portfolio mix and balance)
- Evaluation of many requests
- Cross-functional committee
- Building consensus



Traditional Approach #1 – Stickies on a Wall



- An inconsistent evaluation approach that leads to circular conversations, less accurate decisions, and capitulation.



Traditional Approach #2 – BOPSAT



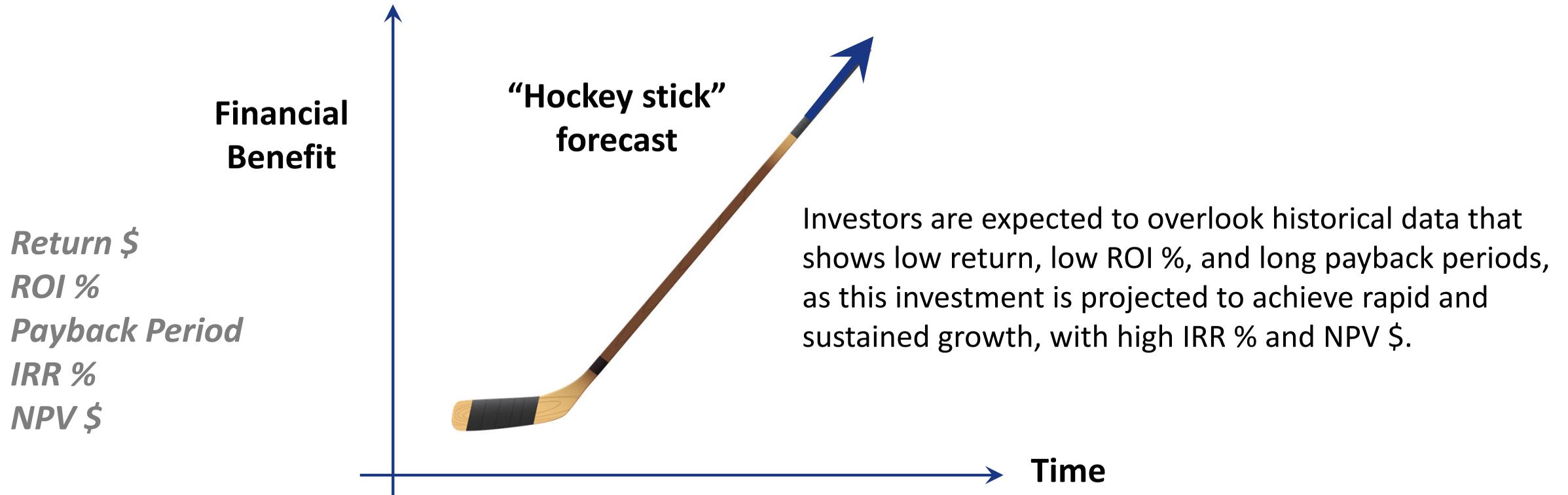
- A bunch of people sitting around a table (BOPSAT) leads to groupthink, and the highest-paid person or the person with the loudest voice making the decisions.



Traditional Approach #3 – Spreadsheet Magic

B	C	D	E	F	G	H
Total	\$ 184,040	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
on Government Cost	\$ 278,091	\$ -	\$ -	\$ -	\$ -	\$ -
overnment Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
on Government Cost	\$ -	\$ 53,842	\$ 55,565	\$ 24,911	\$ -	\$ -
Total	\$ 278,091	\$ 53,842	\$ 55,565	\$ 24,911	\$ -	\$ -
entation Cost	\$ 436,131	\$ -	\$ -	\$ -	\$ -	\$ -
ion Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
entation Cost	\$ 26,000	\$ 79,842	\$ 81,565	\$ 50,911	\$ 26,000	\$ 26,000
Total	\$ 462,131	\$ 79,842	\$ 81,565	\$ 50,911	\$ 26,000	\$ 26,000
Government FTEs	2021	2022	2023	2024	2025	2026
on Government FTEs	1.38	0.00	0.00	0.00	0.00	0.00
overnment FTEs	0.00	0.00	0.00	0.00	0.00	0.00
on Government FTEs	0.00	0.23	0.23	0.08	0.00	0.00
Total	1.38	0.23	0.23	0.08	0.00	0.00
Development	This table helps to spread contractor costs (estimated by Pre-Implementation, Implementation, and Post-Implementation) by GFY.					
by Phase and by Fiscal Year	2021	2022	2023	2024	2025	2026
n	100%	0%	0%	0%	0%	0%
	0%	46%	46%	8%	0%	0%
Development	This table helps to spread government costs (estimated by GFY) by Pre-Implementation, Implementation, and Post-Implementation.					
t By	<ul style="list-style-type: none"> One person takes it upon him/herself to develop the magic formula and recommendation that the team is then pressured into accepting. 					
Total	100%	100%	100%	100%	100%	100%

Traditional Approach #4 – Over Reliance on Cash Flow Analysis



- Projections are often based on faulty assumptions and irrational exuberance; economic conditions change quickly negating the projections; qualitative benefits are crammed into the cash flow analysis; and precision is mistaken for accuracy.



What is CFRMS?



What is CFRMS?

- **CFRMS** is a configured instance of **Definitive Pro**[®], our software as a service (SaaS) solution that includes:
 - A **portal** to submit capital funding requests
 - A **financial business case template**
 - A state-of-the-art **prioritization capability**, which uses the leading methodology for multi-criteria decision making, the Analytic Hierarchy Process (AHP)
 - CFRMS aggregates NMHED committee member inputs and synthesizes qualitative and quantitative data to **accurately calculate priorities**
 - A leading **mathematical programming solver (i.e., optimizer)** to help the NMHED committee take other factors into consideration and find the most favorable set of capital requests that **optimize the allocation of funding resources**



What is CFRMS? (*cont.*)



- **Business Case Template:**

1. **Capital Request** – Provides the HEI requestor with the capability to enter data and textual information describing the need.
2. **Forecast** – Provides the capability to enter a 5-year cost and benefit projection and to discount out-year cash flows. *(New)*
3. **Location** – Provides the capability to enter the location of the project and to plot the location on a map. *(New)*
4. **Documents** – Provides a repository to store documents associated with the request, and institution and building documents
5. **Results** – Provides key financial metrics, visual charts, and graphs *(New, Read Only)*



What is CFRMS? (*cont.*)

- CFRMS can help teams ***build consensus*** and make ***complex multi-criteria decisions*** for the following use cases:



- Application portfolio
- Business development portfolio
- Business partner portfolio
- ***Capital request portfolio***
- Climate action plan portfolio
- Cyber security risk portfolio
- Organizational cost saving portfolio
- Product portfolio
- Sustainable energy portfolio
- Technology portfolio
- Mergers and acquisition portfolio
- Strategic investment portfolio
- Supplier risk portfolio
- Vendor management portfolio

Our scope and focus is on Capital Request Management.



The Analytic Hierarchy Process (AHP)

(Information Only)



The Analytic Hierarchy Process (AHP)

- Introduced in the 1970s by Thomas Saaty.
- It is now considered to be the ***world's leading multi-criteria decision-making methodology***, per Gartner Inc. It was developed to help work through complicated, real-world prioritization scenarios.
- ***Widely used in the military, government, private sector, and academia*** to determine priorities and establish weighting factors and has become the gold standard for multi-criteria decision making (MCDM).
- Based on mathematics and psychology. It simplifies the process of weighting the decision criteria by comparing two criteria at a time (i.e., ***pairwise comparisons***) to determine which is more important with respect to the decision goal – and by how much.
- ***Without AHP, decision-makers are left to simply guess their relative importance.***



Structure of a Decision Model

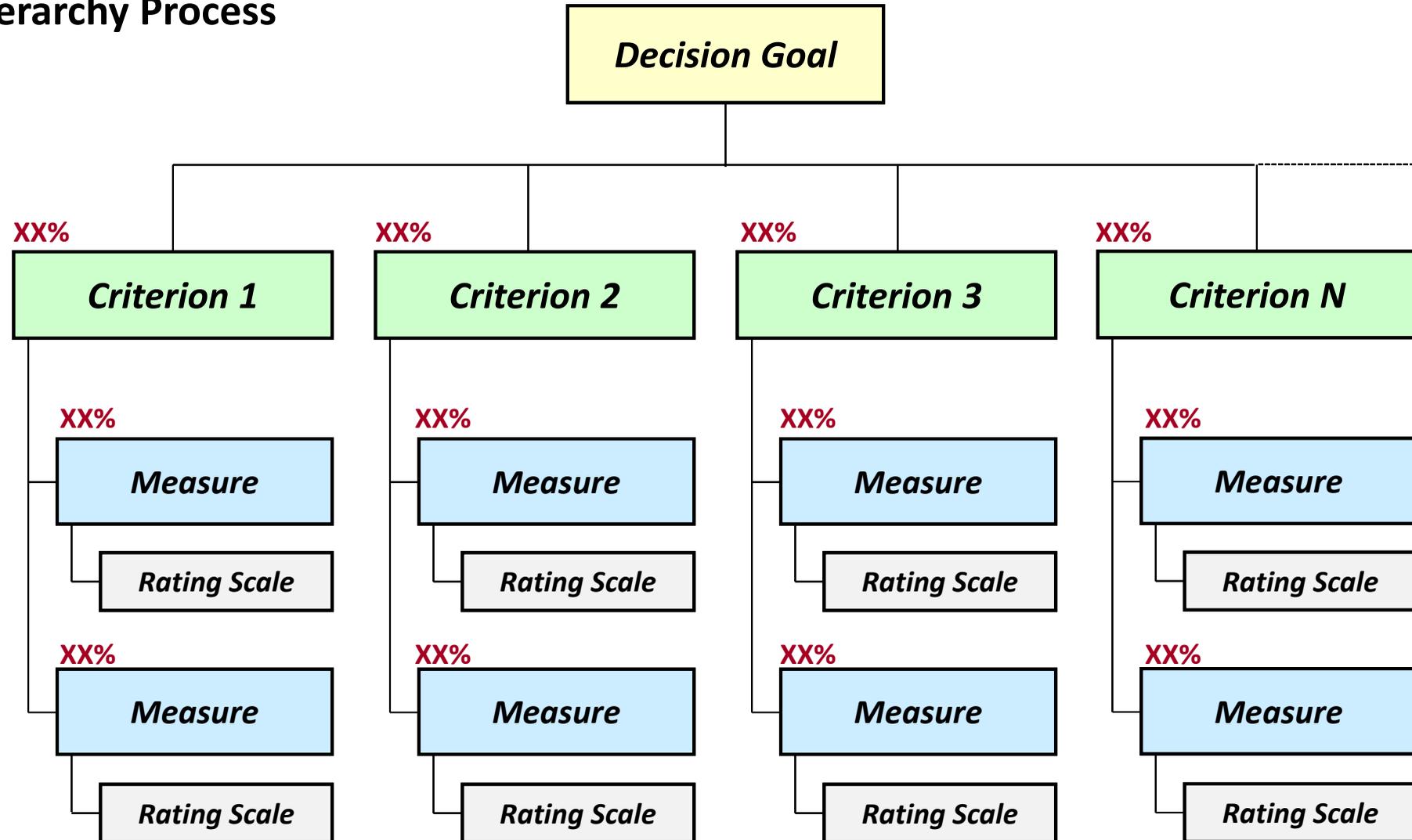
Using the Analytic Hierarchy Process

Decision Goal

Weighted Criteria

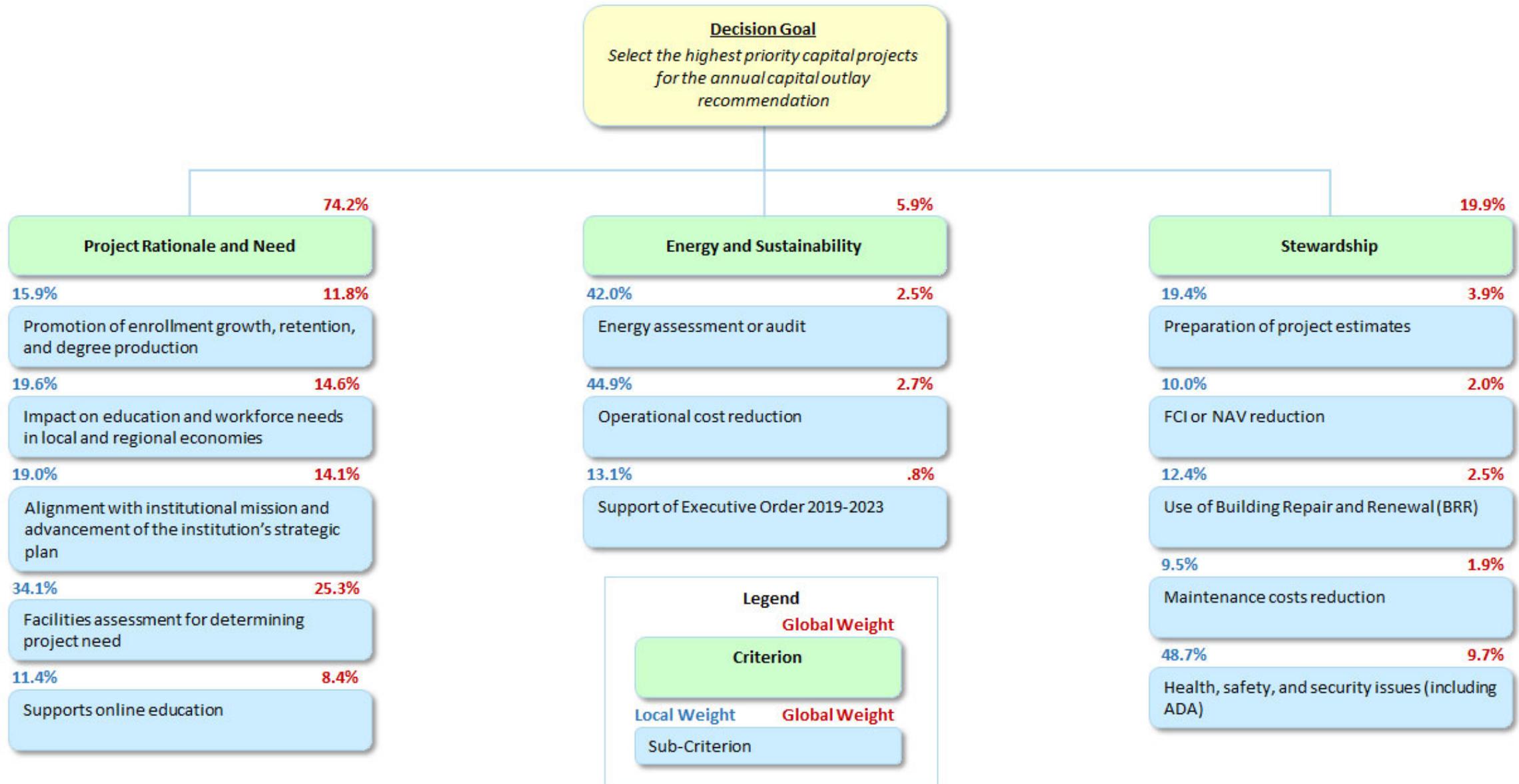
Weighted Sub-Criteria or Measures

Rating Scales





NMHED Scoring Rubric





Capital Funding Request Management System



POWERED BY
DEFINITIVE PRO[®]



Part II – How to Login



How to Login

1. Access via a web browser: <https://www.DefinitivePro.com/NM.aspx>

2. Enter your email address and click “Next”.

Email:

3. Enter your password and click “Login”.

Email: Password:

4. Receive your 4-digit PIN via your email account.
(Later, you can enter your smartphone number in your profile for future use.)

5. Enter your 4-digit PIN and click “Submit”.

Email: Password:
[Forgot Password?](#)
Enter the code that has been sent to your email address.
[Resend a code to my email address.](#)

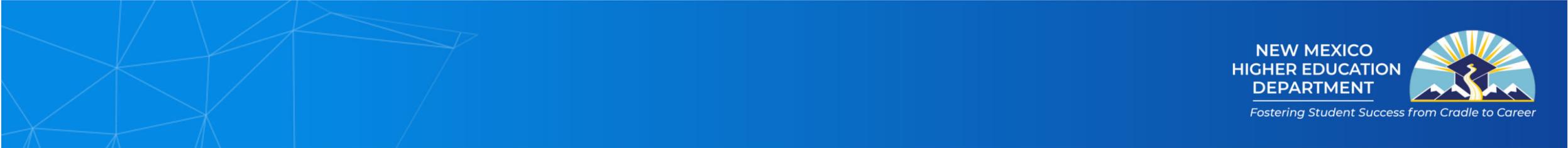


Multifactor authentication via SMS text 4-digit PIN sent to your email address or smartphone

CFRMS User



System Notification



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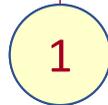
William Bonney (Training) ▾

You are accessing a State of New Mexico information system. In accessing this system, you agree to use this system for authorized purposes only and acknowledge that you have no reasonable expectation of privacy regarding the communications or information it displays, processes, stores, or transmits. Information system use may be monitored, recorded, and audited.

Unauthorized, or improper uses are prohibited, and subject to criminal, civil, and administrative penalties. System communications or information may be intercepted, searched, seized, and disclosed or used for any lawful government purpose. Your use of this information system indicates consent to these terms.

Enter CFRMS

Cancel



Click here to enter CFRMS



Capital Requests

Part III – How to Submit a Capital Request



Display Your List of Capital Requests

View Portfolios

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Enterprise	Manage Alternatives	View	Portfolio Role	Active	Last Modified
State of New Mexico Higher Education Department	Gerald Hoehne	Capital Requests	Request Manager	Yes	04-03-2022 10:25 AM

- **Option 1:**

1. Click the “**Capital Requests**” link in the “**View**” column for the desired portfolio -- **OR**

- **Option 2:**

2. Select the desired portfolio: “**Capital Funding Request Management System 2022 for FY24 NEW**”.

3. Click the following menu item: **Manage Portfolio → Manage Capital Requests**

(Note: Once inside the portfolio, the “**Manage Alternatives**” menu item will change to “**Manage Capital Requests**”)



Submit a New Capital Requests

Portfolio: Capital Funding Request Management System 2022 for FY24 NEW



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Manage System Manage Portfolio William Bonney (Training)

Manage Capital Requests

+
Submit a New Capital Request

1

Batch Actions... v

Search Q

Select All	ID		Workflow Status	Capital Request	Link	Submitter	Cost	Benefit	Excluded	Decision
<input type="checkbox"/>	058		Pending Review	UNM - Capital Request 1 for User Training	(copy link)	William Bonney (Training)	\$1,100,000	\$0		Pending
<input type="checkbox"/>	003		Pending Review	UNM - Technology Infrastructure Upgrades	(copy link)	Gerald Hoehne	...	\$0		Pending
<input type="checkbox"/>	002		Pending Review	UNM - Lab Safety Improvements	(copy link)	Gerald Hoehne	...	\$0		Pending

1. Click the “Submit a New Capital Request” button.



Select an Institution and Enter a Project Title

Portfolio: Capital Funding Request Management System 2022 for FY24 NEW

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Manage System ▾ Manage Portfolio ▾ William Bonney (Training) ▾

Capital Request Entry

Before completing the project evaluation form, please review the NMHED Instruction manual for Annual Capital Outlay Funding Requests. The manual provides specific guidance on what should be provided for each measure.

 [FY24 Instruction Manual](#)

Institution: ▾

Project Title and Short Project Description:

3

1. Select your institution.
2. Enter a short descriptive title.
3. Click **“Start Capital Request Form”**.



Complete the Capital Request Form

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- Complete each field in accordance with the **NMHED Instruction Manual for Annual Capital Outlay Funding Requests**
- Scroll down to see the remainder of the “**Capital Request**” form.

Before completing the project evaluation form, please review the NMHED Instruction manual for Annual Capital Outlay Funding Requests. The manual provides specific guidance on what should be provided for each measure.

 FY24 Instruction Manual

Institution: University of New Mexico

Project Title and Short Project Description: Aerospace Studies Building Renovation

Note: This section adds buildings to the capital request. This does not add buildings to the list for the institution. See **Part X** for how to add/edit/view institution data.

Building	Building Age	Building GSF	Delete
Add Building to List			
Building: AEROSPACE STUDIES BUILDING	Age of Facility (in years): 82	GSF of Facility: 4,096	
<input type="button" value="Save Building"/>		<input type="button" value="Cancel"/>	



Complete the Capital Request Form (cont.)

For 5 year planning only ?

FY Priority #

Total Project Cost

Committed Match Funding

Construction Type
Infrastructure Improvements v

Previous Request Summary
If funding was requested in the past for this project, provide a brief summary to include when it was presented, amount of funding received and any changes from original request(s) (Cost, Scope, etc.):

History of Facility
Provide a brief history and general description of the facility:

Current Condition
What is the current condition of the facility and supporting infrastructure?

Renovation Information
What was the last major renovation completed? When was the renovation completed? What funding sources were used? A major Renovation is anything over \$500K.

Scope of Work
Provide a detailed scope of work to be completed if the project is funded. Make sure to specify any deficiencies being remedied:

2

Infrastructure Improvements v

Master Plan Priority #

State Funding Request

Match Funding Source

Changes For This Year

1. **(Not shown)** The location section has been removed and is now addressed in the **“Location”** tab, which is discussed in **Part VI**.
2. Projects that are not being submitted for this planning cycle, but that are being submitted for the 5-year plan, should check the new **“For 5-year planning only”** box.

Information available via the “Help” icon:

When adding a future project for your five-year plan, check this box and **ONLY** populate the following fields: **Project Title and Short Project Description, Buildings, FY Priority #, Master Plan Priority #, State Funding Request, Committed Match Funding, Match Funding Source, Construction Type, and Scope of Work.** In addition, complete the *Pre-Project* and *Project* sections of the **“Forecast”** tab.

3. The **“Total Project Cost”** is read-only and populated from data provided on the **“Forecast”** tab, which is discussed in **Part IV**. The amount displayed in the field will be:

“Total Pre-Project” cost + “Total Project” cost



Complete the Capital Request Form (cont.)

Phases

Complete the table if this project request contains multiple projects or if the project can be phased. List in priority order:

Phase #	Description	Part of Request	Amount	Start Date	End Date	Delete
---------	-------------	-----------------	--------	------------	----------	--------

Add Phase to Project

Phase #

Amount

Start Date

End Date

This phase is part of the request Yes No

Description

Students Impacted

Provide the instructional program majors being served by this project:

Major	Headcount	FTE	% Growth Last Year	% Growth Average	Delete
-------	-----------	-----	--------------------	------------------	--------

Add Impact

Major

Headcount

Growth % Last Year

FTE

Average Growth %



Complete the Capital Request Form (cont.)

Enrollment	Year	Enrollment Headcount	FTE	OFTE
<p>Enrollment Data provided is READ ONLY. To update this information go to Institution Data within the Manage System section of the application. Update based on the latest NMHED website/eDEAR Fall enrollment data:</p>	2009	27,194	22,047	0
	2010	28,741	23,336	0
	2011	28,928	23,554	0
	2012	28,912	23,622	0
	2021	22,030	18,119	784

B. Project Rationale and Need:
Measure B1: Projects Promotion of Enrollment Growth, Retention, and Degree Production
B1 Score ? Negligible
B1 Explanation

Measure B2: Projects Impact on Education and Workforce Needs in Local and Regional Economies
B2 Score ? Negligible
B2 Explanation

 [Help](#)



Complete the Capital Request Form (cont.)

Measure B3: Projects Support of HEI Strategic Plan or Facility Master Plan

Demonstrate project alignment with institutional mission and how project advances the institution's strategic or facility master plan.

B3 Score ⓘ Negligible Master Plan Add Document

B3 Explanation

Measure B4: Facilities Assessment

Provide the facility's most recent condition score and summarize the major structural and systems conditions that resulted in that score. Provide selected supporting documentation in appendices and reference them in the body of the proposal.

B4 Level of Study Completed ⓘ Negligible Study Add Document

Cost to Repair ⓘ	<input type="text" value="\$0"/>	Cost to Replace	<input type="text" value="\$0"/>
Replacement Cost Basis (\$ per SF)	<input type="text" value="\$0"/>	Cost to Repair AFTER Project	<input type="text" value="\$0"/>

B4 Explanation

Measure B5: Projects Impact on On-Campus and Off-Campus Instruction

Provide information on how this project request will support both on-campus and off-campus instruction.

B5 Score ⓘ Negligible

B5 Explanation



Complete the Capital Request Form (cont.)

C. Green Screen for Buildings

Measure C1: Energy Audit or Similar Energy Assessment
Document details of the audit to include who performed the audit, when it was completed, level of audit/assessment, improvements proposed, and benefits to this project.

C1 Score Negligible

Energy Audit Completed Yes No Energy Audit **Add Document**

C1 Explanation

Measure C2: Projects Impact on Energy / Utility Cost Reduction
Explain the impact of this project to the net energy / utility costs. Provide a justification if no operating budget impact is anticipated.

Current Energy Cost

C2 Explanation

Measure C3: Executive Order (EO) 2019-003
Provide detailed information on how this project will address the goal of reducing Green House Gas (GHG) emissions by 45% as called for in the EO. Explain the steps taken to reduce the buildings energy demands.

C3 Score Negligible

C3 Explanation

Changes For This Year

1. Measure C2: The current annual energy cost will be compared to an annual average of the “**Energy and utilities**” cost that is entered in the “**Forecast**” tab to calculate a rating for this measure, thereby eliminating the need for the selection of a rating. This is discussed in **Part IV**.



Complete the Capital Request Form (cont.)

D. Stewardship - Detail how the HEI provides stewardship for its assets.

Measure D1: Project Estimates

Describe how this projects cost estimates were developed. Provide the total dollars attributed to inflation. Percentage increases MUST be defended in the narrative portion of the document, or 0% inflation will be assumed.

D1 Score ?

Base Project Estimate ? **Dollars Related to Inflation**

Formal Estimate Provided Yes No **Formal Estimate**

D1 Explanation

Measure D2: Describe how this project addresses/reduces total deferred maintenance backlog on campus. If the total campus backlog is not known, what is the project reduction? ?

Campus wide Deferred Maintenance Backlog **Campus wide Deferred Maintenance AFTER Completion**

Project Deferred Maintenance **Project Deferred Maintenance AFTER Completion**

D2 Explanation

Measure D3: Provide information on how the HEI supports the ongoing operational and maintenance needs of current and proposed assets.

D3 Score ?

BRR Plan

D3 Explanation



Complete the Capital Request Form (cont.)

Measure D4: Maintenance Cost Reduction

Describe in detail how this project will affect operating appropriations for the current year and all out-years. Provide supporting documentation.

Total Annual O&M Budget

D4 Explanation

Measure D5: Health, safety, and security

Describe how this project will address major health and safety issues/concerns on campus, including how it will improve physical safety and cybersecurity on campus. Provide selected supporting documentation and reference them in the body of the proposal.

D5 Score

HSS Plan

Add Document

D5 Explanation

Appropriation Language

Compose the legislative language that would best suit your project needs should the project be funded (Example: to plan, design, construct, and equip infrastructure improvements at John Doe College)

Changes For This Year

- Measure D4:** The current “**Total O&M Budget**” will be compared to the average of the annual “**Post-Project**” cost that is entered in the “**Forecast**” tab to calculate a rating for this measure, thereby eliminating the need for the selection of a rating. This is discussed in **Part IV**.



Complete the Capital Request Form (*cont.*)

Follow-up Questions
(Reserved for NMHED use)

Capital Request State
You should keep this capital request in draft status until you are ready to submit it. Once it's submitted, the data is locked until a question is submitted by NMHED.

Cancel Save

1

2

1. Set the “**Capital Request State**” field to “**Submitted**” when ready.
(Note: The default value is “**Draft**”. It can be changed later.)

2. Click “**Save**”, and the form will become the first tab of the business case (**Capital Request**).

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Capital Requests

Part IV – How to Complete the Forecast Tab



Display Your List of Capital Requests

View Portfolios

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2

3

1

Enterprise	Manage Alternatives	View	Portfolio Role ▾	Active ▾	Last Modified
State of New Mexico Higher Education Department	Gerald Hoehne	Capital Requests	Request Manager	Yes	04-03-2022 10:25 AM

Capital Funding Request Management System 2022 for FY24 NEW

- **Option 1:**

1. Click the “**Capital Requests**” link in the “**View**” column for the desired portfolio -- **OR**

- **Option 2:**

2. Select the desired portfolio: “**Capital Funding Request Management System 2022 for FY24**”.
3. Click the following menu item: **Manage Portfolio → Manage Capital Requests**

(Note: Once inside the portfolio, the “**Manage Alternatives**” menu item will change to “**Manage Capital Requests**”)



Open the Business Case

Portfolio: Capital Funding Request Management System 2022 for FY24 NEW

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Manage Capital Requests

+ Submit a New Capital Request

Batch Actions... 2 Search 1

Select All	ID	Workflow Status	Capital Request	Link	Submitter	Cost	Benefit	Excluded	Decision
<input type="checkbox"/>	060		UNM - Aerospace Studies Building Renovation	(copy link)	William Bonney (Training)	\$0	\$0		Pending
<input type="checkbox"/>	058	 Pending Review	UNM - Capital Request 1 for User Training	(copy link)	William Bonney (Training)	\$1,100,000	\$0		Pending

1. Click the title of the capital request, **OR**
2. Click the business case icon.



Click the Forecast Tab

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Financial Business Case
Capital Request 062: Aerospace Studies Building Renovation

Capital Request **Forecast** Location Documents Results

Before completing the project evaluation form, please review the NMHED Instruction manual for Annual Capital Outlay Funding Requests. The manual provides specific guidance on what should be provided for each measure.

FY24 Instruction Manual

Institution: University of New Mexico

Project Title and Short Project Description: Aerospace Studies Building Renovation

Building	Building Age	Building GSF	Delete
Add Building to List			
Building: ACADEMIC AFFAIRS & STUDENT VETERANS	Age of Facility (in years): 0	GSF of Facility: 0	
<input type="button" value="Save Building"/>		<input type="button" value="Cancel"/>	

For 5 year planning only

FY Priority #: 0 Master Plan Priority #: 0

1. Click the "Forecast" tab



Forecast Tab: Review the Cost Pool Definitions

Portfolio: Capital Fund

Manage System

Financial Business

Capital Request

Forecast

Starting Fiscal Year

Discount Rates

Pre-Project

- Feasibility Studies
- Land/Property Acquisition
- Professional Fees and Services
- Construction
- Furnishings and Equipment (FF&E)
- Internal Project Management
- Building and Equipment Maintenance
- Energy and Utilities
- Staff Labor
- Contract Labor
- Tuition and Fees
- Governmental Appropriations
- Governmental Contracts and Grants
- Private Gifts, Grants, and Contracts

Total Pre-Pro

Project

Project	Feasibility Studies	Land	Prof
Feasibility Studies	\$0	\$0	\$0
Land	\$0	\$0	\$0
Prof	\$0	\$0	\$0

Definitive Pro Help ✕

Feasibility Studies	Includes the cost associated with a formal evaluation of the proposed project. The intent behind a feasibility study is to determine whether or not the project is viable, what site remediations need to be made in order to complete the project, or if another location would be better suited. This evaluation is needed when a project involves a significant investment so that decision makers can decide whether the project should continue, be altered, or cancelled.
Land/Property Acquisition	Includes the cost associated with acquiring title to land, buildings, or other assets for purposes of the project. Include all costs associated with the acquisition, including all interest and transaction expenses.
Professional Fees and Services	Construction projects require a wide range of professional consulting and other services. Include costs associated with building and occupancy permits, surveying, studying, and testing fees, such as geotechnical and environmental, energy audits and LEED, and architectural and design services, from preconstruction to post construction.
Construction	Includes the total cost of work directly attributed to the physical construction of the project, such as material costs, labor costs, subcontractor costs, equipment rental and other costs for the specific project.
Furnishings and Equipment (FF&E)	Includes the cost of movable furniture, fixtures, or other equipment that have no permanent connection to the structure of a building.
Internal Project Management	Includes the cost of fixed compensation paid regularly for services, such as developers, legal counsel, and other personnel working directly on the project.
Building and Equipment Maintenance	Includes the recurring costs for building sub-systems (roofs, building exteriors, elevators, air conditioning, lighting, electrical, plumbing, fire protection, and equipment), interior finishes that are at the end of their useful life and need to be replaced. Include routine maintenance, emergency maintenance, service work, and preventive maintenance.
Energy and Utilities	Includes the recurring energy cost associated with the project. This includes electricity, gas, water, sewer, and renewable energy utilities.
Staff Labor	Includes the full range of recurring staff costs and activities required for delivering or supporting services for the project – including direct operational activities, support, management, and administration activities. Include landscape, grounds maintenance and custodial services.
Contract Labor	Includes the recurring costs of external contractors required for delivering or supporting services for the project – including direct operational activities, support, management, and administration activities. Include landscape, grounds maintenance, and custodial services.
Tuition and Fees	Includes all tuition and fees assessed for educational purposes only. Fees charged all students which are over and above the "tuition" charge assessed to support activities other than instruction and general are not to be included.
Governmental Appropriations	Includes all unrestricted amounts received for current operations from, or made available to, an institution by legislative acts or a local taxing authority, and restricted amounts from these sources to the extent that they are expended for instruction and general.
Governmental Contracts and Grants	Includes all unrestricted amounts received or made available by grants, contracts, and cooperative agreements from governmental agencies for instruction and general.
Private Gifts, Grants, and Contracts	Includes amounts from nongovernmental organizations and individuals, including funds resulting from contracting for the furnishing of goods and services of an instructional nature.

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1. Click on the "Help" icon to review the cost pool definitions



Forecast Tab: Cost Section

Capital Request								Forecast	Location	Documents	Results
Starting Fiscal Year	FY 2022		Expense Type		Not Selected			<ul style="list-style-type: none"> Enter the cost in the appropriate years. Enter notes in the right-most column. 			
Discount Rates	Off	On	0.00 %	0.00 %	0.00 %	0.00 %					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Notes				
Pre-Project							Definition: Non-recurring cost to get to an approved and funded project.				
Feasibility Studies	\$0	\$0	\$0	\$0	\$0	\$0	Pre-Project: Non-recurring cost to get to an approved and funded project.				
Land/Property Acquisition	\$0	\$0	\$0	\$0	\$0	\$0					
Professional Fees and Services	\$0	\$0	\$0	\$0	\$0	\$0					
Construction	\$0	\$0	\$0	\$0	\$0	\$0					
Furnishings and Equipment (FF&E)	\$0	\$0	\$0	\$0	\$0	\$0					
Internal Project Management	\$0	\$0	\$0	\$0	\$0	\$0					
Total Pre-Project	\$0	\$0	\$0	\$0	\$0	\$0					
Project							Definition: Non-recurring cost to implement and field the product or service.				
Feasibility Studies	\$0	\$0	\$0	\$0	\$0	\$0	Project: Non-recurring cost to implement and field the product or service.				
Land/Property Acquisition	\$0	\$0	\$0	\$0	\$0	\$0					
Professional Fees and Services	\$0	\$0	\$0	\$0	\$0	\$0					
Construction	\$0	\$0	\$0	\$0	\$0	\$0					
Furnishings and Equipment (FF&E)	\$0	\$0	\$0	\$0	\$0	\$0					
Internal Project Management	\$0	\$0	\$0	\$0	\$0	\$0					
Total Project	\$0	\$0	\$0	\$0	\$0	\$0					
Post-Project							Definition: Recurring cost to support the product or service through the end of the planning horizon.				
Building and Equipment Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	Post-Project: Recurring cost to support the product or service from deployment through the end of the planning horizon.				
Energy and Utilities	\$0	\$0	\$0	\$0	\$0	\$0					
Staff Labor	\$0	\$0	\$0	\$0	\$0	\$0					
Contract Labor	\$0	\$0	\$0	\$0	\$0	\$0					
Total Post-Project	\$0	\$0	\$0	\$0	\$0	\$0					
Total Cost	\$0	\$0	\$0	\$0	\$0	\$0					



Forecast Tab: Benefit Section

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Notes
Revenue							Definition: Incoming revenue associated with the product or service.
Tuition and Fees	\$0	\$0	\$0	\$0	\$0	\$0	Revenue: Incoming revenue associated with the product or service.
Governmental Appropriations	\$0	\$0	\$0	\$0	\$0	\$0	
Governmental Contracts and Grants	\$0	\$0	\$0	\$0	\$0	\$0	
Private Gifts, Grants, and Contracts	\$0	\$0	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	
Cost Reduction							Definition: Money saved that is being spent today. True cost take-out.
Building and Equipment Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	Cost Reduction: Money saved that is being spent today; true cost take-out.
Energy and Utilities	\$0	\$0	\$0	\$0	\$0	\$0	
Staff Labor	\$0	\$0	\$0	\$0	\$0	\$0	
Contract Labor	\$0	\$0	\$0	\$0	\$0	\$0	
Total Cost Reduction	\$0	\$0	\$0	\$0	\$0	\$0	
Cost Avoidance							Definition: Preventing money from having to be spent that is not currently being spent today.
Building and Equipment Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	Cost-Avoidance: Preventing money from having to be spent that is <u>not</u> currently being spent today.
Energy and Utilities	\$0	\$0	\$0	\$0	\$0	\$0	
Staff Labor	\$0	\$0	\$0	\$0	\$0	\$0	
Contract Labor	\$0	\$0	\$0	\$0	\$0	\$0	
Total Cost Avoidance	\$0	\$0	\$0	\$0	\$0	\$0	
Total Benefit	\$0	\$0	\$0	\$0	\$0	\$0	

- Enter the benefit in the appropriate years.
- Enter notes in the right-most column.



Forecast Tab: Summary Section

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Total Pre-Project	\$0	\$0	\$0	\$0	\$0	\$0
Total Project	\$0	\$0	\$0	\$0	\$0	\$0
Total Post-Project	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost Reduction	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost Avoidance	\$0	\$0	\$0	\$0	\$0	\$0
Total Benefit	\$0	\$0	\$0	\$0	\$0	\$0
Return	\$0	\$0	\$0	\$0	\$0	\$0
Cumulative Return	\$0	\$0	\$0	\$0	\$0	\$0
ROI %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cumulative ROI %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Total Cost

Total Benefit

Payback Period
(Where the cumulative ROI %
flips from negative to positive)

Return = Benefit – Cost

ROI % = Return / Cost



Capital Requests

Part V – How to Review the Results Tab



Click the Results Tab

Portfolio: Capital Funding Request Management System 2022 for FY24 NEW

NEW MEXICO HIGHER EDUCATION DEPARTMENT
Fostering Student Success from Cradle to Career

Manage System Manage Portfolio William Bonney (Training)

Financial Business Case
Capital Request 062: Aerospace Studies Building Renovation

Capital Request Forecast Location Documents **Results**

Before completing the project evaluation form, please review the NMHED Instruction manual for Annual Capital Outlay Funding Requests. The manual provides specific guidance on what should be provided for each measure.

FY24 Instruction Manual

Institution: University of New Mexico

Project Title and Short Project Description: Aerospace Studies Building Renovation

Building	Building Age	Building GSF	Delete
Add Building to List			
Building: ACADEMIC AFFAIRS & STUDENT VETERANS	Age of Facility (in years): 0	GSF of Facility: 0	
<input type="button" value="Save Building"/> <input type="button" value="Cancel"/>			

For 5 year planning only

FY Priority #: 0 Master Plan Priority #: 0

1. Click the "Results" tab.

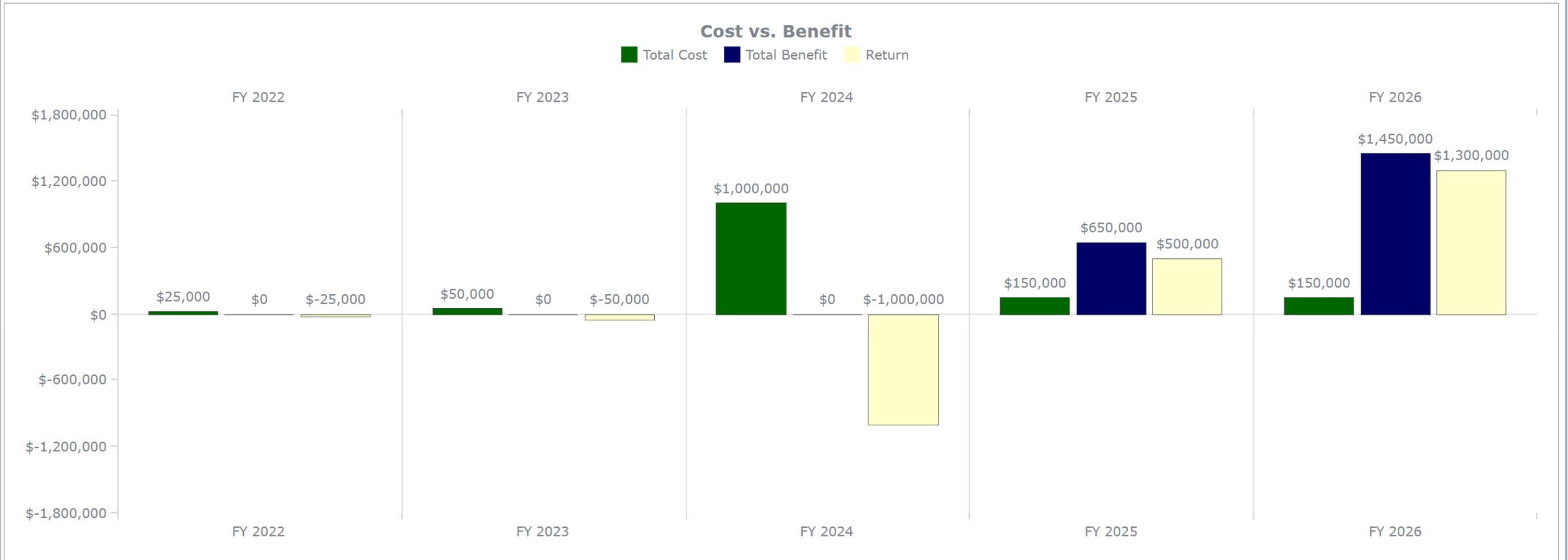


Results Tab: Cost vs. Benefit

Business Need Forecast Governance **Results**

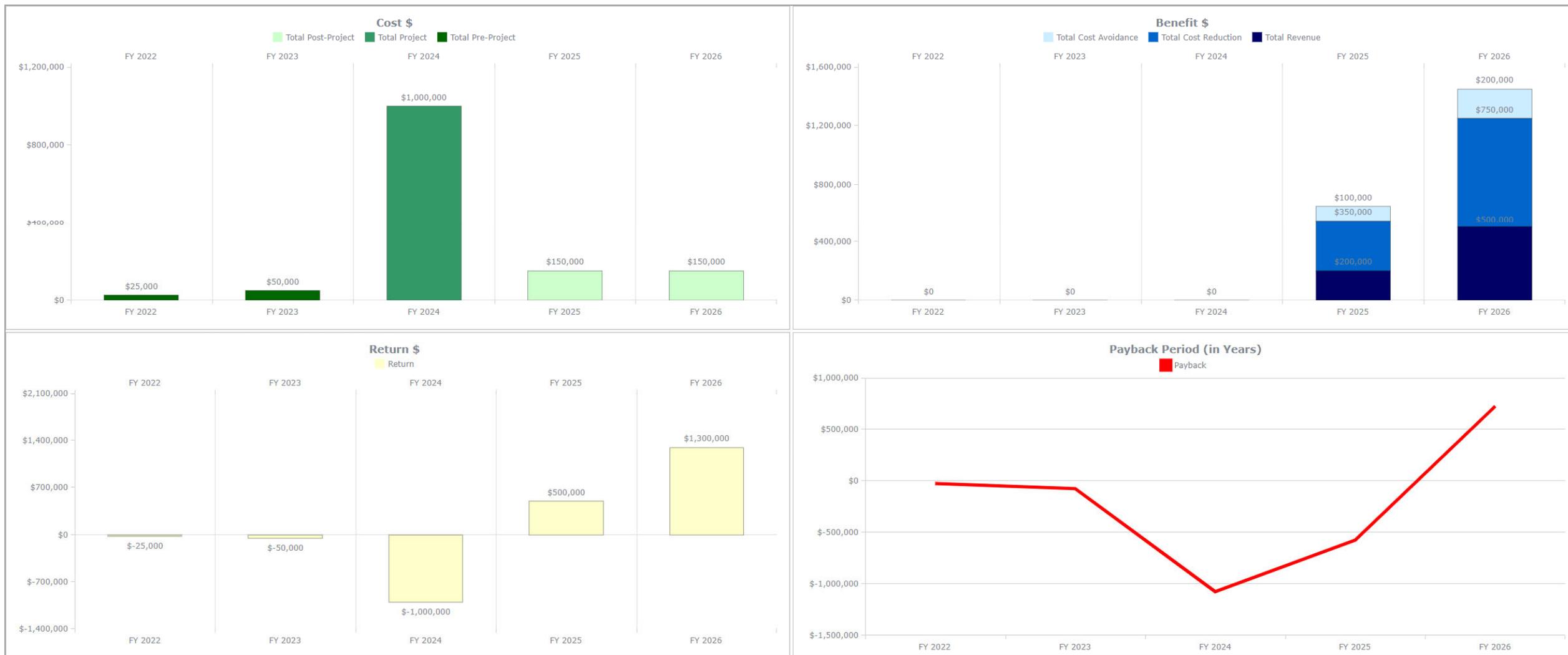
Total Cost (i.e. Total Investment Required):	\$1,375,000	Return \$:	\$725,000	Revenue % of Total Benefit:	33.33%
Total Benefit:	\$2,100,000	ROI %:	52.73%	Cost Reduction % of Total Benefit:	52.38%
Investment to Date: (i.e. \$ Spent so far):	\$250,000	IRR %:	33.01%	Cost Avoidance % of Total Benefit:	14.29%
Investment Remaining to Go:	\$1,125,000	Payback Period (in Years):	3.44		

Notes: 1) These metrics are designed to depict the strength of the business case by the type of benefit. A business case that has its strength in cost avoidance, particularly in the out-years, is not as strong a business case as one that commits to benefits earlier or that delivers cost reduction. 2) The payback period is the length of time required to recover the cost of the investment.



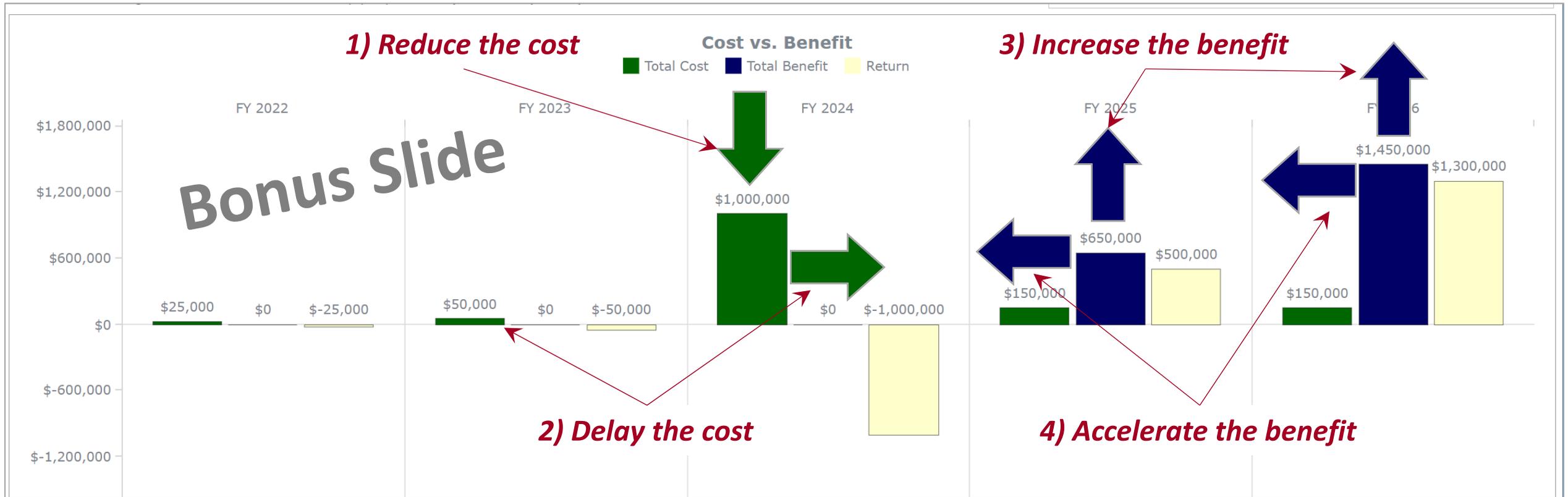


Results Tab: Cost vs. Benefit (cont.)





Results Tab: 4 Ways to Improve a Business Case



Finding ways to make a slight adjustment to all four aspects can often have a significant impact on the ROI.



Capital Requests

Part VI – How to Complete the Location Tab



Click the Location Tab

Portfolio: Capital Funding Request Management System 2022 for FY24 NEW

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Manage System Manage Portfolio William Bonney (Training)

Financial Business Case
Capital Request 062: Aerospace Studies Building Renovation

Capital Request Forecast **Location** Documents Results

Before completing the project evaluation form, please review the NMHED Instruction manual for Annual Capital Outlay Funding Requests. The manual provides specific guidance on what should be provided for each measure.

FY24 Instruction Manual

Institution: University of New Mexico

Project Title and Short Project Description: Aerospace Studies Building Renovation

Building	Building Age	Building GSF	Delete
Add Building to List			
Building: ACADEMIC AFFAIRS & STUDENT VETERANS	Age of Facility (in years): 0	GSF of Facility: 0	
<input type="button" value="Save Building"/>		<input type="button" value="Cancel"/>	

For 5 year planning only:

FY Priority #: 0 Master Plan Priority #: 0

1. Click the "Location" tab



Enter the Address or Lat/Long Coordinates

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Financial Business Case
Capital Request 060: Aerospace Studies Building Renovation

Capital Request Forecast Location Documents Results

Location

To set the address, you can either 1) Enter the Address Directly below and click Save. The system will automatically look up the coordinates and save the location. or 2) find the location on the map and click on it. The coordinates will update and when ready you can click Lookup Address to see if there is an address associated with the location.

Address: 1901 Las Lomas Rd NE
City: Albuquerque
State: NM Zip: 87106
Latitude: 0.00000
Longitude: 0.00000

Location ID:
Location Category:

Lookup Address Save

Map Satellite

1. Enter the street address OR the latitude and longitude coordinates.
2. Click "Save".



Verify the Location on the Map

Capital Request 060: Aerospace Studies Building Renovation

Capital Request Forecast Location Documents Results

Location
To set the address, you can either 1) Enter the Address Directly below and click Save. The system will automatically look up the coordinates and save the location. or 2) find the location on the map and click on it. The coordinates will update and when ready you can click Lookup Address to see if there is an address associated with the location.

Address: 1901 Las Lomas Rd NE
City: Albuquerque
State: NM Zip: 87106
Latitude: 35.338050817435445
Longitude: -105.93555151173874

Location ID:
Location Category:

Lookup Address Save

1. Verify the location on the map.

Map Satellite



Part VII – How to Review and Edit a Capital Request Form



Display Your List of Capital Requests

View Portfolios

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William Bonney (Training)

Enterprise	Manage Alternatives	View	Portfolio Role	Active	Last Modified
State of New Mexico Higher Education Department	Gerald Hoehne	Capital Requests	Request Manager	Yes	04-03-2022 10:25 AM

- **Option 1:**

1. Click the “**Capital Requests**” link in the “**View**” column for the desired portfolio -- **OR**

- **Option 2:**

2. Select the desired portfolio: “**Capital Funding Request Management System 2022 for FY24**”.
3. Click the following menu item: **Manage Portfolio → Manage Capital Requests**

(Note: Once inside the portfolio, the “**Manage Alternatives**” menu item will change to “**Manage Capital Requests**”)



Open the Business Case

Portfolio: Capital Funding Request Management System 2022 for FY24 NEW



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Manage System ▾ Manage Portfolio ▾ William Bonney (Training) ▾

Manage Capital Requests

[+ Submit a New Capital Request](#)
⚙️ 🔄 📄 📊

Batch Actions... ▾ Search 1 🔍

Select All	ID ▾	 Workflow Status ▾	Capital Request	Link	Submitter ▾	Cost	Benefit	Excluded ▾	Decision ▾
<input type="checkbox"/>	060		UNM - Aerospace Studies Building Renovation	(copy link)	William Bonney (Training)	\$0	\$0		Pending
<input type="checkbox"/>	058	 Pending Review	UNM - Capital Request 1 for User Training	(copy link)	William Bonney (Training)	\$1,100,000	\$0		Pending

1. Click the title of the capital request **OR**
2. Click the business case icon



Edit the Capital Request Form

Portfolio: Capital Funding Request Management System 2022 for FY24 NEW

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Manage System William Bonney (Training)

Financial Business Case
Capital Request 060: Aerospace Studies Building Renovation

Capital Request | Forecast | Location | Documents | Results

Before completing the project evaluation form, please review the NMHED Instruction manual for Annual Capital Outlay Funding Requests. The manual provides specific guidance on what should be provided for each measure.

[Instruction Guide](#)

Institution

Project Title and Short Project Description

Building	Building Age	Building GSF	Delete
Add Building to List			
Building <input type="text" value="ACADEMIC AFFAIRS & STUDENT VETERANS"/>	Age of Facility (in years) <input type="text" value="0"/>	GSF of Facility <input type="text" value="0"/>	
<input type="button" value="Save Building"/>		<input type="button" value="Cancel"/>	

For 5 year planning only

FY Priority # **Master Plan Priority #**

- Updates can be made until the form is submitted.
- Scroll down to see the remainder of the form.



Complete the Capital Request Form (*cont.*)

Follow-up Questions
(Reserved for NMHED use)

Capital Request State
You should keep this capital request in draft status until you are ready to submit it. Once it's submitted, the data is locked until a question is submitted by NMHED.

Cancel Save

Draft

Draft
Submitted
Post Review Updates
Final

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Help

1. Set the “**Capital Request State**” field to “**Submitted**” when ready. (Note: The default value is “**Draft**”. It can be changed later.)
2. Click “**Save**”.



Part VIII – How to Upload Additional Capital Request Documents



Open the Business Case

Portfolio: Capital Funding Request Management System 2022 for FY24 NEW



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Manage System ▾ Manage Portfolio ▾ William Bonney (Training) ▾

Manage Capital Requests

+ Submit a New Capital Request






Batch Actions... ▾

2

Search

1



Select All	ID ▾	 Workflow Status ▾	Capital Request	Link	Submitter ▾	Cost	Benefit	Excluded ▾	Decision ▾
<input type="checkbox"/>	060	 Pending Review	UNM - Aerospace Studies Building Renovation	(copy link)	William Bonney (Training)	\$0	\$0		Pending
<input type="checkbox"/>	058	 Pending Review	UNM - Capital Request 1 for User Training	(copy link)	William Bonney (Training)	\$1,100,000	\$0		Pending

1. Click the title of the capital request, **OR**
2. Click the business case icon.



Click the Documents Tab

Portfolio: Capital Funding Request Management System 2022 for FY24 NEW

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Fostering Student Success from Cradle to Career

Manage System Manage Portfolio William Bonney (Training)

Financial Business Case
Capital Request 062: Aerospace Studies Building Renovation

Capital Request Forecast Location **Documents** Results

Before completing the project evaluation form, please review the NMHED Instruction manual for Annual Capital Outlay Funding Requests. The manual provides specific guidance on what should be provided for each measure.

FY24 Instruction Manual

Institution: University of New Mexico

Project Title and Short Project Description: Aerospace Studies Building Renovation

Building	Building Age	Building GSF	Delete
Add Building to List			
Building: ACADEMIC AFFAIRS & STUDENT VETERANS	Age of Facility (in years): 0	GSF of Facility: 0	
<input type="button" value="Save Building"/>		<input type="button" value="Cancel"/>	

For 5 year planning only

FY Priority #: 0 Master Plan Priority #: 0

1. Click the "Documents" tab.



Click the Documents Tab

Portfolio: Capital Funding Request Management System 2022 for FY24 NEW

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Manage System Manage Portfolio William Bonney (Training)

Financial Business Case
Capital Request 060: Aerospace Studies Building Renovation

Capital Request Forecast Location Documents Results

Add Document Document Type Upload

Document	Document Type	User	Date	Delete
Institution and Building Documents from Manage Institution Data Section (Show)				

Click **Show** to see the institution and building documents.

1. Enter the **“Document Type”**.
2. Click the **“Upload”** button.
3. Browse to the file and click **“Open”** (not shown)



Part IX – How to Add/Delete/View Institution Documents



Go to “Manage System → Manage Institution Data”

1. Click the following menu item: **Manage System → Manage Institution Data**



Click “(#) Documents”

Manage Entities

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Fostering Student Success from Cradle to Career

Manage System ▾ Manage Portfolio ▾ William Bonney (Training) ▾

Entity Type: Institution ▾

Type	Documents	Name	BRR GSF per Parsons 2006
Institution	(7) Documents ← 1	University of New Mexico	5,146,904

1. Click the “(#) Documents” link to view the list of documents, add a document, or delete a document.



Add/Delete/View Institution Documents

Manage Entities



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Manage System ▾
Manage Portfolio ▾
William Bonney (Training) ▾

University of New Mexico Documents
✕

Document Type

Year

Upload

Document	Year	Document Type	User	Date	Delete
05_-_Status_of_all_Active_Proj	2010	Active Project Status	Gerald Hoehne	6/11/2021	Delete
01_-_2021_Submittal_Certificat	2012	Certification	Gerald Hoehne	6/11/2021	Delete
00-2021_Summer_Hearing_Che	2013	Checklist	Gerald Hoehne	6/11/2021	Delete
06_-_Status_of_all_Closed_Projects_UNM.xlsx	2014	Closed Project Status	Gerald Hoehne	6/11/2021	Delete
03_-_Five-Year_Plan_UNM-Main.xlsx		Ma	Gerald Hoehne	6/11/2021	Delete
04_-_2021_IG_Spreadsheet_UNM-All_V2.xlsx		IG Verification	Tabia Murray	7/6/2021	Delete

1. To add a document of a general nature (i.e., not specific to a year), keep the selection menu set to **“General Data”**. Otherwise, select the desired year.
2. Describe the document in the **“Document Type”** field.
3. Click the **“Upload”** button browse to the files, and click **“Open”**
4. Click the **“Delete”** button to delete a specific document.
5. Click the document name to download and view a document.



Part X – How to Add/Edit/View Institution Data



Go to “Manage System → Manage Institution Data”

Portfolio: [Capital Funding Request Management System 2022 for FY24 NEW](#)



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Manage System ▾
Manage Portfolio ▾
William Bonney (Training) ▾

Manage Institution Data
←
1

Manage Portfolios
⚙️ 🔄 📖 📊

Batch Actions... ▾

🔍

↓

Select All	ID ▾		Workflow Status ▾	Capital Request	Link	Submitter ▾	Cost	Benefit	Excluded ▾	Decision ▾
<input type="checkbox"/>	060		Pending Review	UNM - Aerospace Studies Building Renovation	(copy link)	William Bonney (Training)	\$0	\$0		Pending
<input type="checkbox"/>	058		Pending Review	UNM - Capital Request 1 for User Training	(copy link)	William Bonney (Training)	\$1,100,000	\$0		Pending

1. Click the following menu item: **Manage System → Manage Institution Data**



Select the Entity Type (Institution or Building)

Type	Documents	Name	BRR GSF per Parsons 2006
Institution	(7) Documents	University of New Mexico	5,146,904

1. Select the “**Entity Type**”. The default selection is “**Institution**”. (**Note: The other option is “Building”.**)
2. Click the institution name link to view the data.



Add/Edit/View Institution Data

Manage Entities

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Manage System ▾ Manage Portfolio ▾

William Bonney (Training) ▾

Entity Type: Institution

Type: Documents

Institution: (7) Documents

University of New Mexico Data				
Year	General Data			
BRR GSF per Parsons 2006				
Year	Total SF of Ins	Headcount	FTE	Online Enrollment
2021		22,030	18,119	784
2020		22,602	18,538	3,578
2019		24,188	19,257	3,437
2018		26,140	19,669	3,339
2017		26,998	21,345	3,413
2016		26,998	24,434	3,220
2015		27,482	23,889	2,973
2014		28,100	24,066	2,730

1. Select the year (e.g., 2022).



Add/Edit/View Institution Data (cont.)

Manage Entities

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Manage System ▾
Manage Portfolio ▾
William Bonney (Training) ▾

Entity Type: Institution

Type	Documents
Institution	(7) Documents

University of New Mexico Data
✕

Year: 2022 ▾

Total SF of Institution:

Enrollment Headcount:

FTE:

Online Enrollment:

1

2

Year	Total SF of Institution	Enrollment Headcount	FTE	Online Enrollment
2021		22,030	18,119	784
2020			18,538	3,578
2019		22,602	19,257	3,437
2018		24,188	19,669	3,339
2017		26,140	21,345	3,413
2016		26,998	24,434	3,220
2015		27,482	23,889	2,973

1. Enter the data.
2. Click "Save".



Part XI – How to Request Help



How to Request Help

Portfolio: [Capital Funding Request Management System 2022 for FY24 NEW](#)

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Fostering Student Success from Cradle to Career

Manage System Manage Portfolio William Bonney (Training)

Manage Capital Requests

Batch Actions... Search

Select All	ID	Workflow Status	Capital Request	Link	Submitter	Cost	Benefit	Excluded	Decision
<input type="checkbox"/>	060	Pending Review	UNM - Aerospace Studies Building Renovation	(copy link)	William Bonney (Training)	\$0	\$0		Pending
<input type="checkbox"/>	058	Pending Review	UNM - Capital Request 1 for User Training	(copy link)	William Bonney (Training)	\$1,100,000	\$0		Pending
<input type="checkbox"/>	003	Pending Review	UNM - Technology Infrastructure Upgrades	(copy link)	Gerald Hoehne		\$0		Pending
<input type="checkbox"/>	002	Pending Review	UNM - Lab Safety Improvements	(copy link)	Gerald Hoehne		\$0		Pending

1. Click “**Help**” in the bottom-right corner of any screen.
2. Complete the “**Contact Us**” form.
3. Click “**Send**”.

? Help

1

Contact us

Your name (optional)

Email address

How can we help you?

Attachments

📎 Add up to 5 files

zendesk

3

Send

2



Part XII – Actions



User Accounts (HEI Acronym, First Name)

Acronym	Name	Email Address
BIE	Karen Coffey	karen.coffey@bie.edu
BIE	Renee Allen	Renee.Allen@bie.edu
Clovis	Corey Isaacs	Corey.isaacs@clovis.edu
Clovis	Heather Lovato	heather.lovato@clovis.edu
Clovis	Norman Kia	norman.kia@clovis.edu
CNM	Andrew Jacobson	ajacobson11@cnm.edu
CNM	Dessie Tyler	deverts@cnm.edu
CNM	Jessica Spence	jspence10@cnm.edu
CNM	Marvin Martinez	MMartinez188@cnm.edu
CNM	Olivia Padilla-Jackson	opadillajackson@cnm.edu
Dine	Delbert Paquin	dpaquin@dinecollege.edu
Dine	Leon Jackson	lejackson@dinecollege.edu
Dine	Randy Joe	ranjoe@dinecollege.edu
Dine	Rochelle Bahe	rochlbahe@dinecollege.edu
ENMU	John Crates	john.crates@enmu.edu
ENMU	Karen Massey	Karen.Massey@enmu.edu
ENMU	Ryan Trosper	Ryan.Trosper@enmu.edu
ENMU	Scott Smart	Scott.Smart@enmu.edu
ENMU	Tony Major	tony.major@enmu.edu
IAIA	Larry Mirabal	LMirabal@iaia.edu
IAIA	Laurie Logan Brayshaw	llogan@iaia.edu
Luna	Matthew Cordova	mcordova@luna.edu
Meslands	Dr. Gerald Burke	gburke.nm@gmail.com
Meslands	Dr. Gregory Busch	President@mesalands.edu
Meslands	Dr. Hazel Rountree	hazelr@mesalands.edu
Meslands	Jim Morgan	jimm@mesalands.edu
Meslands	Margaret Ragland	margaretr@mesalands.edu
Meslands	Natalie Gillard	natalieg@mesalands.edu

Acronym	Name	Email Address
NavajoTech	Jason Arviso	jarviso@navajotech.edu
NavajoTech	Robert Chase	rchase@navajotech.edu
NM Legis	Steve Olson	Steve.Olson@nmlegis.gov
NMCC	Shawn Madrid	shawn.madrid@nmmc.edu
NMHED	Mario Suazo	mario.suazo@state.nm.us
NMHU	Denise Montoya	montoyad@nmhu.edu
NMHU	Max Baca	mbaca@nmhu.edu
NMHU	Sylvia Baca	sbaca@nmhu.edu
NMJC	Josh Morgan	jmorgan@nmjc.edu
NMJC	Natalie Bass	nbass@nmjc.edu
NMMI	David West	West@nmmil.edu
NMMI	Kent Taylor	kent@nmmi.edu
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NMSD	Harold Moya	Harold.Moya@nmsd.k12.nm.us
NMSD	Mark Apodaca	mark.apodaca@nmsd.k12.nm.us
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NMSU	Luis Campos	campos1@nmsu.edu
NMSU	Olga Holguin	olgahol1@nmsu.edu
NMSU	Orasa Vaught	orasa@nmsu.edu
NMSU	Robert Herrera	rh@nmsu.edu
NMSU	Yvonne Tellez	yvontell@nmsu.edu
NMT	Alex Garcia	alex.garcia@nmt.edu
NNMC	Andy Romero	andy@nmmc.edu
NNMC	Ricky Bejarano	ricky.bejarano@nmmc.edu

Acronym	Name	Email Address
SFCC	Amy Pell	amy.pell@sfcc.edu
SFCC	Andrea Mueller	andrea.mueller1@sfcc.edu
SFCC	Dobby Schmidt	Dobby.Schmidt@sfcc.edu
SFCC	Henry Mignardot	henry.mignardot@sfcc.edu
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Actions

- Review the users for your institution and identify any adds/removes by ***close of business Tuesday, April 12th***
 - Changes can be requested using “**Help**”.
- Submit your capital requests by ***close of business Weds., June 1st, 2022.***
 - Change the “**Capital Request State**” field to “**Submitted**”
- Review and update your institution data and building data, as needed



Thank you for participating in CFRMS User Training!



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