

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, October 20, 2022
Zia Board Room - Pannell Library
1:30 pm

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of September 14, 2022 | Pat Chappelle |
| D. President's Report | Derek Moore |
| E. New Business | |
| 1. Monthly Expenditure Report | Josh Morgan |
| 2. Monthly Revenue Report | Josh Morgan |
| 3. Oil and Gas Revenue Report | Josh Morgan |
| 4. Schedule of Investments | Josh Morgan |
| 5. Fiscal Watch Report | Josh Morgan |
| 6. Consideration of Transfer from Reserves to Capital | Josh Morgan |
| 7. Consideration of Revision of Travel & Per Diem Policy | Josh Morgan |
| 8. Redistricting Discussion | Scotty Holloman |
| 9. Consideration of NMJC Board Policy Manual Revisions | Scotty Holloman |
| 10. Consideration of Revision to Employee Handbook Policy No. 306
-Vacation Leave | Derek Moore |
| F. Public Comments | |
| G. Determination of Next Meeting | Pat Chappelle |
| H. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
SEPTEMBER 14, 2022
MINUTES**

The New Mexico Junior College Board met on Wednesday, September 14, 2022, beginning at 1:30 p.m. in the Pannell Library, Zia Board Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Mr. Hector Baeza; Ms. Evelyn Rising, Mr. Manny Gomez; Mr. Guy Kesner; and Mrs. Erica Jones.

Ms. Chappelle called the meeting to order and welcomed visitors and guests.

Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the agenda was unanimously adopted.

Upon a motion by Mr. Baeza, seconded by Mr. Gomez, the Board unanimously approved the minutes of August 18, 2022.

Under President's Report, Dean Sarah Patterson asked members of the Student Government Association (SGA) to introduce themselves to the NMJC Board. SGA Officers introduced were Yisel Palacios, Vice President and Axel Tavares, Events Coordinator. SGA Club Representatives introduced were Micah Jones, Jose Ramirez, Sara Rojas, Irijiah Smith, Daisy Jerop, Karla Smith-Young, Molly Townsend, and Dana Escarcega. Also introduced was Alejandra Iglesias, SGA Advisor.

Ms. Valerie Gauna provided a Lea County Fair & Rodeo update. Ms. Gauna reported NMJC's booth held a drawing for an iPad and had over 750 entries. Drawing cards included contact information and check boxes for areas of interest at NMJC. Based on check boxes selected, NMJC will contact individuals who could potentially become NMJC students. She thanked faculty and staff who provided support working in the booth and assisting with another successful event.

Ms. Amy Coombes provided an update of new employees and changed positions.

Ms. Erin Anderson provided a Staked Plains update. The event, held on September 8th and 9th, drew in over 700 2nd and 4th grade students from Hobbs and Lovington. Students attending learned about life on the "Staked Plains". Booths included ranching, dairy, roping, branding, and trick riders from Lovington. Ms. Anderson thanked everyone who participated in the setup of the event, the volunteers, the NMJC Rodeo Team and equine students who stepped up and helped out in a tremendous way.

Dr. Steve McCleery reported a Broadband Discussion Meeting, hosted on the NMJC campus, was well attended with approximately 35 people. He stated attendees were from the State Legislature, Jal, Tatum, and public-school officials. Dr. McCleery provided an update on a Career & Technical Education Meeting on the NMJC campus to discuss the possible alignment of Vet Science Courses

from Hobbs High to NMJC to Texas Tech University (TTU) followed with a tour of the C-Tech facility. He further reported articulation agreements with TTU and the C-Tech facility are in discussions. In addition, Dr. McCleery thanked Jeff McCool, Dean Marquez, and Dean Ferguson for their work in reconnecting NMJC with the public schools. Dr. Moore recommended, for continued collaboration, NMJC Board Members have an opportunity in the future to tour C-Tech's great facility.

Dr. Moore provided upcoming events and activities.

Under New Business, Mr. Josh Morgan presented the August 2022 financial reports. Upon a motion by Ms. Rising, seconded by Mr. Glenn, the Board unanimously approved the Expenditure Report for August 2022. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed. Mr. Glenn asked for the increase percentage of energy costs. Mr. Morgan responded approximately 90%. Mr. Glenn asked Mr. Charley Carroll for the increase percentage in maintenance for purchased items. Mr. Carroll responded approximately 20%.

Mr. Scotty Holloman noted a plan for redistricting, done every ten years, must be approved by the NMJC Board by no later than December 31, 2022. Mr. Holloman introduced Mr. Michael Sharp with Research & Polling, Inc., who joined the meeting virtually. Mr. Sharp provided a Principles of Redistricting Presentation to provide the Board an understanding of what is required with respect to drawing of the district lines. Also included for review were maps of the current districts and Concepts A, B, and C. Following the presentation, Dr. Moore asked Mr. Holloman to provide a timeline recommendation for selection and approval of a concept within the required timeframe. Mr. Holloman responded handouts of the maps and concepts are available upon request and stated maps and concepts will be posted in the John Shepherd Administration Building and on NMJC's website. In addition, he recommended a special timeframe for "Public Comments" on the October NMJC Board Meeting Agenda and adoption of a plan in the November NMJC Board Meeting.

Ms. Chappelle called for comments from the public. Mr. Nick Maxwell thanked the NMJC Board for its continued transparency. The next Regular Board Meeting was scheduled for Thursday, October 20, 2022 at 1:30 pm in the Zia Board Room.

Upon a motion by Mr. Kesner, seconded by Mr. Gomez and by unanimous consent, the meeting adjourned at 3:00 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Josh Morgan
Date: October 12, 2022
RE: Expenditure and Revenue Reports for September 2022

September is the third month or 25% of the 2022/2023 fiscal year.

Total current unrestricted funds expended for September was \$3,408,330 with a year-to-date total of \$7,963,330. Most of these expenses are the normal monthly payroll and benefit expenditures. Instruction and General is higher compared to this time last year. The increase in expenditures can be attributed to two things: an increase in payroll and benefit expenditures and an increase in utilities. Payroll and benefit expenditures are higher due to the 7.12% compensation increase and the addition of new positions. Payroll and benefit expenditures are up 24% compared to this time last year. Internal Services (Computer Services, Motor Pool, & Document Center) have monthly credits posted to these departments.

In restricted funds for September, the grants expended \$114,167 for the month with a year-to-date total of \$225,945 and student aid expended \$177,533 with a year-to-date total of \$2,035,913. Fall semester financial aid payouts have been made to the students. Student Aid is lower compared to last year because HEERF funds were being awarded last year.

In plant fund expenditures for September, \$212,377 was expended for the month with a year-to-date total of \$5,978,674. Projects with major expenses and encumbrances include Tech Upgrade, Fire Alarm Upgrade, Campus Paving, Campus Wide Site Project, Facilities Management System Upgrade, Vocational Training Facility, Campus Housing Unit, Cafeteria Construction, Campus Security Upgrades, and Driving Range Upgrades. Building renewal and replacement expenditures were \$12,521 and Equipment Renewal & Replacement expenditures were \$36,035.

The total expenditures for the month of September are \$3,912,407 and the year to date total is \$16,203,862.

The Current Unrestricted Revenue generated in September 2022 was \$3,437,201. This consists mainly of tuition and fees for the fall semester, the allocation from the State, Oil and Gas accrual of \$625,000 (increased from \$465,000 from FY 22) and auxiliary enterprises revenue. The Oil and Gas revenue in September is different because the Oil and Gas revenue received in September is booked in the prior fiscal year, so we use the monthly accrual of \$625,000 for the Oil and Gas revenue in September.

There was \$162,408 drawn in for restricted Grant revenue in September with a year-to-date total of \$232,418 and \$207,366 was drawn in for Restricted Student Aid revenue in September with a year-to-date total of \$1,728,714.

In Plant Funds, there was \$262,752 received which consists of \$22,969 drawn down on the STB Vocational Training Facility project and \$239,783 in LGIP interest income for September.

Total revenue received for the month of September was \$4,069,727 and the year-to-date total is \$10,535,325.

The Oil & Gas report is reporting the revenue that goes into FY 22. In September, the College received \$8,296,165 in Oil & Gas revenue for the month of June. Total Oil and Gas revenue for FY 22 is \$77,236,892.

The Investment Report for September reflects a beginning balance of \$116,000,000 with the LGIP. \$13 million was deposited with the LGIP reflecting an ending balance for the month of September with the LGIP of \$129,000,000.

As of the end of September, the College had \$127,945,257 in designated capital projects.

This is the Financial Report for September 2022.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

September 2022

25% of Year Completed

Fund	2021-22			2022-23			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	11,759,080	1,724,727	15%	11,425,267	1,073,544	1,992,601	17%
Academic Support	2,552,885	482,141	19%	2,751,554	227,569	578,097	21%
Student Services	2,186,039	359,349	16%	2,557,559	231,458	527,631	21%
Institutional Support	5,117,287	1,010,759	20%	5,458,378	573,414	1,433,400	26%
Operation & Maintenance of Plant	4,395,892	981,091	22%	4,615,295	527,736	1,219,340	26%
Subtotal - Instruction & General	26,011,183	4,558,067	18%	26,808,053	2,633,721	5,751,069	21%
Research	-	28,178		-	-	-	0%
Public Service	70,000	10,366	15%	59,300	7,363	7,648	13%
Internal Service Departments	258,365	124,160	48%	97,992	175,701	182,969	187%
Student Aid	785,880	346,558	44%	760,880	7,241	556,162	73%
Auxiliary Enterprises	2,803,560	764,754	27%	2,348,323	351,135	651,546	28%
Athletics	2,772,294	723,170	26%	2,536,794	233,169	813,936	32%
Total Current Unrestricted Fund	32,701,282	6,555,253	20%	32,611,342	3,408,330	7,963,330	24%
CURRENT RESTRICTED FUND							
Grants	5,112,076	218,620	4%	2,104,644	114,167	225,945	11%
Student Aid	5,915,395	2,915,581	49%	3,895,816	177,533	2,035,913	52%
Total Current Restricted Fund	11,027,471	3,134,201	28%	6,000,460	291,700	2,261,858	38%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	9,442,296	5,717,580	61%	69,675,330	159,615	5,120,885	7%
Projects from State GOB Funds	213,387	154,315	72%	3,825,685	-	36,650	1%
Projects from State STB Funds	170,870	45,561	27%	1,979,214	-	84,251	4%
Projects from General Fund	-	-	0%	353,400	4,206	82,684	0%
Projects from Private Funds	-	-	0%	-	-	-	0%
Projects from State ER&R	500,000	69,698	14%	335,000	36,035	251,256	75%
Projects from State BR&R	1,000,000	387,873	39%	663,671	12,521	402,948	61%
Subtotal - Capital and BR&R	11,326,553	6,375,027	56%	76,832,300	212,377	5,978,674	8%
Debt Service							
Revenue Bonds	-	-	0%	-	-	-	0%
Total Plant Funds	11,326,553	6,375,027	56%	76,832,300	212,377	5,978,674	8%
GRAND TOTAL EXPENDITURES	55,055,306	16,064,481	29%	115,444,102	3,912,407	16,203,862	14%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
September 2022

25% of Year Completed

Fund	2021-22			2022-23			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,420,600	1,873,200	55%	3,805,562	1,001,591	1,929,341	51%
State Appropriations	6,420,500	1,532,150	24%	7,295,000	1,488,983	2,584,151	35%
Advalorem Taxes - Oil and Gas	58,900,000	1,395,000	2%	9,155,000	625,012	1,875,012	20%
Advalorem Taxes - Property	13,000,000	-	0%	10,221,168	-	-	0%
Interest Income	-	15	0%	-	-	-	0%
Other Revenues	1,006,500	97,588	10%	157,869	47,229	56,902	36%
Subtotal - Instruction & General	82,747,600	4,897,953	6%	30,634,599	3,162,815	6,445,406	21%
Research	-	-	0%	-	-	-	0%
Public Service	-	-	0%	-	-	-	0%
Internal Service Departments	20,800	1,799	9%	60,800	70	1,303	2%
Auxiliary Enterprises	2,530,762	1,217,836	48%	2,756,942	202,283	1,352,868	49%
Athletics	533,700	129,875	24%	558,600	72,033	162,500	29%
Total Current Unrestricted	85,832,862	6,247,463	7%	34,010,941	3,437,201	7,962,077	23%
CURRENT RESTRICTED FUND							
Grants	5,112,076	378,341	7%	2,104,644	162,408	232,418	11%
Student Aid	5,915,395	2,717,151	46%	3,895,816	207,366	1,728,714	44%
Total Current Restricted	11,027,471	3,095,492	28%	6,000,460	369,774	1,961,132	33%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	154,315	-	0%	3,825,685	-	-	0%
Projects from State STB Funds	170,870	-	0%	1,979,214	22,969	22,969	0%
Projects from General Fund	70,511	-	0%	353,400	-	-	0%
Projects from BR&R	-	-	0%	65,671	-	-	0%
Projects from Private Funds	-	746	0%	-	-	-	0%
Interest Income (LGIP)	85,000	10,100	12%	60,000	239,783	589,147	982%
Total Plant Funds	480,696	10,846	2%	6,283,970	262,752	612,116	10%
GRAND TOTAL REVENUES	97,341,029	9,353,801	10%	46,295,371	4,069,727	10,535,325	23%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2022

100% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2021-22 Original Budget	Variance Over (Under) Budget
Actual	July	\$68.83	22,898,155	\$4.72	71,628,621	4,277,011	465,000	3,812,011
Actual	August	\$65.27	25,303,801	\$5.19	74,903,699	4,424,689	465,000	3,959,689
Actual	September	\$68.75	24,609,724	\$5.88	73,736,752	4,680,659	465,000	4,215,659
Actual	October	\$77.82	25,480,074	\$6.92	75,247,628	5,552,162	465,000	5,087,162
Actual	November	\$76.23	25,480,871	\$6.27	75,738,373	5,485,606	465,000	5,020,606
Actual	December	\$69.47	25,602,205	\$5.22	78,372,188	4,949,888	465,000	4,484,888
Actual	January	\$80.26	25,501,432	\$5.70	76,856,138	5,567,676	465,000	5,102,676
Actual	February	\$87.92	24,232,521	\$5.78	73,067,415	5,896,935	465,000	5,431,935
Actual	March	\$106.74	28,153,871	\$5.93	86,912,321	8,054,300	465,000	7,589,300
Accrual	April	\$102.22	27,469,684	\$6.33	83,491,546	7,654,134	465,000	7,189,134
Accrual	May	\$107.99	28,728,051	\$7.06	84,151,496	8,481,471	465,000	8,016,471
Accrual	June	\$113.28	27,337,678	\$7.48	81,703,562	8,296,165	465,000	7,831,165
Y.T.D. Production Tax Revenue						73,320,696	5,580,000	67,740,696
Y.T.D. Equipment Tax Revenue						3,916,196	1,655,000	2,261,196
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>77,236,892</u>	<u>7,235,000</u>	<u>70,001,892</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

September 2022

25% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	116,000,000	7102-1348	2.302%	239,784
Plus deposits	13,000,000			
Less withdrawals	-			
Total LGIP investments	129,000,000			239,784

Capital Project	9/30/2022
Vehicles	681,208.77
Campus Facilities Master Plan	1,064,451.06
Chrome River	2,044.00
WHM North Gallery Renovation	500,000.00
Campus Vestibules	1,219,328.79
Voc B Airhandler	1,500,000.00
Softball Field	5,790,000.00
National Track Meet	110,577.39
Pi Day	23,487.04
Technology Upgrade	715,315.16
JASI	76,624.11
WHM Storage Building	1,207,435.53
Baseball Field	1,530,173.45
Rodeo Arena	119,434.75
Fire Alarm Upgrade	458,949.30
Landscaping	539,510.18
Smart Classrooms	513,033.51
Campus Signage	538,553.65
Campus Paving	1,481,464.97
Std Ctr & Bob Moran Roof Replacement	650,000.00
Master Landscaping Project	9,023,836.40
Dorm/Apartment Refurbish	1,677,489.64
Concrete Upgrade	1,388,815.29
Campus Construction	243,540.09
Workforce Training & Outreach	250,000.00
Higher Learning Commission	126,515.62
Public Sector	1,000,000.00
Campus Security	175,672.11
Copier Replacement	133,082.22
Non-Recurring Compensation	1,500,000.00
Athletics	166,558.48
Student Life Programming	20,432.28
Succession Plan	620,056.15
WHM Exhibits	177,065.73
Track Upgrades	989,829.38
Driving Range Upgrades	908,561.02
McLean Hall Renovations	88,568.83
Cafeteria Upgrade	97,403.60
Equestrian Center	2,933,949.87
Campus/Hospital Fencing	563,509.84
Turf Replacement	997,527.12
Watson Hall Renovation	3,915,773.70
Facilities Management System	1,125,703.86
Caster Upgrades	2,624,882.14
Vocational Training Facility	14,469,106.22
Heidel Hall Renovation	20,000,000.00
Heidel/Hagelstein Air Handlers	393,371.89
Air Handlers	2,985,247.70
Campus Housing Unit	15,414,345.00
Cafeteria Construction	10,711,853.38
Mansur Hall Remodel	3,000,000.00
Mary Hagelstein Remodel	2,500,000.00
Campus Wide Access Control	3,000,000.00
Dorm/Apartment Furniture Replacement	1,000,000.00
Roof Replacement	1,500,000.00
CORE	500,000.00
SOAR Caster Annex Remodel	500,000.00
NMJC/Lea County Quality of Life	2,500,000.00
Workforce Training Contingency	967.48
Total	127,945,256.70

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575) 492-2770
Fax: (575) 492-2768

To: Board Members
From: Josh Morgan
RE: Quarterly Financial Action Report
Date: October 12, 2022

To comply with the HED (Higher Education Department) mandate that each College Board approve a quarterly financial action statement, attached is the Quarterly Action Statement for the quarter ending on September 30, 2022. This disclosure notifies you as the NMJC Board as well as the HED to any financial problems that might not be evident with an income and expense report. The College has made all required payments, payroll, and scheduled payments to vendors. Please approve the Quarterly Financial Action Report as of September 30, 2022.

Respectfully,



Josh Morgan

QUARTERLY FINANCIAL ACTION REPORT

Fiscal Year 23

Today's Date: 10-12-2022

Period (check one)

1st quarter

2nd quarter

3rd quarter

4th quarter

Institution: New Mexico Junior College

DURING THE TIME PERIOD COVERED BY THIS REPORT, DID YOUR INSTITUTION:

(1) Request an advance of state subsidy? Yes: No:

(2) Fail to make its required payments, as scheduled, to appropriate retirement system(s)?

Yes: No:

(3) Fail to make its payroll payments, as scheduled?

Yes: No:

(4) Fail to make its scheduled debt service payments?

Yes: No:

(5) Fail to make payments to vendors, as scheduled, due to a cash deficiency or a substantial deficiency in the payment processing system?

Yes: No:

(6) Relative to its original budget for the fiscal year, experience any actual or anticipate any projected financial changes (such as unbudgeted decreases in revenues or unbudgeted increases in expenditures) that will result in a substantially reduced year-end fund balance or larger deficit this fiscal year?

Yes: No:

If the answer to any of the above is "Yes," please describe in a separate document: (i) the reason for the occurrence, (ii) the actions taken by your institution to resolve this particular occurrence, and (iii) the actions taken by your institution to prevent events such as this from occurring again.

In addition, if the answer to number 6 is "Yes," please describe in a separate document the nature of the financial changes and describe and assess the impact that the changes will have on your institution's planned year-end financial position.

New Mexico Higher Education Department
Institutional Finance Division
Quarterly Financial Certification Template

Please complete and sign the following certification form and submit with Quarterly Financial Statements and Quarterly Financial Actions Report.

I certify that I believe the information provided in the attached (a) Financial Statements, and (b) Financial Actions Report, for the:

1st X 2nd _____ 3rd _____ 4th _____ Quarter, FY 23

are correct as of the date indicated below, and that

New Mexico Junior College

has a functioning financial accounting system that captures assets, liabilities, revenues, and expenditures on a timely basis, and the Governing Board receives timely notification of any significant actual or projected variances between budgeted and actual revenues and expenditures.

Pat Chappelle, Board Chair

Dr. Derek Moore, President



Josh Morgan, Vice President for Finance

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575) 492-2770
Fax: (575) 492-2768

To: New Mexico Junior College Board Members
From: Josh Morgan
RE: Capital Transfers
Date: October 12, 2022

Board members,

As part of our process to close out FY 22, we evaluate our Instruction and General (I&G) reserve balances and identify capital projects to transfer funds from I&G to Capital. Oil and gas revenues collected in excess of budgeted amounts are considered as a funding source for capital need. After the final oil and gas distribution was received for FY 22, we reviewed this year's I&G reserve balances and we are requesting the board to approve the following Capital transfers:

<u>Request</u>	<u>Project</u>
\$ 1,500,000	Mary Hagelstein Renovation
\$ 1,000,000	Mansur Hall Renovation
\$ 500,000	Track Upgrades
\$ 3,000,000	Total Request for Capital Projects from Reserves

The Mary Hagelstein and Mansur Hall Renovation Projects have been identified as priority projects in the Campus Facilities Master Plan. The requested transfer will bring both the Mary Hagelstein and Mansur Hall renovation projects to an institutional allocation of \$4,000,000.

New Mexico Junior College has been awarded the opportunity to host the 2023 Outdoor Track Nationals. The Track Upgrades Project will fund necessary track upgrades needed for the 2023 Outdoor Track Nationals. The requested transfer will bring the Track Upgrades to an institutional allocation of \$1,489,829.

Thank you,



Josh Morgan

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575) 492-2770
Fax: (575) 492-2768

To: New Mexico Junior College Board Members
From: Josh Morgan
RE: Travel and Per Diem Policy
Date: October 12, 2022

Board members,

The Business Office is recommending a change to the Fiscal Services travel policy to comply with state statute on per diem and mileage. Currently, meals are paid based on \$30.00 per 24 hours. We are recommending to change the per diem to \$59.00 per 24 hours to comply with state statute.

Section 10-8-4 Subsection (L) of the Per Diem and Mileage act states:

With prior written approval of the governing board or its designee, a nonsalaried public officer of a public post-secondary educational institution, a salaried public officer of a public post-secondary educational institution or a salaried employee of a public post-secondary educational institution is entitled to per diem expenses under this subsection and shall receive:

- (1) Reimbursement for actual expenses for lodging; and*
- (2) Reimbursement for actual expenses for meals and incidentals not to exceed the maximum amounts for in-state and out-of-state travel established by the department of finance and administration for the fiscal year in which the travel occurs; provided that the department of finance and administration shall establish the maximum rates for the reimbursement of actual expenses for meals and incidentals as described in Subsections B and C of this section.*

The Department of Finance and Administration's established rates for in-state and out-of-state travel are as follows:

Meal Rates for Actual Reimbursements	FY23
<i>In-State</i>	<i>\$59.00</i>
<i>Out-of-State</i>	<i>\$59.00</i>

Partial Day/Return from Travel/Same Day	FY23
Less than 2 hours	\$0.00
2 hours but less than 6	\$20.00
6 hours but less than 12	\$42.00
12 hours but less than 24	\$59.00

We are asking the board to change our Fiscal Services travel policy to comply with the above referenced state statute and the annual per diem rates established by the Department of Finance and Administration. The recommended changes would become effective January 1, 2023.

Thank you,



Josh Morgan

MEMO

To: NMJC Board

From: Scotty Holloman

Date: October 7, 2022

Re: Redistricting

A plan for redistricting NMJC Board positions must be done every ten years.

A redistricting plan must be approved by the NMJC Board by no later than December 31, 2022. NMJC retained Research & Polling, Inc. to help with the redistricting process. Mr. Michael Sharp with Research & Polling, Inc., joined the September 2022 board meeting. Mr. Sharp presented Principles of Redistricting which covered what was necessary to consider in redrawing district lines. Maps of the current districts and Concepts A, B, and C for proposed redistricting were provided to the Board members and were available for members of the public.

Maps of the current districts and the proposed Concepts A, B and C have been posted in the John Shepherd Administration Building and on NMJC's website. Comments to the plans were to be sent to my email address. To date, no comments to have been received. The Board has now had some time to review the various concepts.

The plan is for the Board to hear any public comments at the October meeting. The Board can also discuss the various concepts and possibly agree on one concept to be approved at the November board meeting.

NEW MEXICO JUNIOR COLLEGE

BOARD POLICY MANUAL

Adopted
January 16, 2003

Revised
~~May 20, 2021~~ ~~October~~ July 8, 2022



New Mexico Junior College Board
5317 Lovington Highway
Hobbs, New Mexico 88240 (575) 392-4510
www.nmjc.edu

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APPENDIX A

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NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 100

SECTION: Manual

POLICY TOPIC: General Provisions

Page 1 of 3

- I. Title: This publication shall be known as the *New Mexico Junior College Board Policy Manual*.
- II. Purpose: The *Manual* represents a statement of the policies of the Board related to the philosophy and governance of New Mexico Junior College (hereinafter sometimes referred to as “New Mexico Junior College, NMJC or College”). The *Manual* together with the ~~1985~~ Community College Act (~~NMSA 1978 §21-13-1 et. seq. Chapter 21, Article 13, NMSA 1978 Amended~~) and other applicable state and federal laws constitute the fundamental guideline for the administration of the College.
- III. Definitions: The following terms when used in the *Manual* shall have the meaning herein respectively ascribed to them unless the context in which such terms are used clearly indicates another meaning:

BOARD:	The New Mexico Junior College Board.
CAMPUS:	Campus of New Mexico Junior College
PRESIDENT:	The Chief Administrative Officer of New Mexico Junior College and Chief Executive to the Board.
MANUAL:	<i>New Mexico Junior College Board Policy Manual</i> .
POLICIES:	Statements of the basic philosophy, which express organizational intentions for achieving expectations, goals and objectives.
PROCEDURES:	Statements identifying the course of action, series of steps, methods, or means by which policies are implemented and administered.
RULES:	Administrative orders.
NMJC OR COLLEGE:	New Mexico Junior College

IV. Formulation and Revision of Board Policy

- A. The formulation and adoption of written policies constitutes one of the basic methods by which the Board shall exercise its leadership in the operation of the College. The Board delegates to the President the function of implementing the policy.
- B. Recognizing its own function as the lawful and final authority in policy matters, the Board accepts the principle that those who are affected by the policy shall be involved in the formulation of such policy. The Board encourages employees and administration to review and recommend new policies or changes of policy. A person seeking a revision or addition shall submit it in proposed form, unnumbered and undated, together with the justification to the President who shall forward the change to the Board with the President's recommendation for action. No amendments to the policy shall be made without the Board's approval.

V. Formulation of Administrative Procedure

- A. The Board delegates to the President the function of formulating administrative procedures and rules under which the College shall operate. As implemented under the president's jurisdiction, these procedures and rules shall be approved by the Board and shall also be consistent with the policies adopted by the Board.
- B. Administrative procedures and rules shall generally be located in detail in various College documents to include, but not be limited to, the *College Catalog*, *Employee Handbook*, *Student Handbook*, *Athletic Handbook*, *Administrative Policies and Procedures Manual* and the *Financial Services Policies and Procedures Manual*.

VI. Interpretation

- A. In the event that any provision of the *Manual* shall appear to be vague, indefinite, or in conflict with other provisions hereof or with state and federal laws, the President shall be the authority for the interpretation thereof.
- B. If an organization referenced herein changes its name, the President shall be authorized to have any such reference modified to reflect the organization's current designation without reconsideration of the Board.

VII. Reference Coding:

A. The *Manual* elements shall be designated by a numbering system as follows:

1. Section Designation: Roman Numerals
2. Policy Topic Designation: Numbering System from 100-900.

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NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 200

Page 1 of 1

SECTION: New Mexico Junior College Organization

POLICY TOPIC: New Mexico Junior College Mission [and Nondiscrimination Statement](#)

I. Mission

The mission of New Mexico Junior College, as a comprehensive community college, is to promote success through learning.

II. Vision

Sharing the Vision of New Mexico Junior College's mission will be achieved by building a culture that values and promotes excellence, effectiveness, responsiveness, access, and community involvement.

III. Nondiscrimination

New Mexico Junior College (NMJC) does not discriminate on the basis of race, color, religion, national origin, ancestry, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation (including perceived sexual orientation), gender identity, marital status, spousal affiliation, disability (physical or mental), serious medical condition, age (40 and older), genetic information or veteran status or any other legally protected categories, classes or characteristics and provides equal access to designated youth groups . NMJC is committed to ensuring persons of all these protected classes will have access to NMJC's programs, facilities, and employment.

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I. Planning Introduction

New Mexico Junior College shall be committed to a system of planning and evaluation of outcomes as important and necessary tools for accomplishing its stated mission. Development and maintaining a planning process to include maximum participation from the College constituency has been given high priority by the Board and administration. The purpose of the planning process is to put the College in a better position with regard to the overall mission, to achieve stated goals and objectives, to attain positive outcomes, and to adjust more quickly to change.

II. Planning Activities (partial list):

A. Budget Plan

The annual budget allocates resources in alignment with the strategic and operational objectives of the College.

B. Building Replacement and Renewal Plan

The institutional BRR Plan provides for building renewal and replacement.

C. Strategic Plan

The Strategic Plan is the long-range outlook that gives needed information and direction to the College for growth over a five-year period. The plan is formally updated on a five-year cycle. Progress towards objectives of the plan are reported annually.

D. Master Facility Plan

The campus Master Facility Plan provides guidance concerning management of campus facilities and future expansion of the physical plant.

E. Information Technology Plan

The IT Plan is updated annually and provides guidance concerning management of College technology. The IT Plan identifies timetables and budgets for upgrading existing services and installation of new technologies.

F. Roofing Plan

The Roofing Plan provides a detailed analysis of all institutional roofs and the year in which they should be replaced. The plan is updated periodically.

G. Equipment Replacement and Renewal Plan

The institutional ERR Plan provides for a replacement schedule for equipment throughout the campus. The plan is updated annually.

H. Paving and Sealant Plan

The institutional Paving and Sealant Plan provides for periodic renewal of campus roadways and parking lots. The plan is updated periodically.

I. Landscaping Plan

The institutional Landscaping Plan provides for ongoing and emerging trends in landscaping and revitalization of the grounds. The plan is updated periodically.

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 300

Page 1 of 4

SECTION: New Mexico Junior College Board

POLICY TOPIC: Board Authority, Composition, Organization and Duties

I. Introduction

- A. New Mexico Junior College is governed by a ~~seven member~~ Board elected from the New Mexico Junior College District. The duties and responsibilities of the Board are as outlined and stated in the Community College Act, ~~(NMSA 1978 §21-13-1 et. seq.) being Sections 21-13-1 through 21-13-25 inclusive of the New Mexico statutes 1978 compilation as amended.~~
- B. The Board evaluates proposals for the improvement of the College, its educational programs; studies present practices of operation, and approves policies to meet the needs of the College. Members of the Board shall have authority *only* when acting together as a board in session. The Board shall *not* be bound by any statement or action on the part of any individual member of the Board, except when such statement or action is in pursuance of specific instructions by the Board. The Board delegates to the President the responsibilities of administering and supervising the policies and procedures of the College and the day to day operation of the College.

II. Composition

- A. Size and Term: The New Mexico Junior College Board consists of seven (7) members elected from single-member districts. Members are required to reside in the districts from which elected. Any member removing ~~such member's his / her~~ residence from the district from which ~~such member he / she~~ was elected shall be deemed to have resigned ~~such member's his / her~~ position, and the vacancy created by such resignation shall be filled in the manner provided by law and in this policy for the filling of vacancies on the Board of a community college district. The Board members shall be elected for a term of six (6) years from January 1 after their election. Terms of Board members are staggered.
- B. Elections: Elections of board members shall be held on the first Tuesday following the first Monday of November of each odd-numbered year according to state statutes.

- C. Vacancies: All vacancies caused in any other manner than by the expiration of the term of office shall be filled by appointment by the remaining members. An individual appointed by the remaining members of the Board to fill a vacancy in office shall serve until the next election as required by applicable law, at which time candidates shall file for and be elected to fill the vacant position to serve the remainder of the unexpired term in accordance with applicable law.

III. Organization

- A. Board Officers--Designation: At its first regular meeting following ~~an~~the election, the Board shall select from its members a chairperson and secretary who shall serve in these offices until the next regular board election. ~~The Board, as the need arises, may elect a chairperson and secretary to fill unexpired terms of a chairperson or secretary that is unable to complete such officer's term. The Board may reorganized at any time as determined by a majority of the Board. After each election, Board members shall re-organize in this manner: The chairperson and secretary shall have the following responsibilities:~~

1. Chairperson: The duties of the ~~Chairperson of the Board~~Board Chairperson shall be:
 - a. To preside at board meetings;
 - b. To call special or emergency meetings as required or to change the time and/or date of a regular meeting; and
 - c. To perform such other duties as may be prescribed by law or by action of the Board.
2. Secretary: The duties of the Secretary of the Board shall be:
 - a. To preside over board meetings in the absence of the Board Chairperson; and
 - b. To perform such other duties as the Board may prescribe.

- B. The President shall serve as Chief Executive to the Board. A Board Recorder shall be appointed for clerical assistance.

- ~~1. Chief Executive to the Board: The duties of the President shall be:
 - a. To provide adequate notice to board members and the public of all meetings;
 - b. To call all regular meetings;
 - c. To attend all board meetings except during that portion of a meeting when his salary or performance is being discussed among members;
 - d. To arrange for recording of minutes of the board meetings and transmit a copy of the previous meeting minutes to each board member before each ensuing meeting;
 - e. To arrange to have the board agenda prepared; and
 - f. To have charge of all records, proceedings and documents of the Board.~~

~~2.1~~ Board Recorder: The duties of the Board Recorder shall be:

- a. To prepare the board agenda as directed by the Chief Executive to the Board;
- b. To record and prepare minutes of board meetings;
- c. To arrange for the posting of the notice for all board meetings according to statutory requirements; and
- d. To assume such other responsibilities as shall be assigned by the President as Chief Executive to the Board.

IV. Duties and Responsibilities

- A. The Board's primary duty is to determine the financial and educational policies of the College. The Board shall provide for the management of the College and the execution of policies by selecting supporting, evaluating and retaining a President for the College.
- B. The Board shall have the power to fix tuition and fee rates for resident and non-resident students of the New Mexico Junior College District; to accept gifts to the College; to accept federal aid; to purchase, hold, sell, and rent property and equipment. The Board will embrace the general welfare of the institution and the best educational interests of the people in the College's service area.
- C. Other Board responsibilities are summarized by but not limited to the following:
 1. To adopt and periodically review a statement of philosophy and mission which clarifies basic educational beliefs and responsibilities of the College to the community.
 2. To determine and evaluate the quality of professional leadership needed to carry out the philosophy and objectives of the College.
 3. To provide that the College is operating in a fiscally responsible manner, approve the annual budget and review the monthly expense summary, and approve employee benefit programs and salary schedules.
 4. To award the appropriate degree or certificate upon completion of a curriculum organized for that purpose.
 5. To review and approve expenditures and bid projects in compliance with fiscal policy.

6. To review and take appropriate action on matters relating to physical plant and master plan development.
7. To formulate or cause to be formulated such additional policies as are necessary to promote the educational program of the College.
8. To adopt such minimum standards as are considered desirable by the Board to supplement those of the New Mexico Higher Education Department and the Higher Learning Commission (HLC).
9. To consider communications and requests from citizens and organizations on matters of policy, administration, and other items of public concern affecting the College.
10. To refer complaints received about the College and its operation to the President to research and determine the appropriate course of action.
11. To govern as a unit, with one voice.
12. To balance and integrate the wide variety of interests into policies that benefit the common good and the future of the NMJC District.
13. To create a positive climate for NMJC.
- ~~10.~~14. To support and advocate for NMJC, by among other things, promoting NMJC in the community, foster partnerships with other entities in the community, advocate the needs of NMJC with government officials, support NMJC Foundation and its fundraising efforts, and protecting NMJC from inappropriate influence.
- ~~11.~~15. To adopt and review the *Employee Handbook* and other handbooks or to provide mechanisms for adoption of handbooks.-

I. Board Travel

Board members travel without remuneration other than the reimbursement of actual and necessary expenses incurred in the performance of their official duties. Travel shall be reimbursed at the same rate as established for College employees. Out-of-state travel for members of the Board shall be approved by Board action.

II. Board Per Diem.

Board members shall be paid per diem for attending Board meetings and functions as allowed by applicable state statute.

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I. Orientation and Training of Board Members

The College President shall provide an orientation for new Board members prior to, or soon after the member assuming [such member's](#)~~his / her~~ seat on the board. Training will focus on understanding the Board's functions, policies, and procedures. Assistance given in the orientation of the new Board member may include the following, as appropriate or available:

1. Selected materials of the responsibilities of being a contributing member on the Board.
2. Materials pertinent to meetings and an explanation of its use.
3. Invitations to meet with the College President and other administrative personnel designated by the College President to discuss services the administration performs for the Board.

4. Access to a copy of the Board's policies and administrative regulations, and other documents currently in use by other Board members.
5. Information regarding appropriate meetings and workshops.
6. A formal orientation on legal and budgetary oversight responsibilities of the Board by the College President or designee.
7. Other information and activities as the Board or the College President deems useful in fulfilling the role of a Board member.

II. Board Training

Annually, the College President shall work with the Board to develop and implement appropriate and current training for the Board, or when appropriate.

I. Introduction

To comply with the Open Meetings Act, [NMSA 1978](#) Sections 10-15-1 to 10-15-4, ~~[NMSA 1978](#)~~, the following definitions and procedures are detailed so the conduct of all Board business is ~~in~~ compliance with the spirit of the law:

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II. Meetings

A. Definition: Meetings are defined as any gathering of a quorum of board members held for the purpose of formulating public policy; discussing College business; or taking any action that the Board has authority to take.

B. Types of meetings:

1. Regular Meetings: According to state statute, meetings of the Board shall be held not less than quarterly each calendar year. Special meetings shall be held upon call of the ~~Chairperson of the Board~~[Board Chairperson](#) or a majority of the Board. In a meeting of the Board, a motion was adopted that regular meetings of the Board shall be held on a monthly basis. This exceeds what is required by law but is deemed necessary to accomplish College business in an orderly and timely manner. The regular meetings will be held on the third Thursday of every month at 1:30 p.m. in the New Mexico Junior College Board Room (Zia Room) Hobbs, New Mexico. The date or place of a regular meeting may be changed by action of the Board at any previous meeting or by the [Chairperson of the Board](#). ~~Every board member shall be notified either by letter or personally by distribution of the minutes carrying a record of the change or at any other time by the Chairperson of the Board after timely notice to all members and with the consent of a majority of members.~~ If the date or place of any regular meeting is changed, the public shall be informed of the change by notice as required by law.
2. Special Meetings: Special meetings to conduct College business shall be called by the ~~Chairperson of the Board~~[Board Chairperson](#), by a majority of the members of the Board or by the President with approval of the Board Chairperson.

3. Work Sessions: Work sessions may be called by the President with the approval of the Board Chairperson to review and discuss College-related information. No official board action shall take place in a work session.
4. Emergency Meetings: An unscheduled meeting may be called by the Board Chairperson for the purpose of considering an emergency or any other matter of urgent public necessity.
5. Closed Meetings: Closed meetings or executive sessions of the Board shall be closed to the public pursuant to state law.
6. Notice of (i) any change in the date, time or place of a regular meeting of the Board, (ii) any special meeting of the Board, (iii) any work session of the Board, or (iv) any emergency meeting of the Board shall be given to the members of the Board by personal delivery, by telephone, by facsimile or by electronic mail directed to each Board member at the contact information maintained by the College for such Board member.

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III. Meeting Procedures

- A. Prerequisites to Transact Business: In order to transact business which is binding to the College, the Board shall meet in official session, keep minutes, and have a quorum of members present. All motions, duly seconded, require a majority of those voting.
- B. Agenda: The meeting agenda shall be prepared by College employees and coordinated by the President for board presentation. Board members ~~may~~ also request that the President include an agenda item for board presentation.
- C. Rules of Procedure: Unless otherwise determined by the Board or herein specified, all meetings shall be conducted in accordance with Robert's Rules of Order Revised.
- D. Minutes: The minutes of each regular, special or emergency meeting or any work session shall be recorded and include at minimum the following:
 1. Date, time and place of the meeting.
 2. Names of all members of the Board in attendance and a list of those absent.
 3. Statement of what proposals were considered.

4. Record of any decisions made by the Board and how each member voted at each vote.

4.

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NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 303

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A draft of all minutes shall be prepared within ten (10) working days after the meeting. At this time the minutes shall be available for public inspection in accordance with the New Mexico Inspection of Public Records Act; however, these minutes shall not become official until approved at the next regular meeting. All official records with original signatures of board transactions of the regular meetings shall be kept on file by the Board Recorder as a permanent official record of the College and shall also be open to public inspection in accordance with the New Mexico Inspection of Public Records Act. Minutes shall be succinct but shall include both informational and action items. All special meetings ~~and work sessions~~ where College business is discussed shall have appropriate minutes prepared and be appropriately recorded and available for inspection. Board members shall request inclusion of statements or data which they deem vital to an adequate understanding of the minutes.

E. Voting: Voting on Board action items shall be by voice vote except when a roll call vote is requested by a Board member, by applicable law, or rules of Parliamentary Procedure. A member voting against a motion may state such member's ~~his / her~~ reasons and shall have them recorded in the minutes, if such member ~~he / she~~ so requests at the time of voting. The minutes shall record the name of the person making the motion, the name of the person seconding it, and the vote with dissenting members being noted.

F. Order of Business: The normal order of business on the agenda of regular board meetings shall be as follows:

1. Call to Order
2. Welcome
3. Adoption of Agenda
4. Approval of Minutes
5. President's Report

6. New Business
7. Public Comments
8. Determination of Next Meeting
9. Closure of Open Meeting
10. Adjournment

G. Remote Attendance: A member of the Board may participate in a meeting of the Board by means of a conference telephone or other similar communications equipment ("Remote Attendance") when it is otherwise difficult or impossible for the Board member to attend the meeting in person, provided that each member in Remote Attendance can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the Board who speaks during the meeting.

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IV. Public Access

- A. Meetings Open to the Public: All meetings at which the Board plans to formulate policy, discuss College business, or take any action within the authority or delegated authority of the Board shall be open to the public at all times except as otherwise provided by applicable law.
- B. Meetings Closed to the Public: To close a meeting or to call an executive session at which the general public shall not be entitled to be present for purposes set out in the Open Meetings Act, the following conditions shall be met and procedures followed:
 1. The Board shall first convene in a public open meeting and during that meeting, the Chairperson shall publicly announce that a closed or executive meeting or session shall be held. A motion to close the meeting shall be made and approved by a roll call majority vote of a quorum of the Board. The motion shall include a statement of the subject to be discussed which gives the Board authority to close the meeting. The vote on the motion shall be recorded as required by law.
 2. If a closed meeting is called when the Board is not in open meeting, public notice appropriate under the circumstance shall be given. The notice shall include a statement of the purpose of the anticipated closed meeting along with

the identification of the section or sections under the statute authorizing the holding of such closed or executive session.

3. Closed meetings according to the above requirements shall be called and voting shall take place in accordance with the Open Meetings Act.
4. Whenever any deliberation or any portion of a meeting is closed to the public, no final action, decision or vote with regard to any matter considered in the closed meeting shall be made except in a meeting which is open to the public or as provided by law. Board action in matters of property acquisition or litigation settlement negotiations may be considered in closed session.

V. Notice Requirements

- A. Regular Meetings, Special Meetings or Work Sessions: In accordance with the Open Meetings Act, reasonable notice shall be given to the public announcing the date, time, place, and subject matter of each meeting. A record of the notice sent to all media sources shall be kept on file. The notice shall also be posted on the New Mexico Junior College Home Page. The Board shall follow the requirements for posting notice of meetings under the Open Meetings Act.
- B. Emergency Meetings: Emergency meetings shall be called as permitted by law and College policy, and such notice as is reasonable within the time restrictions required by the emergency shall be given to the public. Media shall be informed in writing or orally at the earliest practical time after the decision to meet in an emergency session is made. The information provided to the media shall include the date, time and place of the emergency meeting, and the purpose of calling the meeting. A record of the media outlets contacted and the information included in the message, whether written or orally made, shall be kept on file. Written notice of any emergency meeting shall also be posted in the college's administrative office area.
- C. Informal Meetings: Functions which the board members attend as a group, such as training workshops, social gatherings, conventions, community celebrations, and similar events (but at which no Board session is officially called and no College

business is acted upon), shall not be considered a Board meeting within the terms of this section of Board policy and ~~no~~ public notice may but does not have to be need be given.

VI. Citizen Participation

- A. Rationale: Interested persons may communicate their concerns to the Board at a meeting if certain procedures are followed. Such procedures are intended to preserve the constitutionally guaranteed rights of free speech and petition and to avoid unfair discrimination among viewers seeking expression. The Board reserves the right to amend and / or waive any or all of these procedures by majority vote of its members.

- B. Procedure: In order that the business of the College may be conducted in an orderly and deliberative fashion, the Board sets forth the following procedures for citizens desiring to appear before it:

- ~~1. Citizens desiring to be heard by the Board shall notify the President forty eight (48) hours prior to the meeting and indicate the agenda item or non-agenda item which they wish to address. At that time, the President shall make the decision as to whether to deal with the issue administratively or as a Board agenda item.~~
- ~~2. Individuals who have notified the President of their desire to address the Board on an agenda item and have been so approved shall be recognized before the Board Chairperson calls for a vote on the item or concludes the item. Speakers shall limit remarks to the agenda item.~~
- ~~3. Individuals who have notified the President of their desire to address the Board on non-agenda items and have been so approved shall be recognized at the time the agenda is adopted so the item can be included as an addition to the agenda. The same individuals shall then again be recognized at the time the item is scheduled on the revised agenda. No action shall be taken on a non-agenda item.~~
1. Each person of the public desiring to make public comments shall be limited to 3 minutes.
- ~~4.2~~ The Board has the discretion of hearing or not hearing any individual or group and reserves the right to fix such additional ~~h~~-time limits on presentations as

deemed appropriate to the occasion, and may limit the number of speakers who appear before the Board on any given issue. The Board by majority vote shall extend such limits as it deems appropriate.

~~5.3~~ The Board shall refrain from hearing complaints or charges against employees of the College.

~~6.4~~ Only individuals officially recognized by the Board Chairperson shall be allowed to speak.

~~7.5~~ The use of profanity, obscenity, and/or other offensive language shall be sufficient cause for the Board Chairperson to withdraw a citizen's permission to address the Board.

~~8.6~~ Except in emergencies, the Board shall not attempt to decide upon any question before examining and evaluating information any individual requests the Board to consider, which may be submitted by such individual or which is otherwise reasonably available. The President shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board makes a decision.

~~9.7~~ These procedures are subject to the provisions of the Open Meetings Act.

C. Written Communication: All written communication to the Board, which bears the signature(s) and address(es) of the person(s) originating the communication, shall be transmitted to the Board as a report from the President.

VII. Legal Opinions--Board Requests

All questions or inquiries of a member(s) of the Board involving the law and procedural matters pertaining to the College shall be reduced to writing by such member(s) and transmitted to the President. Upon receipt of such questions or inquiries by the President, ~~he / she~~ shall submit the same to the legal counsel of the

College for the appropriate answer which answer shall be made in writing and transmitted through the President to the Board.

I. Board Member Code of Ethics

As a member of the New Mexico Junior College Board, it is my duty and responsibility to:

- A. Devote time, thought, and study to the duties and responsibilities of a board member so that I may render effective and creditable service.
- B. Work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debates of points of issue.
- C. Base my personal decision upon all available facts in each situation, vote my honest conviction in every case un-swayed by partisan bias of any kind, and abide by and uphold the final majority decision of the Board.
- D. Remember as an individual I have no legal authority outside the meetings of the Board and conduct my relationships with the College employees, the local citizenry and all media of communication on the basis of this fact. Recognize any conflict of interest both in appearance and fact regarding decisions made by the College and announce said interest prior to board discussion. Refrain from voting in cases when a conflict of interest may occur.
- E. Resist every temptation and outside pressure to use my position as a board member to benefit either myself or any other individual or agency apart from the total interest of the College.

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II. Board Member Code of Conduct

Each member of the Board of New Mexico Junior College shall endeavor to:

- A. Attend all scheduled Board Meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Conduct all College business in open public meetings unless, in the judgment of the Board and only for those purposes permitted by statute, it is deemed more appropriate to hold a closed meeting.
- C. Hold confidential all matters discussed in Executive Sessions of the Board.
- D. Recognize and understand that the basic function of the Board is policy making, not administrative.
- E. Approach all Board related discussions, decision making, and voting from an unbiased perspective and a non-discriminatory manner.
- F. Promote a healthy working relationship with the President and the administration by:
 - 1. Appointing the best qualified professional leader available when a President is to be appointed.
 - 2. Developing and maintaining open and honest communication between the Board and the College President.
 - 3. Expecting the President to present recommendations for Board action with complete information and in a timely manner that would allow members an adequate period of study and deliberation.
 - 4. Recognize the value of the importance of full open discussions on all facets of any recommendation presented by the President before Board action is taken.
 - 5. Referring complaints to the President or advising that complaints be presented in writing to the Board as a whole, through the President.
 - 6. Recognizing that the hiring, assigning, transferring, dismissal or suspension of employees will be handled according to established

employee policies through the President's Office and in accordance with the *Employee Handbook*.

G. Devote appropriate time, thought, and study to the duties and responsibilities of a Board member in order to render effective and credible service.

G.

H. Treat the position on the Board as a public trust and use the powers and resources as a Board member only to advance the public interest and not to obtain personal benefits or pursue private interests.

I. The Board members shall conduct themselves in a manner that justifies the confidence placed in them as an elected member of the Board.

J. Disclose real or potential conflicts of interest, at all times and use reasonable efforts to avoid undue influence and abuse of my office.

K. Not request or receive any money, thing of value or promise thereof that is conditioned upon or given in exchange for promised performance of an official act.

III. Board Member Conflicts of Interest

The Board of New Mexico Junior College believes that it should exercise a leadership role with respect to governmental ethics which goes beyond statutory requirements and therefore that it is important to avoid even the appearance of a conflict of interest. A potential conflict of interest is a situation that involves a personal, familial, or business relationship between a Board Member and/or organizations that do business with the College or a family member who is an employee of the College. This relationship can cause the College or the Board to be legally or otherwise vulnerable to public criticism, embarrassment, or litigation.

A. Disclosure

All Board members are required to: (1) annually review and sign this policy; (2) disclose those substantive relationships that he or she maintains or members of his or her family maintain with the college or with organizations that do business with the college or otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility. In the event that a Board member is uncertain as to the

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appropriateness of disclosing a particular relationship, the Board Chairperson, the College President, or College counsel should be consulted.

B. Restraint on Participation

It is the policy of the Board of New Mexico Junior College that members will not participate in Board discussions or votes on items or transactions where they have a conflict of interest.

C. Definitions

The following definitions are provided to help Board members decide whether a relationship should prevent a Board member from participating in consideration of a decision or proposed transaction:

1. Potential conflict of interest or conflict of interest: substantive relationships maintained by Board members, or members of their family, with the College or with organizations that do business with the College or that otherwise could be construed to potentially affect their independent, unbiased judgment in light of such Board Member's ~~his or her~~ decision-making authority or responsibility.
2. Business relationship: one in which a Board member, or a member of such Board Member's ~~his or her~~ family as defined below, serves as an officer, director, employee, partner, trustee or owns 5 % or more of the ownership interests ~~controlling stockholder~~ of an organization that does substantial business with the College.
3. Family member: A spouse, parent, child, or sibling, by consanguinity or affinity ~~father, father in law, mother, mother in law, son, son in law, daughter or daughter in law~~, or any other relative if the latter resides in the same household as the Board member.
4. Substantive relationships: When a Board member, or member of such Board member's ~~his or her~~ family, (a) are the actual or beneficial owner of more than 20 % ~~5%~~ of the ownership interests in voting stock or controlling interest of an organization that does substantial business with the College; (b) has other direct or indirect dealings with such an organization from which the Board member, or member of such Board member's ~~his or her~~ family benefits directly, indirectly or potentially from cash or property receipts which total \$51,000 ~~\$5~~ or more annually; or (c) is employed by the College or receives fees, benefits or other compensation from the College.
5. Substantial business: An organization that does substantial business with the College is one that received more than \$15,000 ~~\$15~~ from the College in the previous fiscal year.

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 400

Page 1 of 3

SECTION: Administrative Organization

POLICY TOPIC: The President

I. Authority

- A. The New Mexico Junior College president is the Chief Executive Officer of the College. The President is charged in the Community College Act, in the rules and regulations of the New Mexico Higher Education Department, in the rules and guidelines of the Higher Learning Commission, and in the policies of the New Mexico Junior College Board with carrying out the policies of the Board and with administering the College efficiently and effectively. The President is directly responsible to the Board for the operation of the College and is expected to provide creative educational leadership in the achievement of the mission of the College as adopted by the Board.
- B. The President shall employ other administrative and/or other employees as shall be needed for the operation, maintenance, and administration of the College. The President shall be responsible for the establishment of an administrative organization appropriate to the size, complexity, and objectives of the College.

II. General Duties and Responsibilities

Within the framework of the policies adopted by the Board, the President shall exercise broad and discretionary authority in carrying out the responsibilities of the position. The President is the Chief Executive Officer of the Board and the administrative head of all sectors, divisions and departments of the College. The Chief Executive Officer shall delegate responsibilities for the operation of the various segments of the College, but shall be responsible to the Board for the results achieved. The duties and responsibilities of the President include but are not limited to the following:

- A. To perform satisfactorily the job as the President for New Mexico Junior College;
- B. To execute policies adopted by the Board;

- C. To manage New Mexico Junior College in conformity with the policies of the Board, the New Mexico Higher Education Department, the rules and guidelines of the Higher Learning Commission, the laws of the state of New Mexico and the laws of the United States of America;
- D. To provide leadership that allows the College's philosophy to be reflected in curriculum development; this includes developing and presenting the Board recommended policies and cooperating with the policy-making duties and responsibilities of the Board;
- E. To assign specific administrative functions to be performed by members of the administrative staff;
- F. To route all routine communications from the Board to members of the staff through the President and receive communications from the College employees to the Board through the President;
- G. To work with the various administrative heads in the continuous evaluation and improvement of the administrative, supervisory, and instructional techniques and procedures;
- H. To attend all meetings of the Board unless excused by the Board;
- I. To report to the Board from time to time, at [the President's his / her](#) discretion or upon the request of the Board, on the educational and financial affairs of the College;
- J. To prepare the agenda for meetings of the Board;
- [K. To call all regular meetings of the Board;](#)
- [L. To provide adequate notice to Board members and the public of all Board meetings.](#)
- [M. To arrange for recording of minutes of the board meetings and transmit a copy of the previous meeting minutes to each board member before each ensuing meeting;](#)
- [N. To have charge of all records, proceedings and documents of the Board;](#)
- ~~K.O.~~ To secure cumulative factual data needed by the Board, the administration and professional and support / maintenance staff employees in planning for the short-term and long-range needs of the College;
- ~~L.P.~~ To prepare the annual HED and institutional budget with the assistance of the appropriate College officials and personnel;

~~M~~.Q._____ To serve as an ex officio member of all College committees and organizations;

~~N~~.R._____ To be responsible for the governmental affairs and lobbying activities for the College;

~~O~~.S._____ To support and promote the general welfare of the College and its various publics and communities;

~~P~~.T._____ To represent New Mexico Junior College to its various constituencies, the general public and educational groups, and perform such other duties and responsibilities as shall be assigned by the Board; and

~~Q~~.U._____ To communicate with the Board on all matters of major concern to the College and its community.

I. Evaluation of College President

The Board shall have the right and responsibility to evaluate the College President, and/or his office, at any time. The President shall be evaluated annually in the month of ~~April~~ January. Each ~~March~~ November, a request will be made to Board members to administer the “Presidential Evaluation”. The development of “Presidential Evaluation” will include the NMJC President, the Board, and the college counsel.

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II. Criteria for Evaluation

The criteria for evaluating the Office of the President shall be, but not limited to, the following:

- A. Leadership of Campus, Community, and State interests.
- B. Application of Board policies, and Board communications.
- C. Administrative and management skills.
- D. Resource management.
- E. Achievement of College mission and objectives.
- F. Public and community relations.
- G. Interpersonal relationships.
- H. Communication of Campus, Community, Board, and State issues.
- I. Conflict management.
- J. Enrollment management.
- K. Institutional planning and budgeting.

NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 402
SECTION: Administrative Organization
POLICY TOPIC: Presidential Travel

Page 1 of 1

I. Presidential Travel

The Board gives approval to the President to travel overnight and/or out of state to attend meetings and conferences deemed needed and necessary in executing the duties of president of the College.

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 403 Page 1 of 2

SECTION: Administrative Organization

POLICY TOPIC: Executive Organization

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I. Introduction

The College is organized into five ~~six~~ major service areas with the President providing general administrative overall leadership. The service areas of the College consist of Instruction, Finance, Student Services, Training and Outreach, Facilities and Special Projects, and Administrative Services. ~~Campus Legality and Community Involvement~~. The President shall hold regularly scheduled meetings with the administrative employees to give and to seek advice, provide counsel and give direction toward goals of the College within the framework of board policies.

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II. Vice President for Instruction

The Vice President for Instruction, under the direction of the President, shall have primary responsibility and authority for the supervision and development of all instructional programs and activities. The Vice President for Instruction shall be responsible for providing quality and sound judgment in development of courses and programs, use of appropriate instructional methodology, deployment of instructional resources, compliance with state and Higher Learning Commission assessment requirements, and the management of instructional support services. The Vice President for Instruction shall serve as the liaison between the President of the College and the faculty and instructional support employees.

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III. Vice President for Finance

The Vice President for Finance, under the direction of the President, shall have primary responsibility for budget development and implementation, and accounting of all fund revenues, expenditures and investments. The Vice President for Finance shall establish and maintain quality procedures for the procurement of services, materials and equipment purchased, as well as maintaining an inventory of all College property. The Vice President for Finance shall serve as liaison between the President of the College and employees in the areas of fiscal services and auxiliary services.

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IV. Vice President for Student Services

The Vice President for Student Services, under the direction of the President, shall have primary responsibility for the development and implementation of policies and programs related to student services and student life. The Vice President for Student Services shall serve as the liaison between the President and College students and supervise student services employees serving in the areas of enrollment management, Trio grants, athletics, public relations / marketing, counseling, financial aid and student life.

V. Vice President for Training and Outreach

The Vice President for Training and Outreach, under the direction of the President, shall have primary responsibility for the development and implementation of policies and procedures related to the development of training programs and community outreach opportunities. The Vice President for Training and Outreach shall serve as the liaison between the President and business and industry.

VI. Vice President for Operations and Special Projects

The Vice President for Operations and Special Projects, under the direction of the President, shall have the responsibility of maintaining the campus facilities, grounds and overall campus appearance, as well as the execution and implementation of the many special projects that are of paramount importance to NMJC.

VI. General Counsel/Executive Chief Community Liaison Director for Administrative Services

The General Counsel/Executive Chief Community Liaison Director for Administrative Services, under the direction of the President, shall have primary responsibility related to the legal affairs of the college, as well as, for the development and implementation of policies and programs related to employment, campus safety and security, and the College Foundation. The General Counsel/Executive Director for Administrative Services shall serve as the liaison between the President and the College staff.

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I. Introduction

~~The President, or his / her designee, shall be authorized to establish such associations, councils, and committees deemed necessary for the organization and administration of the College.~~

II. Internal Communication

A. ~~General: The President, or his/her designee, shall call general faculty and / or employee meetings or special group meetings as needed and specify the time and place of such meetings. Further, the President shall establish standing and ad hoc committees to assist in college governance or projects to include prescribing his/her function, establishing terms of service of employees and determining committee membership.~~

B. ~~Faculty Senate of New Mexico Junior College: The faculty employees at New Mexico Junior College shall be members of the Faculty Senate. The organization is a vehicle to transmit a faculty consensus to the President concerning those areas of the College operations that affect the faculty. The Faculty Senate shall provide a means to develop a closer relationship among the members, provide a common meeting ground through regular business sessions and social activities, promote professional development, strive for continued improvement of the College, and promote effective communication with other campus groups. However, the primary focus of the Faculty Senate shall be to promote continued improvement of instruction and to assist with the operations of the College through appropriate committees.~~

C. ~~Support/Maintenance Staff Council: The Support / Maintenance Staff Council of New Mexico Junior College was organized to develop a closer relationship among themselves, to promote professional development, to strive for continued improvement of the College, and to promote effective communication with other campus groups. This organization shall be a vehicle to transmit a consensus of the council to the President concerning those areas of the College operations that affect the support/maintenance employees.~~

I. Introduction

The President ~~may shall~~ establish guidelines for college faculty and employee contacts with external organizations and agencies. The ~~President may shall~~ also provide citizens the opportunity for input into the College's operations by serving with staff employees on various committees. ~~??????~~

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II. Public Relations

A. Institutional Public Relations Policy: New Mexico Junior College recognizes the need to implement an effective public information program. It is intended that the College carry out an effective information program to maintain the necessary goodwill of the public it serves. An effective program requires organization, order, and continuity to achieve its objectives.

~~B. Responsibility: The President, or the President's his/her~~ designee, shall be responsible for the release of all public information pertaining to the College. ~~Generally, the President shall delegate the necessary authority to the Director of Communication to carry out that responsibility. This officer, in cooperation with appropriate employees, shall implement a program, which shall achieve the College's public information objectives within the framework of this policy.~~

~~B.~~

~~C. Media Relations: No one shall speak for the College on unresolved issues or actions unless specifically authorized by the President to do so. Internally initiated contacts with representatives of the news media shall be channeled through the Public Relations Office. Inquiries from the media normally shall be referred to and coordinated by this office. Procedures have been established by the Public Relations Office governing the release of public information to include printed matter, news releases, and commercial advertising.~~

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~~D. Incident Reports: When an incident report has been created, it shall be treated as a pending case. When appropriate, information shall be released in total or an extract shall be provided to external organizations by the President or designee.~~

~~III. Citizen Advisory Committees~~

~~A. Occupational Advisory Committees: These committees may be established for each of the College's occupational programs and shall be comprised of citizens and faculty employees whose function is to advise the College personnel regarding the adequacy of instructional programs designed for a particular trade, craft, or occupation. Membership requirements and terms are outlined in the Advisory Committee Member's Handbook???~~

~~B. Other External Committees: The President may occasionally call on other citizens of the community to serve on permanent and ad hoc College committees with staff and faculty employees to assist with College functions and to offer advice on selected projects having significant community impact.~~

~~IV. College Calendar~~

~~The President, or his / her designee, shall develop and maintain a calendar of activities including those of external as well as internal college groups. Information shall include location, time, and sponsor's contact person.~~

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NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 406

Page 1 of 3

SECTION: Administrative Organization

POLICY TOPIC: New Mexico Junior College Foundation/Thunderbird Booster Club/
Western Heritage Museum & Lea County Cowboy Hall of Fame

I. New Mexico Junior College Foundation

A. New Mexico Junior College Foundation is an independent 501(c)(3) non-profit New Mexico corporation, organized in October, 1969, whose mission is to foster, encourage, and promote college education (academic and career / technical) at New Mexico Junior College. The Foundation is governed by an independent Board of Directors. The Foundation achieves this mission by giving qualified persons the opportunity to obtain advanced education by means of financial assistance and scholarships; by soliciting funds for educational, philanthropic, and benevolent purposes to be used to encourage and promote New Mexico Junior College and College-related activities; and by supporting the expansion of facilities at the College through grants and private contributions.

B. New Mexico Junior College Foundation shall submit an audit report annually to the Board for review.

II. Thunderbird Booster Club

A. The Thunderbird Booster Club is an independent 501(c)(3) non-profit New Mexico ~~corporation~~organization, organized in January 1968, whose mission is to promote athletics by assisting with the annual athletic banquet and special awards, publicity, membership drives, public relations, equipment, fund raising, and special needs for student athletes requiring enhancements for their academic or athletic performance. The athletic director shall serve as an advisor for all activities. The Thunderbird Booster Club is governed by an independent Board of Directors.

~~B. The Thunderbird Booster Club adheres to the policies and procedures of the NJCAA, the WJCAC, and the NIRA.~~B. The Thunderbird Booster Club adheres to the policies and procedures of the NJCAA, the WJCAC, and the NIRA.

~~C. Upon dissolution, any monies, which may be in the account of the Thunderbird Athletic Booster Club, shall automatically be transferred to the account of the New Mexico Junior College Foundation.~~

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III. Western Heritage Museum and Lea County Cowboy Hall of Fame

A. The Western Heritage Museum is owned and operated by NMJC. The Western Heritage Museum preserves, presents, and interprets the history of Southeastern New Mexico within the museum collection and permanent exhibits; offers the opportunity to explore broader perspectives of the world through temporary exhibits; and encourages community involvement via educational programs and opportunities. The Western Heritage Museum is assisted by a Museum Advisory Board created by Museum Advisory Board Resolution dated November 16, 2006. The Museum Advisory Board is appointed by the NMJC President subject to approval of the NMJC Board.

A.B. Specifically, the Lea County Cowboy Hall of Fame and Western Heritage Center ("Cowboy Hall of Fame") is an ~~501~~ independent 501(c) 3 nonprofit corporation organized in 1978, whose mission is to ~~dedicated to the role of~~ honoring those persons from Lea County, NM who have made outstanding contributions in the world of rodeo, ranching, and the ranching way of life. The Cowboy Hall of Fame honors individuals who have influenced the growth of the local community through their leadership, and enhances and compliments the education process at New Mexico Junior College. The Cowboy Hall of Fame is governed by an independent Board of Directors.

The Western Heritage Museum and Cowboy Hall of Fame are parties to an Operating Agreement dated on or about June 27, 2006 which set forth the relationship of the Western Heritage Museum and the Cowboy Hall of Fame. The Western Heritage Museum and Lea County Cowboy Hall of Fame at New Mexico Junior College shall be non-political and non-profit. Goals of the Western Heritage Museum shall be to collect and display memorabilia of the Cowboy Hall of Fame inductees for the purpose of perpetuating the region's western heritage; to collect and display artifacts related to the history of the region, including but not limited to native peoples, explorers, pioneers, and the ranching and oil industry; to provide visitors with appropriate traveling exhibitions on a wide variety of topics for their educational enrichment; ~~to encourage research in the area of the history of the Lea County rodeo cowboy and ranch cowboy~~; to cooperate with other organizations which are involved in similar programs; and to do all things and take all steps reasonably calculated to further the aims and objectives of the museum.

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~~B. The Lea County Cowboy Hall of Fame is empowered to receive and accept contributions and funds from the public, from governmental agencies and other sources; and to expend and use those contributions and funds to promote and advance the purposes of the Lea County Cowboy Hall of Fame.~~

~~The Lea County Cowboy Hall of Fame is also empowered to accept, receive, and acquire funds, stocks, securities, and property by donations, bequests, and devises~~

~~or otherwise, and to hold, invest, re-invest, convert, exchange, sell, transfer, mortgage, pledge, lease, give, dispose of, and otherwise deal with any and all funds, stocks, securities, and properties so received or acquired, all for the purpose of operating the Lea County Cowboy Hall of Fame.~~

IV. New Horizons Foundation.

A. New Horizons Foundation (“NHF”) is a 501 (c)(3) nonprofit corporation formed in 2011 under the University Research Park and Economic Development Act, NMSA 1978 §21-28-1 et. seq. The general purpose of NHF is to engage in cooperative ventures of innovative technological significance that will advance education, science, research, conservation, health care and/or economic development within New Mexico. NHF serves as a resource, source of information, conduit and liaison between educational institutions, private industry and governmental entities to promote research in numerous areas including, but not limited to education and science. NHF’s Board of Directors is appointed by the Board of New Mexico Junior College as required by NHF’s Bylaws and state statutes.

B. NHF shall submit an audit report annually to the Board for review.

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NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 407
SECTION: Administrative Organization
POLICY TOPIC: Accreditation

Page 1 of 1

Accreditation

- A. New Mexico Junior College shall maintain the accountability standards and adhere to institutional policies as established by the New Mexico Higher Education Department. The College shall perform in such a manner to maintain institutional accreditation in The Higher Learning Commission as well as other relevant accrediting agencies.

C. New Mexico Junior College is accredited by or holds membership in the following national or regional associations. Note, this list may change as different groups are added or removed. This list is for informational purposes only:

1. American Association of Collegiate Registrars and Admissions Officers
2. American Association of Community Colleges
3. Association of Community College Trustees
4. Hispanic Association of Colleges and Universities
5. National Accrediting Agency for Clinical Laboratory Sciences
6. National Association of College Auxiliary Services
7. National Association of College and University Business Officers
8. National Association of Student Financial Aid Administrators
9. National Association of Student Personnel Administrators
10. National Automotive Technicians' Education Foundation
11. National Junior College Athletic Association
12. National League for Nursing Accreditation Commission
13. New Mexico Association of Collegiate Registrars and Admission Officers
14. New Mexico Independent Community Colleges Association
15. The Higher Learning Commission
16. Rocky Mountain Association of Collegiate Registrars and Admission Officers
17. Western Association of College and University Business Officers
18. Western Junior College Athletic Conference

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 500

Page 1 of 2

SECTION: Personnel

POLICY TOPIC: Requirements and Employment

I. Quality of Employees

New Mexico Junior College ~~is~~ shall be committed to employing and retaining highly qualified individuals who are trained and skilled in the area of their appointed responsibility, who understand and support the basic characteristics of community college concepts, who understand the demographics of its service area, and who show a willingness to work in harmony and cooperation with others toward accomplishing the institutional mission.

II. Qualifications for Employment, Promotions or Transfers

- A. ~~Employment, promotions, or transfers shall be based on qualifications, ability and past performances.~~
- B. ~~New Mexico Junior College may promote employees within the organization to more responsible positions. In employment, promotional or transfer decisions, the College may consider such factors as organizational needs, aspirations and qualifications of individuals, and availability of other job candidates. However, in all cases, NMJC will be seeking the best qualified applicant(s) for the positions (s).~~

III. Equal Opportunity

- A. ~~New Mexico Junior College shall comply with the existing federal and state laws and regulations in its personnel actions, including but not limited to the Civil Rights Act of 1964 and 1990; Executive Order 11246; Section 504 of the 1973 Rehabilitation Act; the Age Discrimination Act of 1967; the Americans with Disability Act of 1990; and the Vietnam Era Veteran's Readjustment Act of 1974, where applicable, as well as, the constitutions of the United States and the State of New Mexico.~~
- B. ~~New Mexico Junior College does not discriminate based upon color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, ancestry, gender identity, spousal affiliation, genetic information, protected veteran status, or any other legally protected categories, classes or characteristics.~~

IV.II. Employee Handbook.

New Mexico Junior College has adopted a comprehensive Employee Handbook ("*Employee Handbook*") detailing policies and procedures concerning aspects of employment with New Mexico Junior College. The Board of New Mexico Junior College regularly reviews and approves all revisions to the *Employee Handbook*.

V. Employee Categories

~~The *Employee Handbook* establishes appropriate employee categories conforming with the Fair Labor Standards Act (FLSA) and other applicable law.~~

NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 501
SECTION: Personnel
POLICY TOPIC: Employment Terms and Workloads

Page 1 of 2

~~I. Introduction:~~

The President, or the President's designee, shall establish procedures for formulating contracts and regulating the work of the faculty and staff employees.

~~II. Contracts of Employment (Exempt)~~

~~The *Employee Handbook* sets forth the details of employment contracts for exempt employees. Neither the provisions of the *Employee Handbook*, nor the terms of the employment contract shall be construed to imply or guarantee the expectation of continued employment with the College.~~

~~III. Employment of Full Time Support/Maintenance (Non-Exempt) Employees~~

- ~~A. Support/Maintenance employees are employed At Will, not employed under an employment contract, but who may be dismissed at any time, with or without cause.~~
- ~~B. Contingent, part time and seasonal employees shall be employed on a short-term or limited basis. They are employees At Will, not employed under an employment contract, but who may be dismissed at any time, with or without cause.~~

~~IV. Workload~~

~~The period during which a professional salaried (exempt) employee shall be on duty is the fiscal year or the contract term; and for the support/maintenance hourly (non-exempt) employee, the normal work period is as specified in the *Employee Handbook*. Full time faculty employees shall be on duty according to the instructional schedule and the number of days specified in the employment contract. Specific workloads may be established by the President through the appropriate deans.~~

~~V. Community Activity Participation~~

~~Faculty and staff are encouraged to individually participate in some type of community activity or service provided that such participation does not cause the individual's professional responsibilities to be impaired.~~

~~VI. Special Assignments~~

- ~~A. Supplemental Employment: Agreements for supplemental employment shall be made with professional salaried (exempt) personnel for the performance of duties in summer school, evening classes or other assignments not included in the regular contract. Such service shall be compensated at rates approved by the President. The~~

~~President and/or Vice Presidents shall be authorized to approve such agreements and establish procedures for the delegation of such authority.~~

~~B. Release Time: Employees on full-time contracts shall be granted release time from all or a portion of their regular tasks or teaching workload for the purpose of performing special assignments. Any such release time activity shall be approved by the President and the terms thereof clearly indicated. Faculty employees may also be given short-term release from other duties to teach classes during the temporary absence of the regular instructor.~~

~~C. Extra Compensation: Compensation for extra service, in addition to the regular duties to employees, may be awarded in the form of extra compensation. Compensation for such service shall be approved by the President and the terms thereof clearly indicated.~~

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I. Termination and Suspension

~~Explanations of reasons for dismissal or suspension are outlined and available in the current *Employee Handbook*.~~

II. Summary of Dismissal or Suspension

~~Dismissal or suspension may result from an act or event, in the opinion of the President, which is detrimental to the general welfare of the College.~~

III. Reduction in Force/Salary Reduction

~~While New Mexico Junior College strives to provide a stable and secure environment in which to work, under certain circumstances, it may be necessary to eliminate an employee's position or reduce an employee's pay due to budgetary needs, declining enrollment, institutional income factors, program reductions, reorganization, termination of funding for a grant funded program, or any combination of these factors or other business needs.~~

~~Additional information, policies and procedures concerning Reduction in Force/Salary Reduction are contained in the *Employee Handbook*.~~

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 503

SECTION: Personnel

POLICY TOPIC: Appeal Process

Page 1 of 1

~~I. Employee Disputes~~

~~Philosophy: The Board recognizes that by reason of differences of opinion, personality conflicts, and lack of communication, disputes may occur. It is in the best interest of New Mexico Junior College that disputes be resolved immediately.~~

~~II. Disciplinary Actions~~

~~Philosophy: Deficiencies in employee performance, except in the case of summary dismissal, shall be dealt with at the supervisory level in an attempt to resolve the matter informally. Deficiencies that remain unresolved may result in termination. In the event that a continuing contract faculty employee or other employee terminated for cause wishes to have an impartial examination of issues surrounding his termination in a formal hearing, an appeal procedure has been developed for this purpose and is outlined in the *Employee Handbook*.~~

I. Salary and Wage System

~~The development of a comprehensive wage and salary planning approach is vital to New Mexico Junior College to recruit and retain well qualified staff. Details concerning Wage and Salary information is contained in the *Employee Handbook*.~~

II. Salary Plan Provisions

~~The objective of the salary plan is for the College to be competitive with other similar institutions in the local and regional markets and to achieve the goals set forth in the *Employee Handbook*.~~

III. Benefits Program

~~The President, or the President's designee, shall develop a benefit plan for all faculty and staff employees. The Board shall annually consider a benefit package as part of the budgetary process.~~

IV. Employee Advancement

~~Qualifications for Employee Advancement, Promotion or Transfer will be considered based on the criteria set forth in the *Employee Handbook*.~~

I. Philosophy of Staff Development

~~Professional growth and development and in-service training for faculty and staff employees are seen as tools for increasing knowledge and developing skills which shall enhance the development of each employee in an effort to improve job performance as well as improve the efficiency of the operations of the College. Faculty and staff employees shall be expected to realize professional progress through such activities as completion of additional college work, participation in professional organizations and meetings, seminars, workshops, special study groups, independent study groups, independent study or research, travel, work experience, publishing, private instruction and leadership in college and civic organizations. The Board is committed and supportive of these and other activities, and encourages the administration to provide opportunities for employee development which shall in turn promote the accomplishment of the College's mission.~~

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III. Staff Development Plan

- ~~A. As a vehicle for promoting the professional growth activities of the New Mexico Junior College faculty and staff employees, the College shall have a program of activities and provide development opportunities through a comprehensive staff development plan. The objectives of the plan are as follows:~~
- ~~1. To promote training for all employees to enhance their understanding of the nature of a comprehensive community college.~~
 - ~~2. To provide faculty employees with the instructional technology and methodology appropriate to community colleges.~~
 - ~~3. To provide professional enrichment program opportunities for all employees.~~
 - ~~4. To enhance instructional support programs through support employee training.~~
 - ~~5. Enhance the climate for staff development by obtaining maximum commitment for such activities from the administration and Board.~~

- ~~6. Recognize staff development program participation by providing appropriate recognition.~~
 - ~~7. Tailor the programs of staff development to all staff groups.~~
 - ~~8. Continue ongoing planning and evaluation of the staff development plan.~~
 - ~~9. Develop the program so it is consistent with institutional goals and objectives.~~
 - ~~10. Consider the total development needs of the employee and of the College.~~
 - ~~11. Develop the program in view of fostering job satisfaction and attracting and retaining qualified, creative, committed and competent employees.~~
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NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 506

SECTION: Personnel

POLICY TOPIC: Annual Goal Setting

Page 1 of 1

I. Philosophy

~~The success of New Mexico Junior College is directly related to the job performance of its employees in its service area. Therefore, the College is committed to a system of goal setting to help employees stay focused. Further details concerning goal setting for employees is contained in the *Employee Handbook*.~~

II. Recognition

~~A. New Mexico Junior College has a program that recognizes excellent service and communicates to its employees *pride in a job well done*. Service awards are a part of this recognition and reflect the commitment and effort of employees to earn them. The service awards are recognition of those full time employees who have attained five (5) years of continuous service. Service Awards are given out to employees in 5 year increments.~~

B. Eligibility

- ~~1. Current full time employee.~~
- ~~2. Only actual employment (other than contingent status) shall serve as length of service for this program.~~
- ~~3. The annual cut off date for determining service awards shall be December 31.~~
- ~~4. The service awards shall not apply to part time, contingent and seasonal employees or to the persons teaching in the continuing education/community development program.~~

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 507

SECTION: Personnel

POLICY TOPIC: Employee Records

Page 1 of 1

I. Responsibility for Employee Records

The Director of Human Resources is designated as the custodian for personnel records of the faculty and staff employees and the records of applicants seeking employment at the College.

II. Inspection Policy

Any person who wishes to inspect the contents of a personnel file or applicant file shall be permitted to do so, but is limited to information that does not include legally protected material.

~~III. Release of Information~~

~~Except as required for use by the President in the execution of official duties, or as required by law, the custodian for records shall release personnel file contents only upon written authorization from the employee affected.~~

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 508

SECTION: Personnel

POLICY TOPIC: Employee Standards of Ethics

Page 1 of 3

I. Declaration of Policy

~~Engaging in outside work for money, although not encouraged, shall not be prohibited unless such work interferes with the employee's duties, creates a conflict of interest or adversely reflects on the College or its purpose. Conflict of interest occurs when an employee is in a position to influence a decision or utilize information that the employee shall have access to in the employee's position which may result in personal gain for the employee (or for a family member, or any immediate family member). To implement this policy, the following standards of conduct and disclosure requirements shall be observed by the employees owing a responsibility to the people of the service area in the performance of their duties. This policy shall serve as a guide for official conduct and as a basis for discipline of those who breach the standards of ethics.~~

II. Standards of Conduct

- ~~A. All College employees shall treat his/her position as a public trust and shall use the powers and resources of his/her position to advance the interests of the College and shall not obtain personal benefits or pursue private interests that are incompatible with the public interest.~~
- ~~B. All College employees shall conduct themselves in a manner that maintains the appearance and fact of integrity in the ethical discharging of their position responsibilities.~~
- ~~C. Pursuant to state law, New Mexico Junior College employees shall not request or receive money, items or gifts of value, favors, gratuities or promises from any person, firm or corporation that is engaged in or attempting to do business (either directly or indirectly) with the College.~~
- ~~D. An employee having (or whose family has) any sort of financial or managerial relationship (whether directly or indirectly) with a business attempting to do business with the College shall disclose such relationship in writing to the Coordinator of Purchasing before the College can purchase goods or services from the business.~~

~~E. No employee shall accept other employment or engage in any activity that might reasonably cause him/her to disclose confidential information acquired by reason of his/her employment with the College.~~

~~F. All NMJC employees shall make College purchases in accordance with the State Procurement Code and purchasing procedures published by the Business Office. Any unauthorized purchases made by an employee shall be considered personal in nature and shall not be binding upon the College.~~

~~G. Employees shall not use College purchase cards or charge/vendor accounts for personal use. Violation of this policy shall result in disciplinary action up to and including dismissal.~~

~~III. Disclosure of Interest~~

~~A. Certification of No Interest: Any employee in the preparation of specifications, evaluation, recommendation, execution or administration of any purchase or contract for the purchase of goods or services by the College (other than employment contracts) shall be deemed to have certified in writing that the employee does not have a substantial interest in any business entity which is a party to or receives direct financial benefit from New Mexico Junior College's purchase or contract.~~

~~B. Non Certification: If in any case an employee is or anticipates that he/she shall be in breach of the above certification, he/she shall immediately notify his/her immediate supervisor of such fact, identify the business entity in which he/she has a substantial interest and the nature and extent thereof. Such an employee shall immediately be removed from any involvement in the transaction and the President shall take such other action as he/she may deem necessary to avoid a conflict of interest with regard to such a transaction.~~

~~C. Financial Disclosure: Any employee routinely involved in activities covered by this policy shall, at his/her option, make a disclosure of his/her personal interest by filing a statement of such interest with the President (or in the case of the President with the Board). Any such statement shall be updated annually. The President shall require the filing of such financial disclosure by any employee routinely or extensively involved in the type of business transactions contemplated by this policy.~~

~~IV. Non-Compliance~~

~~The failure of any employee to comply with one or more of the provisions of this policy, which applies to him/her, shall constitute cause for termination of employment subject to right of hearing.~~

~~V. Employee Theft Policy~~

~~It is a violation of the New Mexico Junior College theft policy for any employee to take or allow another employee to take college property and convert that property to his/her own use. A violation of this policy shall result in dismissal from employment (see *Employee Handbook*).~~

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 509

SECTION: Personnel

POLICY TOPIC: Drug -Free Workplace

Page 1 of 1

I. ~~Drug Free Workplace Policy and Program~~

~~The Drug Free Workplace Policy and Program has been adopted pursuant to federal law and the commitment of the College to a drug free environment for the pursuit of its educational mission. Drug abuse in the workplace poses a serious threat to the health and welfare of employees and student employees; impairs work performance; jeopardizes the safety and well being of other employees, students and members of the general public and conflicts with the responsibility of New Mexico Junior College to foster a healthy atmosphere for the pursuit of education and service for the Junior College District. Details of the entire policy are printed in the current *Employee Handbook* as well as online at the NMJC Web page.~~

I. Sexual Harassment

~~The New Mexico Junior College is strongly committed to the values of safety, equity, and fairness for faculty, staff, students and visitors to the NMJC campus. Faculty, staff, students and visitors are entitled to a respectful environment, one that is free from sexual harassment. Specific policies concerning sexual harassment can be found in the Employee Handbook and the Student Handbook. Sexual Harassment Policy shall cover all the employees of the College and all the students. This policy also extends to former employees and former students when sexual harassment has resulted in a change of the employee's or student's status to that of a non-employee or non-student prior to resolution of any alleged sexual harassment.~~

~~Discrimination on the basis of sex is a violation of the Civil Rights Act of 1964, the Civil Rights Act of 1991 and Title IX of the Educational Amendments of 1972. New Mexico Junior College prohibits sexual harassment activity, which is a form of sexual discrimination, by any of its employees or students. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:~~

- ~~A. Submission to such conduct is made either explicitly or implicitly as a term or condition of employment or instructional service.~~
- ~~B. Submission to such conduct has the purpose or effect of interfering with an individual's work; or classroom performance; or creating an intimidating, hostile or offensive workplace, classroom or campus environment.~~
- ~~C. Submission to or rejection of such conduct by an individual is used as the basis for delivery to or withholding of the institution's services.~~

~~Unwelcome conduct of a sexual nature and a hostile work, classroom or campus environment includes, but is not limited to, the following:~~

- ~~A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting or brushing against; flirtations or verbal abuse of a sexual nature; graphic comments regarding physical or personality characteristics of a sexual nature; displaying of sexually suggestive objects or pictures in the work place; and sexually oriented kidding, teasing, double entendre and jokes.~~
- ~~B. Verbal or physical conduct of a sexual nature shall constitute sexual harassment when the allegedly harassed employee or student has indicated, by his/her direct communication or conduct, that it is unwelcome.~~

Policy and Procedures for Employees:

- ~~A. Any employee who believes that he/she is the object of sexual harassment or who has knowledge of any sexual harassment of any other employee or student shall immediately report it to a supervisor or to the Director of Human Resources, Executive Director of Administrative Services. A prompt confidential investigation shall be conducted of any reported sexual harassment. Charges of sexual harassment should be made as soon as possible after the alleged occurrence. Appropriate disciplinary action, up to and including dismissal or suspension of employment, shall be taken against any employee who is found to have been responsible for sexual harassment or for knowingly permitting a sexually hostile environment to exist.~~
- ~~B. Confidentiality shall be maintained within the limits of an investigation and no reprisals or retaliation shall be allowed to occur as a result of good faith reporting of charges.~~
- ~~C. Complaints of sexual harassment or unwelcome conduct of a sexual nature shall be formally pursued under the EEO grievance procedure, contained in the *Employee Handbook*.~~

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Policy and Procedures for Students:

- ~~A. Any student who believes that he/she is the object of sexual harassment or who has knowledge of any sexual harassment of any other student or employee shall immediately report it to the Vice President for Student Services or his/her appointed designee. A prompt confidential investigation shall be conducted of any reported sexual harassment. Charges of sexual harassment should be made as soon as possible after the alleged occurrence. Appropriate disciplinary action, up to and including suspension or dismissal of a student, shall be taken against any student who is found to have been responsible for sexual harassment or for knowingly permitting a sexually hostile environment to exist.~~
- ~~B. Confidentiality shall be maintained within the limits of an investigation and no reprisals or retaliation shall be allowed to occur as a result of good faith reporting of charges.~~
- ~~C. Complaints of sexual harassment by students or unwelcome conduct of sexual nature by a student shall be formally pursued under the disciplinary procedure and/or the grievance procedure within the *Student Handbook*.~~

I. Philosophy

The mission of New Mexico Junior College is to provide quality educational and support services to enhance the quality of life for the communities and individuals New Mexico Junior College serves and to ensure success through learning.

II. Transfer Education

The College offers courses which are designed to enable students, including those who enter with scholastic deficiencies, to complete the first two (2) years of four (4) years of college work and to enter a four-year institution. Several programs of study exist to this end leading to Associate in Arts, Associate in Science, and Associate in Applied Science degrees.

III. Career/Technical Education

The College actively monitors the technical/vocational training needs of its service area and the state, and assumes a position of developing and offering courses designed to equip students with the skills and technical knowledge required for successful employment in semi-professional or other occupational fields. One and two-year certificate programs and an Associate in Applied Science degree may be the result of the completion of various technical/vocational program offerings at the College.

IV. Community and Continuing Education

In recognition of the principle that true education is a lifelong experience, New Mexico Junior College offers non-credit courses designed to prepare individuals for responsible citizenship, increased competence in communication, improved understanding of their cultural heritage and physical and biological environment, achievement of a balanced lifestyle, social adjustment and an opportunity for life enrichment.

V. Articulated High School Program

New Mexico Junior College is committed to a close working relationship with the public secondary schools in its area. A cooperative program has been established whereby high school students are trained in various occupational programs in the

~~same facilities and share equipment with their post-secondary counterparts. This cooperative program allows high school students to amass college credits while still completing their high school education.~~

~~VI. Dual Credit Classes~~

~~New Mexico Junior College is committed to working closely with the public secondary schools in the area it serves. To this end, NMJC has established a broad spectrum of dual credit classes that are offered to qualified high school students. These courses are offered via ITV, online, and/or face to face methodologies and the participating high school students must meet the same standards and placement scores as native students.~~

~~VII. Early College~~

~~New Mexico Junior College is committed to working closely with the public, secondary schools in the area it serves. To enhance this endeavor NMJC, along with the five school districts in Lea County, has developed an Early College Program which allows high school juniors and seniors the opportunity to fully immerse in the college setting on the NMJC campus and work toward an Associate's Degree at the same time they complete requirements for high school graduation.~~

~~VIII. Basic Skill Development~~

~~To support the open door policy and to provide opportunities for those citizens not able to complete high school, the College offers an Adult Basic Education (ABE) program culminating in the award of a General Education Development (GED) certificate. Classes in English as a Second Language are conducted at sites throughout the county.~~

~~IX. Continuing Education and Educational Access Programs and Services~~

~~In keeping with its mission of educational access, New Mexico Junior College offers the following programs and services. The Board acknowledges these programs and services as important to the educational program and supports their continued development.~~

- ~~A. Instructional Outreach: Instruction in both credit and non-credit programs are offered at various public schools and other facilities throughout the service area. The College also enters into cooperative agreements with community agencies and organizations to offer skill training opportunities on site.~~
- ~~B. Flexible Scheduling: New Mexico Junior College offers a variety of courses during the evening hours and on weekends. Self-paced instruction is also available in many programs. The implementation of the open-entry open-exit concept is also supported.~~
- ~~C. Telecommunications: Instructional television (ITV) and other means of electronic delivery are effective means of extending educational opportunity to citizens who otherwise might not avail themselves of it or who prefer an individual approach to learning. The College shall continue to develop means to implement these programs.~~
- ~~D. Brokering of Educational Services: NMJC is committed to distance education through brokering and coordination of educational programs, activities and services in its region.~~

~~X. Instructional Support Services~~

~~New Mexico Junior College offers extensive support services for its instructional courses and programs to include learning resources, tutoring, counseling and guidance, career advisement, assessment and placement.~~

~~XI. Small Business Development Center (SBDC)~~

~~The Small Business Development Center (SBDC) provides a vast array of technical assistance to small businesses and aspiring entrepreneurs. By supporting business growth, sustainability and enhancing the creation of new business entities, the SBDC foster local and regional economic development through job creation and retention. As a result of the no-cost, extensive, one-on-one, long-term professional business advising, low-cost training and other specialized services SBDC clients receive, the program remains one of the nation's largest small business assistance programs. The SBDC is made up of a unique collaboration of SBA federal funds, state and local governments, and private sector resources.~~

~~The SBDC provides services through professional business advisors including the development of business plans, financial proposals and lending assistance, procurement and contracting aid, market research, trainings, tax planning and other business related services. The New Mexico Junior College SBDC is part of the New~~

~~Mexico Small Business Development Center Network (NMSBDC), which is comprised of 18 service centers and 7 satellite offices strategically located throughout New Mexico. Service area for the New Mexico Junior College SBDC is Lea County, New Mexico.~~

~~XII. Grading and Scholastic Standing~~

- ~~A. Philosophy: The task of evaluating academic performance is extremely important. Although letter grades are not precise yardsticks for indicating levels of academic performance, the assignment of grades shall be taken seriously by all faculty employees, in view of the extremely important consequences that grades have in the lives and goals of students. Despite this emphasis on grades, it is even more important that faculty employees not lose sight of the more important goals of evaluation i.e., emphasizing an attitude toward lifelong learning and determining whether students actually reach predetermined objectives of the curricula. Since the goals of the College are the maximizing of learning and skills among students, rather than a sorting out of individuals by grade discrimination, New Mexico Junior College encourages its faculty employees to discuss and evaluate different philosophies of grading and to recommend policies or procedures which are likely to improve the motivation of students toward the intrinsic rewards of learning and to stimulate a better atmosphere for learning in the College.~~
- ~~B. System of Grading: The grading system used by the College is the "A" through "F" system. Grades assigned shall reflect the quality of work done in courses for credit. Grades indicating the standing of students for each course taken are issued at the end of each semester. Complete descriptions of grades offered as well as an explanation of various withdrawal formats and course options are listed in the *Student Handbook* and the *College Catalog*.~~
- ~~C. Grade Appeals: An appeals process as outlined in the *Student Handbook* and *College Catalog* shall be available for students wishing to appeal an assigned grade.~~
- ~~D. Scholastic Standing: A system of recognizing scholastic standing has been instituted at the College to include recognition of honor for academic achievement as well as an identification of those having academic difficulty through a system of probation and suspension. More specific procedures for the classification of probation and suspension as well as the removal provisions from such probation and suspension are listed in the *Student Handbook* and the *College Catalog*.~~

~~XIII. — Student Academic Load~~

~~The normal load for a full-time college student, who plans to graduate in two (2) years, (without attending summer school) is 15-16 hours per semester. However, in order for a student to maintain full-time status, he/she shall enroll in, and complete a minimum of twelve (12) semester hours. (See *College Catalog*)~~

~~XIV. — Attendance~~

~~Attendance shall be required at every session of each course for which the student is enrolled. When unavoidable circumstances make attendance impossible, students shall provide a satisfactory explanation of their absences to their instructors. College sponsored activities are considered excused absences and instructors shall be notified of the students who will be absent from class. Students having absences due to college sponsored activities shall be permitted to make-up work. It shall be the responsibility of the student to make arrangements with the affected classes/instructors to take care of the required work; however, arrangements for make-ups shall be made within a reasonable time frame, usually within one week of the absence.~~

~~XV. — Graduation Requirements~~

~~A. Graduation requirements represent the firm commitment to general education principles that are designed to develop the potential of each student, broaden the outlook and contribute to the realization of the well-balanced whole person. Upon completion of graduation requirements, New Mexico Junior College awards the following degrees: Associate in Arts, Associate in Science, and Associate in Applied Science to students who complete a prescribed program. One and two-year certificates are also awarded by the College.~~

~~B. Transitional studies courses shall not be used to satisfy graduation requirements; however, transitional studies courses required for some students shall become a part of their degree plan.~~

I. Introduction

New Mexico Junior College is committed to the principle of academic freedom in both teaching and learning. Further details of academic freedom are contained in the Faculty Handbook, Student Handbook and Employee Handbook.

II. Academic Freedom

~~A. The role of New Mexico Junior College shall not embrace that of research as commonly found in senior colleges and universities. New Mexico Junior College is a teaching institution; therefore, any consideration of academic freedom does of necessity concern freedom in the instructional process.~~

~~B. As a purveyor of ideas, the faculty employees, at times, shall come in conflict with the prevailing belief of large segments of society, and even with that of his/her own colleagues. Academic freedom is not easily defined because it involves a special set of guarantees. That right to support unorthodox positions, arrived at through scholarly investigation, free from reprisals or coercion, is fundamental to the continued progress of society. The right to pursue unpopular lines of inquiry and express new and unaccepted ideas shall fall within the framework of a very special set of guarantees called academic freedom. In granting these guarantees, society expresses a willingness to risk the consequences, because history confirms that the risk is outweighed by the benefits derived from such a society.~~

~~C. The exercise of this freedom carries with it the burden of corollary responsibilities. Professional employees shall not knowingly misrepresent facts. They shall be careful in their teaching not to introduce controversial matter bearing no relationship to their subject. They shall not force their own ideas and ready made decisions on the student, but shall get the student to make his/her own decisions in the light of all available information. They shall exercise appropriate restraint and guard against distortion and inaccuracies. Outside his/her academic role, as a private citizen, the professional employee shall have no other special privileges. When he/she speaks or writes as a private citizen, he/she shall be free from institutional censorship or discipline; but his/her special position in the community imposes special obligations. As a person of learning and as an instructional employee, he/she shall remember that the public shall judge his/her institution by his/her utterances.~~

~~He/she shall at all times be accurate, shall exercise appropriate restraint, shall show respect for the opinions of others, and shall make every effort to indicate that he/she is not a spokesperson for the College. Should the extramural utterances of an instructor be such as to raise grave doubts concerning his/her fitness for his/her position, institutional discipline shall be imposed which may include board action.~~

~~D. The Board recognizes that it is not possible to define with precision the limits of academic freedom in the complex world of ideas; however, the Board insists that its policies be followed.~~

~~E. The employee's own colleagues and the College shall bear the brunt of public criticism, shall have the most to lose from withdrawal of public trust, and are, therefore, in the best position to balance the issues of academic freedom and responsibility.~~

I. Curriculum Development and Revision

~~All programs at New Mexico Junior College shall be continuously appraised to assure that the offered courses meet the needs of the community and of the students. The College and Board shall encourage faculty involvement in the planning of course offerings and in the development of new techniques for meeting course objectives. The President shall be authorized to establish detailed procedures for curriculum development.~~

II. Criteria for Course Creation

~~New Mexico Junior College shall create adult education, evening college, or community service courses, whether credit or non-credit, when there is an apparent need for it in the community, when the course is primarily educational, when qualified instructors and funds are available, and when adequate enrollment is likely. Under unusual circumstances (e.g., acute community needs, initiation of new programs) some latitude in class size shall be allowed.~~

III. Course and Program Evaluation

~~The College shall have a system in place to evaluate its courses and programs according to relevant enrollment, student achievement, placement statistics, and the criteria as listed above. A course or program shall be discontinued when it ceases to meet all applicable criteria.~~

IV. Course and Program Excellence

~~The College shall strive to achieve and maintain excellence in all of its courses and programs. Further, the College shall encourage faculty employees to keep relevant and current in their disciplines as well as promote the research and development of creative and imaginative educational programs. Real life experiences, field trips and similar activities as part of a course or program are perceived as adding to the relevance and excellence of the program, and shall therefore be encouraged.~~

V. Instructional Methodology

~~Creating alternative means of delivering instruction shall also be encouraged, particularly in view of the diversity of New Mexico Junior College students. Electronic techniques, self-paced instruction and other innovative methodologies shall be seen as key opportunities in the expansion of instructional delivery for the college's service area.~~

VI. Course Syllabi

~~Course syllabi shall be prepared for all courses listed in the *College Catalog*. The syllabi shall be updated continually and copies shall be kept on file in the offices of the Academic Division Deans.~~

I. General Policy

Students shall be responsible for acquainting themselves with the services maintained for them and with procedures outlined for their assistance in such sources as the *College Catalog*, *Student Handbook*, student bulletins and other official publications. The student services staff shall make every effort to assist the student in this endeavor.

II. Programs and Services

~~— Advising: The College shall provide academic advising to assist students in their educational planning.~~

6. ~~Counseling: The College shall provide counseling services to assist students in their educational planning, provide limited personal counseling.~~

~~— Financial Aid: Financial aid programs including various loan funds, scholarships, grants, and campus employment shall be provided and promoted as they are available.~~

7. ~~D. SOAR (Student Outreach, Advancement and Resources) The SOAR program assists students to achieve academic success, become self directed learners, and develop leadership skills by identifying individual barriers to success and providing resources and services designed to overcome those barriers.~~

8. ~~E. Student Accessibility Services: A support service program for individuals with documented disabilities shall be available to assist students while obtaining an education.~~

9. ~~F. Student Records: The Registrar shall maintain permanent academic records for each student, which shall include transcripts, degree audits, course schedules, schedule changes, and grades as well as Veteran's Administration (VA) and International student documentation.~~

10. ~~In addition, the The Registrar's Office shall make and maintain official changes of a personal information, shall send and receive transcripts, and process academic probation and suspension. Other services the office shall provide include enrollment and degree verifications through the National Student Clearinghouse.~~

1. ~~Philosophy: The College shall maintain such information in its files for each student as is considered essential and appropriate to the college operation and~~

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~~student welfare. The College shall adhere to all federal and state laws and rules pertaining to the privacy rights of parents and students.~~

~~2. Release of Student Information: New Mexico Junior College does not publish a student directory for general distribution. Release of student information, shall be governed by the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. Each student shall have the right to review personal records, to seek correction of information contained in those records, and to have access to records as outlined in FERPA regulations. Student records shall be kept in the Registrar's Office and shall be confidential to the student, advisor, and those faculty and staff employees who have authorized access to the files to perform their jobs.~~

~~11. G. Testing and Assessment: The student services staff shall be qualified and equipped to provide testing services for a variety of the students' needs from assistance with career planning to course placement. These services shall be encouraged for the student and shall assist the faculty employee or counselor advisor in the academic advisement of the student. This shall ultimately result in the student experiencing a more positive and successful educational program.~~

~~III. Student Activities:~~

~~A. Philosophy: The College shall be committed to the concept of providing vital co-curricular activities for students. Qualified staff employees shall be employed to develop and to coordinate programs and activities which shall enhance individual leadership development, promote desired social interaction, and provide social and recreational activities.~~

~~B. Student Organizations: Impetus for the formation of new clubs at the College is expected to come from students. As a pre-requisite to operation on campus, all clubs shall be recognized by the College and shall agree to abide by regulations of the Board and club rules issued by the administration. No club shall be established or allowed to operate which discriminates against employees or students in violation of state or federal law. Student clubs and organizations are required to designate a full-time staff employee, generally a faculty member, as a sponsor. Student organizations shall be approved annually by the Vice President for Student Services. (See *Student Handbook* for a list of current Student Clubs and Organizations)~~

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NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 701

SECTION: Student Services

POLICY TOPIC: Admissions

Page 1 of 1

I. Admissions

~~New Mexico Junior College is an independent two-year comprehensive community college having as a major part of its fundamental mission the provision of serving the needs and making accessible post secondary education to the members of the community. In order to fulfill this mission, the College has an open door policy for admission of students in credit courses and programs, who have graduated from an accredited high school, completed a General Education Development (GED), or High School Equivalency (HSE) certificate, have earned adult diplomas under the National External Diploma Program (NEDP®), or who through age and experience qualify for admission. The College also has opportunities for high school juniors and seniors to take college classes. New Mexico Junior College's non-credit course admission shall be in accordance with program procedures and admission policies as described herein.~~

II. Admission Requirements

~~General admission requirements and specific course and program admission requirements shall be outlined in the *College Catalog*. All admission procedures shall be under the direct supervision of the Director of Admissions and subject to review and action by the Vice President for Student Services.~~

III. Equal Access

~~New Mexico Junior College does not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status.~~

IV. Admissions Appeal

~~If an applicant feels that he/she has been unjustly denied admission to the College, he/she shall follow an appeals process as outlined in the *College Catalog*.~~

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 702

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SECTION: Student Services

POLICY TOPIC: Registration, Tuition Charges

I. Registration Policy

- A. The President shall ensure that registration activities and procedures are developed in accordance with College policies.
- B. Early registration procedures shall be developed to maximize student planning, advisement, and placement into appropriate classes.
- C. It shall be the policy of the College to offer equal access to courses and programs being offered for all students who have pre-requisites subject to enrollment limits and deadlines.

II. Tuition Charges

A. General Policy

The Board has the statutory authority to set tuition rates in order to ensure adequate financing of the College. Upon recommendation of the President, the Board will annually review and consider changes in tuition rates as part of the budgetary process. Careful attention and planning of tuition increases will include seeking appropriate input from student representatives, the community, staff, and the Board. Tuition is the student's share of the cost of instruction and general expenditures that represent the cost of providing an education. In determining tuition rates, New Mexico Junior College will seek to uphold the following principles:

1. Citizens who desire a postsecondary education should have access to these educational opportunities at an affordable price.
2. Students and their families are entitled to maximum predictability related to the cost of attending college. Increases in tuition should be gradual and moderate.
3. A reasonable and consistent share of the cost of public education should be shared by the state, local taxpayers, and the student. The Board will take into consideration the following criteria in determining tuition rates:
 - The mission and strategic plan of the College;
 - The availability of state funding;
 - The formula tuition credit rate and other state initiatives adopted by the legislature;

- The district's contribution through local mill levy revenues;
- The tuition rates at other two-year institutions;
- The financial needs of the College, considering other revenue sources and unrestricted reserve balances;
- The sources of need-based financial aid available to students for offsetting tuition increases.

B. Refunds of Tuition

See the Academic Calendar maintained on the NMJC website and the procedures outlined in the College Catalog.

Students who receive federal Title IV financial aid and who withdraw, drop or otherwise fail to complete the semester for which they are enrolled are subject to the federal return of funds policy and may owe a refund to the U.S. Department of Education for unearned amounts received. The return of funds calculation is based on the time a student spent in academic attendance, and a pro rata schedule is used to determine the amount of Title IV aid earned, and the amount to be returned by the institution and the student. Students who do not begin attendance in any or all of their classes will be subject to recalculation of their awards, and will be responsible for any charges owed to NMJC. Questions regarding the federal return of funds policy may contact the Financial Aid Office for further information.

C. Tuition Refund Appeals Procedure

A withdrawing student must submit the Tuition Refund Appeal form along with a written appeal letter delineating individual circumstances that would warrant an exception to the published refund policy to the Registrar. Students can obtain the form at the Help Desk in the Ben Alexander Student Center. The Registrar will study the appeal and either recommend a refund or refer the appeal to the Vice President for Student Services.

~~D. Military Absence~~

~~Any student serving as a reservist in the armed forces who is called up for duty should contact the Vice President for Student Services to explore potential options to continue or terminate their current enrollment. The Vice President for Student Services along with the Academic Deans will first explore ways to assist the student in completing his/her classes. If this is not feasible or viable, the College will offer the student a tuition waiver for a subsequent semester when they return from active duty. Documentation of the waiver will be maintained with the students' student's permanent recordrecords. To ensure that NMJC is more than fair in its policies regarding military absences, NMJC will process refunds that go beyond its normal school refunds on a case by casecase by case basis. A student called up for active duty should contact the Vice President for Student Services in person or by writing before the end of the enrollment period. The student will need to provide a copy of their orders.~~

~~E. Pregnancy~~

~~In accordance with Title IX of the Education Amendments of 1972, in the event of pregnancy, termination of pregnancy, or recovery from any of these conditions, a student's absences shall be excused, as deemed necessary by the student's physician. The student should contact the Vice President for Students (Title IX Coordinator) at (575) 492-2761 for further assistance.~~

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 703

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SECTION: Student Services

POLICY TOPIC: College Credits, Articulation with Other Institutions and Graduation Requirements

I. Transfer of Credits

~~A. Credit Courses: New Mexico Junior College has a broad policy of acceptance of transfer credits from other post-secondary institutions recognized by regional accrediting agencies. Regardless of the number of credit hours accepted for transfer into New Mexico Junior College, a maximum of forty-eight (48) credit hours shall be applied toward a degree or certificate. A transfer student shall complete a minimum of fifteen (15) credit hours at New Mexico Junior College prior to the granting of a degree or certificate.~~

~~B. Occupational/Vocational-Non-Credit-Experience/Technical/Vocational-Credit: Only credit earned in non-technical subjects shall be initially accepted from technical institutes which are accredited by a regional collegiate accrediting association. Normally, no credit shall be accepted by the College from technical institutes, business schools, or other post-high school institutes which that are not members of regional collegiate accrediting associations. However, students applying to the College who have earned technical credit, which they believe would be applicable to the degree they are pursuing, may have an official transcript sent from the school directly to the New Mexico Junior College, Registrar. It shall then be the student's responsibility to request referral of this transcript by the Registrar to the division of the college having supervision of his/her particular program. The division shall determine whether any of the credit is acceptable in its program and return the transcript with its recommendations to the Registrar. An interview or demonstration of competence, or both, shall be required before the decision regarding credit is made. Acceptance of such credit shall be binding only to the specific program recommending credit. It shall be subject to re-evaluation should the student later enter another program offered by the College.~~

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II. Alternative Methods of Earning Credit

A. Advanced Placement (AP)

~~Students who have completed college-level courses in secondary schools and have taken the Advanced Placement (AP) examinations of the College Board with resulting composite scores of 3, 4, or 5 may petition for college credit and advanced placement. Such credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements. Students may earn a maximum of 48 credits for successful performance on AP examinations. The NMJC courses and the credit hours which will be given for AP scores obtained in the AP subject area indicated in the *College Catalog*.~~

B. College Level Examination Program (CLEP)

~~NMJC recognizes and honors prior learning by accepting a wide range of subject area College Level Examination Program (CLEP) tests, which measure a student's mastery of college-level, introductory course content in a wide range of disciplines. Students can earn credit through prior CLEP exams if their scores meet these credit-granting standards. Credit for CLEP examinations will be treated as credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements. NMJC grants a maximum of 48 credits for successful performance on CLEP examinations. The *College Catalog* will provide details of scores required on in each specific subject area, scores required, and credit hours given for each subject area.~~

C. Credit for Prior Learning Policy

Law Enforcement/Corrections (Criminal Justice)

New Mexico Junior College recognizes that New Mexico police officers and corrections officers come to us with a firm grounding in their individual disciplines. NMJC recognizes and honors their prior learning by awarding college credit for a wide variety of learning experiences, both classroom and practical experience. In an effort to assist officers who want to further their educational experiences, NMJC is willing to award college credit for successful completion of both a certified law enforcement academy and/or corrections academy. Such credit will be treated as credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements. Credit will be awarded as indicated in the *College Catalog*.

D. Military Credit

New Mexico Junior College utilizes the American Council on Education ("ACE") Military Guide to grant students credit for any prior military courses and occupations. Students will receive credit only for coursework that applies towards the degree they are pursuing. Students need to be current NMJC degree seeking students. A Joint Services Transcript (JST) needs to be sent to New Mexico Junior College, Registrar, in order to be evaluated.

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5. E. Institutional Challenge

New Mexico Junior College recognizes that students learn by experience as well as in the formal class setting. Therefore, credit for courses for which there is no CLEP exam is awarded upon satisfactory performance on comprehensive examinations that are administered by the divisions responsible for the courses. The grade on each institutional challenge exam is the grade that will appear on the NMJC transcript. In order to be eligible to attempt credit by institutional challenge, the following provisions must be met:

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- The student must contact the appropriate academic dean and instructor for permission and make arrangements to take the institutional exam for credit.
- The student must not have previously audited, enrolled in, or attempted credit by examination in the course(s).
- The student must enroll in the course before the institutional challenge exam can be taken.
- Courses successfully challenged may count toward program requirements, but not NMJC's graduation residency requirement.

Credit by exam will not be awarded for physical education activity classes.

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

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III. Transcripts of Credit Courses

Upon request by a student, the Registrar shall send a student's transcript to any college, agency, business, or person named by the student. Official transcripts shall be forwarded as mandated by federal requirements. No transcripts shall be released if a student is in debt to the College or is delinquent on student financial aid payments unless required by federal guidelines.

IV. Articulation

A. Articulation

At a regular meeting held on December 18, 1990, the New Mexico Junior College Board adopted the following articulation policy addendum on the treatment of native NMJC and transfer students: "To further enhance articulation between all state supported institutions in New Mexico, New Mexico Junior College adopts the principle of treating transfer students as native NMJC students in the application of credit toward certificate or degree requirements."

B. Transfer Among New Mexico Higher Education Institutions

The goal of the common course numbering system is to improve transfer and articulation of courses between New Mexico's public and tribal higher education institutions. ***If a student completes a commonly numbered course at one New Mexico public/tribal HEI and transfers to another New Mexico public/tribal HEI, the receiving HEI shall accept the course as equivalent to the course with the same number that is offered at the receiving HEI.***

This means that a commonly numbered course shall fulfill degree requirements when it is accepted as an equivalent course that is part of the degree requirements of a student's chosen academic program at the receiving institution. A student who has completed commonly numbered courses that are not part of their chosen degree requirements is not exempted from courses requirements for their chosen degree.

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~~To facilitate transfer of students and course credits among New Mexico's colleges and universities, the state's public institutions of higher education are required to accept transfer courses taken within approved modules of lower division course work and apply them toward degree requirements. Several transfer guides have been developed through collaboration of New Mexico's public post-secondary institutions, consistent with requirements of state law (Section 21-1B-16, et. seq. NMSA, 1978). Students enrolling for first year or second year study at a New Mexico institution and wishing to prepare for possible transfer into a degree program at another institution are advised to take the lower division coursework during their freshman and sophomore years.~~

~~C. Student Responsibility~~

~~New Mexico's colleges and universities have collaborated to produce guides to assist students who plan to transfer before completing a program of study. Course modules are designed to help students select courses carefully so that they may transfer with little or no loss of credit. However, pPlanning for effective transfer with maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.~~

~~D. Transferable Lower Division General Education Common Core~~

~~Students planning to transfer to a University after completing work at NMJC should consult NMJC advisors prior to choosing classes. Some Universities in New Mexico and Texas have signed articulation agreements with NMJC to better facilitate transfer. The Course Catalog and Course Matrix found at the New Mexico Higher Education Department website provides information on New Mexico's Course Numbering System. (<https://hed.state.nm.us>) Students enrolling for first-year study who have not yet selected either an academic focus or the institution where they wish to graduate are advised to take courses during their freshman year outlined in the Lower Division General Education Common Core. For students enrolled at any public institution in New Mexico,~~

~~a general education course matrix has been created and courses listed on said matrix (www.hed.state.nm.us) are guaranteed to transfer and meet general education requirements at any other New Mexico public college or university, and apply toward associate and baccalaureate degree program requirements. Students should consult advisors at their current institutions regarding which specific courses fit these categories. Students preparing for careers in engineering, health sciences, or other profession related fields are advised that some of this course work may not transfer toward general education requirements but in most cases will apply toward elective requirements.~~

~~E. Application for Degree or Certificate~~

~~Degree or certificate candidates shall be required to file an application to graduate for each degree or certificate sought. Forms shall be completed by dates posted by the Registrar.~~

I.—General Rule

By registering at New Mexico Junior College (NMJC), a student assumes responsibility for becoming familiar with and abiding by the general rules of conduct as established in the Student Code of Conduct (Code) found in the *Student Handbook*. Students who are also employees of the College shall be covered by employee policies related to conduct and administrative appeal rather than such student policies.

II.—General Provisions

~~Students at New Mexico Junior College neither lose the rights nor escape the responsibilities of citizenship. The College assumes that the student has an earnest educational purpose and maturity of reasonable behavior. This assumption continues until the student demonstrates otherwise. Every student is subject to federal, state, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws may be subject to disciplinary action, including expulsion, despite any action taken by civil authorities on account of the violation whether the crime happened on or off campus. The student is also responsible for knowing College policies, procedures, and rules and the student is subject to disciplinary procedures. The College strives to assure due process and to outline specific avenues of appeal in case of disagreement with administered sanctions.~~

III.—Scope

~~New Mexico Junior College shall have jurisdiction for disciplinary purposes over a person who was a student at the time the alleged violation:~~

~~A. On campus: The Code applies to conduct which takes place on college premises.~~

~~B. Off campus: The code generally is not applied to conduct which occurs off campus, but the College retains the right to act in cases where there is a sufficient connection between the off-campus conduct and the College. Disciplinary action imposed by NMJC may proceed, and be in addition to, any penalty that might be imposed by an off-campus authority. Examples of when off-campus conduct may result in action under the Code include but are not limited to the following:~~

- ~~1. Conduct at college sponsored events.~~
- ~~2. Conduct on college sponsored trips.~~

- ~~3. Conduct at locations at with which the College has a student use agreement (such as the CORE).~~
- ~~4. Conduct which reasonably may present a significant risk of harm to the campus community (health, welfare, and/or safety of the student or others).~~
- ~~5. Conduct detrimental to the educational mission or interests of the College.~~

~~IV. Student Code of Conduct (Code)~~

~~A. Introduction and Overview~~

~~The Code sets forth the rights and responsibilities of NMJC students; outlines the standards for conduct; provides the types of interim measure and sanctions which may be imposed for violation of the code; provides a prompt and fair fact finding student conference, as well as an objective review process if students elect a formal review by the Student Disciplinary Committee.~~

~~B. Application~~

- ~~1. The Code shall provide an educational and non-adversarial process designed to resolve matters concerning student conduct. It is not designed to be a legal or judicial process.~~
- ~~2. The Code is designed to be reliable, fair, and effective.~~
- ~~3. Individuals who have established a student relationship with the College are subject to the Code.~~
- ~~4. The Code shall operate by preponderance of evidence. (The majority of the evidence would cause a reasonable person to support a conclusion.)~~
- ~~5. Disciplinary records shall be maintained by the Dean of Students or designee in accordance with the College's records and retention policy.~~
- ~~6. The College's disciplinary process shall proceed during the pendency of any related criminal or civil proceedings and shall not be subject to reconsideration even if related charges are dismissed or otherwise resolved.~~
- ~~7. Student clubs/organizations/athletics shall be expected to conduct themselves in a manner consistent with the College's function as an educational institution. Student clubs/organizations/athletics must observe all international, federal, state, or local laws, as well as the College's policies, including the Code, both on-campus and off-campus.~~

~~C. Campus Safety/Precautions~~

~~1. Interim Suspension~~

~~An interim suspension is a temporary removal of the student by a Vice President or designee based upon the facts which show the student constitutes a danger to property, to self, or to others. The student will immediately be given notice of reason(s) for the interim suspension. Such notice shall be given in writing and hand deliveredhand delivered whenever possible. An interim suspension is not based upon the presumption of the student's guilt. It is a measure to provide safety to all parties involved. The student has two (2) working days to appeal in writing to the Vice President of Student Services, who will review the request and render a written decision within two (2) working days of the request for an appeal.~~

~~2. Removal from Campus~~

~~At the request of an authorized NMJC official, an individual(s) will be removed from campus by appropriate law enforcement personnel or NMJC Public Safety/Security Personnel, if they present a danger to themselves or others on the campus. At this time, the individual(s) will be notified that further attempts to come onto campus will result in a criminal trespass violation. The student has two (2) working days to appeal in writing to the Vice President of Student Services, who will review the request and render a written decision within two (2) working days of the request for an appeal.~~

~~D. Prohibited Conduct~~

~~It is understood that every possible act of misconduct cannot be specifically stated. Areas of misconduct are a representative list and apply whether they are performed singly, within a group, or as a function of an NMJC organization or team.~~

~~Some acts of misconduct may result in arrests and charges being filed under local, state, or federal laws. The College reserves the right to discipline students for acts of misconduct which have a direct detrimental impact on the institution's educational functions, wherever they occur.~~

~~The Dean of Students or designee may initiate disciplinary proceedings against a student for violations of the Code. The Code is a living document which may be updated according to Federal, State, and Local laws or internal or external circumstances that could arise, but at a minimum once per year. For an outline of prohibited behavior, the Code can be found online on the College's website within the Student Handbook.~~

~~E. Disciplinary Procedures~~

~~The Vice President for Student Services (VPSS) or designee is ultimately charged with the administration of the discipline system at the College. The Vice President~~

~~for Instruction (VPI) or his/her designee is charged with the administration of discipline in all academic matters. Faculty may impose penalties for acts of cheating and plagiarism by students on any graded work or exam. Department heads, in coordination with program sponsors/coaches may impose penalties for violations in cooperation with the VPSS.~~

~~The Dean of Students or designee shall assess all suspected and reported violations of the Code. Complaints regarding alleged misconduct must be submitted to the Dean of Students as soon as possible after the alleged violation.~~

~~After completing an initial inquiry, the Dean of Students or designee may:~~

- ~~1. Dismiss the allegations as unfounded.~~
- ~~2. Summon the student for a conference.~~
- ~~3. Dismiss, upon completion of the conference, the allegations or impose disciplinary sanctions.~~
- ~~4. Impose immediate interim action if the continued presence of the student poses a danger or perceived risk to harm person(s) or property or a disruption of the academic process of the College.~~

~~F. Notice of Complaint~~

- ~~1. The Dean of Students or designee shall deliver a notice summarizing the alleged misconduct either by mail, hand delivery, or electronic means. All students are responsible for maintaining a current physical mailing address with the College. The College uses Maxient software and all communication will first be sent electronically to the student's official NMJC email address.~~
- ~~2. The Dean of Students or designee shall give notification of a date to meet him/her for a disciplinary conference. If the date and time for the conference is not satisfactory for the student, then it is the responsibility of the student to reschedule. The student automatically waives his/her right to a conference if the Dean of Students is not contacted, a conference is not rescheduled, and the conference is not kept by the student. A decision may be made by the Dean of Students or designee solely on the information at hand.~~
- ~~3. In cases where there is a concern for the health, safety, and health of any individual(s) of the campus community, then a Notice of Complaint does not have to be sent because of the urgency of the matter.~~

- ~~4. If the student shows up prior to the Notice of Complaint letter being sent to the student, then there is also no need to send the Notice of Complaint out to the student.~~

~~G. Notice of Disciplinary Findings~~

- ~~1. If it is determined that the greater weight of evidence or preponderance of evidence indicates that a student engaged in a violation of the Code, then the Dean of Students or designee shall deliver a Notice of Disciplinary Findings.~~
- ~~2. The Notice of Disciplinary Findings shall include information regarding the Review process.~~
- ~~3. This notice shall inform the student of the findings, a rationale for the decision, any imposed sanctions or restrictions, and the student's right to request a review by the Student Disciplinary Committee, if applicable.~~

~~H. Possible Sanctions~~

~~A range of sanctions commonly used are from Admonition, Disciplinary Probation, Restitution, Suspension, or Expulsion. A list of possible sanctions with an explanation is in the Code found in the Student Handbook on NMJC's website.~~

~~I. Review Process~~

- ~~1. Only sanctions that include restrictions, loss of privileges, withholding/revocation of grades or degrees, suspension, or expulsion shall be reviewed by the Student Disciplinary Committee. All Title IX (Section VI, Title IX) and Academic Dishonesty (Section IV, Academic Policies) cases will follow the proper policies and procedures pertaining to the review.~~
- ~~2. A student shall have two (2) ~~five (5)~~ working days to request a review from the date of the Notice of Disciplinary Findings to request a review from the Dean of Students. The request must be made in legible writing and contain the reason for the request and possible alternative sanctions or resolutions.~~
- ~~3. If a request for review is received in the stipulated timeframe, The student shall be notified within five (5) working days of the time, date, and location of the~~

~~review by the Dean of Students or designee. Any delays due to extenuating circumstances shall be documented and all parties shall be notified accordingly.~~

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- ~~4. At least two (2) working days prior to the review, a list of witnesses and documentation must be provided to the Chair of the Student Disciplinary Committee.~~
- ~~5. The Dean of Students or designee shall present the College's case followed by the student's presentation. Each Party shall have the opportunity to present testimony and evidence in support of their position. There is no cross examination cross examination between the student or the College. The Student Disciplinary Committee shall be allowed to question both parties, witnesses, and request additional information or clarification.~~
- ~~6. Review procedures shall be confidential and closed to the public.~~

~~J. Student Disciplinary Committee~~

- ~~1. The Student Disciplinary Committee consists of three (3) impartial members of the campus community including a Chairperson, a faculty member and a staff member. All members shall be approved by the President.~~
- ~~2. The Chairperson shall direct proceedings of the review and participate fully in all reviews to include voting.~~
- ~~3. The objective of the Student Disciplinary Committee is to review the findings and sanctions originally imposed by the Dean of Students or designee. The Committee may not impose more severe penalties.~~
- ~~4. At the conclusion of the presentation of information, the Student Disciplinary Committee will render a decision on the matter. The decision shall be made by majority vote. The decision will consist of one of the following:
 - ~~a. Uphold disciplinary decision in its entirety.~~
 - ~~b. Reverse disciplinary decision.~~
 - ~~c. Modify disciplinary decision in part or in its entirety.~~~~
- ~~5. The findings and conclusions of the Student Disciplinary committee shall be final.~~

- ~~6. The Chairperson will have three (3) working days to provide written results of the review to both parties. The letter shall include a rationale for their decision when the decision of the Dean of Student's is not upheld.~~

~~K. General Rules for Reviews~~

- ~~1. Reviews are informal proceedings, and traditional rules of the courtroom evidence shall not apply. However, the Dean of Students or his/her designee must show preponderance of evidence and that the sanction imposed was reasonable based upon the circumstances.~~
- ~~2. An advisor, attorney, or support person for the student may be present for the review; however, the advisor, attorney, or support person may not make statements, represent the accused, or question witnesses.~~
- ~~3. If an attorney accompanies a student for the review, the attorney shall not be permitted to present evidence before the Student Disciplinary Committee. The College reserves the right to counsel in the event it is deemed necessary. The time frame for scheduling a review may be extended if the College elects to retain counsel.~~

~~V. Pertinent Information~~

New Mexico Junior College is a tax supported educational institution whose mission is to provide an educational opportunity to all who enroll. Attendance is not compulsory, and whether the opportunity to attend is called a "right" or "privilege," it is optional and voluntary. The enrollment of a student at the College is a voluntary entrance into the academic community. By such entrance, the student voluntarily assumes obligations of performance and behavior, which are imposed by the College relevant to its lawful missions, processes, and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law. New Mexico Junior College is a learning community consisting of students, faculty, and staff. Just as any community has a culture, along with written and unwritten "expectations" for conduct, NMJC also has a culture and associated expectations for behavior. The community's expectation is that conduct is marked by integrity. Any student who chooses to enroll at NMJC also chooses to become part of this community and make constructive contributions to its culture. This choice is attended by an obligation to

conduct oneself in such a way as to facilitate the mission of the community which is to "...pursue and share knowledge...".

NEW MEXICO JUNIOR COLLEGE BOARD POLICY
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~~The learning community at~~ New Mexico Junior College does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed. When the conduct of any member falls outside the bounds of civil, moral, and ethical behavior, that member can expect the community of New Mexico Junior College to call such conduct into question. The College reserves the right to discipline students or student organizations for inappropriate actions to secure compliance with these higher obligations.

~~New Mexico Junior College is dedicated to a procedural process which provides that all student grievances will be handled fairly and equally without regard to race, color, sex, age, religion, disability, national origin, marital status, political affiliation, sexual orientation or other non-merit factors. It is the policy of NMJC to provide fair and orderly procedures to resolve student grievances. Nothing in this policy prevents a student from discussing a complaint informally with the appropriate college employee.~~

~~INFORMAL COMPLAINT PROCESS~~

~~A student with a concern or complaint who feels they have been incorrectly or unfairly treated has recourse through the complaint procedures. In some instances, complaints can be resolved through an informal process in which the student talks to his/her supervisor if necessary. The basic step of the informal process includes:~~

- ~~• Begin by discussing the matter with staff, faculty, or the department in which the issue originated.~~
- ~~• If the issue is not resolved, then the next step is to move forward with the formal process.~~
- ~~• If the issue is resolved, to complete the informal complaint process, the NMJC employee must fill out a complaint form with a satisfactory resolution. Finally, the complaint form needs to be sent to the office of the Vice President for Student Services for filing purposes.~~

~~FORMAL COMPLAINT PROCESS~~

~~The formal complaint process includes multiple entry points for the student. Those entry points include:~~

- ~~• Virtual Suggestion~~
- ~~• NMJC Employee~~
- ~~• Instructor~~
- ~~• Dean~~
- ~~• Campus Security and Safety~~
- ~~• Vice President for Finance~~
- ~~• Vice President for Instruction~~
- ~~• Vice President for Training and Outreach~~
- ~~• Vice President for Student Services~~
- ~~• President~~

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

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SECTION: Fiscal and Support Services

POLICY TOPIC: Fiscal Programs and Operations

I. Fiscal Services

The Business Office shall administer revenues received, investments, control the expenditure of funds, purchasing procedures, budget preparation, and other fiscal matters affecting the College's operations. Procedures established to implement these functions shall be maintained in accordance with all applicable current statutes and board policies.

II. Budget

The President shall prepare or cause to be prepared a budget of revenues and expenditures for New Mexico Junior College on a fiscal year basis. This budget shall be developed in accordance with the New Mexico Higher Education Department guidelines and based on input from the appropriate College administrators. The Board shall adopt a budget at a public meeting on or before May 1st, prior to the beginning of the fiscal year. The President or the Vice President for Finance shall be authorized through the Board to re-allocate funds between the various items within a departmental budget. The President shall not formulate a deficit budget or knowingly approve deficit spending at the College. The approved budget shall be filed with the New Mexico Higher Education Department on or before May 1st of the fiscal year for which the budget is adopted.

III. Tax Rate and Levy of Taxes

The Board shall levy five (5) mills on all the net taxable property of the District for operating and levy the appropriate tax rate for any debt service requirements. The tax rates shall not exceed the amount approved pursuant to state statute including yield control.

IV. Fiscal Year

The College financial operations shall be based on the fiscal year (twelve-month period) beginning on July 1 in each year and ending on June 30 in the succeeding calendar year.

V. Audit

The Board shall solicit and contract with a New Mexico-licensed certified public accountant for an annual financial audit. The results of this audit of revenues, expenditures, transfers, and changes in fund balances shall be in compliance with the rules and regulations of the New Mexico Higher Education Department, the State Auditor, the AICPA and generally accepted accounting practices and shall be submitted to the Board after acceptance and release by the New Mexico State Auditor.

VI. Bequests, Donations and Gifts

Solicitation and receipts of gifts, bequests and donations by College employees shall be made in accordance with established procedures and shall not be administered in such a manner as to be unlawful or discriminatory.

~~VII. Payroll~~

~~A. Salary checks for Fulltime Faculty and Professional Employees are disbursed by the Business Office after 8:00 a.m. on the 15th and the last working day of the month. Salary checks for Fulltime Hourly, Part time or Student Employees are disbursed by the Business Office after 8:00 a.m. on the 10th and 25th of each month. When the 10th, 15th, or 25th day or the last working day of the month falls on Saturday or Sunday, salary checks shall be disbursed by the Business Office on Friday prior to that particular pay period.~~

~~**Note:** Direct deposit privileges are available to all full-time, part time, and student employees. Direct deposit privileges are encouraged for all eligible employees.~~

~~B. Fulltime Faculty and Professional Employees signed up for direct deposit shall have their direct deposit voucher available on the NMJC website on the 15th and last day of the month. When the 15th or the last day of the month falls on Saturday or Sunday, direct deposit vouchers will be available online on Friday prior to that particular pay period. Fulltime Hourly, Part time and Student Employees signed up for direct deposit shall have their direct deposit voucher available on the NMJC website using self service Banner on the 10th and 25th of the month. When the 10th or 25th day falls on Saturday or Sunday, direct deposit vouchers will be available on Friday prior to that particular pay period.~~

~~VIII.~~ VII. Disbursement Authorizations

The President and the Vice President for Finance shall be authorized and empowered by the College Board to sign checks on New Mexico Junior College funds for lawful expenses of the College.

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 801

SECTION: Fiscal and Support Services

POLICY TOPIC: General Management

Page 1 of 1

I. Signature Authority

Unless the authorizing action of the Board specifically provides otherwise, any grant application or any grant or contract approved shall be executed on behalf of the Board by either the President or the Vice President for Finance.

II. College Business Activities

A. As an extension of its educational and community service missions, New Mexico Junior College shall offer a variety of programs and services for general public access that are derivatives of its instructional activities.

B. It shall be desirable for the College to organize some of these activities as separate and distinct business cost centers and charge fees for providing these goods and services. To ensure that New Mexico Junior College does not become involved in activities outside the College's mission, all business activities shall be related to or support the College's mission. An exception to this policy shall be authorized by the President when it is determined that an exception is clearly in the best interest of the College and the public.

III. Insurance

With some specific exclusions (dishonest acts, mysterious disappearance of property), College property shall be insured against loss due to theft, vandalism and other perils such as accidents, weather occurrences, explosions, and vehicle damage, and failure on the part of a college employee to faithfully perform duties or to properly account for money or property received.

I. Central Accounting System

A. The College shall have a central accounting system which integrates financial accounting, budgeting and management reporting. The central accounting system shall be based on generally accepted fund accounting principles.

B. Central accounting system records shall be maintained on administrative software that provides financial information to account administrators, fiscal monitors and deans to assist them in performing their fiscal duties. The Information Technology Department shall be responsible for overseeing and maintaining the integrity of the central accounting system and the business office staff shall be responsible for the daily operation of the system.

II. Access to Financial Information

Account administrators, fiscal monitors, and deans, including all individuals responsible for the management of an operating budget or cost center, shall have access to needed financial information on the central accounting system database. This access shall consist of on-line computer monitor access.

III. Security of Financial Data

Account administrators, fiscal monitors and deans shall be charged with maintaining the confidentiality and integrity of the data contained in the central accounting system reports and to limit access to those individuals with a need to know.

I. General Policy

The matter of New Mexico Junior College spending, including procurement of supplies, materials, contracted services, equipment, and reimbursement of employees for business-related expenses, shall be one to which the Board gives critical attention. The Board seeks to purchase at the best quality at the best price~~lowest cost and optimum quality~~ for each function to be served. The Board prefers, but does not require, that purchases be made from local vendors or in state vendors when possible. The New Mexico Procurement Code, NMSA 1978 § Section 13-1-1 et. seq. ~~NMSA 1978 comp~~, shall serve as the guide for purchasing supplies, materials, equipment and contracted services.

~~II. Scope of Procurement Policy~~

~~It is the general policy of New Mexico Junior College that all financial resources received by the College, irrespective of their sources, shall be expended through college accounting systems in accordance with Board policies. This policy shall include funds obtained through the appropriation of tax revenues, gifts from individual donors, income earned for services/activities or events performed or completed, or through transfers from the New Mexico Junior College Foundation. College employees shall not directly control or expend funds on deposit in affiliated organization accounts for college business unless the funds are transferred to an appropriate college account. All funds shall be deposited in a College account. No other bank accounts shall be set up without the approval of the Board.~~

~~III. Procurement Flexibility~~

~~These purchasing policies shall provide flexibility to managers enabling them to perform their duties and to achieve the maximum benefit from the resources for which each manager is responsible. These policies shall be in place to ensure compliance with all state procurement laws and federal laws where applicable. As the College is a public supported entity, certain procurement guidelines shall be established and followed to ensure adequate accountability. The Vice President for Finance, with the approval of the President, shall supplement this policy with specific purchasing procedures.~~

IV-II. Allowable and Unallowable Expenditures

Allowable and unallowable expenditures shall be determined by Board action, the Accountant/Controller or the Vice President for Finance.

- A. Payments for membership in community/business organizations shall be allowed only when the College employee serves as an official representative of the College.
- B. Purchase of personal gifts to individuals or organizations including college employees shall be prohibited unless approved by other college published policy (e.g., employee service awards).
- C. College purchase of office refreshments (including coffee makers/food/beverages) is prohibited, except when the refreshments are to be consumed primarily by guests of the College or at business meetings with community participants. College purchase of office decorations (pictures, plants, decorative items) is prohibited.
- D. College funds shall not be used to reimburse individuals for personal items stolen from college buildings; however, insurance payments for loaned items officially received and used or displayed by the College shall be permitted.
- E. Entertainment of College employees (e.g., meal expenses) other than pursuant to the College's travel policy shall be prohibited. Exceptions are allowed when the function is a hospitality event that includes both the College and invited guests of the College.

V-III. Employee Participation

It shall be unlawful and against Board policy for any College employee to participate directly or indirectly in procurement when ~~the employee he/she~~ knows the employee or any member of the employee's immediate family has a financial interest in the business seeking or obtaining a contract or purchase order award. All employees shall make College purchases in accordance with the purchasing procedures published by the Business Office. Any unauthorized purchases made by an employee shall be considered personal in nature and shall not be binding upon the College.

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 804

Page 1 of 1

SECTION: Fiscal and Support Services

POLICY TOPIC: Commercial Activities at the College (including Sales/Fundraisers)

I. Sales of Commodities on Campus

No commodities shall be normally sold on campus by any individual or organization not officially part of the College except through regularly approved distribution channels such as the bookstore, concessions for contracted events, food service or campus special events on approval. Other sales of commodities shall be approved with the permission of the President or ~~the President's his/her~~ designee.

II. Distribution and/or Sale of Publications on Campus

A publication may be sold or otherwise distributed on campus if all of the following conditions are met:

- A. It is not disruptive of the educational process, does not have a negative impact on the image of the College, or does not cause serious campus conflict.
- B. The distributor agrees to hold the College harmless in any dispute, claim or legal action resulting from the distribution or sale of the publication.
- C. It does not include interaction with employees during the period they are on paid status.
- D. It is approved by the President, or ~~the President's his/her~~ designee, as being appropriate for distribution.

I. General Statement of Purpose

~~The purpose of the New Mexico Junior College Copyright, Patent and Intellectual Property Policy is to establish ownership, rights, and responsibilities with respect to copyright, patent and intellectual property created and developed by faculty or other college employees during their employment at the College.~~

~~New Mexico Junior College has a responsibility for and an interest in the advancement of knowledge and creative work that will enhance its educational mission and benefit the public it serves. The goal of this policy is fourfold:~~

- ~~• to encourage the development of copyright, patent and intellectual property for the best interest of the public, the creator of the copyright and intellectual, and the college;~~
- ~~• to provide timely disclosure and protection of copyright, patent and intellectual property whether by development, commercialization, or publication, or any combination thereof;~~
- ~~• to balance the rights of the creator of copyright, patent and intellectual property and the rights of the college. Creators may be faculty or other employees of the college; and~~
- ~~• to develop a policy that is easy to understand and implement and that is not burdensome to the creator of the copyright and intellectual property.~~

II. Scope

~~This policy applies to all full and part time faculty, staff, and administrators working on any project under the direction and control of New Mexico Junior College and to anyone using college facilities or conducting activities under the supervision of New Mexico Junior College personnel. Contracts between employees and the College and subcontracts between New Mexico Junior College and persons who are not College employees will include language that determines the ownership of intellectual property and copyright /patent material that is developed under the purpose of that particular contract. College employees should not enter into intellectual property agreements, without affirmative notice to the prospective employer, that the intellectual property and copyright /patent material rights of the College cannot be subordinated to a third party consulting or employment agreement.~~

III. Definitions

~~Creator(s): The author(s) or originator(s) of the copyright or intellectual property.~~

~~College Assignment: A college assignment exists when employee(s) are directed by the College to prepare the work within the scope of their employment. Work made for hire is a legal term defined in the Copyright Act as a work prepared by an employee within the scope of his or her employment or a work specially ordered or commissioned in certain specified circumstances.~~

~~Intellectual Property: Creative or scholarly work protected by patent, copyright, trademark, and trade secret laws. Such property includes but is not limited to:~~

- ~~• creative work in traditional or technology-based media;~~
- ~~• inventions;~~
- ~~• software programs;~~
- ~~• distance courses, both content and presentation (ITV and Online);~~
- ~~• documents and databases;~~
- ~~• lab manuals.~~

~~Copyrightable Material: Under the federal copyright law, copyright subsists in original works of authorship which have been fixed in any tangible medium of expression from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of machine or device. These works include:~~

- ~~• Literary works such as books, journal articles, poems, manuals, memoranda, tests, computer programs, instructional material, databases, bibliographies;~~
- ~~• Musical works including any accompanying words;~~
- ~~• Dramatic works including any accompanying music;~~
- ~~• Pantomimes and choreographic works (if fixed, as in notation or videotape);~~
- ~~• Pictorial, graphic and sculptural works, including photographs, diagrams, sketches and integrated circuit masks;~~
- ~~• Motion pictures and other audiovisual works such as videotapes;~~
- ~~• Sound recordings.~~

~~Patent: A patent is the right of ownership granted by the government to a person. It gives the person the positive right to sell his or her invention in whole or in part and the negative right to exclude others from making, using or selling the "claimed" invention throughout the jurisdiction.~~

~~College Resources: Specific use of college funds, personnel, facilities, services, equipment, and the like in the creation and / or development of intellectual property or copyright / patent material. Such resources include but are not limited to:~~

- ~~• College funds such as grants, stipends, additional compensation, and/or release time;~~
- ~~• College equipment such as audiovisual, all computer resources, computer related tools, equipment, and software;~~
- ~~• developed as part of regular work load;~~
- ~~• College name, reputation, goodwill, and/or logo;~~
- ~~• College personnel, such as librarians, graphic artists, videographers, instructional and media designers, photographers, administrative staff, and/or information technology professionals. College personnel shall be interpreted as not including the inventor of the intellectual property unless such invention included use of time normally devoted to college activities.~~

IV. Ownership of Copyright or Intellectual Property

~~The Creator of copyright or intellectual property is its owner unless:~~

- ~~• The work is a College assignment or qualifies as a work made for hire, then the employer or the commissioning party is considered to be the author;~~
- ~~• College resources were used in the creation and / or development of the intellectual property. In this event the College shall own the property; or~~
- ~~• A written agreement exists between the creator and the College whereby the College is established as the owner or co-owner of the intellectual property.~~
- ~~• Intellectual property created and / or developed prior to this policy shall be owned in accordance with applicable law.~~

~~In the case of works created under developmental grants from governmental or foundation sources prescribing ownership rights, the conditions of such grants, rather than this policy, shall govern. An exception to the policy shall exist where shared College and external grant funding exists, in which case a contract reflecting this shared funding support shall be executed.~~

V. Recovery of Resources

~~Independent Works — The College employee shall be entitled to all profits earned from copyright or intellectual property developed exclusively on the employee's time and without the use of the College facilities.~~

~~Supported Work — Profits earned from copyright or intellectual property developed totally or partially on college time with the use of college facilities, equipment or with college funding shall be shared equitably with the College as provided by an agreement between the employee and the College. In the event that college resources as defined above are used by the employee in development of the intellectual property, the college shall enter into an agreement with the employee allowing the College to recover a fair and equitable amount equal to actual cost of such college resources actually used by the employee in development of the intellectual property.~~

~~VI. Use of Copyright, Patent and Intellectual Property~~

~~If the creator of copyright, patent and intellectual property who owns the property pursuant to this policy is allowed by written agreement with the College to use the College's name and / or logo, the creator shall be required to secure written authorization to use any third party copyrighted works within the creator's work. The creator / owner shall also save and hold harmless the College from any copyright infringement claim.~~

~~To assure educational continuity, the creator of electronic or other type of course material who owns the material pursuant to this policy, upon leaving the employ of the College, may grant the college a license to use and modify the property for teaching purposes.~~

~~If the College pursuant to this policy owns electronic or other type of course material created by a faculty member or other College employee, it, upon request of the faculty member or other employee leaving the College, may grant the creator a license to use and modify the property for teaching purposes.~~

~~VII. Revisions to Intellectual Property and Copyrighted / Patented Material~~

~~Revisions to copyright, patent and intellectual property, created by a faculty member or other college employee and owned by the College pursuant to this policy may be requested by the creator or the College. If revisions are requested by the creator, the College shall have the sole authority to determine whether the requested revisions justify expenditure of college funds. If the revisions are requested by the College, the creator shall complete the revisions. If the creator fails to do so, the college shall be entitled to have the revisions completed by others with notification that the revisions were not completed by the creator.~~

~~VIII. Disclosure and Agreement of Ownership~~

~~Each New Mexico Junior College employee, who during the period of employment, solely or jointly creates, authors, conceives, or invents any intellectual property, whether or not such property or material is patentable or copyrightable, should disclose it in writing to the Vice President for Instruction, so that a determination of ownership and written agreement can be prepared.~~

~~The Vice President for Instruction shall establish procedures to ensure that any college employee creating copyright or intellectual property with college support shall enter into an agreement with the College providing either:~~

- ~~• Employee assigns ownership rights to the College; or~~
- ~~• Payment by the employee to the college of a fair and equitable amount based on the actual cost of college facilities, equipment or other physical materials actually used in producing such works. This shall also include, in any case where a copyright or intellectual property is created with college support, the agreement will provide that the College has a perpetual license to use the work without further compensation.~~

~~Questions of ownership or other matters pertaining to materials covered by this policy shall be resolved by the Vice President for Instruction in consultation with appropriate institutional representatives and legal counsel if necessary. In the event that the Vice President for Instruction and the creator(s) are unable to reach agreement regarding ownership, the Vice President for Instruction may, at his/her discretion, undertake a voluntary mediation process whereby a mutually agreeable independent third party familiar with intellectual property and guided by the principles contained in this policy shall be selected by the parties to mediate the matter(s) under dispute. The parties shall deal in good faith in seeking the prompt resolution of any disputed issues. If the parties are unable to reach an agreement, the agreement shall be tabled, leaving the parties in the status quo.~~

~~All Agreements must be approved by the President in writing to be binding on the parties. The President shall, in a fair and reasonable time, either approve the agreement, or return the agreement to the Vice President for Instruction to make suggested changes to the agreement, or inform the Vice President for Instruction that he/she will not approve the agreement. In the event the President fails to approve a proposed agreement, the proposed agreement, although signed by the creator, and/or the Vice President for Instruction, shall have no legal force or effect and shall not be used or considered by any party as proof of ownership or for any other purposes beyond the purpose of facilitating timely initial negotiations between the creator, and the College.~~

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 806

Page 1 of 2

SECTION: Fiscal and Support Services

POLICY TOPIC: Cash Management

I. Safekeeping

Members of the faculty, staff or student body who receive College monies (i.e., cash, checks, credit card payments, money orders and other negotiable instruments) shall be responsible for its collection, safekeeping, deposit, and for the safety of employees who handle the monies.

II. Investment Statement

A. Cash and investment efforts shall be directed in a manner which provides optimal return on deposits given appropriate consideration to safety and liquidity. Primary significance shall be given to the preservation of capital and secondary importance to the generation of income and capital gains.

B. The Vice President for Finance shall have the authority and responsibility to administer the cash and investment management function in accordance with NMSA 1978 Chapter 6, Article 10, and this policy. The Vice President for Finance and the President shall be signatories on all accounts.

~~III. Funds Needed for Operations and Debt Service~~

~~All funds needed for operation and debt service will be kept in FDIC insured checking accounts. There is an account for accounts payable, one for payroll, one for student refunds, and one for the flexible spending account, and one for funds held for student clubs and activities.~~

~~IV. Funds Not Required for Immediate Operations~~

~~These funds may be used to purchase certificates of deposit at FDIC insured banks in Lea County.~~

~~Individual certificates of deposit of \$250,000.00 should be limited to one per bank in order to be covered by FDIC insurance.~~

~~Certificates of deposit of more than \$250,000.00 should be placed as CDARS with one Lea County institution to get the benefit of full FDIC insurance coverage. The deposit is placed with one CDARS member bank, then the member bank places amounts of less than \$250,000.00 with other member banks so that the entire deposit plus interest is covered under FDIC insurance.~~

V-III. Accountability

Status of cash deposits shall be reported at each regular meeting of the College Board. The report shall include the name of the financial institution, the type of investment, the interest rate, the maturity date and the amount of the investment.

I. General Policy

The President, or ~~the President's his/her~~ designee, shall establish travel and per diem reimbursement rates for College employees and the Board members- using the [laws, rules and regulations](#) established by the State of New Mexico for public employees/officials, ~~as guidelines.~~

~~H. Reimbursement Rates~~

~~New Mexico Junior College shall pay properly approved and authorized employee and Board member business and travel expenses incurred for the benefit of and in the course of employment or official service of the College. All approved travel expenditures, regardless of funding source, shall be reimbursed in accordance with the current rates set forth in Section 6 of the New Mexico Junior College *Business Office Policies and Procedures Manual*.~~

~~A. Per Diem allowances shall be computed on the basis of a twenty four (24) hour day divided into three (3) eight hour increments. No per diem allowance is available for periods of less than eight (8) hours. Reimbursement for periods greater than eight (8) hours shall be made according to the current per diem rate, regardless of amount of expenditure. Athletic team travel shall be reimbursed based on actual receipts.~~

~~Per Diem reimbursement for day trips (not requiring overnight stay) is made through payroll, per IRS regulations.~~

~~B. Reimbursement for actual lodging expense is made based on lodging receipts.~~

~~C. All travel shall be approved by a supervisor and a Vice President or the President, as appropriate for the traveler.~~

I. Approval to Request Grant Funds

A. Funding: Only the President and Vice President for Finance shall be permitted to approve grant applications if new college resources shall be committed at any time to complete the grant's scope of work/service. If no new college resources are required, the President shall delegate to a designated representative. The President, or his/her designee, shall be authorized to make application on behalf of the College to private or governmental agencies for funding, and shall report to the Board all applications submitted. Prior approval of the Board shall be required for any grant application:

1. In support of new facilities construction.
2. Where the terms of the application require specific Board approval.

II. Contracts

A. Authority Delegation: Delegation of contracting authority normally vested in the Board shall be appropriate ~~within specified guidelines~~ for the timely, efficient administration of the College. Certain College officials shall be hereby expressly authorized and empowered to contract in the name of New Mexico Junior College as follows:

1. The President may contract for any lawful purpose of the College, except as otherwise provided by applicable law. The President may contract for any lawful purpose where external grant or contract funds are involved without Board approval and without a dollar limit.
2. The President or the Vice President for Finance may approve a capital improvement change order involving an expenditure of \$100,000 or less.

B. Signatory Authority

Unless the authorizing action of the Board specifically provides otherwise, any contract approved shall be executed on behalf of the College by either the President or the Vice President for Finance.

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 900

Page 1 of 2

SECTION: Campus Activities and Security

POLICY TOPIC: Speakers or Guests, Facility Usage and Public Events

I. Speakers or Guests

New Mexico Junior College may invite visits from outside speakers to enrich any of the programs and services offered by the College with the approval of the President. Opportunities shall be provided to question or challenge the views of speakers as long as order is maintained. If in the opinion of the President, the speaker may cause serious campus conflict and may have a negative impact on the image of the College, the President shall have the authority and responsibility to prevent the appearance. The use of outside speakers for class presentations shall also be encouraged and permitted under the guidelines of this policy.

II. Public Events

The President is authorized to develop or cause to be developed a program of public events to enrich and supplement the College curriculum for the benefit of the students and staff and the community at large. The program shall include lectures and forums, fine arts programs, film series, exhibits, and other cultural activities.

III. Facility Use

A. Security, safekeeping and proper care of public equipment and facilities shall be a responsibility of all College employees. Supplies, employees, equipment and facilities shall not be used for personal purposes or projects.

B. New Mexico Junior College employees shall not utilize any college property or facilities for personal or private business, non-College related projects or activities on or off campus including, but not limited to, use of the copy machines and telephone systems, unless approved by the President. Violation of this policy shall result in disciplinary action against the employee up to and including dismissal.

C. College facilities and projects may be used on the same basis of scheduling and fees required of non-employees when appropriate procedures for such use have been followed.

D. Institutional and subject matter related projects may be conducted by College employees. All such projects shall be in the public domain (the realm embracing property rights that belong to the community at large are unprotected by copyright or patent and are subject to appropriation by anyone and/or for which no personal funds or monies shall be paid to New Mexico Junior College). Projects which do not fall in the above category may be considered when presented according to the following procedures:

1. Writing a detailed description of the proposed project.
2. Securing approval of the President:
 - a. If such projects are conducted by College employees other than the faculty employees, approval shall be secured from the President. Prior approval shall be required before starting a project that does not fall in the above two categories and for which special approval is required.
 - b. In the event a project is conducted and the expense thereof is borne by the individual employee, the fruits of the project shall belong to the particular employee, as it is the policy of the Board that projects accomplished by the employee on his/her own time and at his/her own expense shall be his/her own property. In the event the employee desires to share the results of his/her project with the College, a separate contract shall be agreed upon between the Board and the individual as to such project.

IV. Other Conditions

Although the facilities are available for public use, individuals and groups using the facilities shall abide by College policies as well as local, state, and federal laws and regulations. Those not abiding by applicable laws and regulations and those disruptive of the educational process or those whose general conduct is determined by the College to be inappropriate shall be requested to leave, and in the event of refusal, appropriate legal action shall be taken.

I. Information Technology Acceptable Use Policy

~~A. New Mexico Junior College provides numerous information technology resources for use by the College's students, faculty, and staff. Information technology includes, but is not limited to, all College computing equipment, software, systems, and networks. These resources are provided to support the College's mission and institutional goals. The use of these systems is a privilege and all users are expected to act responsibly and to follow the College's policies governing the use of these resources. Violations of this policy could result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of some portions of the policy may constitute a criminal offense.~~

~~B. The College's Information Technology Acceptable Use Policy requires that each campus user abide by and agree to the following guidelines:~~

- ~~—Respect security requirements for computer accounts.~~
- ~~—A computer or electronic mail (e-mail) account assigned to an individual, including student accounts, must not be used by others.~~
- ~~—Faculty, students, and staff are individually responsible for the proper use of their accounts, including password protection and appropriate use of Internet resources.~~
- ~~—Making a password or another person's password or access code available to others or otherwise attempting to evade, disable or "crack" password or other security provisions, or assisting others in doing so, threatens the work, privacy and well-being of many others and is a serious violation of College policies.~~
- ~~—Faculty, students and staff are responsible for choosing an appropriate password that is difficult for others to guess.~~
- ~~—If an individual suspects their password has been compromised, they should change the password immediately.~~

~~C. Respect Copyright Laws~~

~~Computer software use must conform to copyright laws and licensing agreements. Copyright law protect software licensing agreements whether a copyright notice is explicitly stated in the software or its documentation. Software licensed by the College must only be used in accordance with the applicable license. It is illegal to make duplicate copies of software products unless authorized to do so by its author or publisher. Computer users have no right to give or receive duplicates of software without authorization or to install duplicated software onto College computing equipment.~~

~~D. Respect the Rights of Others on the System~~

~~Computer users shall not use the College's information technology resources to participate in activities that are harassing in nature or prohibited by law. Sending messages, information, or images that are threatening, harassing, or discriminatory in nature is in violation of College policies and may be in violation of the law. Displaying potentially offensive material in a computer laboratory or other campus location is not allowed. Users are absolutely prohibited from utilizing systems to create, access, store or disseminate materials that may be sexually or racially offensive, or otherwise insulting or derogatory to persons of a certain race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status.~~

~~E. Respect electronic mail guidelines~~

~~In support of the College's mission, the College encourages the use of its electronic mail services to share information, to improve communication, and to exchange ideas. Any electronic mail address or account associated with the College is the property of the College. Those who use the College's electronic mail services are expected to adhere to state and federal laws, the policies and procedures of the College, and should follow normal standards of professional and personal courtesy and conduct. Electronic communication under a false name or designation is prohibited. Sending anonymous communications does not disassociate senders from assuming responsibility for their actions.~~

~~Electronic mail services should not be used in ways that strain the College's computing resources or interfere with others' use of the electronic mail system. Prohibitive uses include, but are not limited to, sending or forwarding chain letters, exploiting list servers by amplifying widespread distribution of electronic mail, and sending the same electronic mail message repeatedly.~~

~~Employees are prohibited from using the "All Employee" mass distribution list to distribute non-work related messages. Information in regards to work, employees, and NMJC-sponsored events are acceptable.~~

~~Confidentiality of electronic mail cannot be assured. The system administrator, technical managers, or other persons may need to view the contents of computer accounts and electronic mail to perform maintenance or to diagnose and correct problems. When performing maintenance, the College will make reasonable attempts to ensure the privacy of computer accounts and electronic mail, but cannot guarantee total privacy of the accounts. The user, however acknowledges and consents that the College may monitor e-mail communications and internet usage in order to insure compliance with this policy. If policy violations are discovered, they will be reported immediately and appropriate action will be taken.~~

~~F. Respect the Operational Guidelines Governing the use of the Information Technology Facilities.~~

~~Administrators responsible for computer systems may establish more detailed guidelines governing the use of the College's computing equipment and facilities. These guidelines cover such issues as allowable connect time, disk space allocations, handling of un-retrievable mail, responsibility for account approval and other items related to administering the systems. Downloading of software onto any computing equipment owned or operated by New Mexico Junior College (unless downloaded material is considered a faculty resource) without prior written approval is not permitted. During peak system utilization times, computer users engaged in activities which are not directly related to the business of the College may be asked to relinquish their access to the system. Settings on computers are not to be changed. Computer users, whether on campus or accessing NMJC resources remotely, are expected to abide by these rules and use the College's computing resources in a responsible and professional manner.~~

~~The College prohibits the use of programs that degrade the available bandwidth, including but not limited to music/radio programs, videos, and game playing from Internet sites, unless these programs are incorporated into instruction.~~

~~The College provides information technology resources for users to engage in activities that support the work of the institution. Use of the College's resources for commercial reasons, fund-raising, political campaigns, or illegal purposes is not acceptable. Non-authorized solicitations on behalf of individuals, groups, or organizations are prohibited.~~

~~G. Agreement~~

~~All users of New Mexico Junior College computing systems must read, understand, and comply with the policies outlined in this document. By using any of the College's information technology resources, users agree to comply with these policies.~~

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 902

Page 1 of 1

SECTION: Campus Activities and Security

POLICY TOPIC: Campus ~~Security and~~ Safety

I. Safe Campus.

NMJC is committed to having a safe learning environment and campus.

I. ~~C~~Campus ~~_Safety and Security~~ Force

As part of its accountability to constituents, the Board and administration shall support an appropriate Campus ~~Security &~~ Safety force adequate for the safety of students, staff and security of College properties.

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 903

Page 1 of 1

SECTION: Campus Activities and Security

POLICY TOPIC: Inclement Weather

I. Inclement Weather

From time to time inclement weather can pose problems for students and others using the College central campus and outreach centers. Traveling conditions may vary considerably, depending on the individual's home location in relation to the central campus or outreach center. No student or staff member is encouraged to travel when conditions are considered dangerous.

II. In the event of inclement weather, the following procedure will be followed:

- a. If conditions appear to warrant closing, postponing, or restricting College activities, the President or the President's designee will make the decision as to what to do. The Vice President of Operations & Special Events will coordinate with the Hobbs Municipal School District local school district concerning closure of the Hobbs Schools local school campuses.
- b. When a decision is made to cancel, postpone, or otherwise modify a campus or outreach schedule, the President or his/her designee will notify the Director of Public Relations/Marketing and the Director of Information Technology. The Director of Public Relations/Marketing will notify local and regional television and radio stations. The Director of Information Technology will post the notice on the NMJC web page. ~~The Executive Director of Administrative Services or Director of~~ Campus Security & Safety will **also** make notification via the Mass Notification system providing information about the delay or closing of College due to the weather.
- c. Normally the decision to postpone, cancel, or otherwise restrict College classes/activities will be made by 6:00 am for the day activities and by 1:00 pm for evening activities. Changes in weather conditions during the day may necessitate campus updates for cancellations.
- d. Should classes be postponed or cancelled employees are asked not to report to the campus. Certain maintenance/grounds employees will be called to report to the campus to help make walking and driving surfaces safer for when the campus re-opens.
- e. Each supervisor is responsible for notifying his/her staff of any change in schedule.

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 904

Page 1 of 1

SECTION: Campus Activities and Security

POLICY TOPIC: Hazing

NMJC prohibits hazing activities associated with acceptance, advancement, membership or continued good standing in formal or informal cohorts of students, groups, clubs or athletic teams. NMJC is serious about eliminating hazing and the threat of hazing. Policies concerning Hazing are contained in the *Employee Handbook* and the *Student Handbook*.

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NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 905

Page 1 of 1

SECTION: Campus Activities and Security

POLICY TOPIC: Bullying

NMJC prohibits bullying in the workplace, classrooms, student organizations and events. Policies concerning Bullying are contained in the *Employee Handbook* and *Student Handbook*.

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NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 906

Page 1 of 5

SECTION: Campus Activities and Security

POLICY TOPIC: Freedom of Expression

Freedom of Expression

I. Purpose and Policy Statement

New Mexico Junior College (sometimes hereinafter referred to as “NMJC” or “College”) is committed to respecting the First Amendment rights of all individuals, including freedom of speech, freedom of expression, and the right to peaceably assemble. NMJC also recognizes its responsibility to provide a secure learning environment that allows individuals enrolled at or employed by NMJC to express their views in ways that do not disrupt the operation of NMJC.

II. Definitions

NMJC community: NMJC employees and enrolled students

III. Scope

This policy in no way prohibits members of the NMJC community from engaging in conversations on campus and does not apply to College-sponsored activities or classroom instruction or participation, but rather only establishes as designated public forums certain outdoor areas of NMJC’s campus and sets forth requirements for forum reservations in the following limited circumstances: (1) members of the NMJC community who plan an event with 30 or more persons; and, (2) individuals or groups who are not members of the NMJC community who wish to speak on NMJC’s campus. By placing reasonable limitations on time, place, and manner of speech, NMJC does not take a position on the content or viewpoint of the expression but allows for a diversity of viewpoints to be expressed in an academic setting.

IV. Designation of Public Forums on NMJC’s Campus

To accommodate the need for immediate and spontaneous demonstration and to better facilitate the free exchange of ideas, NMJC has designated the area between the Pannell Library (C. M. Burk University Center) and the Ben Alexander Student Learning Center as a public forum on NMJC’s campus (“Public Forum Area”), which is depicted on the attached map. This Public Forum Area is generally available from 9:00 a.m. to 5:30 p.m. Monday through Friday, provided that the Public Forum Area has not previously been reserved. Reservations will only be processed on days that NMJC’s Administrative Offices are open for business (“college business days”). Though reservations to use the Public Forum Area are only required as set forth in Section V.A and Section VI below, NMJC recommends that all parties interested in utilizing the Public Forum Area submit a completed Forum Reservation Request Form to NMJC’s Director of Marketing & Public Relations prior to use so that NMJC may minimize scheduling conflicts, accommodate all interested users, and provide adequate security for the speaker and the audience.

V. Provisions for Members of the NMJC Community

A. Planned Large Group Expression

Members of the NMJC community who plan to engage in expressive activity on campus in a group that is expected to consist of 30 or more persons must submit a completed Forum Reservation Request Form to NMJC's Director of Marketing & Public Relations five college business days prior to the scheduled activity and must receive approval in writing from NMJC's Director of Marketing & Public Relations prior to engaging in such activity. Prior notice is required to ensure that there is sufficient space for the large group event, that necessary College resources are available for crowd control and security, and that the academic and other operations of the College are not disrupted. The NMJC's Director of Marketing & Public Relations may grant a reservation for the Public Forum Area or another available area of campus, as requested by the applicant, and may only deny a reservation for the limited reasons set forth below. The reservation request must be processed, and the requesting party must be notified within three college business days after its submission. Any denial may be appealed to the NMJC Vice President of Instruction in writing setting forth the reasons why the appeal should be granted. The NMJC Vice President of Instruction or the NMJC Vice President of Instruction's designee must respond to the appeal in writing within two college business days.

B. Spontaneous Large Group Expression

If an individual or small group of individuals within the NMJC community, while engaging in spontaneous expression, attracts a group of 30 or more persons, then a representative from the group should provide the College with as much notice as circumstances reasonably permit. NMJC reserves the right to direct a group of 30 or more persons to the Public Forum Area or another available area of campus to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic and other operations of the College. The NMJC official must not consider or impose restrictions based on the content or viewpoint of the expression when relocating any expression.

VI. Provisions for Non-Campus Members

Individuals or groups of people who are not enrolled at or employed by NMJC may only engage in expressive activity on NMJC's campus in the Public Forum Area and only after submitting a completed Forum Reservation Request Form to NMJC's Director of Marketing & Public Relations at least five college business days prior to the scheduled speech and obtaining approval for such use in writing from NMJC's Director of Marketing & Public Relations or the designee of NMJC's Director of Marketing & Public Relations pursuant to the procedures set forth in Section VII below. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible. The reservation request must be processed, and the requesting party must be notified within three college business days after its submission. Any denial may be appealed to the NMJC Vice President of Instruction in writing setting forth the reasons why the appeal should be granted. The NMJC Vice President of Instruction or NMJC Vice President of Instruction's

designee must respond to the appeal in writing within two college business days. This provision does not apply to any lecturer or visitor invited to an NMJC classroom by the professor of such class.

VII. Procedures for Forum Reservation Requests

A completed Forum Reservation Request Form should be submitted to NMJC's Director of Marketing & Public Relations in person or by email to expression@nmjc.edu. Any written materials that will be distributed in connection with the expression must be attached to the Forum Reservation Request Form and submitted to NMJC's Director of Marketing & Public Relations at least five college business days prior to the distribution of the written materials. Any request to distribute written materials may not be denied based on the content or viewpoint of the expression. However, no publicity for a speaker or program may be released prior to authorization of the Forum Reservation Request Form.

Reservation scheduling will be coordinated by NMJC's Director of Marketing & Public Relations or the NMJC's Director of Marketing & Public Relations' designee, who will schedule forums for expression on a first-come, first-served basis. The NMJC's Director of Marketing & Public Relations or the NMJC's Director of Marketing & Public Relations' designee must respond to all requests in writing as soon as practicable, but in no event more than three college business days following receipt of the request, either authorizing the reservation and noting any special instructions, if applicable, or setting forth the reason for denial of the reservation.

NMJC's Director of Marketing & Public Relations or the NMJC's Director of Marketing & Public Relations is or her designee may only deny a reservation request for one of the following reasons:

- The Forum Reservation Request Form is not fully completed;
- The Forum Reservation Request Form contains a material falsehood or misrepresentation;
- The Public Forum Area has been reserved by persons who previously submitted a completed Forum Reservation Request Form(s), in which case the College must provide a reservation for the applicant at an alternate location, alternate date, or alternate time;
- The use or activity intended by the applicant would conflict with or disturb previously planned programs organized and conducted by the College;
- The Public Forum Area is not large enough to accommodate the expected or actual number of persons engaging in large group expression, in which case the College must provide a reservation for the applicant at an alternate location that can safely accommodate the applicant provided that the applicant is a member of the NMJC community and that such a location exists on NMJC's campus;
- The use or activity intended by the applicant would present a danger to the health or safety of the applicant, other members of the NMJC community, or the public; or
- The use or activity intended by the applicant is prohibited by law or NMJC policy.

When assessing a reservation request, NMJC's Director of Marketing & Public Relations or the designee of NMJC's Director of Marketing & Public Relations must not consider or impose restrictions based on the content or viewpoint of the expression.

Appeals related to the decision of the NMJC's Director of Marketing & Public Relations or NMJC's Director of Marketing & Public Relations' designee should be made in writing to the NMJC Vice President of Instruction. The NMJC Vice President of Instruction must decide all appeals within two college business days. The decision of the NMJC Vice President of Instruction is final. All campus reservations are subject to the general provisions below.

VIII. Distribution of Written Material

Members of the NMJC community may distribute non-commercial pamphlets, handbills, circulars, newspapers, magazines, and other written materials on a person-to-person basis in open outdoor areas of the campus. An individual who is not a member of the NMJC community may only distribute written materials within the Public Forum Area and only during the time in which the individual has reserved Public Forum Area. Unauthorized use of the College's trademark or logos on any written material is strictly prohibited.

IX. General Provisions

A. In addition to the requirements set forth above, all individuals expressing themselves on NMJC's campus must comply with the following provisions:

- No interference with the free flow of vehicular or pedestrian traffic within and/or under the control of the NMJC campus or the ingress and egress to buildings on campus is permitted.
- Any use of amplified sound, other than amplified sound used in connection with College-sponsored events, must only be intended to be heard in the immediate area of the expression to minimize any disruption of the central academic mission of the College.
- No interruption of the orderly conduct of College classes or other College activities, including College ceremonies and events, is permitted.
- No commercial solicitations, campus sales, or fundraising activities shall be undertaken which are not authorized by NMJC.
- The individual who makes the reservation shall be responsible for seeing that the area is left clean and in good repair. If not accomplished, persons, or organizations responsible for the event may be held financially responsible for cleanup costs.
- The individual/organization using the area must supply their own tables, chairs, etc., if needed (unless already part of the location).
- Damage or destruction of property owned or operated by the College, or property belonging to students, faculty, staff, or guests of the College is prohibited. Persons or organizations causing such damage may be held financially and/or criminally responsible.

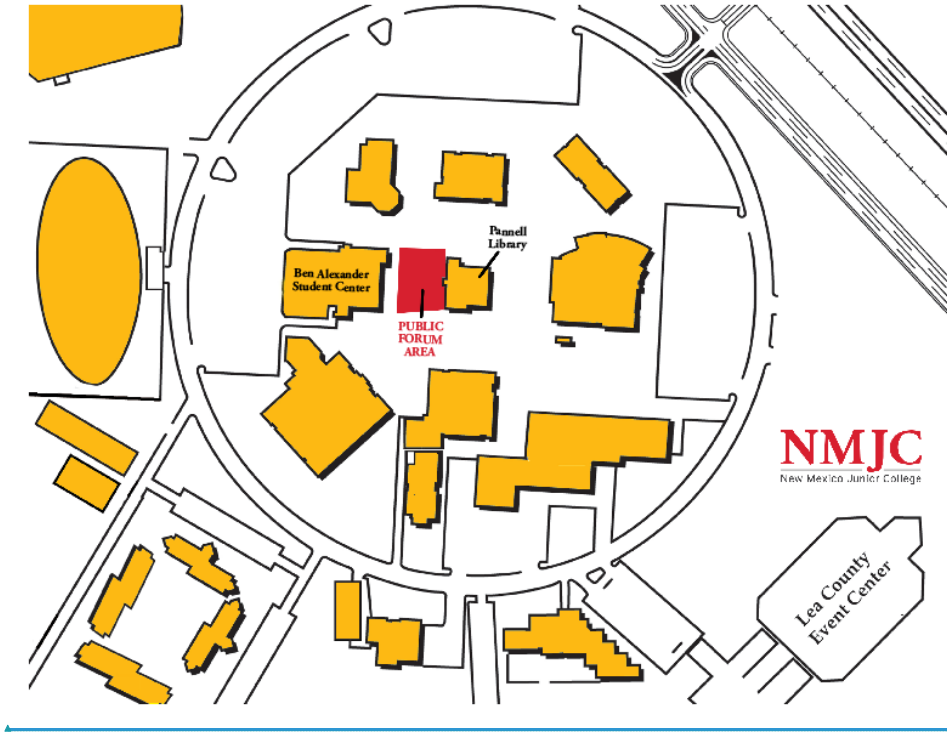
- Individuals and groups of individuals expressing themselves on NMJC's campus must comply with all applicable federal, state, and local laws and NMJC policies, rules, and regulations

B. Notwithstanding anything to the contrary contained herein, the College may restrict expressive activity that is not protected by the first amendment of the United States Constitution, including:

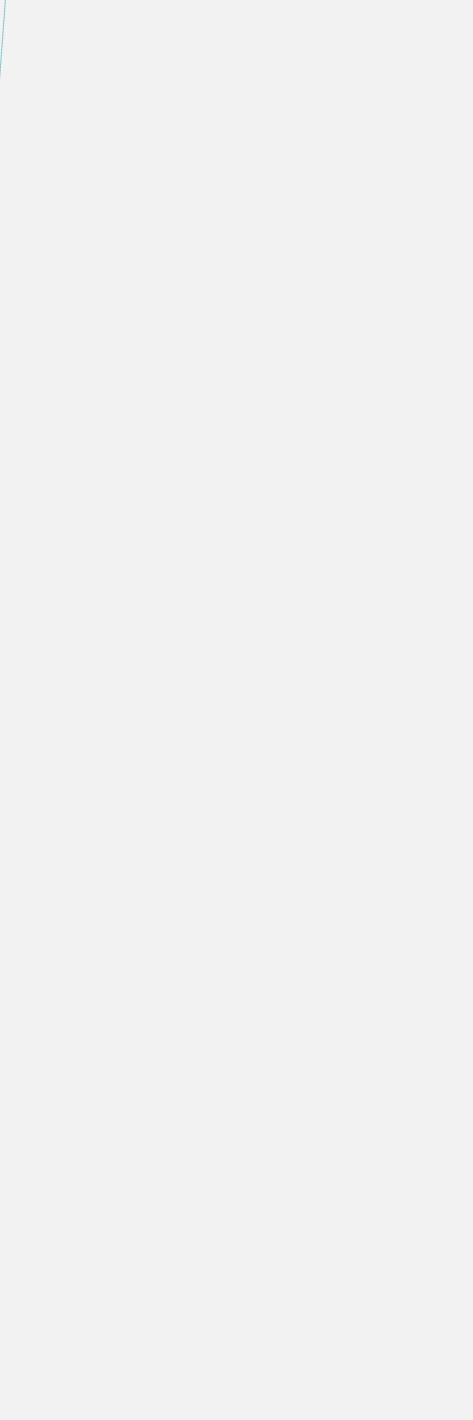
- A violation of state or federal law.
- An expression that a court has deemed unprotected defamation.
- Harassment. For the purposes of this paragraph, "harassment" means only that expression that is so severe, pervasive and subjectively and objectively offensive that it unreasonably interferes with an individual's access to educational opportunities or benefits provided by the College.
- A true threat. For the purposes of this paragraph, "true threat" means a statement that is meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence against a particular person or a group of persons.
- An unjustifiable invasion of privacy or confidentiality that does not involve a matter of public concern.
- An action that unlawfully disrupts the function of the College.

X. Compliance

Authorization of a speech, event, or demonstration is contingent upon compliance with the criteria listed above. Speakers and/or organizations failing to comply with the above policy may be asked to leave, a trespass warning may be issued, and/or College disciplinary action or judicial action may be pursued.



Field Code Changed



APPENDIX A

Community College Act

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NMJC ~~adheres~~ ~~adheres to~~ the current Community College Act, [NMSA 1978 §Chapter 21-13-1 et. seq. NMSA 1978.](#)

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~~History: 1953 Comp., § 73-33-1, enacted by Laws 1963, ch. 17, § 1; 1985, ch. 238, § 1.~~

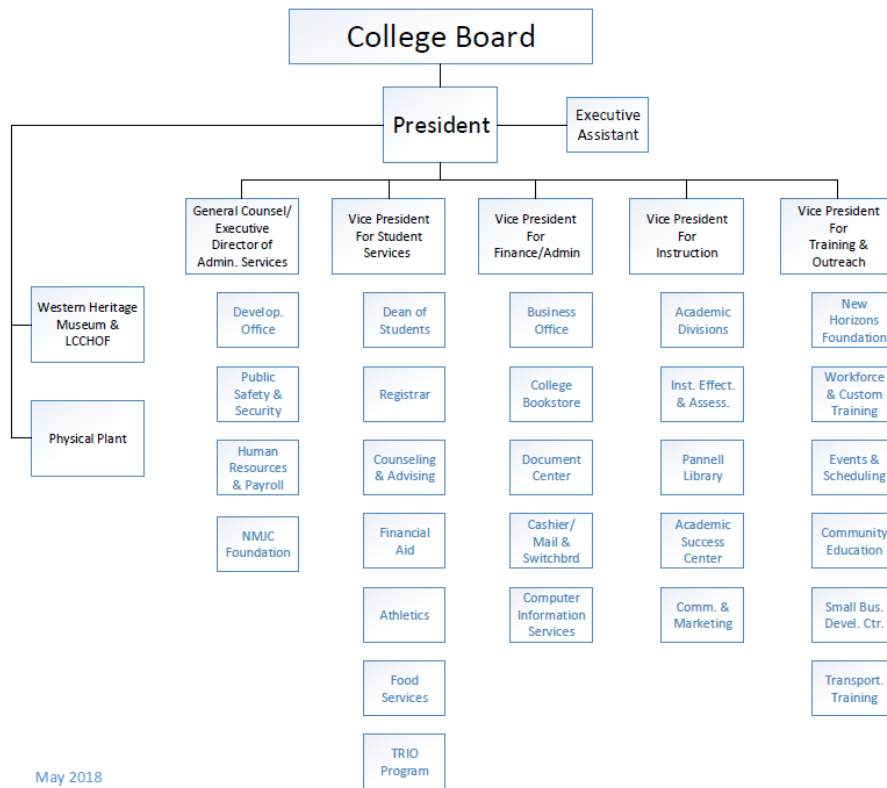
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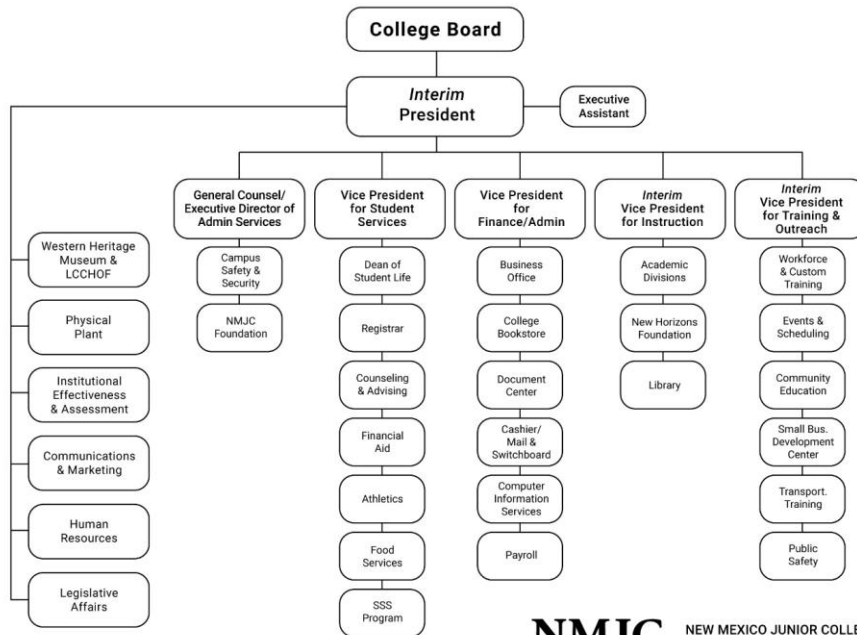
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APPENDIX B
NEW MEXICO JUNIOR COLLEGE
ORGANIZATIONAL CHART



May 2018

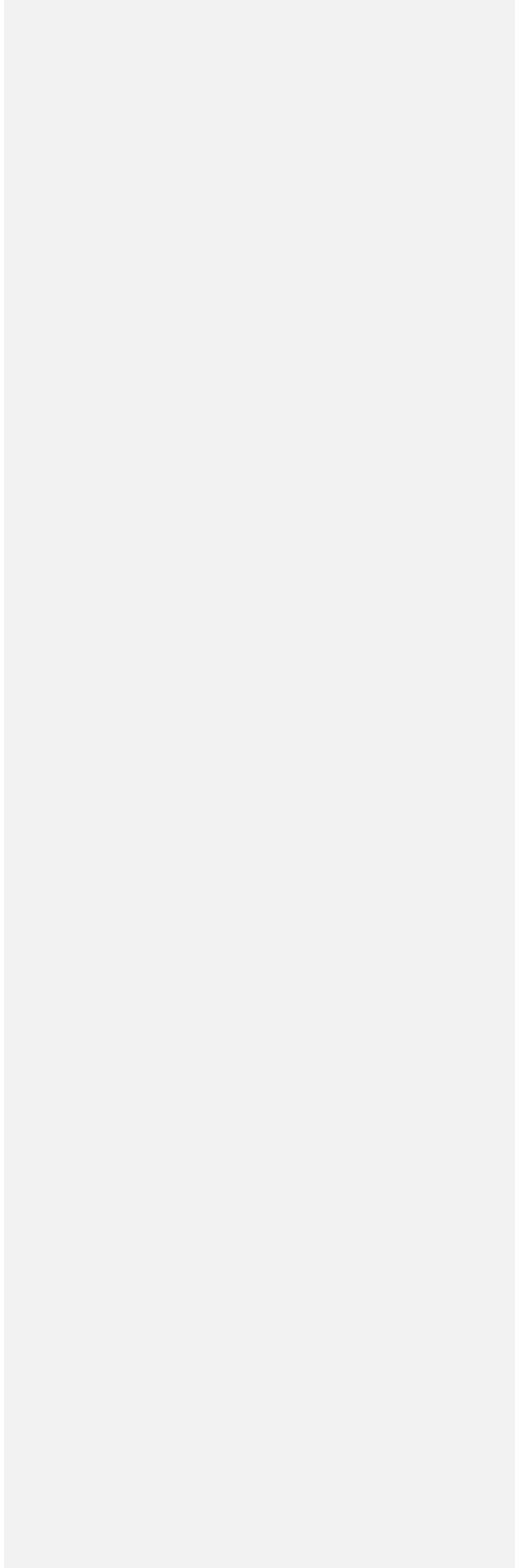
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APPENDIX [CB](#)

**FORMAT AND GUIDELINES
FOR PROPOSING NEW AND REVISED
BOARD POLICY**



**NEW MEXICO JUNIOR COLLEGE
FORMAT FOR PROPOSED BOARD POLICY**

I. Introduction: Formation and Revision of Board Policy

- A. The formulation and adoption of written policies shall constitute the basic method by which the Board exercises its leadership in the operation of the College. The Board delegates to the President the function of implementing policy.
- B. Recognizing its own function as the lawful and final authority in policy matters, the Board accepts the principle that those who are affected by the policy shall be involved in the formulation of such policy. The Board, therefore, encourages staff and administration to review and recommend new policies or changes of policy when appropriate.

II. Proposed Policy Statement

A person seeking a revision and/or addition to board policy shall submit a proposed policy statement unnumbered and undated to the President, or his/her designee, for review. Please submit below a statement of proposed policy.

III. Rationale for the Proposed Policy

Please provide some justification below as to why the policy is needed (refer to attached guideline).

IV. Suggestion for Written Procedures to Accompany Proposed Policy (if applicable and if known).

Please outline supporting procedures below, new and old that would be applicable to proposed policy.

V. Disposition

After consideration and discussion, the person submitting the policy may be asked to present further rationale. When a decision has been finalized concerning the proposed policy, the President shall forward the change to the Board with his recommendation for action. No amendments to a policy shall be made without Board approval. The final action taken shall be communicated to the originator of the proposed policy change.

VI. Utilization

The procedure shall not be utilized by employees in a designated or certified bargaining unit or their representatives.



MEMORANDUM

Date: October 20, 2022
To: NMJC Board Members
From: Derek Moore, Ed.D.
NMJC President
Re: Employee Benefits – Vacation Leave
Employee Handbook - Policy No. 306

The excerpt below is from our Employee Handbook; Policy No. 306 (Vacation Leave):

“if accrued vacation leave is not used by December 31 and you earn one week’s vacation, you can only carry over 20 hours, if you earn two weeks’ vacation, you can only carry over 40 hours, and if you earn 3 weeks’ vacation, you can only carry over 60 hours. In the event an employee retires, resigns or is not re-employed, all authorized earned vacation days/hours shall be paid to the employee by NMJC. Employees with less than three (3) months of employment, however, are not eligible for vacation pay at termination.”

For your consideration, I’m seeking your approval to **modify employee vacation “carry-over” leave up to an additional 40 hours** as noted by the following amounts:

1. *Employees who earn one weeks’ vacation: **up to 60 hours** from 20 hours*
2. *Employees who earn two weeks’ vacation: **up to 80 hours** from 40 hours*
3. *Employees who earn three weeks’ vacation: **up to 100 hours** from 60 hours*

If approved, this policy will become effective immediately.

Thank you for your consideration,

Derek Moore, EdD