

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, January 16, 2003

**Zia Room - Library**

1:30 p.m.

## AGENDA

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|--|--------------|
| A. Welcome   | Mr. Newman   |
| B. Adoption of Agenda                                  | Mr. Newman   |
| C. Approval of Minutes of December 19, 2002            | Mr. Newman   |
| D. Correspondence                                      | Mr. Hanna    |
| E. President's Report                                  | Dr. McCleery |
| F. New Business  |              |
| 1. Audit Report  | Dan Hardin   |
| 2. Monthly Expenditures Report                         | Dan Hardin   |
| 3. Monthly Revenue Report                              | Dan Hardin   |
| 4. Oil and Gas Revenue Report                          | Dan Hardin   |
| 5. Schedule of Investments                             | Dan Hardin   |
| 6. Consideration of Transfer from Reserves for Nursing | Dr. McCleery |
| 7. Consideration of Board Policy Handbook              | Dr. McCleery |
| G. Closure of Open Meeting                             | Mr. Newman   |
| H. Public Comments                                     | Mr. Newman   |
| I. Announcement of Next Meeting                        | Mr. Newman   |
| J. Adjournment   | Mr. Newman   |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

DECEMBER 19, 2002

### MINUTES

The New Mexico Junior College Board met on Thursday, December 19, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Ms. Patricia Chappelle; Mr. Larry Hanna; Mr. Ferrel Caster; and Mrs. Yvonne Williams. Not present was Mr. John Hice, Jr.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Jarrett Renshaw, Hobbs News Sun.

Upon a motion by Mr. Hanna, seconded by Mr. Caster, the agenda was unanimously adopted, as presented.

Upon a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously approved the minutes of November 21, 2002.

Under *President's Report*, Steve Davis gave a demonstration of the new smart classroom to the board.

Under *New Business*, Dan Hardin presented the November financial reports and with a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the expenditures for November 2002.

After much discussion and upon a motion by Mr. Hanna, seconded by Ms. Chappelle, the consideration of the Board Policy Handbook was tabled until the January, 2003 board meeting.

Dr. McCleery presented a list of equipment to be sold at the next auction. Upon a motion by Ms. Chappelle, seconded by Mr. Caster, the board unanimously approved the list of equipment to be auctioned off. Upon a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously approved the removal of items valued at \$1,000 or greater and computer related items to be removed from college inventory.

Dr. McCleery presented the resolution for the board election to be held March 4, 2003. Upon a motion by Mrs. Williams, seconded by Mr. Caster, the board unanimously adopted the resolution.

Under *Personnel Considerations*, Rich Fleming recommended Kenneth Brown for the Professor of Theatre/Scenic Designer/Technical Director position with a nine month salary of \$41,500. Upon a motion by Ms. Chappelle, seconded by Mr. Hanna, the board unanimously approved the employment of Mr. Brown, effective January 7, 2003.

Mr. Caster moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H(2) of the New Mexico Statutes Annotated 1978. Ms. Chappelle seconded the motion. The roll call vote was as follows: Mr. Newman - yes; Mrs. Williams - yes; Ms. Chappelle - yes; Mr. Caster - yes; and Mr. Hanna - yes.

Upon re-convening in open meeting, Mr. Newman stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously appointed Mr. Hanna acting secretary.

The next regular board meeting was scheduled for January 16, 2003, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board meeting adjourned.

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CHAIRMAN

ATTEST: \_\_\_\_\_

SECRETARY

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**

From: Dan Hardin

Date: January 9, 2003

RE: Expenditure and Revenue Reports for December

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December is month six or 50% of the budget for the 2002/2003 fiscal year. The expenditure report represents expenditure totals that include funds expended and encumbered. The total year to date funds expended and/or encumbered through the month of December is \$13,904,396.00 of which \$1,518,261.00 are encumbered funds.

The total current unrestricted fund expenditures for Instruction & General through December are \$6,381,106.00, which is 52% of the projected budget. As we have indicated in the past, areas such as Academic Support and Student Services are over the projected budget at this time due to the early fall expenditures. In the other areas of student support, the Internal Service Departments receive a monthly allocation from departments for computer services. The credit in Internal Services is a result of the allocations being more than the current month expenditures. Expenditures in Auxiliary Enterprises are over projections, mainly due to the cost of goods sold in the Bookstore. The Bookstore cost of goods sold are higher than projected, but revenues are also greater than projected. Sales in the Bookstore are ahead of the sales for 2001.

Current restricted funds expended for this time of year is normal. The grants are on track with \$1,211,906.00 expended as of the end of December. Funds expended through the Financial Aid office is below last year, but they will have a large payout in January for the Spring semester with Pell Grants and Direct Loans. As the Financial Aid department makes the awards for Pell Grants and Direct Loans, the Business Office requests draw downs from the Federal Department of Education. Grants are also a drawn down after the expense has occurred. We typically incur the expense, submit a request for funds, and wait to be reimbursed. The expense for the Restricted Grants is from the monthly expenditures to operate the grant programs.

The activity for December in Plant Funds is the expense and funds encumbered for the baseball field, the dorm recreation area and building renewal & replacement. The state BR&R projects show a credit balance, which was due to some projects coming in under the projected cost. The amount encumbered was released resulting in a credit for the month.

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Expenditures as of December were \$13,904,396.00, or 48% of the projected budget.

Revenue generated in December 2002 was \$2,095,806.00. This mostly consists of the monthly allocation from the state, the Oil and Gas Income, property tax revenue and direct loans and grant draw downs of \$216,790.00.

Oil and Gas tax revenue for December was \$356,452.00. This number consists of Oil & Gas revenue of \$303,776.00 and Oil and Gas Equipment Tax revenue of \$52,676.00. We have received \$1,717,576.00 in Oil and Gas income from July through December, which is \$781,508.00 over the projected budget. We have received \$53,956.00 of the projected \$450,000.00 in Oil and Gas Equipment Tax. The property tax income received as of the end of December is \$718,791.00. We expect another large check from the Lea County Treasurer for the mill levy on the property taxes in January or February.

There is an adjustment that is reflected in Plant Funds interest income. A portion of the interest income was moved from plant funds to current funds, as directed by the auditors. The result is a debit balance for the month of December in interest income for Plant Funds.

The investment report shows an ending balance of \$7,075,000.00. We sent \$500,000.00 to the LGIP in December. Of the \$7,075,000.00 in LGIP, \$4,707,458.19 is in capital projects, which is 66% of investments.

On the investment report is a listing of the capital projects, the Caster Activity Center HVAC project has been completed and the funds have been expended. There are several other projects that are in progress. The Business Office has issued purchase orders and encumbered the funds for these projects.

In the Board material is a copy of the 2002 audit report by Johnson Miller and Company. The audit was approved by the State Auditor and is an unqualified opinion. As you can see and as we had pointed out in the October report, there are two findings. We look forward to the implementation of the new administrative software, and we anticipate the new software will greatly aid the Business Office in addressing these findings in the future. We have a good working relationship with Johnson Miller and Company. Their staff is very professional and we work well with them. We will be working with Johnson Miller and Company during the year in preparing for the upcoming changes in accounting reporting requirements for the college.

This concludes the Financial Report for December 2002.

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**December 2002**

50% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	5,980,600	2,446,532	41%	5,012,174	468,587	2,492,845	50%
Academic Support	1,021,222	664,526	65%	890,128	87,823	731,024	82%
Student Services	1,194,494	712,760	60%	1,002,233	120,640	784,041	78%
Institutional Support	2,461,574	1,151,633	47%	3,581,759	356,017	1,379,175	39%
Operation & Maintenance of Plant	1,943,012	754,890	39%	1,783,961	138,580	994,021	56%
Subtotal - Instruction & General	12,600,902	5,730,341	45%	12,270,255	1,171,647	6,381,106	52%
Student Activities	165,817	78,799	48%	155,236	23,177	130,927	84%
Research	0	0	0%	0	0	0	0%
Public Service	5,650	935	17%	0	0	0	0%
Internal Service Departments	300,815	342,444	114%	710,422	(22,115)	314,445	44%
Student Aid	148,092	130,564	88%	281,479	2,913	106,336	38%
Auxiliary Enterprises	1,266,820	1,231,813	97%	1,193,795	164,649	1,128,999	95%
Athletics	593,066	332,789	56%	562,053	34,309	339,671	60%
Total Current Unrestricted Fund	15,081,162	7,847,685	52%	15,173,240	1,374,580	8,401,484	55%
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,236,954	977,554	44%	2,347,254	129,468	1,211,906	52%
Student Aid	3,300,000	2,952,069	89%	3,964,907	52,613	2,253,124	57%
Total Current Restricted Fund	5,536,954	3,929,623	71%	6,312,161	182,081	3,465,030	55%
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Anonymous Grant	250,000	0	0%	0	0	0	0%
Projects from Institutional Funds	3,325,000	987,398	30%	5,944,312	36,633	1,016,183	17%
Projects from State GOB Funds	1,500,000	733,075	49%	1,212,900	0	818,891	68%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Projects from State B R & R	345,546	180,427	52%	327,399	-6,081	171,826	52%
Projects from Auxiliary BR&R	0	0	0%	19,147	0	30,982	162%
Subtotal - Capital and BR&R	5,570,600	2,050,954	37%	7,503,758	30,552	2,037,882	27%
<b>Debt Service</b>							
Revenue Bonds	1,470,813	133,802	9%	0	0	0	0%
Total Plant Funds	7,041,413	2,184,756	31%	7,503,758	30,552	2,037,882	27%
<b>GRAND TOTAL EXPENDITURES</b>	<b>27,659,529</b>	<b>13,962,064</b>	<b>50%</b>	<b>28,989,159</b>	<b>1,587,213</b>	<b>13,904,396</b>	<b>48%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**December 2002**

50% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	1,244,954	1,097,203	88%	1,356,355	12,981	714,079	53%
State Appropriations	7,494,100	3,965,050	53%	7,376,100	614,683	3,688,098	50%
Advalorem Taxes - Oil and Gas	2,874,085	2,414,273	84%	2,949,084	356,452	1,771,532	60%
Advalorem Taxes - Property	1,900,000	508,539	27%	1,800,000	650,507	718,791	40%
Interest Income	75,000	66,475	89%	50,000	13,971	21,983	44%
Other Revenues	294,400	129,123	44%	307,700	30,281	152,607	50%
<b>Subtotal - Instruction &amp; General</b>	<b>13,882,539</b>	<b>8,180,663</b>	<b>59%</b>	<b>13,839,239</b>	<b>1,678,875</b>	<b>7,067,090</b>	<b>51%</b>
Student Activities	43,400	39,237	90%	43,400	411	27,299	63%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	14,000	9,235	66%	10,000	683	8,403	84%
Auxiliary Enterprises	1,528,300	1,221,911	80%	1,663,000	11,416	983,209	59%
Athletics	35,100	20,049	57%	35,400	2,866	17,427	49%
<b>Total Current Unrestricted</b>	<b>15,503,339</b>	<b>9,471,095</b>	<b>61%</b>	<b>15,591,039</b>	<b>1,694,251</b>	<b>8,103,428</b>	<b>52%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,236,954	415,424	19%	2,347,254	71,877	441,163	19%
Student Aid	3,336,485	1,902,517	57%	3,716,407	45,341	2,004,355	54%
<b>Total Current Restricted</b>	<b>5,573,439</b>	<b>2,317,941</b>	<b>42%</b>	<b>6,063,661</b>	<b>117,218</b>	<b>2,445,518</b>	<b>40%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant	250,000	24,732	10%				
Projects from State GOB Funds	1,500,000	535,850	36%	1,212,900	287,586	483,733	40%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Interest Income	50,000	59,671	119%	105,700	(3,249)	45,241	43%
<b>Subtotal - Capital &amp; BR&amp;R</b>	<b>1,700,054</b>	<b>770,307</b>	<b>45%</b>	<b>1,318,600</b>	<b>284,337</b>	<b>528,974</b>	<b>40%</b>
Debt Service							
Interest Income	73,164	35,801	49%	0	0	0	0%
<b>Total Plant Funds</b>	<b>1,773,218</b>	<b>806,108</b>	<b>45%</b>	<b>1,318,600</b>	<b>284,337</b>	<b>528,974</b>	<b>40%</b>
<b>GRAND TOTAL REVENUES</b>	<b>22,849,996</b>	<b>12,595,144</b>	<b>55%</b>	<b>22,973,300</b>	<b>2,095,806</b>	<b>11,077,920</b>	<b>48%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### December 2002

50% 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	2002-03 Original Budget	Variance Over (Under) Budget
May	July	\$25.54	3,213,428	\$2.93	17,624,734	288,681	208,257	80,424
June	August	\$22.24	3,318,541	\$2.13	19,075,363	298,995	208,257	90,738
July	September	\$25.14	3,177,774	\$2.68	18,025,220	253,965	208,257	45,708
August	October	\$25.38	3,265,406	\$2.98	18,326,173	297,407	208,257	89,150
September	November	\$26.85	3,146,407	\$2.91	18,237,192	274,752	208,257	66,495
October	December	\$28.54	3,100,449	\$3.32	17,418,828	303,776	208,257	95,519
November	January						208,257	(208,257)
December	February						208,257	(208,257)
January	March						208,257	(208,257)
February	April						208,257	(208,257)
March	May						208,257	(208,257)
April	June						208,257	(208,257)
Y.T.D. Production Tax Revenue						1,717,576	2,499,000	(781,508)
Y.T.D. Equipment Tax Revenue						53,956	450,000	(396,044)
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>1,771,532</b>	<b>2,949,000</b>	<b>(1,177,552)</b>

*Source: New Mexico Taxation and Revenue Department*

In order to stabilize the budgetary process for the 2002-03 fiscal year, oil and gas revenues were budgeted at a long-term historical average of \$16.00 per bbl for oil and \$2.50 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2002-03 year that exceed this budgeted amount will be considered for transfer to the college's capital fund at the end of the year.



**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**December 2002**

50% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	7,075,000	N/A	N/A	N/A	7102-1348	1.98%	12,533
<b>Total Investments</b>	<u>7,075,000</u>						<u>12,533</u>

Summary of Current Month's Activity	
Beginning amount	6,575,000
Plus: deposits	500,000
Less: withdrawals	0
Capital Projects	4,707,458
Reserves Invested	2,367,542
<b>Total LGIP Investment</b>	<b>7,075,000</b>

Capital Projects	12/31/2002
Technology Upgrade	77,178.88
Workforce Training Center	1,191,750.14
High Tech Start Up	272,911.67
Docutech	150,000.00
Vehicles	100,000.00
CISCO Networking Equipment	5,481.43
Western Heritage Center	500,000.00
Drawings and Master Plan	95,294.00
Baseball Field	268,005.00
Rodeo Arena	18,333.97
Dormitory Landscape	46,012.37
Caster Activity Center HVAC	0.00
Circle Drive	206,024.54
Dorm Construction	1,600,000.00
Lea County Beautification	37,500.00
Parking Lot Seal Coating	50,000.00
Dorm Recreation Area	66,785.71
BR&R Carryover	22,180.48
<b>Total</b>	<b>4,707,458.19</b>

NOTE: Capital projects total does not include encumbered funds



# NEW MEXICO JUNIOR COLLEGE

Office of the President

TO: New Mexico Junior College Board  
FROM: Steve McCleery  
DATE: January 12, 2003  
SUBJECT: Nursing Exams

On Friday, January 10, 2003, the NMJC Nursing Faculty and Administration spent seven hours in a planning session with Lea Regional Medical Center (LRMC). The purpose of the meeting was to strengthen our partnership with LRMC, leverage NMJC's and LRMC's resources to specifically improve our nursing program. The meeting was very productive and some outstanding strategies were developed.

During the afternoon session, an immediate need and strategy was developed to alleviate the poor pass rates on the National League of Nursing Board Exam. During the 2002 fall semester, our National League of Nursing Accreditation visit was a tremendous success, but the accrediting team is very concerned about our first time Board Exam pass rates. National stipulations are in place that mandate first time pass rates exceed 80%. For the past two academic years, our pass rates have been below the 80% level. If we do not correct the problem immediately, we are in danger of losing our nursing program.

Several reasons for the existing pass rates are outlined in the attachment. We are beyond the state of rationalization and need to correct the problem immediately. During Friday's planning session, the following strategies were formulated:

- At the end of the 2003 spring semester, all thirty 2003 nursing graduates must take the NCLEX study review program.
- All thirty 2003 spring nursing graduates must take the NCLEX Boards within 60 days of the study review and final exams.
- To participate in this initiative, students must meet the six criteria as outlined in the NCLEX-RN Success Program for Associate Degree Graduates. (See attached sheet.)

The primary reasons that nursing graduates do not take the NCLEX Board Exam immediately after graduation is the cost the students incur for the study review (\$500.00) and Board Exam cost (\$300.00). Because of the costs, many of our students wait (months) to take the exam, and most can not afford the study review course. Because of the urgency of this problem, I am requesting the Board to approve funding for \$24,000 from reserves to provide the necessary resources to bring the National NCLEX Board Review Program to NMJC, as well as, assist the 2003 nursing graduates with their board fee. The administration recognizes this action as a short-term fix, but given the severity of the problem we see this action as imminent. In the near future, we will develop a long-term strategy and report to the Board.

Thank you for your consideration!

**New Mexico Junior College  
Career Mobility Nursing Program**

**Assessment of Possible Problem Areas  
For NCLEX-RN Pass Rates for 2001**

New Mexico Junior College is addressing the possible problem areas related to our NCLEX-RN score of 65.7% for 2001. This is in response to the Board action of February 22, 2002 informing the nursing program of not being in compliance with the rule 16.12.3.8 NMAC, subsection C, paragraph (2) of subparagraph (i).

The nursing faculty of New Mexico Junior College believes the following issues contributed to the decline in NCLEX-RN pass rates:

1. **Faculty Instability**: during the academic year 2000-2001 all four of the sophomore faculty resigned. These four faculty members were MSN prepared. Advertisements for the vacant positions have resulted in BSN and ADN prepared applicants. In the academic year 2001-2002, the program replaced three of the vacant positions with BSN prepared faculty. The new faculty members are enrolled in a MSN program. The academic year 2000-2001 resulted in an unstable learning environment for the 2001 RN graduates, with a possible breach in the curriculum.
2. **Change in Administration**: the fall semester 2000 resulted in a major change for the program. Steve Davis, Director of Allied Health, had been serving as the Interim Dean of Business and Technology since 1999 was appointed the Dean of Business and Technology. This appointment left a vacancy in the position of Director of Allied Health. Karen Cummings served as the Interim Director of Allied Health and continued with a full-time faculty position for the fall semester. The interim position was a ten-hour per week responsibility. This left the administration of the program vacant for 30 hours each week. It was during the 2000 fall semester NLNAC made a site visit to the program and placed the program on a warning status. In January 2001, Ms. Cummings was appointed full-time Director of Allied Health. These changes made the administration of the program vulnerable. Perhaps, issues related to students, faculty and curriculum were not assigned the necessary urgency or importance required to maintain continuity of the program.
3. **Curricular Issues**: in the summer of 2001, the nursing faculty conducted a curriculum mapping of the second year nursing courses. The results indicated approximately 30% of the sophomore level content had not been taught during the 2000-2001 academic year. Content areas found to be lacking in completeness or eliminated are: cardiac, infectious diseases,

endocrine, respiratory, community, management and leadership, law and ethics, and disaster planning. When the faculty became aware of the curricular issues, sophomore nursing course syllabi were enhanced to correct the deficiencies and meet the topic areas of the current NCLEX-RN test plan.

4. **Aging Computerized Testbanks:** when the course content was enhanced to meet current nursing issues, faculty recognized the computerized testbank was out-dated. In the Spring of 2002, the faculty began to add questions to up-date the testbank and delete out-dated questions. As new textbooks are added, the faculty will continue to up-date the testbank.
5. **Clinical sites:** there was a lack of patient census in the mental health unit and a limited number of intensive care patients at the local hospital. The students in the 2001 graduating class did observational clinicals in a psychiatric hospital and did not experience advanced intensive care nursing. The faculty determined a need for more advanced student clinical experiences. In the spring semester of 2002, additional clinical experiences and sites were added to the sophomore clinical rotation. Advanced intensive care nursing is being conducted in Lubbock at University Medical Center. These experiences include: burn unit, MICU, SICU, CICU, bone marrow transplant, oncology and Emergency center; psychiatric nursing is being conducted at Desert Springs Medical Center in Midland. This facility offers four areas of in-patient care for a wide variety of mental health issues. Previously, the community sites utilized by the sophomore students did not meet current nursing needs. Community nursing sites have been changed to include: out-patient mental health and rehabilitation, public health office, community physician's clinic; hospice and other available nursing experiences in our community.
6. **Critical Thinking:** lack of critical thinking tools/exercises to measure student ability. The graduates had no available measure of critical thinking. This has been recognized as a deficiency and corrected. In the fall semester of 2001, all students enrolled in the nursing program must take the ATI critical thinking exam. This exam is administered three times during the program to determine the student's ability to critically think. In the spring semester of 2002, computer-assisted instruction with a test package was added at the sophomore and freshman level. These clinical simulations measure the student's ability in two areas: critical thinking and assessment.
7. **Out-dated videos, computer software (CAI), and equipment:** during the spring semester 2002, a list of all videos, software and equipment has been compiled. Many of the videos being used in the nursing program were

dated in the 1980's. The numerous software programs would not run on the Windows format and much of the equipment was dated in the 1970's and 1980's. The videos, software and some equipment have been replaced. These learning tools have been incorporated into the student teaching/learning process.

8. *Student Admission Policy*: no requirement for GPA, unlimited # of times a student can take the three (reading, writing, math) COMPASS exams, unlimited # of times to repeat Anatomy and Physiology and other pre-requisites courses.

**Career Mobility Nursing Program  
Spring 2003  
NCLEX-RN SUCCESS PROGRAM  
for ADN Graduates**

The Nursing program would like to initiate a student success program to increase the pass rates for first-time takers of the National Council Licensure Examination for Registered Nurses.

**Goal:** NMJC ADN graduates of the 2003 CMNP program will pass the NCLEX-RN upon the first attempt.

**Proposal:** We propose the following student participation in the success program:

Student participant requirements:

1. Attend 80% of the NU250 tutoring sessions during the semester (25 hours).
2. Successfully complete four skills (as assigned by faculty) to demonstrate competency of previously learned nursing skills.
3. Must attend each individual unit exam review.
4. Must attend one group exam review for each unit exam.
5. Successfully complete the 'NCLEX-RN' testing tool; remediation is required until student receives a passing score.
6. Must take NCLEX-RN licensure exam within 60 days of graduation.

Graduates who complete the above requirements will be eligible for:

A NMJC sponsored (paid) NCLEX-RN Review Course at completion of the semester.

NCLEX-RN licensure cost.



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## MEMORANDUM

**DATE:** January 13, 2003  
**TO:** New Mexico Junior College Board Members  
**FROM:** Steve McCleery, President  
**SUBJECT:** Board Policy Handbook

Attached is a copy of the New Mexico Junior College Policy Handbook. The Handbook was reviewed by Bill Shoobridge, and the appropriate changes have been made. As a part of Richard Lloyd's Graduate Program Internship, he agreed to bring the Board Policy Handbook to fruition. With a working copy that John Shepherd provided, a significant amount of research, and a great deal of leg-work and re-writes, Richard has done a great job of finalizing the project.

As a part of his Internship, Richard was instructed that he must research other college board manuals, blend the best institutional board policy handbook practices within the conceptual framework of the NMJC draft document, lead the discussions with the staff, seek input and approval of the college attorney, seek input and approval of the president, deliver the draft copy to the NMJC Board, lead the NMJC Board Work Session discussion, and present the final copy of the Board Policy Handbook to the Board for approval.

The requested changes have been made, and I am recommending approval of the Board Policy Handbook.

Thank you for your consideration.