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This manual was revised, edited, and expanded by Richard Lloyd as an internship project for the CCLDP through New Mexico State University.

The primary purpose of this Manual is to organize, codify, and correlate the policies and procedures of the New Mexico Junior College Board into a single document, which will continue to be an ongoing project. This project will require an annual review to maintain an updated version. The Manual will also correlate with the College Catalog, Employee Handbook, Student Handbook, and the Business Office Procedures Manual.
# NEW MEXICO JUNIOR COLLEGEBOARD POLICY MANUAL

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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. The *Manual* together with the 1985 Community College Act (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.
- **PRESIDENT:** The Chief Administrative Officer of New Mexico Junior College and Chief Executive to the Board.
- **MANUAL:** *New Mexico Junior College Board Policy Manual*.
- **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.
- **NEW MEXICO JUNIOR COLLEGE OR COLLEGE:** New Mexico Junior College District.
IV. Formulation and Revision of Board Policy

A. The formulation and adoption of written policies constitute the basic method 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 his/her 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 the College Catalog, Employee Handbook, Student Handbook, and the Business Office 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: first of three digits--100.

2. Policy Topic Designation: last two digits--100.
I. Introduction

The mission of New Mexico Junior College is to provide quality educational programs and support services to enhance the quality of life for the communities and individuals we serve.

II. New Mexico Junior College Overarching Principles

These Overarching Principles articulate key areas in which New Mexico Junior College must excel to ensure continued success of the institution:

- Promoting Excellence
- Building Communities
- Planning Future Initiatives
- Developing Student Access
- Maintaining a Safe Environment
- Improving Financial/Human Resources
- Sharing our Vision
III. New Mexico Junior College Vision Statements

A. New Mexico Junior College will provide the highest quality education and community services by maintaining an educational environment where continuous assessment ensures student learning.
B. New Mexico Junior College will strive to be a premier comprehensive community college with a focus on quality, economic development, and collaborative agreements.
C. New Mexico College will do everything possible to enhance its image within the service area.
D. New Mexico Junior College will maintain a comprehensive students services package including a recruitment and retention plan that will ensure a yearly 1%-2% FTE growth in enrollment.
E. New Mexico Junior College shall provide a positive working environment for employees. The environment shall promote teamwork and foster trust and communication among the staff.
F. New Mexico Junior College will continually scan the environment locally, regionally, and nationally to provide a Strategic Plan that will serve the needs of constituents.
G. New Mexico Junior College will continue to provide modern and clean facilities, as well as plan for maintaining the campus buildings for future growth.
H. New Mexico Junior College will provide a safe and secure environment for students, staff and patrons.
I. New Mexico Junior College will explore avenues to improve the institution’s financial position and resource base.
J. New Mexico Junior College will strive to provide quality equipment.
K. New Mexico Junior College will develop, implement and maintain an integrated marketing plan that enhances its image and promotes the vision and value of the college.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 201
SECTION: New Mexico Junior College Organization
POLICY TOPIC: Planning and Objective Development

I. Planning Introduction

New Mexico Junior College shall be committed to a system of planning as an important and necessary tool for accomplishing its stated mission. The development of 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. Both the establishment of an annual goal direction and forecasting a four-year plan are seen as essential elements in this process.

II. Annual Planning

A. Yearly Plan
   The Yearly Plan provides strategies and direction for the campus and the campus managers that will help the institution address the strengths, weaknesses, and opportunities as laid out in the Strategic Plan.

B. Budget Plan
   The Budget Plan provides the resource requirements to achieve the Yearly Plan.

C. Building Replacement and Renewal Plan
   The institutional BRR Plan provides for building renewal and replacement on an annual basis.

D. Evaluation Plan
   The Evaluation Plan assesses the effectiveness, achievements, and institutional performance as it relates to the Strategic Plan, Master Facility Plan, Yearly Plan, and Budget Plan.

III. Long-Range Planning

A. Strategic Plan
   The Strategic Plan is the long-range outlook that gives needed information and direction to the college for growth over the next five years. Strategic Plan progress is updated three times a year to ensure progress and accountability.
B. Master Facility Plan
   The campus Master Facility Plan utilizes the Strategic Plan to give needed
   information and provide direction for campus growth and expansion.

C. Information Technology Plan
   The 1-year IT Plan is provided to the New Mexico Higher Education
   Department, New Mexico Department of Information Technology
   (DoIT), New Mexico Legislative Finance Committee (LFC), and the New
   Mexico Department of Finance and Administration (DFA) to inform them
   of institutional progress in the replacement and update of technology
   equipment.

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

E. Equipment Replacement and Renewal Plan
   The institutional ERR Plan provides for a replacement schedule for
   equipment throughout the campus.

F. Paving and Sealant Plan
   The institutional Paving and Sealant Plan provides for periodic renewal of
   campus roadways and parking lots.

G. Landscaping Plan
   The institutional Landscaping Plan provides for ongoing and emerging
   trends in landscaping and revitalization of the grounds.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 300
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 Junior College District. The duties and responsibilities of the Board are as outlined and stated in the Community College Act, 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.

C. 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.

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 his / her residence from the district from which he / she was elected shall be deemed to have resigned 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 April 1 succeeding their election. Terms of board members are staggered.

B. Elections: Elections of board members shall be held on the first Tuesday of March 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 community college board election, at which time candidates shall file for and be elected to fill the vacant position to serve the remainder of the unexpired term 21-13-8 NMSA 1978 comp.

III. Organization

A. Board Officers--Designation: At its first regular meeting following 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. After each election, Board members shall re-organize in this manner:

1. Chairperson: The duties of the Chairperson of the Board shall be:
   a. To preside regularly at board meetings;
   b. To call special or emergency meetings as required or to change the time 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 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. 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 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 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 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 North Central Association of Colleges and Schools/Commission on Institutions of Higher Education (NCA/CIHE).
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 adopt and review the Employee Handbook.
I. Board Travel

New Mexico Junior College Board members shall routinely serve 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.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 302
SECTION: New Mexico Junior College Board
POLICY TOPIC: Professional Development for Board Members

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 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, Sections 10-15-1 to 10-15-4, NMSA 1978, the following definitions and procedures are detailed so the conduct of all College Board business is in compliance with the spirit of the law:

II. Meetings

A. Definition: Meetings are defined as any verbal exchange among a quorum of board members attempting to arrive at a decision on any public business or public policy relating to the College over which the Board has supervision or control.

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 or a majority of the Board. In a meeting of the New Mexico Junior College 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 4:00 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. 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, 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.

### 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 shall 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.
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 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 set forth in a minute book which shall be kept 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 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 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. A member voting against a motion shall state his / her reasons and shall have them recorded in the minutes, if 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. Correspondence
6. President’s Report
7. Old Business
8. New Business
9. Public Comments
10. Announcement of Next Meeting
11. Adjournment
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 in the constitution of the state of New Mexico or the provisions of the Open Meetings Act.

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 in a place convenient to the public in the administrative office area of the College. The Board shall adopt an annual resolution at a regularly scheduled open meeting stating its procedure for giving notice of meetings.

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 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 Chairman 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.

4. The Board has the discretion of hearing or not hearing any individual or group and reserves the right to fix such 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. The Board shall refrain from hearing complaints or charges against employees of the College.

6. Only individuals officially recognized by the Chairperson of the Board shall be allowed to speak.

7. 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. 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. 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 unswayed 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.
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, if 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 and appointing the best qualified professional and support staff available upon recommendation of the President.
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 approved Employee Handbook.

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

H. Work with other Board members in a spirit of harmony and cooperation in spite of differences of opinions that arise during vigorous debates on issues.

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 appropriateness of disclosing a particular relationship, the chairman of the Board, 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 his or her decision-making authority or responsibility.

(2) Business relationship: one in which a Board member, or a member of his or her family as defined below, serves as an officer, director, employee, partner, trustee or controlling stockholder of an organization that does substantial business with the college.

(3) Family member: A spouse, 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 his or family, (a) are the actual or beneficial owner of more than 5% of the 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 his or her family benefits directly, indirectly or potentially from cash or property receipts which total $5,000 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 $5,000 from the college in the previous fiscal year.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 400
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 shall be charged in the Community College Act, in the rules and regulations of the New Mexico Higher Education Department 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 shall be directly responsible to the Board for the operation of the College and shall be expected to provide creative educational leadership in the achievement of the mission of the College as adopted by the Board.

B. The Board, upon the President's recommendation, 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 community college. The Chief Executive Officer shall delegate responsibilities for the operation of the various segments of the community 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 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 recommend to the Board the employment and / or termination of all employees;

G. 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;

H. To work with the various administrative heads in the continuous evaluation and improvement of the administrative, supervisory, and instructional techniques and procedures;

I. To attend all meetings of the Board unless excused by the Board;

J. To report to the Board from time to time, at his / her discretion or upon the request of the Board, on the educational and financial affairs of the College;

K. To prepare the agenda for meetings of the Board;

L. 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;

M. To prepare the annual HED and institutional budget with the assistance of the appropriate community college officials and personnel;
N. To serve as an ex officio member of all community college committees and organizations;

O. To be responsible for the governmental affairs and lobbying activities for the College;

P. To support and promote the general welfare of the College and its various publics and communities;

Q. 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

R. To communicate with the Board on all matters of major concern to the College and its community.
I. Evaluation of College President

The New Mexico Junior College Board shall have the right and responsibility to evaluate the College President, and / or his office, at any time. The President shall be annually evaluated in the month of April at the regular board meeting.

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.
I. Presidential Travel

The College 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  
SECTION: Administrative Organization  
POLICY TOPIC: Executive Organization

I. Introduction

The College is organized into four major service areas with the President providing general administrative overall leadership. The service areas of the College consist of Instruction, Finance, Student Services, and Training and Outreach. 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.

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.

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, auxiliary services and personnel services.
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, campus security / safety, 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.
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.
D. Student Government Association: The Student Government Association is the representative and governing body of the students of New Mexico Junior College. This organization of student government shall be for the purpose of establishing and promoting a harmonious attitude among students, faculty, and the administration; and to bring forth interest, activity, and pride in New Mexico Junior College.
I. Introduction

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

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 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 College Communications 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.

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.
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 shall 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 shall 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.
I. New Mexico Junior College Foundation

A. The New Mexico Junior College Foundation, Inc. is a 501(c)(3) non-profit New Mexico corporation whose mission is to foster, encourage, and promote college education (academic and career/technical) at New Mexico Junior College 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 encouraging the expansion of facilities at the College through grants and endowments. The Director of Development of New Mexico Junior College shall also serve as the Executive Director of the Foundation and hold a non-voting membership on its board.

B. The bylaws of the New Mexico Junior College Foundation, Inc. shall include a provision that the President of the College and the Chairperson of the New Mexico Junior College Board shall hold voting memberships on the Foundation Board and the Vice President for Finance shall hold an ex officio, non-voting membership during the term of each of their respective offices with the College.

C. The New Mexico Junior College Foundation, Inc. shall submit an audit report annually to the College Board for review.

II. Thunderbird Booster Club

A. The Thunderbird Athletic Booster Club is a 501(c)(3) non-profit New Mexico organization 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 Thunderbird Athletic Booster Club was organized in January 1968. The Booster Club consists of two permanent officers and various committees as needed for different athletic events. The athletic director shall serve as an advisor for all activities.
B. The Thunderbird Athletic 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.

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

A. The mission of the Western Heritage Museum and Lea County Cowboy Hall of Fame at New Mexico Junior College is non-political and non-profit. This corporation is devoted to honoring those persons from Lea County who have been outstanding in rodeo or who have made outstanding contributions as a ranch cowboy. Other purposes of the corporation shall be to collect and display memorabilia of the inductees for the purpose of perpetuating our western heritage; to collect and display works of art that depict the spirit and culture of the American West; to engage in the dissemination of information concerning the rodeo cowboy and ranch cowboy; to engage in and encourage education of the public regarding the importance of rodeo, the ranch cowboy and our western heritage; to encourage research in the area of the history of the Lea County cowboy; 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 stated herein; 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 corporation as referred herein.

B. This corporation is 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 corporation.
IV. Student Government

A. The organization of Associated Students of New Mexico Junior College was established for the purpose of promoting and developing a harmonious attitude among students, faculty, and administration, and as representatives to bring forth interest, activity, and pride in the College.

B. Student clubs and organizations are required to designate a full-time staff employee, generally a faculty member, as a sponsor. Associated members shall serve with the faculty and staff on some College standing committees in an effort to best serve the students they represent.

C. As a member of the Associated Students of New Mexico Junior College, a student carries responsibilities that shall provide him/her with excellent opportunities to mature and a chance to improve leadership abilities in a professional atmosphere.

Note: All Policies and Procedures can be reviewed in the Student Handbook.
Accreditation

A. New Mexico Junior College shall maintain the accountability standards as recommended by the New Mexico Higher Education Department. The College shall perform in such a manner to maintain institutional accreditation in the North Central Association of Colleges and Schools as well as other appropriate special accrediting agencies.

B. New Mexico Junior College is accredited by or holds membership in the following national or regional associations:

1. American Association of Collegiate Registrars and Admissions Officers
2. American Association of Community Colleges
3. Association of Community College Trustees
   Hispanic Association of Colleges and Universities
4. New Mexico Association of Independent Community Colleges
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 Association of Community, Junior and Technical Colleges
15. New Mexico State Department of Education/Vocational-Technical and Adult Education Units
17. Rocky Mountain Association of Collegiate Registrars and Admission Officers
18. Western Association of College and University Business Officers
19. Western Junior College Athletic Conference
Quality of Employees

New Mexico Junior College 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 (see Employee Handbook).

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 prefers to promote employees within the organization to more responsible positions. In employment, promotional or transfer decisions, the College shall consider such factors as organizational needs, aspirations and qualifications of individuals, and availability of other job candidates.

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 shall not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, national origin, age, disability, genetic information, or veteran status.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 500

IV. Employee Categories

Fair Labor Standards Act (FLSA) terminology is applied throughout this section of policy to describe employee categories. The terminology contained herein shall not be construed to have any meaning for the purpose of determining appropriate bargaining units.

A. Salaried (Exempt): The FLSA term used to designate employees who meet the criteria of executive, administrative or professional positions. Such an employee shall be exempt from overtime.
   1. Professional: A full-time or part-time supervisory, administrative or faculty employee who is not eligible for overtime or compensatory time compensation. Professional employees generally receive annual employment contracts. The professional employees are as follows:
      a. Full-time: A position requiring 40 hours work per workweek or at least 25 hours work per workweek for faculty employees teaching in the credit program.
      b. Part-time: A position requiring less than 40 hours work per workweek or less than 25 hours work per workweek for faculty employees teaching in the credit program.
   2. Supervisor: An employee who is in charge of or exercises direction or control over other employees in the performance of his/her duties.

B. Hourly (Non-Exempt): The FLSA term used to designate employees who are eligible to receive compensatory time for all work performed in excess of forty (40) hours in any designated workweek. As a general rule, New Mexico Junior College does not budget for overtime pay but agrees to grant compensatory time off in lieu of overtime wages. The non-exempt employees are as follows:
   1. Support/maintenance: A full-time or part-time non-supervisory employee eligible for overtime or compensatory time. Support/maintenance employees do not generally receive an annual contract, and are employees At Will.
      a. Part-time: A position requiring less than 40 hours work per workweek.
      a. Overtime: Work in excess of an hourly employee’s regularly scheduled workweek (minimum of 40 hours).
C. Full-time Regular: A full-time regular employee shall be employed to fill an established budgeted position requiring at least 40 hours work per workweek. Once employed, the individual shall be eligible to participate in the insurance benefit package, earn annual/sick leave, contribute into the educational retirement fund, contribute to the flexible benefit plan and benefit from all rights described in the Employee Handbook.

1. Contingent: A person employed into a temporary position is usually limited to less than a year. Contingent employees are not eligible for benefits.

2. Seasonal: A person employed into a seasonal position is usually limited to no more than six months. Seasonal employees are not eligible for benefits.

V. Employment of Relatives

Relatives are defined as members of a person’s immediate family (spouse, children and any other legal dependent) and parents, brothers, sisters and in-laws. Employment of relatives is subject to Board approval and the following conditions:

A. No Vice President, Dean or Director may recommend for employment a member of his/her immediate family. Nor may any line supervisor recommend for employment a member of his/her immediate family.

B. Relatives not holding supervisory rank or having employing authority may be employed in the same department/division.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 501
SECTION: Personnel
POLICY TOPIC: Employment Terms and Workloads

I. Introduction:

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

II. Contracts of Employment (Exempt)

A. Full-Time Professional Employees: Contracts of full-time professional employees shall be made on a one (1) fiscal year basis (12 months). Positions under this category shall include administrative and non-faculty professional employees. Neither the provisions of the Employee Handbook nor the terms of the employment contract shall be construed to imply or to guarantee the expectation of continued employment with the College. Professional employee job descriptions shall be maintained in the Human Resources Office files. Job descriptions, which may be changed by the President from time to time, are attached to and become a part of each professional employee’s contract.

B. Full-Time Faculty Employees: Contracts of full-time faculty employees shall be made on a one (1) academic year basis (nine months). Neither the provisions of the Employee Handbook nor the terms of the employment contract shall be construed to imply or to guarantee the expectation of continued employment with the College. Faculty employee job descriptions shall be maintained in the Human Resources Office files. Job descriptions, which may be changed from time to time, are attached to and become a part of each faculty employee’s contract.

C. Procedure for Non-Renewal of Annual Contract: Upon determination by the President and Board approval that a faculty employee’s contract not be renewed, the President shall give written notification no later than February 15. This notification shall be delivered in person by the President or sent by certified mail to the last known address of the employee. This notification procedure shall be set aside should the Board determine a reduction in force is necessary due to the economic conditions related to the college’s ability to meet its fiscal obligations (see Result of Reduction in Force/Salary Reduction).
D. Contingent Part-Time Faculty Employee Contracts
   1. Philosophy: In order to fulfill its commitment to quality education, the
      College shall have the best qualified part-time faculty employees
      obtainable within available resources. Additionally, if the College is to
      relate to the needs and draw upon the resources of the community it
      serves, it shall utilize part-time faculty employees in order to:
      a. Avail itself of the expertise of qualified persons in business,
         industry, government and the professions.
      b. Provide students with unique insights of practitioners.
      c. Maintain flexibility in educational programs.
      d. Maximize the utilization of available resources. The President
         shall provide for the integration of part-time faculty employees
         into appropriate college programs.
   Employment Period: Part-time faculty employees shall be employed on a
   semester basis depending upon the instructional needs identified for each
   semester. Such service shall be compensated on a credit hour or contact
   hour basis at rates recommended by the President and approved by the
   Board.

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 shall be established by the President through the appropriate deans.

V. Community Activity Participation

Faculty and staff employees shall be encouraged to assume individual responsibility for participation 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 Board upon the recommendation of 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 shall 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 both professional salaried (exempt) and support/maintenance hourly (non-exempt) employees, shall be awarded in the form of extra compensation. Compensation for such service shall be approved by the President and the terms thereof clearly indicated.
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

A. The New Mexico Junior College Board shall determine the course(s) of action necessary to ensure the college’s ability to meet its fiscal obligations. Economic conditions at the College may require a reduction in salary, a reduction in work force or both. Should the Board determine that a reduction in work force is necessary, the notification deadlines for professional employees as set forth in the “Procedure for Non-Renewal of Annual Contracts” section shall be set aside.

1. A demotion may result from a reduction in budget, change in program emphasis or lack of work.

2. Following an administrative review for possible reassignment, it is determined that it is not feasible, the affected employee may be demoted or dismissed.

3. Salary considerations shall follow the same procedure as a “voluntary demotion”.

NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 502
SECTION: Personnel
POLICY TOPIC: Employment Separation
IV. Philosophy

Every effort shall be made to retain qualified and productive employees in situations where a reduction in force becomes necessary. In cases other than financial exigency or non-renewal of soft money contracts where immediate termination shall be necessary, employees affected by impending reduction in force shall be given assistance in the following ways:

A. Priority in placement in like jobs when a vacancy occurs.

B. Cross-training in other areas where openings are anticipated.

C. Where possible, delay the reduction in force until natural attrition occurs, i.e., pending retirements or resignations.

V. Criteria for Reduction in Force of Faculty and Staff Employees

A. Normally faculty and staff employee reductions shall be satisfied by retirements, resignations or other types of normal attrition. Where this is not possible, the determination concerning terminations shall be made considering the following factors, but not limited to, in descending order:
   1. Job performance and competency in service.
   2. Qualifications of the employee.
   3. Seniority.

B. The President shall have the option of re-assigning affected faculty and staff employees into other areas of the institution for which the person is qualified.
C. When the President determines that a reduction in force or involuntary transfer is necessary, such action shall be based upon the needs of the College, performance of the individual, and the qualifications and seniority of the employee. An analysis of the acquired knowledge, demonstrated skills, and versatility of the employees shall be compared to the work to be done and the available funding.

VI. Notice of Reduction in Force

The New Mexico Junior College Board shall determine the course(s) of action necessary to ensure the college’s ability to meet its fiscal obligations. Economic conditions at the College may require a reduction in salary, a reduction in workforce or both. Should the Board determine a reduction in workforce is necessary, the notification deadlines for professional employees as set forth in the “Procedure for Non-Renewal of Annual Contracts” section of the Employee Handbook shall be set aside.

VII. Grievances/Appeal Procedures

All employees affected by a reduction in force may appeal the decision through the employee appeal procedures for termination as outlined in the Employee Handbook.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 503
SECTION: Personnel
POLICY TOPIC: Appeal Process

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 shall 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

A. Philosophy

The development of a comprehensive wage and salary planning approach is vital to New Mexico Junior College to recruit and retain well qualified staff.

B. Objectives

To meet our obligations as an equal opportunity/affirmative action employer, the following objectives have been set:

1. Promote fair employment practices within the institution.
2. Strive to ensure all positions are kept in a fair and equitable compensation status considering the work done, the value to the College and our relationship to the local labor market.
3. Provide a system by which fair compensation is made within resources available based on budget considerations and Board action.
4. Degrees and credits shall be from colleges and universities which were regionally accredited when degrees or credits were earned for the course work to apply to the schedule. (For the purposes of educational achievement, only degrees conferred from institutions accredited by one of the following regional agencies shall be recognized: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges. (Degrees conferred from foreign institutions must go through an equivalency process by an equivalency accrediting agency.)
5. Individuals being considered for faculty employee positions or current faculty working toward a master’s degree shall have a minimum of eighteen (18) graduate hours in their teaching field or in a closely-related field. In order to avoid confusion, all graduate hours applied under this provision shall have prior written approval by the appropriate Dean and the Vice President for...
Instruction. Copies of a written approval shall be placed in the faculty employee’s personnel file.

6. Faculty employees employed without the appropriate graduate hours or appropriate master’s degree have a maximum of three (3) years to remove the deficiency. A faculty employee with an associate degree shall have five (5) years to remove the deficiency. Furthermore, a faculty employee employed with academic deficiencies shall make an annual report on progress toward removing these deficiencies. These reports, to be submitted to the Vice President for Instruction, shall be due each year to receive a new contract. Any deviation from this policy shall be recommended by the President and approved by the Board.

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 stated in the previous section.

A. Faculty

1. Salary adjustments based on additional semester hours or degrees earned shall be made only at the beginning of the contract year following completion (not at mid-year).

2. The appropriate Dean shall be notified, prior to the annual budget preparation, of any coursework that shall qualify a faculty employee for advancement on the salary plan for the coming year. Approval shall be transmitted to the Human Resources Office for the faculty employee’s personnel file.

3. These provisions shall not imply nor guarantee the expectation of continued employment with the college.

B. Support/Maintenance

1. Increment adjustments shall be granted to individual employees upon the satisfactory completion of college coursework directly related to his/her current work assignment. For a course to be considered for a salary increment:

   A. The employee shall initiate and obtain pre-approval of the course from his/her appropriate supervisor prior to enrolling in
the course by demonstrating the relationship and/or value of the course to the employee’s current work assignment. (Only course work taken on an employee’s own time shall be considered for a salary increment. Course work taken on a released time basis shall not be eligible).

B. The employee’s appropriate supervisor shall submit a written confirmation of the course work to the Human Resources Office prior to the first day of class

C. Salary increments shall go into effect at the beginning of the next fiscal year following successful completion of the course (not at mid-year). A grade of “C” or better shall be earned in the course. In these cases where salary increments are granted for classes satisfactorily completed, one shall not expect additional increments for having completed an associate or bachelor’s degree using the same college hours for which he/she is already being compensated.

2. These provisions shall not imply not guarantee the expectation of continued employment with New Mexico Junior College.

III. Benefits Program

The President, or his/her 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. In as much as benefits change, please contact the Human Resources Office for current information.

IV. Employee Advancement

Qualifications for Employee Advancement, Promotion or Transfer will be considered based on the following criteria. (See Employee Handbook)

A. Employment, promotions or transfers shall be based on qualifications, ability, and past performance.

B. The College may promote employees within the organization to more responsible positions. In employment, promotional and transfer decisions, New Mexico Junior College shall consider such factors as organizational needs, aspirations and qualifications of individuals and availability if other job candidates. However, in all cases, NMJC will be seeking the best qualified applicant(s) and/or candidate(s) for the position(s).
C. An employee wishing consideration for promotion or transfer to another position or department is encouraged to discuss the matter with his/her immediate supervisor and a representative from the Human Resources Office.

D. In considering employees for promotion or transfer, seniority or length of service shall be given weight only if all other factors are essentially equal. The primary criteria shall be individual qualifications and organizational needs.

E. The college may check and verify any facts or statements related to the employment of any applicant for employment at New Mexico Junior College.
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.

II. 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.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 505

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.

Note: New Mexico Junior College shall train without regard to race, color, religion, sex, national origin, age, disability, genetic information, or veteran status in compliance with the state and federal statutes and guidelines.
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 shall be committed to a system of performance appraisal based on job performance.

II. Evaluation System

A. Full-Time Professional Salaried (Exempt) Employees: The performance of each professional employee shall be annually evaluated according to the procedures approved by the President. The evaluation shall take into consideration the philosophy and objectives of the College and the accreditation standards of the state of New Mexico and the North Central Association of Colleges and Schools. These evaluations shall be used as the basis for recommended appointment continuation and shall serve as a tool to recognize acceptable performance. Professional employee annual evaluations are maintained in files in the Human Resources Office.

B. Full-Time Faculty (Exempt) Employees: A formal evaluation procedure has been developed for full-time faculty employees, which is designed to necessitate an overall commitment for instructional improvement while at the same time providing a means to support employee decision making and contract renewal. The performance of all faculty employees shall be annually reviewed with an emphasis on new objectives for the next assessment period. Annual faculty evaluations are maintained in files in the office of the appropriate Dean.

C. Full-Time Support/Maintenance Hourly (Non-Exempt) Employees: Written evaluations shall be annually completed by the supervisors of the support/ maintenance employees in accordance with procedures approved by the President. These evaluations shall be used as the basis for recommended appointment continuation and shall serve as a tool to recognize acceptable performance. Hourly employee annual evaluations are maintained in files in the Human Resources Office.
III. 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.

B. Eligibility
   1. Current full-time employee
   2. Only actual employment (other than contingent status) shall 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.
I. Responsibility for Employee Records

The Director of Administrative Services 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 authorized 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, 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

I. Declaration of Policy

Engaging in extramural 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 he/she shall have access to in his/her 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 (see Employee Handbook). 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. An NMJC employee 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. An employee may engage in consulting, in accordance with the NMJC Consulting Policy, so long as the practice is not in conflict (either directly or indirectly) with the employee’s position or the services offered by the College.

F. 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.

G. 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 to the College.

H. 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 he/she 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 Statements: 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 statement 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).
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.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 510
SECTION: Personnel
POLICY TOPIC: Sexual Harassment Policy

I. Sexual Harassment

The New Mexico Junior College 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 Administrative Services. A prompt confidential investigation shall be conducted of any reported sexual harassment. Charges of sexual harassment shall be made no later than sixty (60) days 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.

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 shall be made no later than sixty (60) days 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.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 600
SECTION: Curriculum and Instruction
POLICY TOPIC: Educational Programs and Services

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 we serve 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 are 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 students for responsible citizenship, increased competence in communication, improved understanding of their cultural heritage and physical and biological environment, achievement of a balanced and social adjustment and an opportunity for life enrichment. The College also provides courses, workshops and seminars for vocational enrichment designed to fill gaps in a person's schooling to enhance his/her employable skills or to cross train into other occupational fields.
V. **Cooperative Education**

The objective of the cooperative education program at the College shall provide training in specific areas for students for college credit, especially when equivalent training is not normally available in the student's program. Cooperative education shall also provide students with supervised real work experience that shall be advantageous when attempting to secure employment upon graduation.

VI. **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.

VII. **Dual Credit Classes**

New Mexico Junior College is committed to working closely with the public secondary schools in its area. 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.

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) diploma. 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 being 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.

IX. **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 and assessment and placement.

X. **Small Business Development Center (SBDC)**

The Small Business Development Center provides access to a wide range of business services for the would-be entrepreneur. The primary service is in the area of counseling. One-on-one counseling services are provided to each client. These sessions are held in strict confidence and are used to define problems, set goals and objectives, to identify options and to plan for the future. In addition, the SBDC offers training activities designed to meet the needs of the local community. Such training may include short workshops on timely topics or semester-long, credit courses. Finally, the third basic service is resources and referrals. The Center has staff and equipment accessible to the client and is part of a state-wide network of centers. Any person living in Lea County or considering establishing a business in Lea County can use the services of the NMJC Small Business Development Center.
XI. 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 that is currently being 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 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.
XII. **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 sixteen 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. An overload is more than eighteen (18) credit hours per semester. Students may take up to 7 credit hours each summer session. (See *Course Catalog*)

XIII. **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. Regarding make-up work, absences due to late registration are considered the same as regular absences.

XIV. **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 Board.

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.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY

I. Introduction

Academic freedom is a right protected by the First Amendment of the United States Constitution.

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 College 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

A. Counseling and Career Center: The College shall provide counseling services to assist students in their educational planning. A career center shall also exist to offer career counseling to students, faculty, and area residents.

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

C. Students with Disabilities: A support service program for individuals with disabilities shall be available to assist in their special needs while obtaining an education.

D. Student Records: The Enrollment Management Office shall maintain permanent academic records for each student which shall include all courses taken by a student and the grade received in each course. All changes of enrollment (dropping a course, adding a course or withdrawing from the College) shall be processed through this office.

E. In addition, the Enrollment Management Office shall make official changes of a name and/or address, shall send out transcripts and process the appeal of academic probation or suspension. Other services the office shall provide include agency certification and graduation checks.

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 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, schedules, and related data shall be governed by the Family Educational Rights and Privacy Act 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 limited. Student records shall be kept in the Office of Enrollment Management and shall be confidential to the student, advisor, and those faculty and staff employees to have authorized access to the files to perform their jobs.

F. Assessment: The student services staff shall be qualified and equipped to provide testing services for a variety of the student's 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 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 organizations shall be approved annually by the Vice President for Student Services.
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) certificate, or who through age and experience qualify for admission. The College also has opportunities for high school juniors and seniors. 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 and Student Handbook. All admission procedures shall be under the direct supervision of the Dean of Enrollment Management and subject to review and action by the Vice President for Student Services.

III. Equal Access

New Mexico Junior College is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, or other non-merit reasons, in admissions, educational programs or activities and employment, as required by applicable laws and regulations.

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 Student Handbook.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 702
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 New Mexico Junior College 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 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 New Mexico Junior College 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

Students not receiving Title IV assistance, who find it necessary to withdraw or drop classes during the fall or spring semester must follow the correct procedure to have their tuition and course fees refunded. For the current refund schedule and procedure to withdraw from classes see the Course 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 a written appeal delineating individual circumstances that would warrant an exception to the published refund policy to the Dean of Enrollment Management. The Dean of Enrollment Management will study the appeal and either recommend a refund or refer the appeal to the Vice President for Instruction.
D. Military Absence

Any student serving as a reservist in the armed forces who is called up for duty should contact the Dean of Enrollment Management to explore potential options to continue or terminate their current enrollment. The Dean of Enrollment Management 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’ permanent record. To ensure that NMJC is more than fair in our policies regarding military absences, we will process refunds that go beyond our normal school refunds – on a case by case basis. A student called up for active duty should contact the Dean of Enrollment Management in person or by writing before the end of the enrollment period. The student will need to provide a copy of their orders.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 703
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 fifty two (52) credit hours shall be applied toward a degree or certificate. A transfer student shall complete a minimum of twelve (12) credit hours at New Mexico Junior College prior to the granting of a degree or certificate.

B. Occupational/Vocational Non-Credit Experience: 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 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 New Mexico Junior College, Office of Enrollment Management. It shall then be the student's responsibility to request referral of this transcript by the Enrollment Management Office 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 Office of Enrollment Management. 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.
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 who have taken and passed examinations for Advanced Placement courses, other than those listed in the NMJC Catalog, should meet with a counselor about credit for those courses. Students may earn a maximum of 52 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 NMJC 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. Transfer 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. We grant a maximum of 52 credits for successful performance on CLEP examinations. The NMJC Catalog will provide details of scores required on each specific subject area, scores required, and credit hours given for each subject area.
C. Credit for Prior Learning Policy

1. 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. We recognize and honor 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 NMJC Catalog.

2. Automotive Technology/ASE Certification

   This policy is to be utilized in the implementation of a non-traditional approach to a Certificate and/or Associate in Applied Science Degree in Automotive Technology. NMJC’s goal is to allow currently working technicians, who have up-to-date knowledge and skills, the opportunity to earn a Certificate or Associate in Applied Science Degree while employed. The following conditions must be met to receive credit in this area:
   a. ASE certification(s) for the applicant must be current.
   b. Official ASE transcript(s) must be received by the Registrar’s office at NMJC.
   c. The applicant must present the NMJC AT instructor a letter, on official letter head (if available), from their employer indicating the student’s length of employment, the type(s) of work performed, and the applicant’s ability to perform the required work.
   d. An interview with the AT instructor will be required of all students who choose to utilize this option. The AT instructor will make the final decision as to the course(s) for which the student will receive substitution/credit.
   e. Upon completion of the interview with the AT faculty and review of the letter from the employer, the student may be given credit for none, one, or more of the following cooperative work experience courses: AT114, AT114B, and AT212.

   Upon verification, based on the official ASE transcript received by the Registrar’s Office the ASE certifications are current; the student may receive credit for AT courses as outlined in the NMJC Catalog.
D. 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:

- 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.

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

III. Transcripts of Credit Courses

Upon request by a student, the Dean of Enrollment Management 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 of the New Mexico Junior College Board on December 18, 1990, that body 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.”
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 703

B. Transfer Among New Mexico Higher Education Institutions

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 in 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 (211B 1 6 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, planning 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 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 are guaranteed to transfer to 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.
Area 1: Communication select 9 hours
- College-Level English Composition 3-4 hrs.
- College-Level Writing (a second course building on the above) 3 hrs.
- Oral Communication .......... 3 hrs.

Area II: Mathematics select 3-4 hours
- College Algebra ...................... 3 hrs.
- Calculus ................................. 4 hrs.
- Other College-Level Mathematics 3 hrs.

Area III: Laboratory Science select 8 hours
- General Biology, with laboratory 4-8 hrs.
- General Chemistry, with laboratory 4-8 hrs.
- General Physics, with laboratory 4-8 hrs.
- Geology/Earth Science, with laboratory 4-8 hrs.
- Astronomy, with laboratory 4-8 hrs.

Area IV: Social/Behavioral Sciences select 6-9 hours
- Economics (macro or micro economics) 3 hrs.
- Introductory Political Science 3 hrs.
- Introductory Psychology .... 3 hrs.
- Introductory Sociology ...... 3 hrs.
- Introductory Anthropology 3 hrs.

Area V: Humanities and Fine Arts select 6-9 semester hours
- Introductory History Survey 3 hrs.
- Introductory Philosophy .... 3 hrs.
- Introductory Course in History, Theory, 3 hrs.
- or Aesthetics of the Arts or Literature

Total to be selected 35 semester hours

E. Lower-Division 64-hour Transfer Modules

Students who have selected a field of study but have not yet selected the college or university where they wish to earn their baccalaureate degree are advised to take courses during their freshman and sophomore years outlined in one of the Lower-Division 64-hour Transfer Modules. For students enrolled at any public institution in New Mexico, these courses are guaranteed to transfer to any New Mexico university and apply toward bachelor’s degree program requirements. Students should consult advisors at their current institutions regarding which
specific classes fit these categories. Lower-division transfer modules presently exist for:

- Business
- Biological Sciences
- Engineering
- Teacher Education
- Criminal Justice

Modules for additional areas of study are being developed. Copies of these Transfer Modules may be obtained by contacting the Office of Enrollment Management.

V. Application for Degree or Certificate

Degree or certificate candidates shall be required to file an application and to pay the graduation fee for each degree or certificate sought. Forms shall be completed and fees paid by dates posted by the Dean of Enrollment Management.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 704
SECTION: Student Services
POLICY TOPIC: Code of Student Conduct

I. General Rule

By registering at New Mexico Junior College, a student assumes responsibility for becoming familiar with and abiding by the general rules of conduct as established 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. Students shall be expected to obey the criminal and civil statutes of the State of New Mexico, the federal government, and the college's policies, procedures, rules and regulations. Students may be penalized by the College for violating its standards of conduct even though they are also punished by the state or federal authorities for the same act.

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 of a board policy, administrative procedure, rule or college regulation occurred.

IV. Disciplinary Actions and Sanctions

A. When an alleged infraction of college policies, procedures, rules or regulations is brought to the attention of the Vice President for Student Services, an appropriate investigation of the alleged violation shall occur. The student(s) involved shall be given the opportunity to present his/her/their case. Following an investigation of the matter, the Vice President for Student Services shall make an administrative decision on the case and, if warranted, assess the appropriate disciplinary action.
B. 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, we too have 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...”

The following principles are part of the collective expectation of the members of this community relative to personal conduct. We hope they serve to explain and illustrate our position.

- **Civility**- Members of a learning community interact with others in a courteous and polite manner. Members of the community have a right to respect the values, opinions, or feelings of others.
- **Ethical Behavior**- The pursuit of a higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy, and achievement.
- **Morality**- Members of a learning community commit to ideals of right human conduct. This is lifestyle that seeks to harm no one and attempts to be a positive contributor in every interaction.
- **Respect**- Every member of this community should seek to both gain and demonstrate respect. Members should hold one another in high regard. Each individual should conduct him or herself in a manner worthy of that regard. That regard is gained by decent and correct behavior.
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. Students failing to maintain these higher obligations may be asked to leave the academic community. Students are expected to comply with all College policies and procedures and the Code of Conduct as outlined in the student handbook. New Mexico Junior College officials have inherent authority to maintain order and discipline students. Students are expected to comply with all College policies and procedures. Students are also advised that violations of policy are cumulative in nature. Although the NMJC Student Disciplinary System may have some terminology and actions that mirror the legal system, it should not be confused with the criminal justice system.

The NMJC Judicial Process follows the basic fundamentals of due process when used to adjudicate student violations of College regulations. Procedural due process does not require legal representation, a public hearing, confrontation and cross-examination of witnesses, warnings about privileges, self-incrimination, applications of double jeopardy, or any of the remaining features of criminal jurisprudence. Circumstances, however, may require provision of one or more of these features in a particular case to guarantee the fundamental concepts of due process. The Vice President for Student Services is charged with the administration of the discipline system at the College. However, the appropriate instructor shall 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 Vice President for Student Services. All persons authorized to administer discipline will use discretion in all disciplinary matters, giving consideration to the particular circumstances. Severity of the misconduct and prior violations will aid in determining to what extent discipline will be meted.


New Mexico Junior College officials may define offenses for which suspension (for the rest of the semester or for a longer period of time) may be imposed and determine whether the offense has been committed. Students are entitled to a fair notice or warning of what constitutes prohibited conduct. Students shall be given a fair opportunity to demonstrate innocence in a hearing before school officials. Students are entitled to due process in disciplinary hearings, including being given adequate notice of the hearing and definite charges in advance and the right to a fair hearing before an impartial tribunal. *Foley v. Benedict*, 55 S.W.2d 805 (Tex. Comm. App. 1932); *Cornette v. Aldridge*, 408 S.W.2d 935 (Tex. Civ. App. 1966); *Jenkins v. Louisiana State Board of Education*, 506 F.2d 992 (5th Cir. 1975); *Shamloo v. Mississippi State Board of Trustees, etc.*, 620 F.2d 515 (5th Cir. 1980)
In order to comply with federal regulations, the Commission of Higher Education expects all affiliated institutions to maintain records of formal, written student complaints which are filed with the President of NMJC, the Vice President of Finance, the Vice President of Instruction, or the Vice President of Student Services. In order to comply with above policy, the following procedure has been approved:

- All students who wish to make a formal written complaint are encouraged to complete the NMJC Student Complaint Form.
- Complaint forms will be available through the Deans and Directors of programs and may be requested by students, faculty, and/or staff. Please assist a student wishing to file a formal complaint, by assisting the student in acquiring the proper form. Please advise the student that the completed form may be returned to you for proper investigation and/or transfer to appropriate supervisor.
- Once the form is received, please document receipt and resolution of complaint or notice of forwarding to the supervisor for investigation and resolution.
- Forward original copy to the appropriate supervisor: instructional complaints to the VP of Instruction; fiscal complaints to the VP for Finance; and student services complaints to the VP for Student Services.
- Supervisor will then follow-up with student as to satisfaction with resolution of complaint.
- Complaint form will then be submitted to VP of Student Services for logging purposes.
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 New Mexico Junior College 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 College 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 New Mexico Junior College 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 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 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.

B. Fulltime 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 and 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. 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. 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.
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 New Mexico Junior College 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.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 802
SECTION: Fiscal and Support Services
POLICY TOPIC: Financial Reporting System

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.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 803  
SECTION: Fiscal and Support Services  
POLICY TOPIC: Purchasing and Procurement

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 lowest cost and optimum quality for each function to be served. The New Mexico Procurement Code, 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 the New Mexico Junior College 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. 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) shall be 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) shall be 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. Employee Participation

It shall be unlawful and against Board policy for any College employee to participate directly or indirectly in procurement when 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 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 to the College.
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 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 warrants holding 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 his/her designee, as being appropriate for distribution.
I Rights Statements

College employees shall have the right to copyright any literary material (including printed, electronic, audio, or video), to patent any inventions and copyright any data processing programs, unless their employment contract or program agreement charges them with the duty of producing materials for the College to copyright, of developing an invention for the College, or of patenting or creating data processing programs to complete administrative, instructional or public service tasks.

A. Independent Works

The College employee shall be entitled to all profits earned from copyrighted materials or patented inventions developed exclusively on the employee's time and without the use of the College facilities.

B. Supported Works

Profits earned from copyrighted material, patented inventions developed totally or partially on College time with the use of College facilities, equipment or with College funding shall be shared, no less than equally, with the College as provided by a contract between the employee and the College.

II. Rights Agreement

The President shall establish procedures to ensure that any College employee creating works for copyright or patent with College support shall enter into a contract with the College providing either:

A. Employee assigns ownership rights to the College; or

B. A fair and equitable arrangement for shared ownership, with sharing of royalties or reimbursement to the College of its costs and support. In any case where a copyrightable or patentable work is created with College support, the contract shall provide that the College shall have a perpetual license to use the work without further compensation.
III. **Applicable Funding**

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.

IV. **License or Sale of College Works**

A. The President shall establish procedures to protect the copyright and patent interests of the College in the sale, lease or licensing to others of College works.

B. Employees shall comply with the College’s current copyright policy. Violation of this policy shall result in disciplinary action up to and including dismissal.
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 Chapter 6, Article 10, New Mexico Regulation 6.10.10 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

A. These funds shall be deposited in a pool of interest bearing accounts, one for deposits and transfer needs, another for disbursements, (i.e., payroll and payables) and another for refunding excess funds on deposit at the College for students. The funds shall be deposited in a federally insured bank designated as checking depositories in Lea County.
IV. Funds Not Required for Immediate Operations

These funds shall be used to purchase:

A. U.S. government obligations with a maturity of not more than one (1) year.

B. All investment securities other than local financial institution certificates of deposit and LGIP purchased by the College shall be held in third-party safekeeping by an institution acceptable to the College. The safekeeping institution shall issue a safekeeping receipt to the College listing the specific instrument, rate amount, maturity date, instrument number, term and other pertinent information.

C. Certificates of deposit of federally insured banks in Lea County. Classification for collateralization of certificate of deposits shall be based on information from the most recent published quarterly call report of the investment institution.
   1. The following ratios shall determine the level of collateralization required for a fifty percent level:
      a. A primary capital to asset ratio (as defined by the Federal Deposit Insurance Corporation (FDIC) of six percent or greater.
      b. A net income (current quarter plus previous three quarters after taxes) to average asset ratio of .61 percent or greater.
      c. A ratio of non-performing loans (defined as loans which are at least ninety (90) days past due) to primary capital ratio of 34.9 percent or less.
   2. For a seventy-five percent level of collateralization:
      a. A primary capital to asset ratio of at least five percent.
      b. A net income (current quarter plus previous three quarters after taxes) to average asset ratio of at least .51 percent.
      c. A ratio of non-performing loans (defined as loans which are at least ninety (90) days past due) to primary capital of greater than 49.9 percent.
3. For a one hundred percent level of collateralization.
   a. A primary capital to asset ratio (as defined by the FDIC) of less than five percent.
   b. A net income (current quarter plus previous three quarters after taxes) to average asset ratio less than .51 percent.
   c. A ratio of non-performing loans (defined as loans which are at least ninety (90) days past due) to the bank's primary capital of no more than 49.9 percent.

D. Certificates of deposit from an insured savings and loan association shall be supported with one hundred twenty-five percent collateralization.

E. Other Investment Criteria
   1. All eligible financial institutions shall be given an opportunity to bid for proposed purchase of certificates of deposits.
   2. Those banks and savings and loans being chartered as state institutions with a principal office located in Lea County shall be given an advantage equal to one-half percent of the annual interest rate.
   3. In order to provide an opportunity for all eligible financial institutions in Lea County to participate in the college investment program, a one-half of one percent margin of interest rate shall be allowed when determining which bank shall receive the investment funds.
   4. The margin shall only be applied when the eligible financial institution offering the highest interest rate already has a majority of the college investment pool. This margin shall be offered only for an equitable distribution of funds and is not a mandatory application.
   5. No such deposits shall be made with financial institutions bidding less than one hundred percent of the asked price on U.S. treasury bills of the same maturity date on the day of deposit.
   6. Deposits with any one financial institution shall not exceed twenty-five percent of its equity capital as indicated on the most recently published quarterly call report.
V. **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.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 807
SECTION: Fiscal and Support Services
POLICY TOPIC: Travel Approval and Reimbursement

I. General Policy

The President, or his/her designee, shall establish travel and per diem reimbursement rates for college employees and the New Mexico Junior College Board members using the regulations established by the State of New Mexico for public employees/officials as guidelines.

II. 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 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.

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. Out of state travel greater than 250 miles requires the President’s approval.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY
Policy No. 808
SECTION: Fiscal and Support Services
POLICY TOPIC: Contracts and Externally Funded Grants

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 College as follows:
   1. The President shall contract for any lawful purpose of the College provided the obligation of the College thereby incurred does not exceed $10,000. Additionally, 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 may approve a capital improvement change order involving an expenditure of $25,000 or less.

B. Signatory Authority

Unless the authorizing action of the College 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
SECTION: Campus Activities and Security
POLICY TOPIC: Speakers or Guests, Facility Usage and Public Events

I. Speakers or Guests

New Mexico Junior College shall 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 shall be 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 should 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 the New Mexico Junior College District). Projects which do not fall in the above category shall 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 your 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 protects 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.
I. Safety and Security Force

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

II. Campus Keys

Office and/or building keys shall be issued to an employee only through the Director of Physical Plant and Inventory Control Specialist, upon receipt of a completed key request forms approved by the appropriate Vice President. Upon issuance of office and/or building keys, the employee shall acknowledge in writing the receipt of this policy and shall agree to the responsibilities associated with the key possession. The Director of Physical Plant and Inventory Control Specialist shall also be responsible for purchasing, maintaining, cataloging and collecting office and/or building keys according to procedures that secure the campus.
NEW MEXICO JUNIOR COLLEGE BOARD POLICY  
Policy No. 903  
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 his/her designee will make the decision as to what to do.
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 Vice President for Student Services and/or the Director of Public Relations/Marketing. This person will then notify the appropriate media outlets.
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. Each supervisor is responsible for notifying his/her staff of any change in schedule.
APPENDIX A

COMMUNITY COLLEGE ACT
APPENDIX B

NEW MEXICO JUNIOR COLLEGE

ORGANIZATIONAL CHART
APPENDIX C

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

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