

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Tuesday, February 10, 2009

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of January 20, 2009 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of Employee Handbook Policy No. 304 Revision | Steve McCleery |
| 7. Consideration of Amended Resolution | Steve McCleery |
| 8. Consideration of Western Heritage Museum Advisory Board Member | Steve McCleery |
| 9. Consideration of Training & Outreach Division Branding & Marketing | Jeff McCool |
| F. Public Comments | Larry Hanna |
| G. Closure of Open Meeting | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JANUARY 20, 2009

MINUTES

The New Mexico Junior College Board met on Tuesday, January 20, 2009, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; and Mr. Guy Kesner. Not present was Mrs. Yvonne Williams

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Michelle Fox, Hobbs News Sun.

Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the agenda was unanimously adopted, as presented.

Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the minutes of December 18, 2008.

Under New Business, Dan Hardin presented the December financial reports and with a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for December, 2008.

Mr. Hardin presented a request to sell the obsolete Nortel Meridan Phone System that was replaced three years ago. After Board approval, the college must get approval from the Higher Education Department and the State Auditor. Upon a motion by Mr. Kesner, seconded by Mr. Black, the Board unanimously approved the request.

Josh Morgan presented Bid #1020 – Purchase of Vehicles for the College Motor Pool. The administration recommended acceptance of the bid from Tate Branch Dodge-Chrysler-Jeep for two 2009 Chrysler 300 LX in the amount of \$44,000. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously accepted the recommendation.

Mr. Morgan presented Bid #1021 – NMJC Dorm/Apartment Courtyard Electrical Work. The administration recommended acceptance of the bid from Budwine Service Electric, Inc. for \$22,643. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously accepted the recommendation.

Calvin Smith presented a request from the Western Heritage Museum Advisory Board to proceed with the plans for the Llano Estacado and Queracho Plains Nature Trails as the introductory educational elements to the entryway of the Museum Complex. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously accepted the request.

Dr. McCleery requested the Board accept a pulling unit donated by Basic Energy. The pulling unit is valued at approximately \$300,000 and will be used at the Oilfield Training site. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously accepted the donation.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for February 10, 2009, beginning at 4:00 p.m.

Upon a motion by Ms. Chappelle, seconded by Mr. Black, the board meeting adjourned at 4:30 p.m.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
January 2009

58% of Year Completed

Fund	2007-08			2008-09			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	7,557,771	5,022,487	66%	8,195,706	744,151	5,218,223	64%
Academic Support	2,218,723	1,375,767	62%	2,726,424	182,454	1,586,816	58%
Student Services	1,346,471	730,039	54%	1,412,365	120,399	819,753	58%
Institutional Support	3,907,522	1,499,979	38%	4,511,143	244,224	1,556,248	34%
Operation & Maintenance of Plant	2,539,964	1,473,204	58%	2,697,248	276,038	1,695,112	63%
Subtotal - Instruction & General	17,570,451	10,101,476	57%	19,542,886	1,567,266	10,876,152	56%
Student Activities	194,841	129,631	67%	198,172	14,809	125,675	63%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	502,979	442,264	88%	582,016	50,929	464,692	80%
Student Aid	458,715	546,186	119%	502,877	153,416	458,398	91%
Auxiliary Enterprises	1,617,584	1,306,676	81%	1,686,542	240,337	1,341,210	80%
Athletics	895,554	642,360	72%	1,086,290	311,595	899,461	83%
Total Current Unrestricted Fund	21,240,124	13,168,593	62%	23,598,783	2,338,352	14,165,588	60%
CURRENT RESTRICTED FUND							
Grants	2,053,106	816,386	40%	1,973,038	133,769	876,044	44%
Student Aid	4,000,000	3,044,667	76%	4,000,000	1,397,566	3,202,759	80%
Total Current Restricted Fund	6,053,106	3,861,053	64%	5,973,038	1,531,335	4,078,803	68%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	11,790,830	8,541,732	72%	15,230,972	966,709	4,208,845	28%
Projects from State GOB Funds	1,839,874	1,612,115	88%	1,555,621	9,792	227,115	15%
Projects from State STB Funds	320,000	320,000	0%	1,810,000	0	658,784	36%
Projects from General Fund	519,058	327,919	63%	178,282	105	105	0%
Projects from Private Funds	465,801	36,310	8%	531,743	23,394	434,488	82%
Projects from State ER&R	377,010	0	0%	197,252	0	0	0%
Projects from State BR&R	1,372,269	0	0%	683,588	0	0	0%
Projects from Auxillary BR&R	14,042	0	0%	302	0	0	0%
Subtotal - Capital and BR&R	16,698,884	10,838,076	65%	20,187,760	1,000,000	5,529,337	27%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	16,698,884	10,838,076	65%	20,187,760	1,000,000	5,529,337	27%
GRAND TOTAL EXPENDITURES	43,992,114	27,867,722	63%	49,759,581	4,869,687	23,773,728	48%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
January 2009

58% of Year Completed

Fund	2007-08			2008-09			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,137,649	3,016,163	96%	3,259,000	572,928	3,142,151	96%
State Appropriations	7,990,100	6,540,181	82%	8,299,600	641,108	5,259,797	63%
Advalorem Taxes - Oil and Gas	5,200,000	6,513,035	125%	5,200,000	1,438,978	7,726,137	149%
Advalorem Taxes - Property	2,800,000	2,212,864	79%	3,100,000	1,275,781	2,424,380	78%
Interest Income	285,000	285,910	100%	508,252	20,644	127,083	25%
Other Revenues	229,100	180,041	79%	246,100	4,350	227,770	93%
Subtotal - Instruction & General	19,641,849	18,748,194	95%	20,612,952	3,953,789	18,907,318	92%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,240,048	1,881,983	84%	2,331,600	239,334	1,885,994	81%
Athletics	189,100	172,808	91%	320,500	26,375	184,625	58%
Total Current Unrestricted	22,070,997	20,802,985	94%	23,265,052	4,219,498	20,977,937	90%
CURRENT RESTRICTED FUND							
Grants	2,038,152	932,258	46%	1,976,294	64,632	839,125	42%
Student Aid	4,000,000	2,850,855	71%	4,000,000	1,042,970	2,566,494	64%
Total Current Restricted	6,038,152	3,783,113	63%	5,976,294	1,107,602	3,405,619	57%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,840,485	1,576,099	86%	1,586,048	131,343	186,184	12%
Projects from State STB Funds	320,000	0	0%	1,810,000	374,730	738,149	41%
Projects from General Fund	537,995	0	0%	178,282	0	45,000	25%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	2,698,480	1,576,099	58%	3,574,330	506,073	969,333	0%
GRAND TOTAL REVENUES	30,807,629	26,162,197	85%	32,815,676	5,833,173	25,352,889	77%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

January 2009

58% of Year Completed

		OIL		GAS		COMBINED		
Month of		Price	Lea County	Price	Lea County	Monthly	2006-07	Variance
Sales	Distribution	per BBL	BBLs sold	per MCF	MCF sold	Revenue	Original	Over (Under)
							Budget	Budget
Actual	July	\$114.17	3,061,229	\$11.67	16,203,348	1,267,202	350,000	917,202
Actual	August	\$131.10	2,682,103	\$12.59	14,217,636	1,222,043	350,000	872,043
Actual	September	\$131.71	2,840,992	\$13.63	16,287,197	1,378,618	350,000	1,028,618
Actual	October	\$113.77	2,857,287	\$10.36	15,889,310	1,141,106	350,000	791,106
Actual	November	\$99.66	2,789,439	\$7.68	13,725,579	920,047	350,000	570,047
Actual	December	\$74.97	2,894,906	\$5.42	19,024,056	812,189	350,000	462,189
Accrual	January					350,000	350,000	0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						7,091,205	2,450,000	4,641,205
Y.T.D. Equipment Tax Revenue						634,932	1,000,000	(365,068)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						7,726,137	3,450,000	4,276,137

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

January 2009

58% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	11,625,000	N/A	N/A	N/A	7102-1348	2.005%	20,059
Total Investments	<u>11,625,000</u>						<u>20,059</u>

Summary of Current Month's Activity	
Beginning amount	11,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	13,101,637
Reserves Invested	-1,476,637
Total LGIP Investment	11,625,000

Capital Projects	1/31/2009
Technology Upgrade	138,542.82
Workforce Training Center	2,175.00
High Tech Start Up	13,346.40
Vehicles	1,124.08
Drawings & Master Plan	12,805.63
Baseball Field	44,559.92
Rodeo Arena	125,587.20
Dormitory Landscape	1,622.23
Millen Fence/Landscape	95,895.16
JASI	121,120.91
Computer Equipment Rebates	10,925.95
Marketing	49,932.06
Equestrian Center	450,000.00
Flooring Repair	4,896.14
Student Housing Construction	496,337.14
Testing Center Remodel	3,939,300.43
Frame & Door Replacement	150,000.00
Campus Village Development Proj	20,252.86
Continuing Education	16,991.00
Landscaping	530,903.42
Millen Drive Signalization	95,000.00
Electrical Upgrade	543,600.50
Campus Signage	38,120.00
Campus Paving	41,099.66
Roof Replacement	271,747.09
Interior Lighting-Energy Retrofit	78,575.47
WHM-Consultant	0.00
Workforce Training-Landscape	269,518.81
Old Dorms Renovation	829,989.17
CDL Truck Driving Program	43,262.14
Millen Dr. Sewer & Water	53,218.82
Board Room	15,786.44
Concrete Upgrade	47,922.91
Campus Construction	175,704.24
Oil & Gas Training Center	183,369.03
Workforce Training/Outreach	3,354.43
Professional Writing/Publishing	50,000.00
Public Sector	1,826.53
Campus Security	148,805.09
Caster Bleachers	131,871.22
Caster Old CHOF Remodel	299,304.09
Track/Arena Area Enhancement	68,372.13
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnig	5,000.00
Welding Lab	50,000.00
Copier Replacement	12,917.66
Workforce Training Contingency	3,003.70
Distance Ed Equipment	485,000.00
Non-Recurring Compensation	677,950.00
Caster CHOF Remodel	676,000.00
Central Plant Upgrade	1,515,000.00
Total	13,101,637.48

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 12/31/08

Assets

Current Assets:

Cash and Cash Equivalents	3,524,380
Investments	11,625,000
Accounts Receivable, net	517,309
Inventories	311,152
Prepaid Expenses	476,879

Total Current Assets 16,454,720

Non-Current Assets

Property, Plant and Equipment, net	32,352,005
Construction in Progress	4,052,600

Total Non-Current Assets 36,404,605

Total Assets 52,859,325

Liabilities

Current Liabilities

Accounts Payable	435,285
Accrued Wages Payable	639,584
Deferred Revenue	0
Accrued Liabilities	436,502
Other Payables	40,675

Total Current Liabilities 1,552,046

Long Term Liabilities

Long Term Liabilities	
Notes/Bonds Payable	4,304,955.00

Total Long Term Liabilities 4,304,955.00

Total Liabilities 5,857,001.00

Net Assets

Invested in Capital Assets, net of related Debt	32,099,650
Unrestricted	14,902,674

Total Net Assets 47,002,324

NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2007-2008 and 2008-2009

Operating Funds	Actuals as of 12/31/2007	Actuals as of 12/31/2008	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	2,618,111	2,569,223	-1.9%
State Appropriations	5,566,945	4,618,689	-17.0%
Local Appropriations	5,858,188	7,435,758	26.9%
Sales & Service	1,489,736	1,646,660	10.5%
Other	392,566	488,109	24.3%
Total Revenues	15,925,546	16,758,439	5.2%

EXPENDITURES

Instruction & General	8,759,540	9,308,886	6.3%
Student Social & Cultural	118,017	110,866	-6.1%
Internal Services	328,865	413,763	25.8%
Student Aid	373,716	304,982	-18.4%
Auxiliary Enterprises	1,252,600	1,100,873	-12.1%
Intercollegiate Athletics	461,084	587,866	27.5%
Total Expenditures	11,293,822	11,827,236	4.7%
Increase (decrease) in Fund Balances	4,631,724	4,931,203	6.5%

Plant Funds

REVENUES			
Interest Income	-	-	
State Funds	1,576,099	463,260	-70.6%
Other			#DIV/0!
Total Revenue	1,576,099	463,260	-70.6%

EXPENDITURES

Capital Projects	7,744,827	3,424,136	-55.8%
State Funded Projects	2,260,034	876,107	-61.2%
Private Funds	36,310	411,094	1032.2%
Building R&R	-		
Equipment R&R			
Auxiliary R&R			
Total Expenditures	10,041,171	4,711,337	-53.1%

Increase (Decrease) in Fund Balances	-8,465,072	-4,248,077	-49.8%
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NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2008 - 2009

December 31 2008

Operating Funds	FY 2008-2009 Original Budget	FY 2008-2009 Actual as of 12-31-08	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	3,259,000	2,569,223	78.83%
State Appropriations	8,299,600	4,618,689	55.65%
Local Appropriations	8,300,000	7,435,758	89.59%
Sales & Service	2,331,600	1,646,660	70.62%
Other	1,074,852	488,109	45.41%
Total Revenues	23,265,052	16,758,439	72.03%

EXPENDITURES			
Instruction & General	19,590,326	9,308,886	47.52%
Student Social & Cultural	196,037	110,866	56.55%
Internal Services	580,413	413,763	71.29%
Student Aid	460,959	304,982	66.16%
Auxiliary Enterprises	1,679,717	1,100,873	65.54%
Intercollegiate Athletics	1,046,359	587,866	56.18%
Total Expenditures	23,553,811	11,827,236	50.21%
Increase (decrease) in Fund Balances	-288,759	4,931,203	

Plant Funds

REVENUES			
State Funds	3,574,330	463,260	12.96%
Other	-	-	
Total Revenue	3,574,330	463,260	12.96%

EXPENDITURES			
Capital Projects	15,233,636	3,424,136	22.48%
State Funded Projects	3,574,330	876,107	24.51%
Private Funds	481,942	411,094	85.30%
Building R&R	699,526		0.00%
Equipment R&R	206,787		0.00%
Auxiliary R&R	302	-	
Total Expenditures	20,196,523	4,711,337	23.33%

Increase (Decrease) in Fund Balances	-16,622,193	-4,248,077
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New Mexico Junior College
Statement of Cash Flows
December 31, 2008

Cash flows from operating activities:	
Tuition and fees	2,569,223
Federal and state grants and contracts	2,298,017
Auxiliary enterprise charges	1,646,660
Payments to employees and for employees benefits	(8,563,031)
Disbursement of net aid to students	(1,211,363)
Payments to suppliers	(4,827,157)
Net cash (used) for operating activities	<u>(8,087,651)</u>
Cash flows from noncapital financing activities:	
State appropriations	4,618,689
Property taxes	1,148,599
Oil and gas taxes	6,287,159
Net cash provided by noncapital financing activities	<u>12,054,447</u>
Cash flows from capital financing activities:	
Principal payments on long term debt	(92,518)
Interest paid	(119,910)
Capital appropriations	463,260
Purchase of capital assets	(3,985,746)
Net cash (used) for capital financing activities	<u>(3,734,914)</u>
Cash flows from investing activities:	
Interest income	106,439
Net cash provided by investing activities	<u>106,439</u>
Net increase in cash and cash equivalents	338,321
Cash and cash equivalents - beginning of year	<u>14,811,059</u>
Cash and cash equivalents - 12 31 2008	<u><u>15,149,380</u></u>
Reconciliation of net operating loss to net cash used by	
Operating activities:	(6,702,741)
Depreciation expense	
Changes in assets and liabilities:	
Accrued expenses	
Deferred expenses	
Accrued liabilities	
Inventory	
Deferred revenues	
Prepaid expenses	476,879
Compensated absences	
Accounts payable	(435,285)
Accounts receivable, net	(1,426,504)
Net cash (used) for operating activities	<u><u>(8,087,651)</u></u>

- I. Basic Regulations and Conditions of Family and Medical Leave Act (FMLA)
 - A. Eligible employees shall be allowed to take twelve (12) weeks of family and medical leave in ~~a fiscal year~~ the 12-month period measured forward from the date of your first FMLA leave usage. FMLA leave is a combination of paid accrued leave and unpaid leave totaling no more than twelve (12) weeks ~~per fiscal year~~ during the 12-month period measured forward from the date of your first FMLA leave usage. Exception: See E.
 - B. The College shall require medical certification to support the request for FMLA leave for an employee's own serious health condition or to take care of a seriously ill child, spouse or parent (Policy No. 303, I.).
 - C. Leave shall be allowed on an intermittent or reduced leave schedule if medically necessary for an employee's illness or the employee's need to provide care for a spouse, child or parent.
 - D. Leave to care for the employee's child after birth or receipt of an adopted infant or an infant placed in an employee's home for foster care shall be taken consecutively within the first twelve (12) months following childbirth or placement. Spouses (husband/wife) who are both employed by New Mexico Junior College shall be entitled to a total of twelve (12) weeks of leave rather than twelve (12) weeks each for the birth or adoption of a child or the care of a sick parent.
 - E. H.R. 4986, the National Defense Authorization Act of 2008 significantly amends the Family Medical Leave Act of 1993 (FMLA) to extend coverage to employees to care for family members injured while on active military duty. It allows eligible family members of military personnel to take up to 26 weeks of leave to care for a wounded member of the armed forces who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list, for a serious injury or illness. Additionally, it allows an eligible employee 12 weeks of unpaid leave "for any qualifying exigency" if the spouse, or a son, daughter, or parent of the eligible employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces. "Qualifying exigency" leave may be taken intermittently.
 - F. NMJC requires that the FMLA leave run concurrent with paid vacation, personal and sick leave with pay for any qualifying condition.

- II. Definition: A serious health condition shall be defined as in-patient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider who is authorized to practice by the state for a serious health condition. A spouse shall be defined as a husband or wife as defined or recognized under state law for purpose of marriage, including common law marriage in states where it is recognized.

- III. Eligibility: Individuals who have been employed at New Mexico Junior College at least one (1) year and for 1,250 hours prior to the leave shall be eligible for leave under the FMLA.

- IV. Notification and Medical Certification
 - A. Employees shall give the appropriate supervisor as much notice as possible of the upcoming leave in order to limit the disruption of College operations. The leave shall be denied if requirements are *not* met.
 - B. Employees shall provide medical certification from the attending physician to support a request for leave because of a health condition, and shall provide a fitness for duty report to return to work.
 - C. FMLA request leaves due to illness shall include sufficient medical certification stating:
 - 1. Date on which the health condition commenced.
 - 2. Probable duration of the condition.
 - 3. Appropriate medical facts within the knowledge of the health care provider regarding the condition.
 - 4. Amount of time needed.
 - a. For a request caring for an ill child, spouse or parent, the certification shall include a statement from the employee as needed to care for the family member, the expected length of time needed and the condition preventing the employee from working.
 - b. For an employee's own medical leave, the certification shall include a statement that the employee is unable to perform the essential functions of the position and the length of time needed.

- c. For a leave to care for an ill child, spouse or parent, the certification shall include a statement that the employee is needed to provide care and the length of time needed.
 - d. In the case of certification for intermittent leave or leave on a reduced leave schedule for planned medical treatment, the dates shall be stated as to when treatment is expected to be given and the duration of such treatment. At the discretion of the President, a second medical opinion and periodic recertification at the expense of the institution shall be required. If the first and second opinions differ, a third opinion shall be required of a health care provider, approved jointly by the College and the employee.
- D. H.R. 4986, the National Defense Authorization Act of 2008 – To the extent the leave for a “qualified exigency” is foreseeable, the employee must provide notice of his/her leave as is “reasonable and practicable.” Leave to care for an injured service member must be supported by certification issued by a health care provider.

V. Benefits

- A. New Mexico Junior College shall continue to contribute the employer portion of the applicable health, dental, vision, long-term disability and basic life insurance premiums during the family leave. The employee shall pay the employee’s portion of the applicable health, dental, vision, long-term disability premiums and one hundred (100) percent of voluntary life premiums on a timely basis in order to continue coverage.
- B. If an employee elects *not* to return to work upon completion of an approved unpaid leave of absence, the College shall recover from the employee the cost of any payments made to maintain the employee’s coverage, unless failure to return to work was for reasons beyond the employee’s control. Benefit entitlement based upon length of service shall be calculated as of the last paid workday prior to the start of the unpaid leave of absence.

- VI. Procedures: A request for family and medical leave shall be originated by the employee. However, if the College determines that a condition qualifies as FMLA leave, the employee shall be given proper notice of the intent to begin the

FMLA leave concurrent with another leave. An employee request for FMLA leave shall be in writing, signed by the employee and the immediate supervisor, and approved by Human Resources, the appropriate Vice President and the President. If possible, the request shall be submitted thirty (30) days in advance of the effective date of the leave. Medical emergencies may determine the request cannot meet the desired calendar.

- VII. Procedures: A request for family and medical leave shall be originated by the employee. However, if the College determines that a condition qualifies as FMLA leave, the employee shall be given proper notice of the intent to begin the FMLA leave concurrent with another leave. An employee request for FMLA leave shall be in writing, signed by the employee and the immediate supervisor, and approved by Human Resources, the appropriate Vice President and the President. If possible, the request shall be submitted thirty (30) days in advance of the effective date of the leave. Medical emergencies may determine the request cannot meet the desired calendar.

LEGAL NOTICE

AMENDED RESOLUTION

WHEREAS, it is provided by Sections 1-22-6B and 1-22-12C of the New Mexico Statutes Annotated, 1978 Compilation as amended, that in the event only one candidate has filed a declaration of candidacy for each position to be filled and no declared write-in candidates have filed for any position and there are no questions or bond issues on the ballot, only one polling place for the election shall be designated and it shall be in the office of the County Clerk or a designated polling place in the district. The County Clerk shall perform the duties of the precinct board and no other precinct board shall be appointed.

NOW, THEREFORE, pursuant to said provisions of the law, we, the New Mexico Junior College Board do amend the Election Resolution published in *The Hobbs News Sun* on January 6, 2009 to read:

LEA COUNTY CLERK'S OFFICE in the Lea County Courthouse Lovington, New Mexico shall be the voting place for the New Mexico Junior College election to be held March 3, 2009.

For the Election Precincts amended as follows:

District I
Lea County Precincts 2, 3, 10, 13, 18, 21, & 26

District III
Lea County Precincts 20, 22, 23, 27, & 28

District VI
Lea County Precincts 35, 51, 52, 54, 55, & 53, North of Texas and West of Elm

PASSED AND ADOPTED this 10th day of February, 2009.

NEW MEXICO JUNIOR COLLEGE BOARD



Lawrence D. Hanna, Chairman

ATTEST:



Patricia A. Chappelle, Secretary

AVISO LEGAL

RESOLUCIÓN ENMENDADA

CONSIDERANDO que, como disponen las secciones 1-22-6(B) y 1-22-12(C) de los estatutos anotados de Nuevo México, versión de 1978, con enmiendas, del caso de que haya presentado sólo un candidato una declaración de candidatura correspondiente a cada puesto a elegirse, de que no pretenda al puesto ningún candidato a ser nominado por escrito en el acto de votar y declarado como tal, y de que no se presente al electorado cuestiones plebiscitarias o de emisiones de bonos, se denominará una sola urna y será ésta la de la oficina del escribano del condado u otro sitio dentro del distrito. Realizará la escribanía del condado la funciones de la mesa electoral y no se nombrará ninguna mesa más.

RESUELVE la mesa directiva del Colegio Intermediario de Nuevo México, conforme con las disposiciones de ley, enmendar la Resolución de elección publicada el día 6 de enero de 2009 y día 10 de enero de 2009 en *The Hobbs News-Sun* como sigue:

Será la de la **OFICINA DEL ESCRIBANO DEL CONDADO DE LEA** la única urna de la elección a celebrarse el día 3 de marzo de 2009.

Por recintos electorales enmendad serán como siguen:

Distrito Número I

los recintos del condado de Lea nos. 2, 03, 10, 13, 18, 21, & 26

Distrito Número IIII

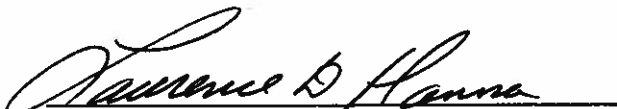
los recintos del condado de Lea nos. 20, 22, 23, 27, & 28

Distrito Número VI

los recintos del condado de Lea nos. 35, 51, 52, 54, 55, & 53, norte de la calle Texas y oeste de calle Elm

APROBADA Y TOMADA hoy el día 10 de febrero de 2009.

MESA DIRECTIVA DEL COLEGIO INTERMEDIARIO DE NUEVO MÉXICO


Lawrence D. Hanna, presidente

DOY FE:


Patricia A. Chappelle, secretaria

LEGAL NOTICE

AMENDED RESOLUTION

WHEREAS, it is provided by Sections 1-22-6B and 1-22-12C of the New Mexico Statutes Annotated, 1978 Compilation as amended, that in the event only one candidate has filed a declaration of candidacy for each position to be filled and no declared write-in candidates have filed for any position and there are no questions or bond issues on the ballot, only one polling place for the election shall be designated and it shall be in the office of the County Clerk or a designated polling place in the district. The County Clerk shall perform the duties of the precinct board and no other precinct board shall be appointed.

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PASSED AND ADOPTED this 10th day of February, 2009.

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Lawrence D. Hanna, Chairman

ATTEST:


Patricia A. Chappelle, Secretary

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RESOLUCIÓN ENMENDADA

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Por recintos electorales enmendad serán como siguen:

Distrito Número I

los recintos del condado de Lea nos. 2, 03, 10, 13, 18, 21, & 26

Distrito Número IIII

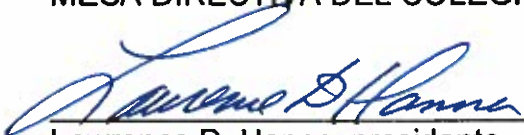
los recintos del condado de Lea nos. 20, 22, 23, 27, & 28

Distrito Número VI

los recintos del condado de Lea nos. 35, 51, 52, 54, 55, & 53, norte de la calle Texas y oeste de calle Elm

APROBADA Y TOMADA hoy el día 10 de febrero de 2009.

MESA DIRECTIVA DEL COLEGIO INTERMEDIARIO DE NUEVO MÉXICO


Lawrence D. Hanna, presidente

DOY FE:


Patricia A. Chappelle, secretaria

Lea County Cowboy Hall of Fame

&

Western Heritage Museum

5317 Lovington Highway

Hobbs, New Mexico 88240

(505) 492-2675 or (505) 392-6730

To: Dr. Steve McCleery and the New Mexico Junior College Board

From: Lisa Seed, Director, and the Lea County Cowboy Hall of Fame Board

Date: February 5, 2009

Subject: Representation on the Western Heritage Museum Board

The Lea County Cowboy Hall of Fame Board has elected and recommends to the New Mexico Junior College Board that Helen Nave, Chair, replace Randy McCormick as the representative on the Western Heritage Museum Advisory Board.

Thank you for your consideration.





NEW MEXICO
Junior College

Training & Outreach

Memo

Date: February 10, 2009
To: Dr. Steve McCleery and the New Mexico Junior College Board
From: Jeff McCool, Dean of Training & Outreach JM
RE: Approval to move forward with Training & Outreach Division branding and marketing

The Training & Outreach Division would like to request permission to move forward with a branding and marketing campaign that will help to identify New Mexico Junior College as a significant provider in the competitive workforce training and professional development markets. I believe by creating a branding image and slogan it will allow New Mexico Junior College the opportunity to differentiate and capitalize on the outstanding products and customer service being offered by our dedicated staff.

The source of funding for this request is a Maddox Grant earmarked for the purpose of marketing and promotion of the Training & Outreach Division. We feel this request meets the specifications set forth in the grant. Hunt Advertising, out of Odessa, Texas, has been working with NMJC to put together some ideas for this effort and they have met or exceeded our expectations. Hunt Advertising will make a presentation at the Board Meeting to outline the ideas for this campaign. Upon completion of their presentation, we would be glad to field any questions.

Thank you for your consideration!