

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Friday, February 22, 2013

Zia Room – Library

3:30 p.m.

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of January 24, 2013 | Guy Kesner |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Transitional Studies Update (Information Only) | Dennis Atherton |
| 2. Monthly Expenditures Report | Dan Hardin |
| 3. Monthly Revenue Report | Dan Hardin |
| 4. Oil and Gas Revenue Report | Dan Hardin |
| 5. Schedule of Investments | Dan Hardin |
| 6. Fiscal Watch Reports | Dan Hardin |
| 7. Consideration of Fee Change | Jeff McCool |
| 8. Consideration of New Horizons Board Appointment | Dale Gannaway |
| 9. Personnel Consideration – Adult Basic Education Assistant | Dennis Atherton |
| F. Public Comments | Guy Kesner |
| G. Announcement of Next Meeting | Guy Kesner |
| H. Closure of Open Meeting | Guy Kesner |
| I. Adjournment | Guy Kesner |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JANUARY 24, 2013

MINUTES

The New Mexico Junior College Board met on Thursday, January 24, 2013, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Travis Glenn; Mrs. Mary Lou Vinson; Mr. Ron Black; Mr. Zeak Williams; and Mr. Hector Baeza.

Mr. Kesner called the meeting to order and welcomed visitors and guests present: Beth Hahn, News-Sun.

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

Upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the Board unanimously approved the minutes of December 20, 2012.

Under President's Report, Dr. McCleery reported the college bus had broke down on a recent baseball trip to Lubbock. The Seminole Independent School District transported the baseball team to Lubbock, as well as repaired the college bus. Dr. McCleery plans to present hats, jackets, and a pillar of education at a Seminole School Board meeting in the near future.

Under New Business, Dan Hardin introduced Cindy Bryan with Accounting & Consulting Group, who presented the Audit Report. Upon a motion by Mr. Chappelle, seconded by Mr. Williams, the board unanimously approved the audit, as presented.

Dan Hardin presented the December financial reports and with a motion by Mr. Glenn, seconded by Mr. Baeza, the Board unanimously approved the expenditures for December, 2012.

Regina Choate presented Bid #1065 – SAS Virtualization SAN Solution. The administration recommended acceptance of the bid submitted by Edge Solutions in the amount of \$45,313.99. Upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the Board unanimously accepted the recommendation.

Dr. McCleery presented a request to use \$400,000 of BR&R funds to complete the 100' by 60' equine building into a functional classroom, office, restrooms, and indoor round pen space, as described in the December Board meeting. In addition, the Administration requested approval to move \$150,000 from reserves to build 11 outdoor round pens and alleys to be used by the equine program students. Upon a motion by Mr. Baeza, seconded by Mr. Williams, the Board unanimously approved the requests.

August Fons recommended Ms. Joni Gallegos for the Professor of Cosmetology position at a nine month salary of \$35,881. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Gallegos, effective January 21, 2013.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, February 21, 2013, beginning at 4:00 p.m.

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

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

Upon a motion by Mr. Black, seconded by Mr. Glenn, the board meeting adjourned at 5:15 p.m.

ACCESS, SUCCESS, & COMPLETION

TRANSITIONAL STUDIES AT NEW MEXICO JUNIOR COLLEGE

Introduction:

Special college courses designed to support under-prepared students as they begin their college careers go by a variety of names: transitional studies, developmental studies, remedial education, and others. The problem of under-prepared students is not new although in recent years, with the increased pressure for college completion as manifested by President Obama's call for 60% of American students to complete college, the issue has been receiving intensified attention by educators and policy makers. As far back as 1976, when the National Association for Developmental Education (NADE) was formed, educators have recognized the challenges presented by under-prepared students entering college.

New Mexico Junior College faculty and academic leaders have long emphasized the importance of student preparation and have offered transitional studies courses in English, Mathematics, and Reading for many years. Placement in transitional English and Math courses is mandatory based on test scores while placement into transitional Reading courses is voluntary on the part of the student.

Beginning in 2010, NMJC faculty and staff began to re-examine the transitional program with the intent of making changes that would drive greater levels of student success. In particular, Math faculty developed an enhanced, accelerated student-paced program based on similar successful models in other colleges. In addition, changes were made in curricular requirements related to co-requirements for Freshman Seminar and transitional courses (for those students required to take two or more transitional subjects).

In the Fall of 2012, Governor Susanna Martinez directed the New Mexico Higher Education Department and state supported colleges and universities to develop comprehensive plans to improve student preparation and success in transitional studies. Her objectives focused on student success and increased student completion/graduation.

The Governor's policy priority aligned perfectly with the work already underway at NMJC. Part of the Governor's call focused on the need for strong relationships between higher education and K-12 systems. NMJC and the five public school systems in Lea County have already answered this call. The JC and area K-12 systems have long standing, robust partnerships focused on dual credit, PARCC, and student preparation.

This plan for the future of transitional studies at NMJC is the result of comprehensive faculty and staff research, dialogue, and analysis of the Governor's expectations. This multi-year program of activity is focused on three clear objectives: greater student access to higher education opportunities, increased student success in higher education studies, and higher rates of student graduation and program completion.

Program Objectives:

1. Higher overall success* in transitional courses.
2. Students who take transitional courses will achieve higher success rates in mainstream courses.
3. Over time, students will achieve a higher rate of program, degree, and certificate completion.
4. Fewer students will be required to take transitional courses.
5. Students taking transitional courses and continue to mainstream courses at NMJC will spend less time in TS courses.
6. More students complete TS and move on to mainstream courses.

Key Strategies:

1. Partnership with K-12

The challenge of under-prepared students is shared by both K-12 and post-secondary education. To suggest that the solution(s) are one-sided would be simplistic and ineffective. NMJC will pursue a course of action that is firmly rooted in an effective, collegial, supportive partnership between the five K-12 districts in Lea County and the college. **Collaborative efforts will include coordination of key student performance data, collaborative testing, coordinated curriculum, enhanced dual credit activities, early college programs, and learning support.**

2. Rational placement of students

Research and experience indicates that placement scores alone may not be the most effective means of identifying students in need of transitional studies. Central to student success is appropriate placement of students into the level of courses most suited to their preparation, needs, and motivation. A key part of the placement process involves utilization of various data (including test scores and high school grades), trained advising, and informed decisions by the student. **NMJC will develop a new, robust process of evaluation and placement with the objective of placing students where they are most likely to succeed and persist to later courses.**

3. Active learning support and student engagement

Learning support and student engagement are not new concepts in education. From our perspective, many support and engagement programs are started and yet few sustain their effectiveness over time. The challenge for any such program is to be designed to provide the comprehensive range of service and support that is needed, to be consistent in execution, and to sustain itself over time. **NMJC will develop an active system of learner support which is both proactive and reactive to student needs. Additionally, acting on best practices and available data, NMJC will develop a dynamic program of student engagement for all courses.**

4. Faculty and professional development

Hire the best instructors and support their continued professional development. NMJC has established a Professional Development Committee charged with evaluating student learning outcomes, opportunities for professional development for both faculty and staff. Key data sources include CCSSE (for student engagement), assessment of student learning, and student success/risk outcomes. **NMJC will implement a sustained, coordinated activity of professional development for all faculty members (fulltime and adjunct) with specific emphasis on issues and opportunities in teaching at-risk students.**

Key Activities:

Year 1

New Placement Model	Research indicates that no single measure is the best measure of a student's need for developmental courses. The best models include test scores, high school grades, informed advising, and conscious decisions on the part of the student. NMJC will evaluate and deploy a new placement model that engages documented measures shown to be highly predictive of student preparation. NMJC will deploy a new placement model consisting of three levels: mandatory placement, voluntary placement, and no requirement for transitional courses.
K-12 Engagement	NMJC and area K-12 districts have a long, positive history of engagement. Three key activities designed to reduce the number of students requiring transitional studies and

	<p>create support programs for transitional students are:</p> <ol style="list-style-type: none"> 1. Pilot an Early College Program on the NMJC campus (modeled on similar programs in NM and Texas). 2. Engage in a series of coordinated strategy meetings between college and K-12 personnel. 3. Begin college-prep testing in high schools for the purpose of early identification of students potentially in need of transitional studies.
Faculty and Staff Professional Development	<p>In 2012, the college established a committee charged with responsibility for creating a formal plan of faculty and staff professional development. During the first year of activity, this group will:</p> <ol style="list-style-type: none"> 1. Continue on-campus training in student engagement techniques. 2. Draft and approve an annual plan of professional development focused on: <ul style="list-style-type: none"> • Teaching at-risk students. • Best instructional practices in transitional studies programs. • Student learning styles and student engagement. <p>Professional development activities will take place on campus and at off-site programs.</p>
Freshman Seminar	<p>The college has data indicating the transitional studies students who also take NMJC's Freshman seminar succeed and persist at significantly higher rates (+20%) than transitional students who do not take Freshman Seminar. The college will:</p> <ol style="list-style-type: none"> 1. Evaluate the factors in Freshman Seminar which contribute to student success and work to incorporate those factors through all Freshman Seminar

	<p>courses taught by various faculty members.</p> <p>2. Change placement practices to ensure that students who have high probability of succeeding with Freshman Seminar are counseled on the advisability of taking the course.</p>
Special Test Prep Seminars	Evidence suggests that students who have an opportunity to take a test-prep course perform better on the placement tests and that this outcome is more indicative of their probability of success in mainstream courses. The college will develop and offer test-prep opportunities for students prior to their taking of college placement exams.
Student Support	<p>NMJC will:</p> <ol style="list-style-type: none"> 1. Overhaul and update our Early Alert program to better meet student expectations, needs, and faculty understanding of the program. Early Alert will be based on student engagement, student performance (as evidenced by early evaluations), and student expectation of feedback within the first 2-3 weeks of a course. 2. Support active Early Alert with appropriate infrastructure. For example, dedicated student outreach, learning center support, and counselor follow-up.

Year 2+

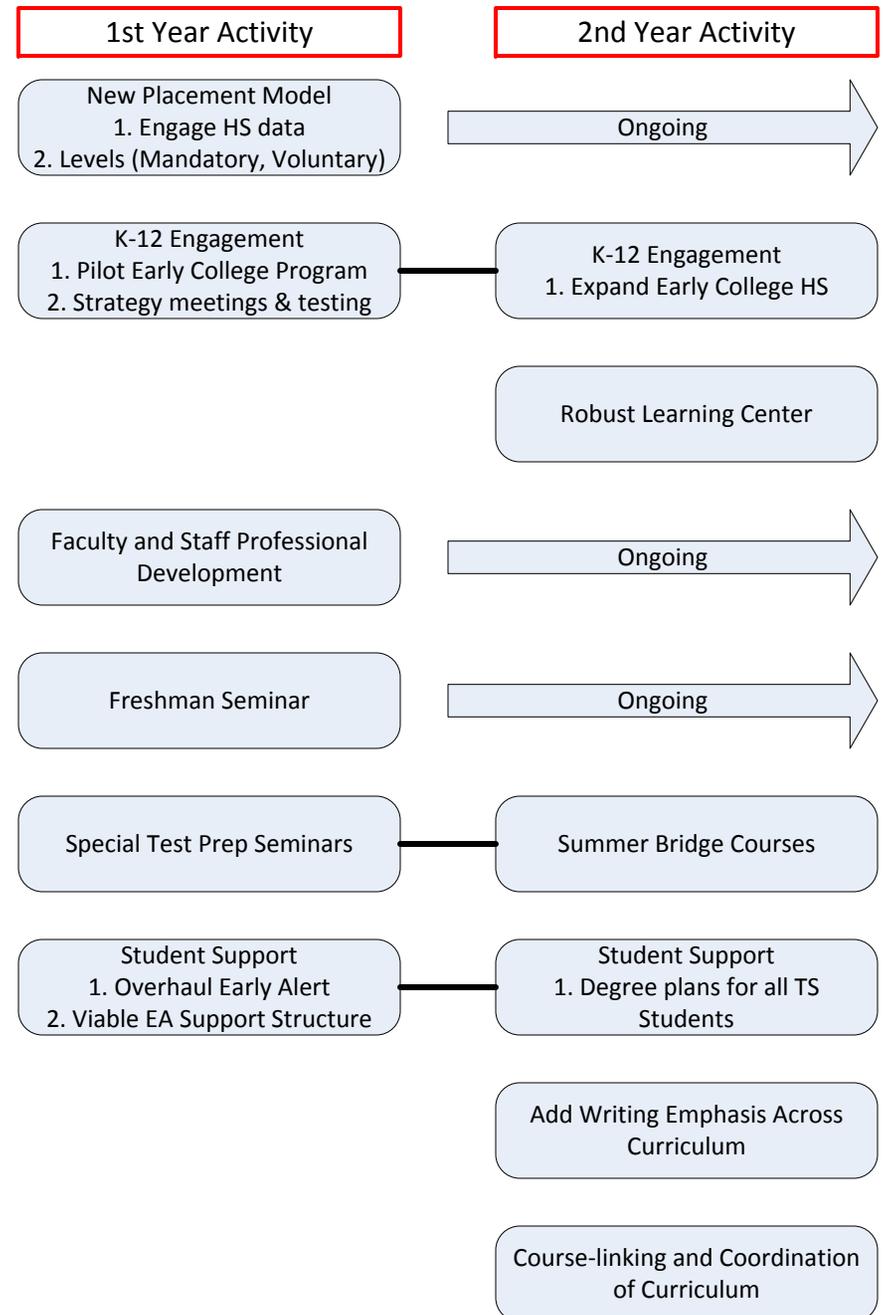
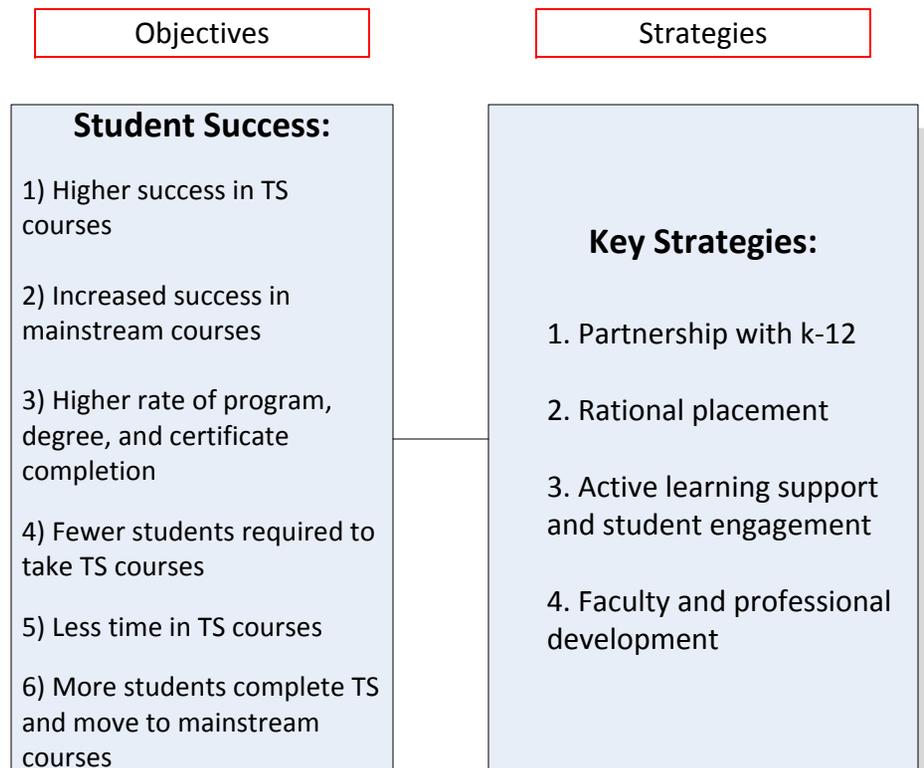
K-12 Engagement	Expand the Early College high school program to include more schools and students.
Robust Learning Center	The current Learning Center will be evaluated and physically expanded if needed, additional tutoring support will be deployed, and support services for individual students will be enhanced.
Summer Bridge Courses	Building on the test-prep short courses, the college will develop specific content-driven courses available to students who wish to get an early start on their transitional programs/courses. These

	courses will be offered during summer sessions. Students who take these courses will be able to either place directly into main stream courses (assuming appropriate course performance) or re-take placement exams to support mainstream placement decisions.
Student Support	Enhanced advising for transitional students: all transitional students will create a degree/completion plan upon registration.
Writing Emphasis	Evaluate opportunities to develop and deploy writing emphasis across the curriculum.
Course-linking and Coordination of Curriculum	Evaluate opportunities to create course-links and coordinated curriculum between mainstream courses and transitional studies courses.

*Success and At-risk Students Defined: Research is indicating that students who receive a D, F, or Withdraw (W) from courses are at a higher risk of not completing their studies or in not persisting to the next courses in their program. Students who receive an A, B, or C in a given course are more likely to succeed in their studies and to persist through their programs.

New Mexico Junior College

Transitional Studies: Access, Success, & Completion



NMJC TRANSITIONAL STUDIES PROGRAM OBJECTIVES

	Measure	Current (Feb. 2013)	Objectives
Objective 1 Higher overall success* rate in transitional courses.	Rolling 3 year average rate of full time, first time freshmen who take TS courses.	47.1%	
Objective 2 Higher success rates in subsequent mainstream courses.	All students who take a TS course and move to a mainstream course will succeed at a higher rate.	65% (est.)	
Objective 3 Students who take transitional studies courses will achieve a higher rate of program, degree, and certificate completion.	Degree seeking students who take a TS course will complete their program at a higher rate.	8.1%	
Objective 4 Fewer students will be required to take transitional courses.	Rolling 3 year average rate of full time, first time freshmen.	47%	
Objective 5 Students who take transitional courses and continue to mainstream, courses at NMJC will spend less time in TS courses.	Measured by the average number of transitional courses taken sequentially by the same student.	1.8 (est.)	
Objective 6 More students will complete transitional courses and move on to mainstream courses.	As a percentage of all students taking TS courses.	English 29% Math 35%	

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

January 2013

58% of Year Completed

Fund	2011-12			2012-13			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	8,437,426	5,483,374	65%	8,638,205	611,287	4,825,084	56%
Academic Support	2,206,429	1,301,295	59%	2,247,244	156,445	1,234,176	55%
Student Services	1,665,722	938,761	56%	1,704,267	865,852	990,390	58%
Institutional Support	2,987,693	1,864,429	62%	3,137,158	281,068	2,060,021	66%
Operation & Maintenance of Plant	2,958,467	1,835,887	62%	3,232,175	228,184	1,909,532	59%
Subtotal - Instruction & General	18,255,737	11,423,746	63%	18,959,049	2,142,836	11,019,203	58%
Student Activities	0	0	0%	0			0%
Research	0	0	0%	0			0%
Public Service	0	0	0%	0			0%
Internal Service Departments	80,394	17,510	22%	81,772	(3,084)	90,053	110%
Student Aid	516,579	597,631	116%	543,551	164,101	630,186	116%
Auxiliary Enterprises	1,706,196	1,360,725	80%	1,780,078	408,216	1,610,778	90%
Athletics	972,058	899,578	93%	1,150,211	285,767	832,126	72%
Total Current Unrestricted Fund	21,530,964	14,299,190	66%	22,514,661	2,997,836	14,182,346	63%
CURRENT RESTRICTED FUND							
Grants	1,569,789	599,034	38%	1,280,443	66,867	554,623	43%
Student Aid	5,033,468	4,910,528	98%	5,033,468	1,617,261	3,663,214	73%
Total Current Restricted Fund	6,603,257	5,509,562	83%	6,313,911	1,684,128	4,217,837	67%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	10,601,062	5,506,210	52%	10,123,330	690,852	3,691,438	36%
Projects from State GOB Funds	286,126	80,556	28%	222,313	581	10,395	5%
Projects from State STB Funds	1,840,824	1,840,824	100%	521,652		34,652	7%
Projects from General Fund	24,956	12,325	49%	19,115	1,977	15,113	79%
Projects from Private Funds	487,945	479,074	98%	5,965	920	2,208	37%
Projects from State ER&R	441,780	260,189	59%	568,173	20,957	206,691	36%
Projects from State BR&R	1,584,709	252,749	16%	1,815,302	114,739	750,100	41%
Subtotal - Capital and BR&R	15,267,402	8,431,927	55%	12,302,080	830,026	4,710,597	38%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	15,267,402	8,431,927	55%	12,302,080	830,026	4,710,597	38%
GRAND TOTAL EXPENDITURES	43,401,623	28,240,679	65%	41,130,652	5,511,990	23,110,780	56%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
January 2013

58% of Year Completed

Fund	2011-12			2012-13			
	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	3,589,200	3,712,064	103%	3,684,200	653,852	3,400,863	92%
State Appropriations	5,505,200	2,860,767	52%	5,888,800	490,734	3,535,632	60%
Advalorem Taxes - Oil and Gas	5,900,000	6,225,909	106%	6,100,000	1,591,028	6,081,143	100%
Advalorem Taxes - Property	4,905,732	3,012,152	61%	5,255,000	2,268,293	3,673,411	70%
Interest Income	20,000	527	3%	5,000	292	1,197	24%
Other Revenues	329,471	140,251	43%	292,526	3,128	156,996	54%
Subtotal - Instruction & General	20,249,603	15,951,670	79%	21,225,526	5,007,327	16,849,242	79%
Student Activities	0	0	0%	0	0	0	
Public Service	0	0	0%	0	0	0	
Internal Service Departments	24,000	12,800	53%	24,000	1,751	9,713	40%
Auxiliary Enterprises	2,184,000	2,219,478	102%	2,198,000	431,653	2,058,042	94%
Athletics	326,200	162,138	50%	326,200	27,803	191,373	59%
Total Current Unrestricted	22,783,803	18,346,086	81%	23,773,726	5,468,534	19,108,370	80%
CURRENT RESTRICTED FUND							
Grants	1,569,789	676,073	43%	1,290,682	107,739	642,362	50%
Student Aid	5,033,468	4,666,140	93%	5,033,468	1,411,545	3,459,570	69%
Total Current Restricted	6,603,257	5,342,213	81%	6,324,150	1,519,284	4,101,932	65%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	0	0		0%
Projects from State STB Funds	1,840,824	222,704	12%	1,240,754	0	34,652	3%
Projects from General Fund	312,972	0	0%		0		0%
Projects from Private Funds	416,000	416,000	100%	0	0	3,750	
Interest Income (LGIP)	37,000	14,960	40%	30,000	1,890	10,756	36%
Total Plant Funds	2,606,796	653,664	25%	1,270,754	1,890	49,158	4%
GRAND TOTAL REVENUES	31,993,856	24,341,963	76%	31,368,630	6,989,708	23,259,460	74%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

January 2013

58% of Year Completed

		OIL		GAS		COMBINED		
Month of	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2012-13 Original Budget	Variance Over (Under) Budget
Actual	July	\$82.33	3,014,635	\$4.80	16,457,653	610,622	383,333	227,289
Actual	August	\$72.11	3,009,890	\$4.15	14,122,684	701,128	383,333	317,795
Actual	September	\$79.10	2,978,466	\$4.57	14,863,087	749,810	383,333	366,477
Actual	October	\$89.22	2,935,208	\$5.01	14,032,011	698,437	383,333	315,104
Actual	November					785,691	383,333	402,358
Accrual	December					383,333	383,333	0
Accrual	January					383,333	383,333	0
Accrual	February						383,333	(383,333)
Accrual	March						383,333	(383,333)
Accrual	April						383,333	(383,333)
Accrual	May						383,333	(383,333)
Accrual	June						383,333	(383,333)
Y.T.D. Production Tax Revenue						4,312,354	4,599,996	(287,642)
Y.T.D. Equipment Tax Revenue						1,768,789	1,500,000	268,789
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>6,081,143</u>	<u>6,099,996</u>	<u>(18,853)</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

January 2013

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	9,589,592	N/A	N/A	N/A	7102-1348	0.183%	1,890
Total investments	<u>9,589,592</u>						<u>1,890</u>

Summary of Current Month's Activity	
Beginning amount	9,589,592
Plus: deposits	0
Less: withdrawals	0
Capital Projects	7,729,635
Unencumbered Reserves	1,859,957
Total LGIP Investment	9,589,592

Capital Projects	1/31/2013
Vehicles	19,210.91
Campus Facilities Master Plan	25,000.00
Technology Upgrade	142,191.14
JASI	80,812.26
WHM South Gallery	348,079.00
Baseball Field	83,837.01
Rodeo Arena	113,427.66
Original Entrance Landscaping	172,191.93
Student Housing Construction	536,636.00
Luminis Software	11,568.00
Campus Signage	141,875.60
Campus Paving	64,149.91
Roof Replacement	27,382.26
Interior Lighting-Energy Retrofit	50,617.00
Dorm/Apartment Refurbish	68,050.84
Campus Construction	13,582.36
Oil & Gas Training Ctr	0.00
Maintenance Equipment	9,651.99
Public Sector	1,827.00
Campus Security	6,442.49
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learn	5,000.00
Copier Replacement	101,446.00
Non-Recurring Compensation	218,362.12
Athletics	20,141.58
Student Life Programming	17,440.00
Title V (Institutional)	79,568.00
Warehouse/Cont Ed Remodel	2,449.00
Succession Plan	108,152.00
Energy Technology Equipment	569,943.81
Watson Hall Stage Lighting	29,740.45
WHM Exhibits	150,460.00
Remodel McLean/Mansur/VocB/H	159,362.90
Shade Structure/Landscape AIPP	50,000.00
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	17,144.67
Track Upgrades	1,000,000.00
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	600,000.00
Cosmetology Remodel	300,000.00
Equine Program	550,000.00
Central Plant Upgrade	0.00
Workforce Training Contingency	8,846.15
Total	7,729,634.50

NOTE: Capital projects total does not include encumbered funds

New Mexico Junior College

Statement of Net Assets (Unaudited and Unadjusted) As of (December 31, 2012)

Assets	
Current Assets:	
Cash and Cash Equivalents	\$ 2,070,481
Short-Term Investments	9,589,592
Accounts Receivable, net	1,476,153
Inventories	515,614
Prepaid Expenses	29,170
Loans Receivable, net	
Total Current Assets	\$ 13,681,010
Non-Current Assets	
Restricted Cash and Cash Equivalents	\$ 668,984
Restricted Short Term Investments	
Investments Held by Others	
Other Long-Term Investments	
Prepaid Expenses	
Capital Assets, net	66,769,909
Total Non-Current Assets	67,438,893
Total Assets	\$ 81,119,903
Liabilities	
Current Liabilities	
Accounts Payable	\$ 114,149
Other Accrued Liabilities	632,482
LT Liabilities - Interest payable	12,030
Deferred Income	-
Other Payables	195,554
LT Liabilities - Current Portion	216,933
Total Current Liabilities	\$ 1,171,148
Non-Current Liabilities	
Other LT Liabilities	1,580,329
Total Non-Current Liabilities	1,580,329
Total Liabilities	\$ 2,751,477
Net Assets	
Invested in Capital Assets, net of Related Debt	\$ 64,972,647
Restricted for:	
Non-Expendable:	
Endowments	
Expendable:	
General Activities	
Federal Student Loans	
Term Endowments	
Capital Projects	
Expendable future debt service requirements	668,984
Unrestricted	12,738,827
Total Net Assets	78,380,458
Total Liabilities & Net Assets	81,131,935

New Mexico Junior College

Summary of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year

Operating Funds	FY 2013 Original Budget	FY 2013 Actuals as of December 31, 2012	Percentage Earned/Spent
REVENUES			
Tuition & Misc Fees	\$ 3,684,200	\$ 2,747,011	74.56%
State Appropriations	5,888,800	3,044,898	51.71%
Local Appropriations	11,355,000	5,895,233	51.92%
Sales & Services	2,198,000	1,626,389	73.99%
Other	647,726	326,305	50.38%
Total Revenue	\$23,773,726	\$13,639,836	57.37%
BEGINNING BALANCE	\$2,918,042	\$2,918,042	
EXPENDITURES			
Instruction & General	\$ 18,959,049	9,617,681	50.73%
Internal Services	81,772	93,137	113.90%
Student Aid	543,551	466,085	85.75%
Auxiliary Enterprises	1,780,078	1,202,562	67.56%
Intercollegiate Athletics	1,150,211	546,359	47.50%
Total Expenditures	\$ 22,514,661	11,925,824	52.97%
Net Transfers	\$3,089,065	\$3,089,065	
TOTAL EXPENDITURES & TRANSFERS	\$ 25,603,726	15,014,889	58.64%
Increase (Decrease) in Fund Balance	(\$1,830,000)	(\$1,375,053)	

Plant Funds	FY 2013 Original Budget	FY 2013 Actuals as of December 31, 2012	Percentage Earned/Spent
REVENUES AND TRANSFERS			
Interest Income	30,000	8,865	
State Appropriations	1,240,754	34,652	
BR&R/ER&R Transfer	930,001	930,001	
Debt Service Transfers	359,064	359,064	
Capital Projects Transfer	1,800,000	1,800,000	
Total Revenues and Transfers	\$ 4,359,819	\$ 3,132,582	
EXPENDITURES			
Capital Projects	4,417,000	3,000,586	
Private Funds		1,288	
BR&R & ER&R	930,001	821,095	
State Appropriations		57,602	
Debt Retirement	359,064		
Total Expenditures	\$ 5,706,065	\$ 3,880,571	68.01%
Net Transfers	\$ 4,061,681	\$ 4,061,681	
Increase (Decrease) in Fund Balance	2,715,435	3,313,692	

New Mexico Junior College

Comparison of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2012 and 2013

Operating Funds	FY 2012 Actuals as of December 31, 2011	FY 2013 Actuals as of December 31, 2012	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 3,006,375	\$ 2,747,011	-8.6%
Federal Appropriations			
State Appropriations	2,860,766	3,044,898	6.4%
Local Appropriations	7,107,262	5,895,233	-17.1%
Sales & Services	1,845,448	1,626,389	-11.9%
Other	309,852	326,305	5.3%
Total Revenue	\$ 15,129,703	\$ 13,639,836	-9.8%
EXPENDITURES			
Instruction & General	9,515,688	9,617,681	1.1%
Student Social & Cultural			
Research			
Public Service			
Internal Services	40,215	93,137	131.6%
Student Aid	494,829	466,085	-5.8%
Auxiliary Enterprises	1,186,081	1,202,562	1.4%
Intercollegiate Athletics	618,377	546,359	-11.6%
Total Expenditures	\$ 11,855,190	\$ 11,925,824	0.6%
Net Transfers	(4,061,681)	(4,061,681)	
TOTAL EXPENDITURES & TRANSFERS	\$ 7,793,509	\$ 7,864,143	0.9%
Increase (Decrease) in Fund Balance	\$ 7,336,194	\$ 5,775,693	

Plant Funds	FY 2012 Actuals as of December 31, 2011	FY 2013 Actuals as of December 31, 2012	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Interest Income	12,699	8,865	
STB	222,704	34,652	
Debt Service Transfers	359,045	359,045	
Other	416,000	3,750	
Total Revenues and Transfers	\$ 1,003,177	\$ 406,312	
EXPENDITURES			
Capital Projects	\$ 5,388,084	\$ 3,000,586	-44.3%
State Funded Projects	1,926,250	57,602	
Private Funds	466,536	1,288	
Building R&R	256,186	635,361	
Equipment R&R	186,675	185,734	
Total Expenditures	\$ 8,223,731	\$ 3,880,571	-52.8%
Increase (Decrease) in Fund Balance	\$ (7,220,554)	\$ (3,474,259)	

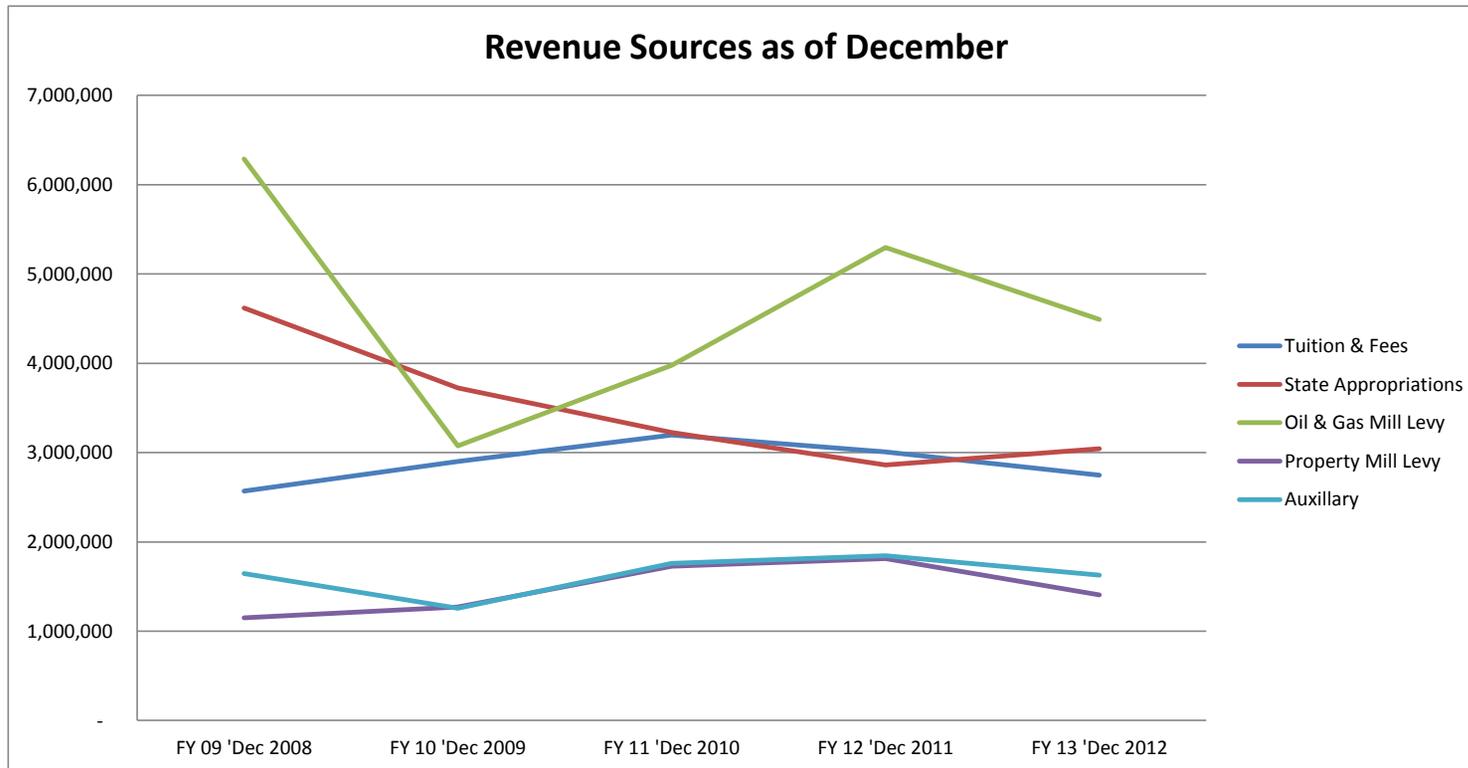
Some revenues are reported on a seasonal basis or by semester and therefore may affect the Increase/(Decrease) to Fund Balance

New Mexico Junior College

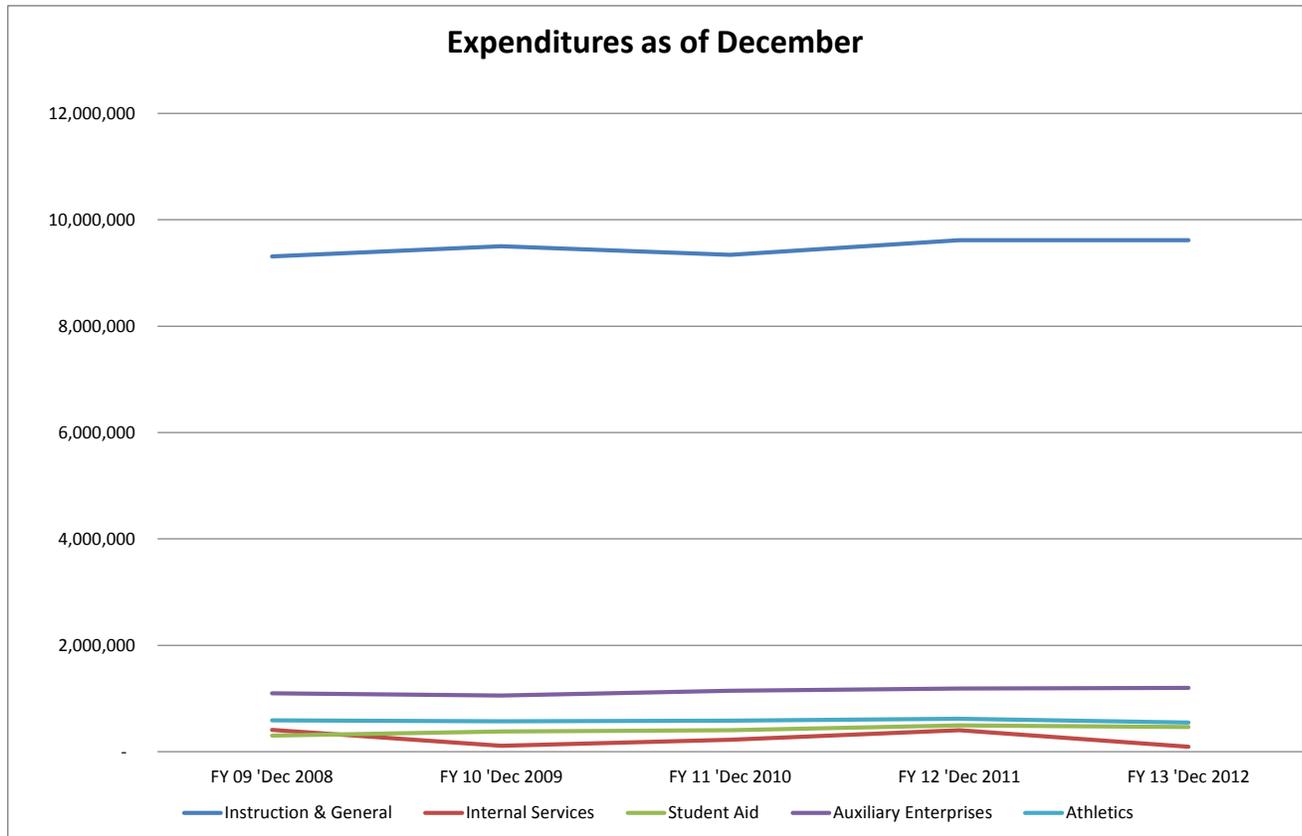
Cash Flow Statement (Unaudited and Unadjusted) As of 12 31 2012

Cash Flows from Operating Activities		
Receipts from student tuition and fees	\$	2,747,011
Receipts from grants and contracts		1,858,545
Other receipts		
Payments to or on behalf of employees		(8,376,083)
Payment to suppliers for goods and services		(3,517,773)
Receipts from Sales and Services		1,626,389
Payments for scholarships		(1,343,942)
Other Operating Revenue		162,735
Net cash (used) by operating activities	\$	<u>(6,843,118)</u>
Cash Flows from Non-Capital Financing Activities		
State Appropriations	\$	3,208,468
Mill Levy Taxes	\$	5,128,567
Other Non-operating Expense		
Net Cash provided (used) for non-capital financing activities	\$	<u>8,337,035</u>
Cash Flows from Capital and Related Financing Activities		
Proceeds from Capital Debt		29,537
Capital Gifts, Grants and contracts		
Purchase/Construction/Renovation of Capital Assets		(2,561,262)
Principal Interest/Paid on Capital Debt and Leases		(557,276)
Net Cash provided (used) for capital financing activities	\$	<u>(3,089,001)</u>
Cash Flows from Investing Activities		
Investment Earnings	\$	8,865
Net Cash provided by Investing Activities	\$	<u>8,865</u>
Increase (Decrease) in Cash and Cash Equivalents		(1,586,219)
Cash and Cash Equivalents- beginning of year		13,915,276
Cash and Cash Equivalents- end of reporting period	\$	12,329,057

	FY 09 'Dec 2008	FY 10 'Dec 2009	FY 11 'Dec 2010	FY 12 'Dec 2011	FY 13 'Dec 2012
Tuition & Fees	2,569,223	2,899,102	3,195,841	3,006,375	2,747,011
State Appropriations	4,618,689	3,723,442	3,226,233	2,860,766	3,044,898
Oil & Gas Mill Levy	6,287,159	3,076,839	3,977,247	5,295,314	4,490,115
Property Mill Levy	1,148,599	1,269,553	1,728,418	1,811,948	1,405,118
Auxillary	1,646,660	1,256,863	1,760,745	1,845,448	1,626,389



	FY 09 'Dec 2008	FY 10 'Dec 2009	FY 11 'Dec 2010	FY 12 'Dec 2011	FY 13 'Dec 2012
Instruction & General	9,308,886	9,500,277	9,343,065	9,615,688	9,617,681
Internal Services	413,763	114,568	226,514	402,215	93,137
Student Aid	304,982	383,887	406,438	494,829	466,085
Auxiliary Enterprises	1,100,873	1,056,111	1,147,045	1,186,081	1,202,562
Athletics	587,866	573,745	581,644	618,377	546,359





TRAINING & OUTREACH

training made to fit

Memo

Date: February 14, 2013
To: Dr. Steve McCleery and the New Mexico Junior College Board
From: Jeff McCool, Dean of Training & Outreach 
RE: Training & Outreach Facility Fee Schedule

The usage contract for the Larry Hanna Training & Outreach Facility states that we charge \$15 per laptop in the computer lab, Room 119. After reviewing this with the staff, we feel this is a barrier and keeping people from utilizing the facility. I would like to ask for your approval to change the \$15 per laptop charge to \$7.50 per laptop in an attempt to increase the utilization in this area of the facility.

Thank you for your consideration.





February 22, 2013

Memo to: President Steve McCleery, Ph. D.

New Mexico Junior College

From: Dale Gannaway, Executive Director

New Horizons Resources

Concerning: Consideration by the New Mexico Junior College Board of Directors for Dr. David Schmidly's Appointment to the New Horizons Resources Board of Directors

The New Horizons Resources Board of Directors unanimously approved the appointment of Dr. David Schmidly to the Board of Directors for New Horizons Resources at the board's monthly meeting on Thursday, February 7, 2013. Dr. Schmidly has graciously accepted the invitation and his three year term of office as a member of the board will begin immediately upon confirmation by a majority vote of the New Mexico Junior College Board. He will join Dr. Steve McCleery, Mr. Ron Black, Mr. Guy Kesner, Mr. Gregg Fulfer, and Mr. Mike Gallagher on the board. Dr. Schmidly has previously served as the President of three Tier One Research Universities including Texas Tech University, The Oklahoma State University System, and most recently the University of New Mexico where he recently retired as President and still serves as a Professor of Biology. His appointment to the New Horizons Board of Directors will be very beneficial to the efforts of New Horizons Resources.

Please find the full curriculum vitae for Dr. Schmidly that is attached for review and consideration by the New Mexico Junior College Board Members. Thank you and please feel free to call on me if I can be of assistance in any way.

Thank you!

Dale Gannaway

DAVID J. SCHMIDLY
Past President and Professor of Biology
The University of New Mexico

Office Address:

The University of New Mexico
CERIA Building, Room 2020
MSC03 2020
Albuquerque, NM 87131-0001
505.277.8017
E-mail: djschmid@unm.edu

Personal Address:

60 Homesteads Road
Placitas, NM 87043
(H) 505.771.0661

Birthdate: December 20, 1943

Birthplace: Levelland, Texas

Marital Status:

Married	Janet Elaine Knox, June 2, 1966
Children	Katherine Elaine, October 3, 1968; Brian James, August 16, 1973

Education:

1971	Ph.D. in Zoology, University of Illinois - Champaign/Urbana
1968	M.S. in Zoology, Texas Tech University (minor: geology)
1966	B.S. in Biology, Texas Tech University (minor: geology)

Academic and Administrative Experience:

2012 - present	Past President and Professor, The University of New Mexico
2007 -2012	President, The University of New Mexico
2003 - 2007	President and System CEO, Oklahoma State University
2000 - 2003	President, Texas Tech University
2003 - present	Professor Emeritus, Texas Tech University
1996 - 2000	Vice President for Research, Graduate Studies, and Technology Transfer, and Graduate Dean, Texas Tech University
1992 - 1996	Chief Executive Officer (CEO) and Campus Dean, Texas A&M University at Galveston

1992 - 1996	Vice President, Texas Institute of Oceanography, Galveston, Texas
1995 - present	Visiting Professor, University of the Americas, Puebla, Mexico
1986 - 1992	Department Head, Department of Wildlife & Fisheries Sciences (WFSC), Texas A&M University (TAMU)
1983 - 1986	Chief Curator, Texas Cooperative Wildlife Collections (TCWC)
1982 - 1996	Professor, WFSC, TAMU
1976 - 1982	Associate Professor, WFSC, TAMU
1974 - 1996	Research Scientist, Texas Agricultural Experiment Station
1972 - 1996	Curator of Mammals, TCWC, TAMU
1972 - 1996	Graduate Faculty, WFSC, TAMU
1971 - 1976	Assistant Professor, WFSC, TAMU

Professional Affiliations:

Recent Higher Education Boards:

Executive Committee Member, International Association of University Presidents (IAUP)
 Council of Presidents, Association of Governing Boards of University and Colleges (AGB)
 Executive Committee, Board of Directors, National Collegiate Athletic Association (NCAA)
 Board of Directors, Hispanic Association of Colleges and Universities (HACU)
 Board of Directors, American College & University President's Climate Commitment (ACUPCC)

Honor Societies:

Phi Eta Sigma, National Honor Society
 Beta Beta Beta, National Honorary Biological Society
 Phi Sigma, National Honorary Biological Society
 Sigma Xi, Scientific Research Society
 Phi Kappa Phi Honor Society
 Phi Beta Delta, International Honor Society
 Golden Key National Honor Society (Honorary Member)

Scientific Societies:

American Society of Mammalogists (Life Member)
Southwestern Association of Naturalists (Life Member)
Society of Marine Mammalogy (Charter Member)
American Association for the Advancement of Science
Texas Mammal Society (Life Member)
Texas Chapter of the Wildlife Society
Chihuahuan Desert Research Institute
Mexican Society of Mammalogists (Asociacion Mexicana de Mastozoologia)

Honors:

Distinguished Alumnus, Texas Tech University. 2012.
Alumni Achievement Award, College of Liberal Arts & Sciences, University of Illinois. 2012.
Mayor of Albuquerque Executive Order 12-28 proclaiming April 12, 2012, as Dr. David J. Schmidly day.
Honorary Letterman, UNM Letterman Association. 2011.
New Mexico Anti-Defamation League, Distinguished Leadership Award. 2008
Energy Leadership Award presented to David J. Schmidly, New Mexico Chapter Association of Energy Engineers, 2008.
Resolution commending David Schmidly for service to Oklahoma State University, Student Government Association, 2007.
Maestro Emerito (Professor Emeritus), Universidad Popular Autonoma del Estado de Puebla (UPAEP), Mexico (only 4th person to receive this honor from the university).
Vistante Distinguido, Pueblo, Mexico, 2005.
Distinguished Public Service Award Oklahoma Osteopathic Medical School, 2003.
State of Oklahoma Executive Department Proclamation, "David and Janet Schmidly Day," 6 March 2003.
Oklahoma State University Foundation honors David Schmidly for securing the largest private foundation grant from the Donald W. Reynolds Foundation for the construction and renovation of the OSU School of Architecture, 2005.
City of Stillwater Welcome Proclamation to David Schmidly, 9 March 2003

Small Business Advocate of the Year, U.S. Small Business Administration, Lubbock Area, 2001.
Proclamation of the State of Texas commending David Schmidly's service on the Governor's Task Force on Conservation, 17 May 2000.
Diploma of Recognition, La Universidad Autonoma de Guadalajara. 1989.
Diploma of Recognition, La Universidad Autonoma de Tamaulipas. 1990.
Who's Who in American Education. 4th Edition. 1994/1995.
American Men and Women of Science. 13th Edition.
Who's Who in the South and Southwest. 17th Edition.

Special Recognition:

Honorary Member, American Society of Mammalogists. 2012.
New species of deer mouse Peromyscus schmidli, named in honor of contributions to the systematics of the genus Peromyscus. Journal of Mammalogy, Vol. 85, 2004.
Ticul Alvarez Award presented to David Schmidly by the Mexican Society of Mammalogists for career contributions to the Science of Mammalogy in Mexico, 2010.
The John Tanner Lectureship Award, Brigham Young University, 2005.
Native Plant Society of Texas – Donovan Stewart Correll Memorial Award for scientific writing in the field of native flora of Texas for the book "Texas Natural History: A Century of Change," 2004.
The Joseph Grinnell Award for Excellence in Education in Mammalogy, 2003.
2003 Citation Award, San Antonio Conservation Society, 2003.
Inaugural Recipient of the Harvey Weil Professional Conservationist Award, Corpus Christi, 2003.
Texas Hall of Fame for Science, Mathematics, and Technology Inductee. 2003.
Meritorious Service Award, Southwest Association of Naturalists, 2001.
Honorary Member, Texas Mammal Society. 1999.
Sigma Xi Distinguished Scientist Award, Texas A&M University. 1991.
Distinguished Alumnus, College of Arts and Sciences, Texas Tech University. 1991.
Award in Excellence for Administration, Texas A&M University System. 1990.
Donald W. Tinkle Research Excellence Award, Southwestern Association of Naturalists. 1988. (First award).
Fellow, Texas Academy of Science. 1979.

Distinguished Professor Award, Association of Graduate Wildlife and Fisheries Sciences. 1985.

Outstanding Professor, Department of Wildlife and Fisheries Sciences. 1986/87.

Professor of the Year, Association of Graduate Student Wildlife and Fisheries Sciences. 1974/75.

Professional Service:

State, National, and International:

Executive Committee, Mountain West Athletic Conference, 2008 - 2012
Presidential Leadership Task Force, NCAA, 2005.

Executive Committee, NCAA Board of Directors, 2010 - 2012; NCAA Board of Directors, 2009

Big Twelve Conference, Board of Directors, Chair, 2005;

Vice-chair, 2002 - 2004; Treasurer, 2002; Chair, TV Network Committee, 2006-07.

Governor's EDGE (Economic Development Generating Excellence) Chair, Expert Team "Education of Workforce", 2003 to 2005.

Advisory Committee, National Research Council, 2002.

Founding Member, Campus Compact, Texas Commission on Volunteerism and Community Service, October, 2000.

President, Texas Campus Compact, September 2001 to 2002.

Executive Committee, Texas Council of Public University Presidents and Chancellors, 2000-2002

State Affairs Committee, Texas Council of Public University Presidents and Chancellors, 2002.

Member, Governor's Task Force on Conservation, State of Texas. 1999-2001.

National Advisory Board, Texas Wild Capital Campaign, Fort Worth Zoological Association. 2000-2001.

Executive Committee, Texas International Education Consortium, 2002.

Advisory Board, Institute of Public Policy and Development Studies, Universidad de las Americas, Puebla, Mexico.

President, National Association of University Fish and Wildlife Programs. 1991-92.

Chair, Southern Regional Advisory Committee for Aquaculture, Fisheries, and Wildlife (SRAC-8). 1989-90.

Host and organizer, Joint International Meeting between American Society of Mammalogists and the Mexican Mammal Society, Cancun, Quintana Roo, Mexico. 1986.
Member, Consortium Board, John D. Archbold Center for Tropical Studies. 1989.
Member, Committee for the National Institutes for the Environment (NIE). 1991.
Chair, Texas Hill Country Bioserve Task Force of The Nature Conservancy. 1991.
Member, Systematics Agenda 2000 Committee. 1991.

Professional Involvement:

American Society of Mammalogists

Chair, Grinnell Award Committee - 2010 - 2012
Chair, Legislation and Regulations Committee - 1990
International Relations Committee - 1983
Systematics Collection Committee - 1983
Development Committee - 1987-2012
Society Representative to AIBS - 1989-1995
Committee for Conservation of Marine Mammals - 1983-88
Editor for Feature Articles, Journal of Mammalogy - 1976-78
Editor for General Notes, Journal of Mammalogy - 1975-76
Committee for Conservation of Land Mammals - 1973-74
Board of Directors - 1996-99 (elected)
Board of Directors - 1990-93 (elected)
Board of Directors - 1987-90 (elected)
Board of Directors - 1984-87 (elected)
Board of Directors - 1981-84 (elected)
Board of Directors - 1978-81 (elected)

American Institute of Biological Sciences

Member Council of Affiliate Societies - 1989
Board of Directors - 1993-95 (elected)
AIBS Task Force for the 90s

Asociacion Mexicana de Mastozoologia

Editor Asociados - 1990-91

Southwestern Association of Naturalists

International Relations Committee - 1983
Board of Trustees - 1986-present
Board of Governors - 1991-94 (elected)

Board of Governors - 1983-86 (elected)
 Board of Governors - 1980-83 (elected)
 President - 1981
 President-Elect - 1980
Texas Mammal Society
 President - 1985-86
Chihuahuan Desert Research Institute
 Vice-President, Board of Scientists - 1992-present
 Board of Directors - 1991-present
Sigma Xi, Texas A&M University Chapter
 President - 1987-88
 Vice President - 1986-87
Texas Organization of Endangered Species
 Chair, Mammal Subcommittee - 1973-74
The Wildlife Society
 Member, Publications Committee - 1987-88
Texas Chapter of The Wildlife Society
 Chair, Meeting Site Selection Committee - 1986-87
Texas Academy of Science
 Board of Directors - 1979-81 (elected)
Texas Parks and Wildlife Department
 Endangered Resources Technical Advisory Committee (Mammals)
 - 1991
 Planning and Evaluation Committee, Conference on U.S./Mexico
 Border States on Parks and Wildlife -1989-90
 Member, Blue Ribbon Elk Panel - 1988
Texas General Land Office and Texas Department of Agriculture
 Member, Environmental Advisory Committee for Aquaculture -
 1990
Association of Systematic Collections
 Texas A&M Representative, 1986-1996
 Elected Representative-at-Large - 1993

Private Conservation Involvement:

The Nature Conservancy of Texas
 Chair, Conservation Committee. 1999-2003.
 Member, Executive Committee. 1994-2003.
 Appointed to the Board of Trustees - 1991-1993. Reappointed in 1994,
 1997, 1999.
 Chair, International Committee. 1994-1999.

The Nature Conservancy of Oklahoma

Appointed to the Board of Trustees, 2003.

Bat Conservation International

Member and Co-Director of International Bat Research and Education Center - 1988.

The Pride of Texas Conservation Fund

Member, Texas Endangered Species Advisory Council - 1990.

Texas System of Natural Laboratories (TSNL).

Member, Board of Directors - 1995.

Academic Interests:

Systematics, taxonomy, and natural history of Nearctic/Neotropical Mammals (emphasis is on Texas and Mexico)

Conservation of wildlife diversity in Texas, Southwestern U.S., and Mexico

Integrated resource management (both land-based and marine)

Conservation and sustainable development

Museum science and collection management

Education for at-risk youth

Higher Education Administration

Teaching Experience:

Undergraduate Courses:

General Mammalogy

Field Biology

Techniques of Wildlife Management

Special Problems

Conservation and Sustainable Development

Leadership Development

Graduate Courses:

Vertebrate Systematics

Systematic Mammalogy

Collection Management

Special Problems Seminar

Seminar in Mammology

BY-LAWS
OF THE
NMJC RESEARCH FOUNDATION

ARTICLE I
MEMBERS

Section 1. The Corporation shall not have any members.

ARTICLE II
BOARD OF DIRECTORS

Section 1. The affairs of the Corporation shall be managed by a Board of Directors.

Section 2. The number of Directors who constitute the Board of Directors shall be not less than five (5) nor more than seven (7).

Section 3.

(a) Directors shall be elected to the Board of Directors by the affirmative vote of a majority of the Board of New Mexico Junior College. The term of office of a Director shall be three (3) years, except as otherwise provided in these by-laws. A Director who is an official of New Mexico Junior College shall be eligible to serve as Director only as long as that person continues to be employed by New Mexico Junior College.

(b) The number of Directors provided for in Section 2 may be increased by amendment of these by-laws. Vacancies in the office of Director due to either an increase in the number of Directors, resignation or death may be filled by the affirmative vote of a majority of the Board of New Mexico Junior College. A person may be elected as a Director to fill a vacancy either for a full three year term or for the remainder of the term of the Director being replaced.

(c) The Board of New Mexico Junior College may remove any Director of the Corporation if such action, in the judgment of the Board of New Mexico Junior College, is in the best interest of the Corporation. Appointment or election as a Director of the Corporation shall not, of itself, establish or create contract rights.

(d) The Board of Directors may elect a Chairperson to preside at all meetings of the Board of Directors and the shareholders, and invest him with such powers and delegate to him such duties as the Board of Directors may from time to time designate. In the event no chairman is elected, or the designated chairman is unable to act, the President shall preside at meetings of the Board of Directors.

Section 4. The annual meeting of the Board of Directors shall be held upon the call of the President at any time during the month of April of the year in which such annual meeting is to be held. Regular meetings of the Board of Directors may be held at such time and place as shall from time to time be determined by the Board of Directors. Special meetings of the Board of Directors may be called by the President on five days'

notice to each Director, either personally or by mail, facsimile, or telephone. At least ten (10) days prior to all regular meetings of the Board of Directors, a written reminder notice thereof shall be sent by the Executive Director of the Corporation to each Director by mail to the address furnished by such Director.

Section 5. Actual presence of a Director at any meeting shall constitute, as to such Director, a waiver of any notice herein required.

Section 6. A quorum at the annual meeting of the Directors, or at any regular or special meeting of the Directors, shall consist of a majority of the Directors then in office.

Section 7. The Directors may hold their meetings, whether annual, regular or special, and keep the books of the corporation, within or outside the state of New Mexico, except as otherwise provided by statute.

Section 8. A Director shall not receive compensation for services, but may be reimbursed by the Corporation for reasonable expenses incurred in connection with attendance at any annual, regular or special meeting of the Board; provided that nothing herein contained shall prevent any Director from serving the Corporation in any other capacity and receiving reasonable compensation therefore. Such compensation and the capacity in which such Directors serve, shall be reported annually to the Board.

Section 9. The Board of Directors shall at its annual meeting elect a Chairman of the Board, Executive Director, a Vice President, a Treasurer, a Secretary, and such other corporate officers as it may from time to time determine. The term of office of such corporate officers shall be one (1) year or until a successor is elected. The Executive Director shall be an operational employee of the Corporation. The Board of Directors may from time to time designate other employee positions as officers of the Corporation. An employee officer of the Corporation shall hold office until the appointment or designation of officer status is terminated either by the Board of Directors. Any officer elected, appointed, or designated by the Board of Directors may be removed at any time by the affirmative vote of the majority of the Directors then in office.

Section 10. Any action required by the Corporation's Articles of Incorporation, By-Laws, or any law, to be taken at a meeting, or any other action which may be taken at a meeting, may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the Directors entitled to vote with respect to the matter thereof. Such consent shall have the same force and effect as the unanimous vote.

ARTICLE III OFFICERS: DUTIES, DELEGATIONS TO STAFF

Section 1. The officers of the Corporation shall have such powers and perform such duties respectively as are normal to such officers or as shall from time to time be assigned to them by the Board of Directors.

Section 2. The principal duties of the Chairman of the Board shall be to preside over all meetings of the Board of Directors, and to have general supervision of the affairs of the Board of Directors.

Section 3. The Executive Director shall be an employee of the Corporation. The Executive Director will perform all duties incident to such office and such other duties as may be provided in these Bylaws or as may be prescribed from time to time by the Board of Directors.

Section 4. The principal duties of the Vice President shall, in accordance with the terms of Section 2 of this Article, be to discharge the duties of the Chairman of the Board in the event of the Chairman of the Board's refusal to act, absence or disability.

Section 5. The principal duties of the Secretary shall be keep all books, papers, records and documents belonging to the Corporation or pertaining to the business thereof.

Section 6. The principal duties of the Treasurer shall be to keep an account of all monies, credits and property of any and every nature of the Corporation, and keep an accurate account of monies received and disbursed and proper vouchers for monies disbursed, and to render such accounts, statements and inventory of monies received and disbursed and of money and property on hand, and generally of all matters pertaining to this office as shall be required by the Board of Directors.

Section 7. The day to day operations of the Corporation shall be carried on by the employees and staff of the Corporation under the general supervision and control of the Executive Director who shall be responsible to the Board of Directors.

ARTICLE IV COMMITTEES

The Board of Directors may from time to time designate and appoint one or more standing committees as it sees fit. Such committees shall have and exercise such prescribed authority as is designated by the Board of Directors

ARTICLE V SEAL

The Corporation shall not have a seal.

ARTICLE VI FISCAL YEAR

The fiscal year of the Corporation shall be from July 1 through June 30.

ARTICLE VII

Indemnification of Directors, Directors, Officers, Employees and Agents

Any person (and the heirs, executors and administrators of such person) made or threatened to be made a party to any action, suit or proceeding by reason of the fact that he is or was a Director, employee, agent or officer of the Corporation shall be indemnified by the Corporation against any and all liability and the reasonable expenses, including attorney's fees and disbursements, incurred by him (or by his heirs, executors or administrators) in connection with the defense or settlement of such action, suit or proceeding, or in connection with any appearance therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such Director, employee, agent or officer is liable for gross negligence or misconduct in the performance of his duties. Such right of indemnification shall not be deemed exclusive of any other rights to which such Director, employee, agent or officer (or such heirs, executors of administrators) may be entitled apart from this Article.

ARTICLE IX

AMENDMENT OF BY-LAWS

These by-laws may be amended, altered or repealed by the Board of Directors at any annual, regular or special meeting thereof, providing that notice of the proposed amendment be given in writing to all of the Directors at least five days before such meeting. Provided, however, Article II, Section 3(a) may only be amended by the Board of New Mexico Junior College.

Adopted this _____ day of _____, 2011

Secretary

President

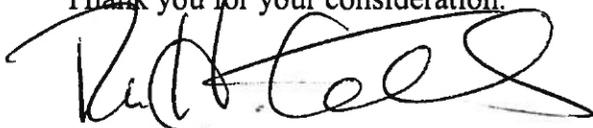
Memorandum

To: Dr. McCleery
From: Dr. Rosa Gallegos
Date: February 15, 2013
RE: Request Board Approval for Employment of Relative: Adult Basic Education Assistant

After reviewing applications for the Adult Basic Education Assistant, I would like to recommend Ms. Alma J. Casarez for the vacancy. Per the 2012-2013 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Ms. Casarez is related to Erika Casarez, Recruiter for Automotive Technology.

Pending Board approval, I would like for Ms. Casarez to start full-time employment on March 4, 2013, if the background check has been completed.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'Rosa Gallegos', written over a horizontal line.

Dr. Rosa Gallegos
Director of Adult Basic Education