NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Friday, June 21, 2013
Zia Room - Library
3:00 p.m.

AGENDA

A. Welcome Guy Kesner

B. Adoption of Agenda Guy Kesner

C. Approval of Minutes of May 23, 2013 Guy Kesner

D. President’s Report Steve McCleery

E. New Business
   1. Monthly Expenditures Report Dan Hardin
   3. Oil and Gas Revenue Report Dan Hardin
   4. Schedule of Investments Dan Hardin
   5. Consideration Track Field Demolition/Remodel Dan Hardin
   6. Consideration of Procurement Changes Josh Morgan
   7. Consideration of Tax Abatement Steve McCleery
   8. Consideration of Employee Handbook Bill Morrill
   9. Personnel Consideration – Director of Transportation Training Jeff McCool
  10. Personnel Consideration – Professor of Automotive Technology August Fons

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

MAY 23, 2013

MINUTES

The New Mexico Junior College Board met on Thursday, May 23, 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. Williams, 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 April 24, 2013.

Under President’s Report, Dr. McCleery reminded the Board of the NMJC Foundation Golf Tournament on June 8th and 9th.

Under New Business, Dan Hardin presented the April financial reports and with a motion by Mrs. Vinson, seconded by Mr. Glenn, the Board unanimously approved the expenditures for April, 2013. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the Fiscal Watch Reports.

Mr. Hardin presented a request to purchase a new Nuvera copier system for $150,000. The monthly maintenance will cost $350 less than with the current Docutech. Upon a motion by Ms. Chappelle, seconded by Mr. Baeza, the Board unanimously approved the request.

Mr. Hardin and Charley Carroll presented the Service Electric and Donner Plumbing proposed project bids for the second phase of infrastructure upgrades.
Upon a motion by Mr. Glenn, seconded by Mr. Williams, the Board unanimously approved the bids.

Mr. Hardin and Dr. Carroll presented phase one of the proposed cafeteria remodel which includes $202,237.98 to AK Sales and $2,237.98 to Campus Construction. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the project.

Regina Organ presented a request to purchase 300 new Soflux mattresses from American Contract Furniture at $105 each for student housing. Upon a motion by Mrs. Vinson, seconded by Mr. Williams, the Board unanimously approved the purchase.

Dr. Organ and Bill Morrill presented a contract from Workplace Answers for employee training in the amount of $26,311.50. Upon a motion by Mr. Black, seconded by Mr. Glenn, the Board unanimously approved the agreement.

Delores Thompson recommended Ms. Misty Stine for the Professor of Nursing position at a nine month salary of $54,700. Upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the Board unanimously approved the employment of Ms. Stine, effective August 12, 2013.

Don Worth recommended Mr. Lejon Wright, Sr. for the Professor of Physical Education/Assistant Women’s Basketball Coach position at a nine month salary of $42,930. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Wright, effective August 12, 2013.

Mr. Worth recommended Mr. Marty Eakin for the Men’s and Women’s Rodeo Coach position at an annual salary of $55,431. Upon a motion by Mr. Glenn, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Eakin, effective July 1, 2013.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Friday, June 21, 2013, beginning at 3:00 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: Mrs. Vinson – yes; Mr. Black – yes; Mr. Baeza – yes; Mr. Glenn – yes; Mr. Williams – yes; Ms. Chappelle – 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. Williams, the board meeting adjourned at 5:40 p.m.
## NEW MEXICO JUNIOR COLLEGE
### Expenditure Report
#### May 2013

**92% of Year Completed**

<table>
<thead>
<tr>
<th>Fund</th>
<th>2011-12</th>
<th>2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>9,063,310</td>
<td>8,655,929</td>
</tr>
<tr>
<td>Academic Support</td>
<td>2,295,951</td>
<td>1,949,791</td>
</tr>
<tr>
<td>Student Services</td>
<td>1,759,856</td>
<td>1,496,958</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>3,153,960</td>
<td>2,772,088</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>3,327,562</td>
<td>3,038,198</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>19,600,639</td>
<td>17,912,964</td>
</tr>
<tr>
<td>Student Activities</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>118,734</td>
<td>81,515</td>
</tr>
<tr>
<td>Student Aid</td>
<td>716,579</td>
<td>717,568</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>2,291,914</td>
<td>2,363,941</td>
</tr>
<tr>
<td>Athletics</td>
<td>1,150,029</td>
<td>1,174,258</td>
</tr>
<tr>
<td>Total Current Unrestricted Fund</td>
<td>23,877,895</td>
<td>22,250,246</td>
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<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,250,226</td>
<td>944,663</td>
</tr>
<tr>
<td>Student Aid</td>
<td>5,033,468</td>
<td>5,070,632</td>
</tr>
<tr>
<td>Total Current Restricted Fund</td>
<td>6,283,694</td>
<td>6,015,295</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from Institutional Funds</td>
<td>12,312,410</td>
<td>6,612,582</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>351,166</td>
<td>115,617</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>1,840,824</td>
<td>1,840,824</td>
</tr>
<tr>
<td>Projects from General Fund</td>
<td>24,956</td>
<td>12,269</td>
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<tr>
<td>Projects from Private Funds</td>
<td>505,034</td>
<td>490,975</td>
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<tr>
<td>Projects from State ER&amp;R</td>
<td>441,780</td>
<td>245,819</td>
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<tr>
<td>Projects from State BR&amp;R</td>
<td>1,584,709</td>
<td>556,790</td>
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<tr>
<td>Subtotal - Capital and BR&amp;R</td>
<td>17,060,879</td>
<td>9,874,876</td>
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<tr>
<td>Debt Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>14,951,789</td>
<td>8,706,464</td>
</tr>
<tr>
<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43,086,010</td>
<td>33,040,403</td>
<td>77%</td>
</tr>
</tbody>
</table>
## NEW MEXICO JUNIOR COLLEGE

### Revenue Report

**May 2013**

92% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>Final Budget</th>
<th>Year-to-date Revenue</th>
<th>Percentage of Budget Received</th>
<th>Budget</th>
<th>Current Revenue</th>
<th>Year-to-date Revenue</th>
<th>Percentage of Budget Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td>2011-12</td>
<td>2012-13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>3,589,200</td>
<td>3,962,336</td>
<td>110%</td>
<td>3,684,200</td>
<td>161,281</td>
<td>3,812,635</td>
<td>103%</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>5,505,200</td>
<td>5,146,662</td>
<td>93%</td>
<td>5,888,800</td>
<td>490,733</td>
<td>5,498,566</td>
<td>93%</td>
</tr>
<tr>
<td>Advalorem Taxes - Oil and Gas</td>
<td>5,900,000</td>
<td>9,661,357</td>
<td>164%</td>
<td>6,100,000</td>
<td>698,067</td>
<td>9,065,605</td>
<td>149%</td>
</tr>
<tr>
<td>Advalorem Taxes - Property</td>
<td>4,905,732</td>
<td>4,070,557</td>
<td>83%</td>
<td>5,255,000</td>
<td>103,908</td>
<td>4,067,213</td>
<td>77%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>20,000</td>
<td>932</td>
<td>5%</td>
<td>5,000</td>
<td>403</td>
<td>2,009</td>
<td>40%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>329,471</td>
<td>365,258</td>
<td>111%</td>
<td>292,526</td>
<td>3,552</td>
<td>286,735</td>
<td>98%</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>20,249,603</td>
<td>23,207,102</td>
<td>115%</td>
<td>21,225,526</td>
<td>1,457,944</td>
<td>22,732,763</td>
<td>107%</td>
</tr>
<tr>
<td>Student Activities</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>24,000</td>
<td>30,852</td>
<td>129%</td>
<td>24,000</td>
<td>17,040</td>
<td>31,626</td>
<td>132%</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>2,184,000</td>
<td>2,503,381</td>
<td>115%</td>
<td>2,198,000</td>
<td>79,488</td>
<td>2,270,391</td>
<td>103%</td>
</tr>
<tr>
<td>Athletics</td>
<td>326,200</td>
<td>297,093</td>
<td>91%</td>
<td>326,200</td>
<td>27,184</td>
<td>300,778</td>
<td>92%</td>
</tr>
<tr>
<td>Total Current Unrestricted</td>
<td>22,783,803</td>
<td>26,038,428</td>
<td>114%</td>
<td>23,773,726</td>
<td>1,581,656</td>
<td>25,335,558</td>
<td>107%</td>
</tr>
<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,250,226</td>
<td>1,067,556</td>
<td>85%</td>
<td>1,290,682</td>
<td>0</td>
<td>980,819</td>
<td>76%</td>
</tr>
<tr>
<td>Student Aid</td>
<td>5,033,468</td>
<td>4,956,457</td>
<td>98%</td>
<td>5,033,468</td>
<td>(1,042)</td>
<td>3,819,684</td>
<td>76%</td>
</tr>
<tr>
<td>Total Current Restricted</td>
<td>6,283,694</td>
<td>6,024,013</td>
<td>96%</td>
<td>6,324,150</td>
<td>(1,042)</td>
<td>4,800,503</td>
<td>76%</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl. Projects from State GOB Funds</td>
<td>0</td>
<td>222,704</td>
<td>0%</td>
<td>3,300,000</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>1,840,824</td>
<td>0</td>
<td>0%</td>
<td>521,652</td>
<td>0</td>
<td>34,652</td>
<td>7%</td>
</tr>
<tr>
<td>Projects from General Fund</td>
<td>312,972</td>
<td>0</td>
<td>0%</td>
<td>285,495</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from Private Funds</td>
<td>416,000</td>
<td>423,500</td>
<td>102%</td>
<td>6,126</td>
<td>0</td>
<td>3,750</td>
<td>61%</td>
</tr>
<tr>
<td>Interest Income (LGIP)</td>
<td>37,000</td>
<td>24,520</td>
<td>66%</td>
<td>30,000</td>
<td>1,594</td>
<td>16,490</td>
<td>55%</td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>2,606,796</td>
<td>670,724</td>
<td>26%</td>
<td>4,143,273</td>
<td>1,594</td>
<td>54,892</td>
<td>1%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>31,674,293</td>
<td>32,733,165</td>
<td>103%</td>
<td>34,241,149</td>
<td>1,582,208</td>
<td>30,190,953</td>
<td>88%</td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
May 2013

92% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
</tr>
<tr>
<td>Actual July</td>
<td>$82.33</td>
<td>3,014,635</td>
<td>$4.80</td>
</tr>
<tr>
<td>Actual August</td>
<td>$72.11</td>
<td>3,009,890</td>
<td>$4.15</td>
</tr>
<tr>
<td>Actual September</td>
<td>$79.10</td>
<td>2,978,466</td>
<td>$4.57</td>
</tr>
<tr>
<td>Actual October</td>
<td>$89.22</td>
<td>2,935,208</td>
<td>$5.01</td>
</tr>
<tr>
<td>Actual November</td>
<td>$78.04</td>
<td>3,149,706</td>
<td>$5.26</td>
</tr>
<tr>
<td>Actual December</td>
<td>$76.07</td>
<td>3,057,110</td>
<td>$4.99</td>
</tr>
<tr>
<td>Actual January</td>
<td>$77.19</td>
<td>3,390,624</td>
<td>$4.93</td>
</tr>
<tr>
<td>Actual February</td>
<td>$80.85</td>
<td>2,926,169</td>
<td>$4.95</td>
</tr>
<tr>
<td>Actual March</td>
<td>681,874</td>
<td>383,333</td>
<td>298,541</td>
</tr>
<tr>
<td>Accrual April</td>
<td>383,333</td>
<td>383,333</td>
<td>0</td>
</tr>
<tr>
<td>Accrual May</td>
<td>383,333</td>
<td>383,333</td>
<td>0</td>
</tr>
<tr>
<td>Accrual June</td>
<td>383,333</td>
<td>383,333</td>
<td>(383,333)</td>
</tr>
</tbody>
</table>

Y.T.D. Production Tax Revenue  
7,178,914  4,599,996  2,578,918

Y.T.D. Equipment Tax Revenue  
1,886,691  1,500,000  386,691

Total Year-to-Date Oil & Gas and Equipment Tax Revenue  
9,065,605  6,099,996  2,965,609

Source: New Mexico Taxation and Revenue Department
# NEW MEXICO JUNIOR COLLEGE
## Schedule of Investments
### May 2013

92% of Year Completed

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Amount Invested</th>
<th>Date Invested</th>
<th>Maturity Date</th>
<th>Period of Investment (Days)</th>
<th>Account Number</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Mexico</td>
<td>9,589,592</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7102-1348</td>
<td>0.110%</td>
<td>1,594</td>
</tr>
<tr>
<td>Local Government</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total investments</td>
<td>9,589,592</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,594</td>
</tr>
</tbody>
</table>

### Summary of Current Month’s Activity

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Projects</td>
<td>5/31/2013</td>
<td></td>
</tr>
<tr>
<td>Vehicles</td>
<td>313,260.91</td>
<td></td>
</tr>
<tr>
<td>Technology Upgrade</td>
<td>228,919.40</td>
<td></td>
</tr>
<tr>
<td>JASI</td>
<td>70,264.42</td>
<td></td>
</tr>
<tr>
<td>WHM South Gallery</td>
<td>347,433.95</td>
<td></td>
</tr>
<tr>
<td>Baseball Field</td>
<td>33,662.95</td>
<td></td>
</tr>
<tr>
<td>Rodeo Arena</td>
<td>67,744.99</td>
<td></td>
</tr>
<tr>
<td>Original Entrance Landscaping</td>
<td>134,874.12</td>
<td></td>
</tr>
<tr>
<td>Student Housing Construction</td>
<td>336,636.00</td>
<td></td>
</tr>
<tr>
<td>Lumens Software</td>
<td>11,568.00</td>
<td></td>
</tr>
<tr>
<td>Campus Signage</td>
<td>28,854.85</td>
<td></td>
</tr>
<tr>
<td>Roof Replacement</td>
<td>27,382.26</td>
<td></td>
</tr>
<tr>
<td>Dorm/Apartment Refurbish</td>
<td>7,848.84</td>
<td></td>
</tr>
<tr>
<td>Campus Construction</td>
<td>115,402.99</td>
<td></td>
</tr>
<tr>
<td>Oil &amp; Gas Training Ctr</td>
<td>2,055.00</td>
<td></td>
</tr>
<tr>
<td>Maintenance Equipment</td>
<td>3,452.01</td>
<td></td>
</tr>
<tr>
<td>Public Sector</td>
<td>1,826.53</td>
<td></td>
</tr>
<tr>
<td>Campus Security</td>
<td>7,436.60</td>
<td></td>
</tr>
<tr>
<td>Track/Arena Area Enhancement</td>
<td>65,044.46</td>
<td></td>
</tr>
<tr>
<td>Lumens Software-Distance Learng</td>
<td>5,000.00</td>
<td></td>
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<tr>
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**NOTE:** Capital projects total does not include encumbered funds
DATE: June 17, 2013
TO: New Mexico Junior College Board Members
FROM: Steve McCleery, Dan Hardin, and Charley Carroll
SUBJECT: Track Field Demolition/Remodel

Over the course of many years, we have been working to complete the construction of the track field. Over a period of time, we have been saving money to complete the track facility. As you know, we have a very successful NMJC Women’s Track Program, but they have been running on a track that was originally constructed in the early 70s. To complete the construction of the track and meet regulation requirements for a collegiate track, we need to demolish the old track and completely construct a new layout, curbing, drainage, sub-surface preparation, and install a collegiate track surface. Additionally, we need to construct a field event area that is adjacent to the newly constructed track. We are also recommending that we turf the entire infield of the track and the infield for the field events area, place stands and a press box on the east side of the track, and place a footing and pre-fab concrete fence around the perimeter of the track. The fencing on the circle drive side will have a small pre-fab concrete wall with wrought iron fencing. I am recommending that we proceed with the demolition and construction of the track facility. The advantages are:

- Allows NMJC Women’s Track Team to compete on a regulation collegiate track facility,
- Allows NMJC to host college track meets,
- Provides a substantial space for the NMJC Intramural teams to compete,
- For the future, provides NMJC an opportunity to add a men’s track program,
- For the future, provides NMJC an opportunity to add women’s and men’s soccer,
- Provides an additional field for local teams to host a soccer match,
- Provides an additional field for football,
- Provides a space for local resident to run/walk/jog,
- With the synthetic turf, on-going maintenance costs are nullified,
- With the synthetic turf, sprinkler system repair is mitigated,
- With synthetic turf, water usage will be very minimal,
- Spring field prep and seeding are no longer necessary,
- With synthetic turf, mowing equipment needs are significantly reduced,
- With synthetic turf, manpower to maintain the field is reduced,
- The artificial turf is a great recruiting tool, and the turf is a high priority for Coach Blackwill, and
- The artificial turf meets the State’s requirements for conservation measures.
I am recommending that you accept the pricing from FieldTurf USA for $2,700,000 to demolish and construct the track facility and accept the pricing from Norcon for $299,990 for bleachers and press box. Both of these vendors are CES approved.

The demolition of the track includes removal/disposal of all old materials. The track construction includes: engineering drawings, dirt work and compaction, concrete curb and gutter system, multiple drainage lines and drainage points, asphalt work around bleacher area, installation of 9 lane running track, steeple chase water jumps, installation of soccer/football field turf on main track area, installation of a new field events area, installation of turf on the events area, installation of electrical for the timing system, and the installation and new timing equipment, as well as new equipment for the track facility.

We are still in the process obtaining pricing for fencing and electrical for night lighting. The lighting is similar to the lights we utilize at the tennis courts, but will not quality for night lighting for a game.

Thank you for your consideration.
June 11, 2013

Dr. Steve McCleery  
New Mexico Junior College  
1 Thunderbird Circle  
Hobbs NM 88240  
(575) 392-5004  
smccleery@nmjc.edu

Subject: I-Beam Grandstand

Norcon of New Mexico is pleased to submit pricing for the following items:

**Outdoor I-Beam Grandstand by Sturdisteel**

- (1) 8 row x 132’ grandstand, 48” elevated, 704 gross seats-638 net seats with 6 WC spaces.
- **Grandstand includes:**  
  - Galvanized steel columns, support angles, stringers, bracing and guardrail posts.  
  - Powder coated aluminum seats and risers.  
  - Aluminum face covering.  
  - Standard closed deck, mill finished footboards.  
  - Two (2) line rail system with 9ga chain link fence.  
  - Aisles with mid-rails and mid-steps.  
  - One (1) ADA ramp and two (2) exit stairs.  
  - 13.25” rise with 30” tread spacing.  
  - Shop drawings and calculations for Grandstand, foundations with New Mexico Registered Engineer’s Seal.  
  - 1200sf 4” thick concrete slab.  
  - (8) footing piers, 5’x5’x12” footing base, 42”x18” pier with 12” above finished ground.  
  - (11) footing piers, 4’x4’x12” footing base, 42”x16” pier with 12” above finished ground.  
  - Saw cut existing asphalt for piers and backfill with base material and pour 4” concrete around pier.

**Price includes delivery and installation.**

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<th>Description</th>
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<tr>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$246,469.31</strong></td>
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Press Box by Sturdisteel

- (1) Press box 8’x18’ with 8’x24’ support.
- Press Box includes:
  - Metal siding with metal framing, pre-manufactured with lights, sliding windows, and electrical outlets.
  - One (1) landing with access to top of grandstand.
  - Galvanized steel I-beam support structure.
  - Baseboard heaters.

Price includes delivery and installation.

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Film Deck by Sturdisteel

- Ladder and roof access hatch.
- Two (2) line rail system with 9ga chain link fence to match bleachers.

Price includes delivery and installation.

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<th>Description</th>
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<tbody>
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All prices are good for 60 days.

Thank you,

Phil Wright

E: phil.w@norconnewmexico.com
W: www.norconnewmexico.com
To: NMJC Board Members  
From: Josh Morgan  
RE: Procurement Changes  
Date: June 7, 2013  

Board Members,

During the past legislative session, four bills affecting Procurement were passed. Where NMJC will feel the biggest impact of these changes relates to Senate Bill 443. This bill increased the formal bid limit from $20,000 to $60,000. The bill also changes the limits requiring formal bids for Professional Services from $50,000 to $60,000. As a result of these changes, the small purchase and informal bid limits were also changed. According to state statute 13-1-125, “A central purchasing office shall procure services, construction or items of tangible personal property having a value not exceeding $60,000 in accordance with the applicable small purchase regulations adopted by... a central purchasing office that has the authority to issue regulations.”

We are asking the Board to approve the following changes to the Procurement Limits:

- Increase the limit requiring three informal quotes for goods and services from $5,000 to $20,000
- Increase the limit requiring formal bids from $20,000.00 to $60,000.00

In addition to these changes, we are also asking the Board to increase the policy for Board Approval of purchases to a threshold of $100,000.00 for an individual project or item. Currently, we require Board approval for any good or service procured by an Invitation to Bid or Request for Proposal which under
the previous limits included any item or service costing more than $20,000.00. Under our new proposal, we would only bring before the Board’s consideration individual projects or items costing more than $100,000.00.

Thank you for your consideration.

Respectfully,

Josh Morgan
DATE:       June 17, 2013
TO:         New Mexico Junior College Board Members
FROM:       Steve McCleery
SUBJECT:    Consideration of Tax Abatement

As you know, affordable housing for New Mexico Junior College employees is a problem. The City of Hobbs has been working to attract builders to construct and enhance affordable living opportunities. The City of Hobbs asked New Mexico Junior College to consider abatement on taxes for a potential company that may construct a multi-family apartment complex. The tax abatement is seen as an incentive to construct and operate a multi-family dwelling. Additionally, the City of Hobbs has asked NMJC to consider leasing several of these apartments and sub-leasing the units to employees.

The NMJC agreement for the abatement could be done for 5, 10, 15, 20, 25, or 30 years. It is my understanding that Lea County will make the final decision in regard to the abatement.

I do not recommend entering a lease on these apartment units.

Thank you for your consideration.
NEW MEXICO JUNIOR COLLEGE

Title Page:
1. Changed date to: **May 23, 2013**

Organizational Chart:
2. **5/2013 update**

NMJC Employee Handbook:
3. Policy No. 211, second paragraph, add: **full-time security personnel**, third paragraph, add: **NMJC Web Portal**

4. Policy No. 212, first paragraph, first sentence delete: **placed in their on-campus mailboxes**, add: **available on the NMJC web portal**
   Second sentence, delete: **placed in their on-campus mailboxes or mailed to the home address on**, add: **available on the NMJC web portal**

5. Policy No. 212, paragraph two, first sentence, add, **Full-time Security Personnel, and available on the NMJC web portal** delete: **placed in their on-campus mailboxes and/or will be mailed to the current home address**; Second sentence, add: **available on the NMJC web portal**, delete: **placed in their on-campus mailbox and/or mailed on**
   Third paragraph, add: **NMJC Web Portal**

6. Policy No. 304, Changes to FMLA policy by Attorney:

NEW MEXICO JUNIOR COLLEGE 2012-2013-2014 EMPLOYEE HANDBOOK
Policy No. 304  Page 1 of 4
SECTION: Employee Benefits
POLICY TOPIC: Family and Medical Leave Act of 1993

I. Basic Regulations and Conditions of Family and Medical Leave Act (FMLA)

   **A. Eligible employees shall be**
   and medical leave in 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 during the 12-month period measured forward from the date of your first FMLA leave usage. **Exception: See E.** There are exceptions to the general leave rules for eligible employees whose spouse, son, daughter or parent is on covered active duty or call to cover active duty status. There are additional leave entitlements for eligible employees to take up to 26 weeks of leave to care for a covered service member.
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 concurrently with paid vacation, personal and sick leave with pay for any qualifying condition.
II. Definition: A serious health condition is an illness, injury, impairment or physical or mental condition that involves an overnight stay in a medical care facility, or continuing treatment by a health care provider authorized by a condition that either prevents the State to diagnose and treat physical employee from performing the functions of the employee’s job, or mental health conditions prevents the qualified family member from participating in school or other daily activities, all as defined in the governing regulations. A “spouse” means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage in states where it is recognized.

III. Eligibility: Individuals who have been employed at New Mexico Junior College for a total of 12 months and have worked for at least 1,250 hours over the previous 12 months shall be eligible for leave under the FMLA.

IV. Medical and other Certifications

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 health care provider to support a request for leave because of a health condition, and shall provide a fitness for duty report to return to work.

C. Employees will be required to provide a medical certification if the leave request is:
   1. for the employee's own serious health condition,
   2. to care for a family member's serious health condition, or
   3. military caregiver leave.

Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

New Mexico Junior College, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the
employee. In lieu of a second opinion, New Mexico Junior College may contact the health care provider directly to clarify or authenticate a
medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency."

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.

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 either verbal and/or in writing, acknowledged by the immediate supervisor, and approved by Human Resources, the appropriate Vice President and the President. If possible, the request shall be submitted thirty (30)
The FMLA Notice of Eligibility and Rights & Responsibilities form and the Designation Notice form will be sent to the employee.

VII. **Return from Leave.** Upon return from leave, the employee will be restored to his/her original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with New Mexico Junior College. Employees who do not return to work at the end of their leave will be terminated unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act.
EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid job-protected leave to eligible employees for the following reasons:

• for incapacity due to pregnancy, prenatal medical care or child birth;
• to care for the employee’s child after birth, or placement for adoption or foster care;
• to care for the employee’s spouse, son, daughter or parent, who has a serious health condition; or
• for a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements
Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment or transition briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is:

(1) a current member of the Armed Forces, including a member of the National Guard or Reserves, 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; or
(2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

*The FMLA definition of “serious injury or illness” for current servicemembers and veterans is distinct from the FMLA definition of “serious health condition.”

Benefits and Protections
During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms and conditions as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit accrued to the start of an employee’s leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. With 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:

• interfere with, restrain, or deny the exercise of any right provided under FMLA; and
• discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 102 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.306(a) may require additional disclosures.
I. Basic Regulations and Conditions of Family and Medical Leave Act (FMLA)

A. A summary of employee rights and responsibilities under FMLA is set forth in the notice that appears at the end of this Policy No. 304. Generally, eligible employees are allowed to take twelve (12) weeks of family and medical leave in 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 during the 12-month period measured forward from the date of your first FMLA leave usage. There are exceptions to the general leave rules for eligible employees whose spouse, son, daughter or parent is on covered active duty or call to cover active duty status. There are additional leave entitlements for eligible employees to take up to 26 weeks of leave to care for a covered service member.

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. NMJC requires that the FMLA leave run concurrently with paid vacation, personal and sick leave with pay for any qualifying condition.
II. Definition: A serious health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities, all as defined in the governing regulations. A “spouse” means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage in states where it is recognized.

III. Eligibility: Individuals who have been employed at New Mexico Junior College for a total of 12 months and have worked for at least 1,250 hours over the previous 12 months shall be eligible for leave under the FMLA.

IV. Medical and other Certifications

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 health care provider to support a request for leave because of a health condition, and shall provide a fitness for duty report to return to work.

C. Employees will be required to provide a medical certification if the leave request is:
   1. for the employee's own serious health condition,
   2. to care for a family member's serious health condition, or
   3. military caregiver leave.

Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

New Mexico Junior College, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, New Mexico Junior College may contact the health care provider directly to clarify or authenticate a
medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency."

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.

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 either verbal and/or in writing, acknowledged by 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.

The FMLA Notice of Eligibility and Rights & Responsibilities form and the Designation Notice form will be sent to the employee.

VII. **Return from Leave.** Upon return from leave, the employee will be restored to his/her original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with New Mexico Junior College. Employees who do not return to work at the end of their leave will be terminated unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act.
EMPLEY RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

• for incapacity due to pregnancy, prenatal medical care or child birth;
• to care for the employee’s child after birth, or placement for adoption or foster care;
• to care for the employee’s spouse, son, daughter or parent, who has a serious health condition;
• for a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements
Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternate childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:
1. a current member of the Armed Forces, including a member of the National Guard or Reserves, 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;
2. a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.

Benefits and Protections
During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least 12 months, leave 1,250 hours of service in the previous 12 months*, and at least 30 employees are employed by the employer within 75 miles.

Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the leave is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for FMLA leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:
• interfere with, restrain, or deny the exercise of any right provided under FMLA; and
• discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.304(a) may require additional disclosures.

For additional information:
WWW.WAGEANDHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division

WHD Publication 1430 - Revised February 2013
7. Policy No. 306, Delete: second paragraph, second sentence, by the appropriate Vice President or the President (if applicable)
    Fourth paragraph, second sentence, Delete: approved by the appropriate Vice President or the President (if applicable)

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date May 24, 2013

Candidate’s name Luisa L. Ruiz

Position title Director of Transportation Training

☐ New position ☒ Existing position Classification ☐ Faculty ☒ Professional ☐ Other

Is candidate related to another NMJC employee? ☐ yes ☒ no If so, to whom

Effective date of employment *July 1, 2013 Standard contract length ☒ 12 mos. ☐ 9 mos. ☐ other

Funding source Institutional

Paid advertising beyond *standard HigherEdJobs.com

(*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website)

Posted salary range $38,332 to 47,915 Recommended annual salary $43,123.00 Prorated salary ☐ yes ☒ no

Account number(s) with respective % allocation(s) 11000 2902 61301 104 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Jeff McCool – Dean of Training and Outreach

Sylvia Alves – Administrative Secretary – Transportation Training

Terri Blandin – Executive Assistant – Training and Outreach

Don Hancock – CDL Trainer

Phillip Roybal – Director of Energy Programs

Steve Sauceda – Workforce Training Coordinator

Comments: Ms. Ruiz, with twenty five years of experience meets and/or exceeds the minimum requirements for this position.

*pending background check
ABBREVIATED RESUME

Position
Director of Transportation Training

Personal Data
Name: Luisa L. Ruiz

Professional Experience
M & M Tours (Previously B & G Transportation, Inc.), Hobbs, NM
Operations Manager 09/1999 to Present
Safety & Compliance/CDL Examiner/School Bus Driver Trainer/Charter Sales 05/1988 to 09/1999

Certifications:
State of New Mexico CDL Examiner Class B, SBDE 1220
State of New Mexico School Bus Driver Trainer
Defensive Driving Instructor
Position Announcement • April 2013

Position Title: Director of Transportation Training

Position Description: The Director of Transportation Training shall be responsible to the Dean of Training Outreach. The duties and responsibilities of the Director of Transportation Training shall be, but not limited to, the following: 1) First and foremost, be of service to the public; 2) Assist with the promotion and advertising of driving instruction programs through various media; 3) Assist in the development, implementation, and maintenance of transportation course offerings; 4) Ensure all employee paperwork is completed for Defensive Driving, DWI, Driver Education, and CDL Instructors and Examiners; 5) In the absence of Instructors, instruct Driver Education, Defensive Driving and DWI programs; 6) Assist the Dean of Training and Outreach with budget preparation and implementation; 7) Coordinate Driver Education, Defensive Driving, and DWI programs and Instructors. Be certified to teach these programs through the Traffic Safety Bureau and the State of New Mexico; 8) Be the NMJC CDL Coordinator for the Third Party Testing system for the State of New Mexico. Direct the Examiner testing program here at NMJC with the State of New Mexico, AAMVA, and the DOT; 9) Coordinate and instruct the CDL test prep classes; 10) Coordinate the behind the wheel Truck Driving Academy courses; 11) Coordinate news releases relating to people, programs, courses, enrollment, special activities, and events with the Dean of Training & Outreach and the NMJC marketing department; 12) Communicate regularly with the Dean of Training and Outreach; 13) Serve on committees related to the operations of the department and the mission of the college; 14) participate in a process of continual personal and professional improvement; 15) actively participate in the institutional goals and objectives designed to support the mission of the college; and 16) Nothing contained herein shall limit the President in assigning the employee to any of the various College activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: The desirable candidate will possess excellent communication skills; high level of organizational skills; a professional personal demeanor; ability to perform duties with minimal supervision; and a commitment to excellence and promoting/obtaining success through learning.

Salary/Benefits: This is a twelve-month professional position. Salary range is $38,332 to $47,915. The salary and benefits are competitive and commensurate with experience and qualifications. Standard NMJC benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form on line at www.nmjc.edu (Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, and three references with current addresses and phone numbers.

New Mexico Junior College, 1 Thunderbird Circle, Hobbs, NM 88240

New Mexico Junior College is an Equal Opportunity Affirmative Action Employer and does not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

For information concerning employment, please contact the Human Resources Office at (575) 492-2791. For information concerning Section 504 accessibility, contact the Special Needs Coordinator in the Counseling Department at (575) 492-2576.
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 6/13/2013

Candidate’s name Charles J. Siegel

Position title Professor of Automotive Technology

☐ New position ☒ Existing position Classification ☒ Faculty ☐ Professional ☐ Other 

Is candidate related to another NMJC employee? ☐ yes ☒ no If so, to whom 

Effective date of employment 08/12/2013 * Standard contract length ☐ 12 mos. ☒ 9 mos. ☐ other 

Funding source Institutional Funds


(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, & Lubbock TX Workforce Development Website)

Posted salary range $43,369 – $54,211 Recommended annual salary $53,100 Prorated salary ☐ yes ☒ no

Account number(s) with respective % allocation(s) 11000 2582 61101 102

Recommended and approved by:

Supervisor Dean/Director

Vice President President

Selection Committee Members: Dr. August Fons – Dean of Public Safety and Industry – Chairperson

Samuel Gilcrease – Professor of Automotive Technology – GM-ASEP

Earl Nymeyer - Professor of Welding

Javier Rivera – Professor of Automotive Technology – GM ASEP

Timothy Roberts – Professor of Automotive Technology – Ford ASSET

Comments: Mr. Siegel with a B.B.A. in Management and a diploma in Automotive Technology and more than fifteen years of applicable experience meets and/or exceeds the minimum requirements for this position.

*Pending background check
ABBREVIATED RESUME

Position

Professor of Automotive Technology

Personal Data

Name: Charles J. Siegel

Education

B.B.A., Ohio University, Athens, OH, 1988
   Major: Management

Diploma, Lincoln Technical Institute, Indianapolis, IN, 1978
   Major: Automotive Technology

Professional Experience

Montana State University - Northern, Havre, MT
   Automotive Instructor 08/2011 to 05/2013

Universal Technical Institute, Orlando, FL
   Automotive Instructor 04/2007 to 06/2011

Lincoln Technical Institute, Indianapolis, IN
   Instructor 03/2005 to 12/2006

Capitol Ford/KIA, Madison, WI
   Assistant Service Manager/Warranty Claims 09/2003 to 03/2004

CJS Publishing LTD, The Plains, OH
   President/Owner 04/2000 to 05/2003

Columbus Paraprofessional Institute, Columbus, OH
   Instructor 05/1990 to 02/1991

Certificates:

ASE 2166-4557 Master Automobile Technician – expires – 6/30/201
ASE Master Technician with A1 – A8 certification

Associations:

Automotive Transmission Rebuilder Association (ATRA) – member
Kiwanis International - member
Position Announcement • June 2012

Position Title: Professor of Automotive Technology - Ford ASSET Program

Position Description: This position reports to the Dean of Public Safety and Industry and is responsible for teaching Automotive Technology in the Ford Motor Company/ASSET post-secondary program at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate automotive courses; (2) Supervise students off-campus during the cooperative work experiences; (3) Travel as required; (4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Teach basic computer operations to automotive students; (7) Coordinate advisory committee meetings; (8) Work for the general improvement of the instructional programs at the college; (9) Participate in college service through standing and ad hoc committees; (10) Post and maintain supervisor approved office hours per week; (11) Participate in a process of continual personal and professional improvement; (12) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, (13) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor’s or Master’s degree in an educational, occupational/vocational, or closely related field is preferred. However, candidates with an Associate degree (or equivalent) and extensive automotive experience will be considered. All degrees must be from a regionally accredited institution. Candidates must be Ford Master Certified, possess demonstrated technical skills in all 8 ASE areas and be ASE Master Certified and L1 Certified. Five years experience teaching automotive (community college level preferred) and technical service experience in a dealership desired. Ford Motor Company experience and current training history is required. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. Note: Computer proficiency is required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled.

To Apply: Please submit NMJC application form (available at www.nmjc.edu) under employment opportunities, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and telephone numbers to:

Human Resources
New Mexico Junior College
1 Thunderbird Circle
Hobbs, NM 88240

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"Equal Opportunity Education and Employment"
1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2790 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: kmiller@nmjc.edu
Position Announcement • July 2011, revised 9-11

Position Title: Professor of Automotive Technology - Ford ASSET Program

Position Description: This position reports to the Dean of Public Safety and Industry and is responsible for teaching Automotive Technology in the Ford Motor Company/ASSET post-secondary program at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate automotive courses; (2) Supervise students off-campus during the cooperative work experiences; (3) Travel as required; (4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Teach basic computer operations to automotive students; (7) Coordinate advisory committee meetings; (8) Work for the general improvement of the instructional programs at the college; (9) Participate in college service through standing and ad hoc committees; (10) Post and maintain supervisor approved office hours per week; (11) Participate in a process of continual personal and professional improvement; (12) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, (13) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

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1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2790 • Fax: (575) 492-2796• Toll Free: 1-800-657-6260 • E-mail: kmiller@nmjc.edu
Position Announcement • July 2011

Position Title: Professor of Automotive Technology

Position Description: This position reports to the Dean of Public Safety and Industry and is responsible for teaching Automotive Technology in the Ford Motor Company/ASSET post-secondary program at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate automotive courses; (2) Supervise students off-campus during the cooperative work experiences; (3) Travel as required; (4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Teach basic computer operations to automotive students; (7) Coordinate advisory committee meetings; (8) Work for the general improvement of the instructional programs at the college; (9) Participate in college service through standing and ad hoc committees; (10) Post and maintain supervisor approved office hours per week; (11) Participate in a process of continual personal and professional improvement; (12) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, (13) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

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