

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 |
| 2. Monthly Revenue 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

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	9,063,310	8,655,929	96%	8,638,205	894,230	8,033,553	93%
Academic Support	2,295,951	1,949,791	85%	2,247,244	191,533	1,927,764	86%
Student Services	1,759,856	1,496,958	85%	1,704,267	146,505	1,538,947	90%
Institutional Support	3,153,960	2,772,088	88%	3,137,158	282,015	3,096,825	99%
Operation & Maintenance of Plant	3,327,562	3,038,198	91%	3,232,175	325,773	3,120,307	97%
Subtotal - Instruction & General	19,600,639	17,912,964	91%	18,959,049	1,840,056	17,717,396	93%
Student Activities	0	0	0%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	118,734	81,515	69%	81,772	(94)	124,621	152%
Student Aid	716,579	717,568	100%	543,551	55,945	762,983	140%
Auxiliary Enterprises	2,291,914	2,363,941	103%	1,780,078	173,834	1,926,691	108%
Athletics	1,150,029	1,174,258	102%	1,150,211	45,240	1,107,363	96%
Total Current Unrestricted Fund	23,877,895	22,250,246	93%	22,514,661	2,114,981	21,639,054	96%
CURRENT RESTRICTED FUND							
Grants	1,250,226	944,663	76%	1,280,443	114,130	880,787	69%
Student Aid	5,033,468	5,070,632	101%	5,033,468	8,824	3,956,602	79%
Total Current Restricted Fund	6,283,694	6,015,295	96%	6,313,911	122,954	4,837,389	77%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	12,312,410	6,612,582	54%	15,392,280	129,577	4,381,410	28%
Projects from State GOB Funds	351,166	115,617	33%	3,300,000	0	57,800	2%
Projects from State STB Funds	1,840,824	1,840,824	100%	521,652	0	34,652	7%
Projects from General Fund	24,956	12,269	49%	289,520	2,212	29,782	10%
Projects from Private Funds	505,034	490,975	97%	27,485	4,387	27,224	99%
Projects from State ER&R	441,780	245,819	56%	568,173	12,991	225,843	40%
Projects from State BR&R	1,584,709	556,790	35%	1,047,058	62,950	841,533	80%
Subtotal - Capital and BR&R	17,060,879	9,874,876	58%	15,940,531	212,117	5,598,244	35%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	14,951,789	8,706,464	58%	15,940,531	212,117	5,598,244	35%
GRAND TOTAL EXPENDITURES	43,086,010	33,040,403	77%	44,769,103	2,450,052	32,074,687	72%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
May 2013

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

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

May 2013

92% of Year Completed

		OIL		GAS		COMBINED		
Month of Sales	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2011-12 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	\$78.04	3,149,706	\$5.26	13,070,472	785,691	383,333	402,358
Actual	December	\$76.07	3,057,110	\$4.99	13,274,522	701,189	383,333	317,856
Actual	January	\$77.19	3,390,624	\$4.93	13,632,849	724,057	383,333	340,724
Actual	February	\$80.85	2,926,169	\$4.95	12,130,501	759,440	383,333	376,107
Actual	March					681,874	383,333	298,541
Accrual	April					383,333	383,333	0
Accrual	May					383,333	383,333	0
Accrual	June						383,333	(383,333)
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

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	0.110%	1,594
Total investments	<u>9,589,592</u>						<u>1,594</u>

Summary of Current Month's Activity	
Beginning amount	9,589,592
Plus: deposits	0
Less: withdrawals	0
Capital Projects	
Reserves Invested	12,388,548
Total LGIP Investment	-2,798,956
	9,589,592

Capital Projects	5/31/2013
Vehicles	313,260.91
Technology Upgrade	228,919.40
JASI	70,264.42
WHM South Gallery	347,433.95
Baseball Field	33,662.95
Rodeo Arena	67,744.99
Original Entrance Landscaping	134,874.12
Student Housing Construction	336,636.00
Luminis Software	11,568.00
Campus Signage	28,854.85
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	7,848.84
Campus Construction	115,402.99
Oil & Gas Training Ctr	2,055.00
Maintenance Equipment	3,452.01
Public Sector	1,826.53
Campus Security	74,368.60
Track/Arena Area Enhancement	65,044.46
Lumens Software-Distance Learn	5,000.00
Copier Replacement	150,585.00
Non-Recurring Compensation	552,169.10
Student Life Programming	17,440.00
Warehouse/Cont Ed Remodel	1,640.92
Succession Plan	108,152.25
Energy Technology Equipment	566,445.00
WHM Exhibits	145,990.93
Remodel McLean	133,567.57
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	17,145.00
Track Upgrades	3,192,443.02
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	600,000.00
Cosmetology Remodel	400,000.00
Equine Program	283,942.75
Entertainment Technology	300,214.97
Cafeteria Upgrade	200,000.00
New Horizons Resources	340,000.00
Channel 19 Upgrade	25,000.00
FERPA & Title IX	27,000.00
Professional Development HS	25,000.00
Infrastructure Upgrade	1,500,000.00
Workforce Training Contingency	8,587.99
Total	12,170,924.78

NOTE: Capital projects total does not include encumbered funds

Memo

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.

NORCON

OF NEW MEXICO

Following a tradition of business in New Mexico since 1935



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.

Price:	\$226,225.00
CES 2% required payment and performance bond:	\$4,524.50
NMGRT 6.8125%:	\$15,719.81
Total:	\$246,469.31

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.

Price:	\$41,530.00
CES 2% required payment and performance bond:	\$830.60
NMGRT 6.8125%:	\$2,885.82
Total:	\$45,246.42

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.

Price:	\$7,595.00
CES 2% required payment and performance bond:	\$151.90
NMGRT 6.8125%:	\$527.76
Total:	\$8,274.66

All prices are good for 60 days.

Thank you,



E: phil.w@norconnewmexico.com

W: www.norconnewmexico.com

NEW MEXICO JUNIOR COLLEGE BUSINESS OFFICE

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575) 492-2769
Fax: (575) 492-2768

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

Memo

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
Changes to the 2012-2013 Handbook for the 2013-2014 Handbook

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 the 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~~ A.

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 concurrent~~

E. NMJC requires that the FMLA leave run concurrently with paid vacation, personal and sick leave with pay for any qualifying condition.

SECTION: Employee Benefits

POLICY TOPIC: Family and Medical Leave Act of 1993

- II. Definition: A serious health condition is an illness, injury, impairment or physical or mental condition that involves ~~inpatient~~either an overnight stay in a medical care facility, or continuing treatment by a health care provider ~~authorized by~~for a condition that either prevents the ~~State to diagnose and treat~~physic~~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)

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.

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 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 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 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, 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. 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 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 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. § 825.300(a) may require additional disclosures.



NEW MEXICO JUNIOR COLLEGE 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. 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.

SECTION: Employee Benefits

POLICY TOPIC: Family and Medical Leave Act of 1993

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- 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.

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 - 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.
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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. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

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



WHD Publication 1420 - 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)~~
8. Affirmative Action Policy Statement date (5/23/2013)

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 Saucedo – 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

rev. 6-28-01

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, SBDI 1220

State of New Mexico School Bus Driver Trainer

Defensive Driving Instructor



New Mexico Junior College

Career Opportunities

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.

"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

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

Paid advertising beyond *standard HigherEdJobs.com, Needtechs.com, Lubbock Avalanche Journal, Midland Report Telegram,
(*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)

Odessa American

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



New Mexico Junior College

Career Opportunities

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**

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.

"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



New Mexico Junior College

Career Opportunities

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.

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:

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Hobbs, NM 88240**

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