

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, April 19, 2012

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|------------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of March 26, 2012 | 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. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of Bid #1060 – Weed Control & Fertilizing Services | Regina Choate |
| 7. Personnel Consideration – Dean of Arts, Humanities & Career Technology | Kelly Holladay |
| 8. Personnel Consideration – Professor of Nursing | Delores Thompson |
| 9. Consideration of Employee Handbook Policy #226 | Steve McCleery |
| 10. Consideration of 2012/2013 Budget | Steve McCleery |
| 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

March 26, 2012

MINUTES

The New Mexico Junior College Board met on Monday, March 26, 2012, 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. Ron Black; Mr. Zeak Williams; and Mr. Hector Baeza. Not present was Mrs. Mary Lou Vinson.

Mr. Kesner called the meeting to order and welcomed visitors and guests present.

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

Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the minutes of February 23, 2012.

Under President's Report, Sylvia Quintana, with Chesapeake Energy Corporation, presented a \$50,000 commitment for scholarships over the next five years (\$10,000 per year).

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

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

Kelly Holladay presented a fee increase request for the First Aid and CPR class to cover the cost of the certification. The fee will increase from \$10 to \$40. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the request.

Ms. Chappelle moved the board go into closed session for the discussion of limited personnel matters and real property under the provisions of section 10-15-1-H (2) & H (8) of New Mexico Statutes Annotated 1978. Mr. Baeza seconded the motion. The roll call vote was as follows: Mr. Black - yes; Mr. Kesner - yes; Mr. Baeza - yes; Ms. Chappelle - yes; and Mr. Williams - 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.

Dr. McCleery discussed the potential sale of New Mexico Junior College real property. College attorney, Scotty Holloman discussed the various aspects of a potential sale of the Del Norte property. Upon a motion by Mr. Williams, seconded by Mr. Baeza, the Board unanimously approved the administration moving forward compiling a bid package for a public bid for the Del Norte property. The bid package should include a new appraisal certified by the State Tax and Revenue Department, survey, title policy, and a proposed contract subject to approval by the appropriate state agencies.

Dr. McCleery discussed the proposed senior warm water facility to be built on the campus of New Mexico Junior College. After discussion regarding the purpose and concept, a motion was made by Mr. Black and a second by Mr. Baeza for the administration to move forward with the design, engineering, and securing a CES contractor. The final construction contract will be brought back to the Board for consideration and then to the appropriate State agencies for approval.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, April 19, 2012, beginning at 4:00 p.m. The budget work session will be held April 12, 2012 beginning at noon.

Upon a motion by Mr. Black, seconded by Mr. Williams, the board meeting adjourned at 5:45 p.m.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

March 2012

75% of Year Completed

Fund	2010-11			2011-12			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	8,549,845	6,586,514	77%	8,437,426	841,049	7,069,708	84%
Academic Support	2,235,263	1,801,274	81%	2,206,429	171,939	1,616,125	73%
Student Services	1,681,893	1,223,770	73%	1,665,722	127,305	1,198,918	72%
Institutional Support	3,067,761	2,297,039	75%	2,987,693	205,432	2,299,851	77%
Operation & Maintenance of Plant	3,023,475	1,881,892	62%	2,958,467	321,982	2,453,262	83%
Subtotal - Instruction & General	18,558,237	13,790,489	74%	18,255,737	1,667,707	14,637,864	80%
Student Activities	0	0	0%	0	0		0%
Research	0	0	0%	0	0		0%
Public Service	0	0	0%	0	0		0%
Internal Service Departments	24,000	149,391	622%	80,394	(2,048)	81,691	102%
Student Aid	469,785	567,152	121%	516,579	36,874	656,624	127%
Auxiliary Enterprises	1,696,058	1,525,760	90%	1,706,196	216,920	2,123,744	124%
Athletics	974,729	978,868	100%	972,058	53,165	1,027,042	106%
Total Current Unrestricted Fund	21,722,809	17,011,660	78%	21,530,964	1,972,618	18,526,965	86%
CURRENT RESTRICTED FUND							
Grants	1,417,549	1,103,169	78%	1,569,789	66,786	752,634	48%
Student Aid	5,237,174	5,691,791	109%	5,033,468	6,278	5,054,340	100%
Total Current Restricted Fund	6,654,723	6,794,960	102%	6,603,257	73,064	5,806,974	88%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	12,914,022	5,945,948	46%	10,195,409	144,859	5,811,024	57%
Projects from State GOB Funds	334,542	104,191	31%	351,166	9,063	98,343	28%
Projects from State STB Funds	3,000,000	3,000,000	100%	1,840,824	0	1,840,824	100%
Projects from General Fund	224,122	182,271	81%	24,956	0	11,772	47%
Projects from Private Funds	183,383	129,070	70%	512,945	(286)	487,553	95%
Projects from State ER&R	318,919	175,984	55%	441,780	1,098	203,298	46%
Projects from State BR&R	1,830,699	1,001,313	55%	1,584,709	0	253,650	16%
Subtotal - Capital and BR&R	18,805,687	10,538,777	56%	14,951,789	154,734	8,706,464	58%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	18,805,687	10,538,777	56%	14,951,789	154,734	8,706,464	58%
GRAND TOTAL EXPENDITURES	47,183,219	34,345,397	73%	43,086,010	2,200,416	33,040,403	77%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

March 2012

75% of Year Completed

Fund	2010-11			2011-12			
	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	3,523,000	3,774,507	107%	3,589,200	63,769	3,846,136	107%
State Appropriations	6,290,500	5,148,367	82%	5,505,200	457,179	4,232,304	77%
Advalorem Taxes - Oil and Gas	5,500,000	6,478,838	118%	5,900,000	840,146	7,911,227	134%
Advalorem Taxes - Property	4,129,578	3,468,766	84%	4,905,732	67,991	3,341,415	68%
Interest Income	20,000	7,433	37%	20,000	68	716	4%
Other Revenues	323,308	592,352	183%	329,471	96,806	249,194	76%
Subtotal - Instruction & General	19,786,386	19,470,263	98%	20,249,603	1,525,959	19,580,992	97%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	15,307	64%	24,000	884	15,384	64%
Auxiliary Enterprises	2,202,000	2,239,821	102%	2,184,000	57,103	2,353,402	108%
Athletics	428,100	203,172	47%	326,200	26,991	243,111	75%
Total Current Unrestricted	22,440,486	21,928,563	98%	22,783,803	1,610,937	22,192,889	97%
CURRENT RESTRICTED FUND							
Grants	1,417,549	1,436,092	101%	1,569,789	66,787	829,674	53%
Student Aid	5,237,179	5,514,582	105%	5,033,468	209,366	4,957,399	98%
Total Current Restricted	6,654,728	6,950,674	104%	6,603,257	276,153	5,787,073	88%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	334,542	49,966	15%	0	0	222,704	0%
Projects from State STB Funds	3,000,000	0	0%	1,840,824	0	0	0%
Projects from General Fund	226,847	0	0%	312,972	0	0	0%
Projects from Private Funds	183,383	0	0%	416,000	0	416,000	100%
Interest Income (LGIP)	80,000	16,537	21%	37,000	2,444	19,894	0%
Total Plant Funds	3,824,772	66,503	2%	2,606,796	2,444	658,598	25%
GRAND TOTAL REVENUES	32,919,986	28,945,740	88%	31,993,856	1,889,534	28,638,560	90%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

March 2012

75% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of 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	\$94.64	2,833,838	\$8.06	14,534,816	818,088	366,666	451,422
Actual	August	\$89.64	2,788,858	\$7.64	14,874,525	905,631	366,666	538,965
Actual	September	\$91.62	2,858,059	\$7.93	15,210,797	763,002	366,666	396,336
Actual	October	\$80.85	2,866,447	\$7.55	14,951,382	721,396	366,666	354,730
Actual	November	\$80.40	2,863,806	\$6.11	14,809,872	732,227	366,666	365,561
Actual	December	\$81.17	2,813,641	\$7.29	13,060,189	821,808	366,666	455,142
Actual	January	\$91.54	2,781,517	\$7.04	13,867,445	829,479	366,666	462,813
Accrual	February					366,666	366,666	0
Accrual	March					366,666	366,666	0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						6,324,963	3,299,994	3,024,969
Y.T.D. Equipment Tax Revenue						1,586,263	1,500,000	86,263
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						7,911,226	4,799,994	3,111,232

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

March 2012

75% 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	9,625,000	N/A	N/A	N/A	7102-1348	0.247%	2,444
Total investments	<u>9,625,000</u>						<u>2,444</u>

Summary of Current Month's Activity	
Beginning amount	9,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	6,051,504
Reserves Invested	3,573,496
Total LGIP Investment	9,625,000

Capital Projects	3/31/2012
Technology Upgrade	260,836.62
JASI	66,668.09
WHM South Gallery	262,068.00
Baseball Field	204,184.11
Rodeo Arena	103,651.35
Original Entrance Landscaping	704,063.58
Student Housing Construction	538,679.52
Luminis Software	11,568.00
Campus Signage	157,567.55
Campus Paving	139,811.17
Roof Replacement	546,070.75
Interior Lighting-Energy Retrofit	52,346.52
Dorm/Apartment Refurbish	45,740.69
Campus Construction	67,494.79
Oil & Gas Training Center	0.00
Public Sector	1,826.53
Campus Security	27,526.34
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learn	5,000.00
Welding Lab	41,246.00
Copier Replacement	0.00
Non-Recurring Compensation	216,862.12
Athletics	423,293.08
Student Life Programming	2,440.37
Title V (Institutional)	79,597.97
Warehouse/Cont Ed Remodel	2,449.43
Succession Plan	104,552.25
Energy Technology Equipment	668,662.30
Watson Hall Stage Lighting	100,000.00
WHM Exhibits	78,459.73
Remodel McLean/Mansur/VocB/H	229,049.59
Shade Structure/Landscape AIPP	50,000.00
Natorium	700,000.00
Central Plant Upgrade	17,865.74
Workforce Training Contingency	438.17
Banner 8	16,438.77
Total	6,051,503.59

NOTE: Capital projects total does not include encumbered funds

New Mexico Junior College

Statement of Net Assets (Unaudited and Unadjusted) As of (3 31 2012)

Assets	
Current Assets:	
Cash and Cash Equivalents	\$ 3,515,585
Short-Term Investments	9,589,592
Accounts Receivable, net	1,810,731
Inventories	331,685
Prepaid Expenses	22,033
Loans Receivable, net	-
Total Current Assets	<u>\$ 15,269,626</u>
Non-Current Assets	
Restricted Cash and Cash Equivalents	
Restricted Short Term Investments	-
Investments Held by Others	-
Other Long-Term Investments	-
Prepaid Expenses	-
Capital Assets, net	<u>62,759,429</u>
Total Non-Current Assets	<u>62,759,429</u>
Total Assets	<u>\$ 78,029,055</u>
Liabilities	
Current Liabilities	
Accounts Payable	\$ 43,835
Other Accrued Liabilities	912,627
Deferred Income	-
Other Payables	161,887
LT Liabilities - Current Portion	<u>52,285</u>
Total Current Liabilities	<u>\$ 1,170,634</u>
Non-Current Liabilities	
Accrued Interest Payable	35,231
Accrued Benefit Reserves	\$ 386,480
Other LT Liabilities	<u>2,646,218</u>
Total Non-Current Liabilities	<u>3,067,929</u>
Total Liabilities	<u>\$ 4,238,563</u>
Net Assets	
Invested in Capital Assets, net of Related Debt	<u>\$ 60,025,695</u>
Restricted for:	
Non-Expendable:	
Endowments	
Expendable:	
General Activities	
Federal Student Loans	
Term Endowments	
Capital Projects	
Related Entity Activities	
Unrestricted	<u>13,764,797</u>
Total Net Assets	<u>73,790,492</u>
Total Liabilities & Net Assets	78,029,055

New Mexico Junior College

Comparison of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2011 and 2012

Operating Funds	FY 2011 Actuals as of March 31, 2011	FY 2012 Actuals as of March 31, 2012	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 3,774,507	\$ 3,846,136	1.9%
State Appropriations	5,148,367	4,475,415	-13.1%
Local Appropriations	9,947,604	11,252,642	13.1%
Gifts, Grants & Contracts	55,287	44,986	
Endowment/Land & Perm Inc			
Sales & Services	2,239,821	2,353,402	5.1%
Other	762,977	220,308	-71.1%
Total Revenue	\$ 21,928,563	\$ 22,192,889	1.2%
BEGINNING BALANCE	\$ 7,702,018	\$ 4,365,357	
TOTAL AVAILABLE	\$29,630,581	\$26,558,246	
EXPENDITURES			
Instruction & General	13,790,489	14,637,864	6.1%
Internal Services	149,391	81,691	-45.3%
Student Aid	567,152	656,624	15.8%
Auxiliary Enterprises	1,525,760	2,123,744	39.2%
Intercollegiate Athletics	978,868	1,027,042	4.9%
Total Expenditures	\$ 17,011,660	\$ 18,526,965	8.9%
Net Transfers	7,251,229	\$4,089,046	
TOTAL EXPENDITURES & TRANSFERS	\$ 24,262,889	\$ 22,616,011	-6.8%
Increase (Decrease) in Fund Balance	\$ (2,334,326)	\$ (423,122)	
ENDING FUND BALANCE	\$5,367,692	\$3,942,235	
Plant Funds	FY 2011 Actuals as of March 31, 2011	FY 2012 Actuals as of March 31, 2012	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Bond Proceeds			
Gifts, Grants and Contracts		416,000	
Interest Income	16,537	19,894	
State Appropriation	49,966	222,704	
Other			
Total Revenues	\$ 66,503	\$ 658,598	
BEGINNING BALANCE	\$ 637,258	\$ 5,441,947	
TOTAL AVAILABLE	703,761	6,100,545	
EXPENDITURES			
Capital Projects	9,361,480	5,811,024	-37.9%
BR&R & ER&R	1,001,313	456,948	
Gifts, Grants and Contracts		487,553	
State Appropriations		1,950,939	
Debt Retirement	269,270	269,282	
Total Expenditures	\$ 10,632,063	\$ 8,975,746	-15.6%
Net Transfers	\$ 7,251,229	\$ 4,089,046	
TOTAL EXPENDITURES & TRANSFERS	\$ 3,380,834	\$ 4,886,700	
Increase (Decrease) in Fund Balance	\$ (10,565,560)	\$ (8,317,148)	
ENDING FUND BALANCE	(2,677,073)	1,213,845	

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

New Mexico Junior College

Summary of Operating and Plant Funds (Unadjusted and Unaudited) FY 2012

Operating Funds	FY 2012 Original Budget	FY 2012 Actuals as of March 31, 2012	Percentage Earned/Spent
REVENUES			
Tuition & Misc Fees	\$ 3,589,200	\$ 3,846,136	107.16%
State Appropriations	5,505,200	4,475,415	81.29%
Local Appropriations	10,805,732	11,252,642	104.14%
Gifts, Grants & Contracts	74,332	44,986	60.52%
Endowment/Land & Perm Inc			
Sales & Services	2,184,000	2,353,402	107.76%
Other	625,339	220,308	35.23%
Total Revenue	\$22,783,803	\$22,192,889	97.41%
BEGINNING BALANCE	\$4,365,357	\$4,365,357	
TOTAL AVAILABLE	\$27,149,160	\$26,558,246	
EXPENDITURES			
Instruction & General	\$ 18,255,737	14,637,864	80.18%
Internal Services	80,394	81,691	101.61%
Student Aid	516,579	656,624	127.11%
Auxiliary Enterprises	1,706,196	2,123,744	124.47%
Intercollegiate Athletics	972,058	1,027,042	105.66%
Independent Operations (NMDA)			
Total Expenditures	\$ 21,530,964	18,526,965	86.05%
Net Transfers	\$4,089,046	\$4,089,046	
TOTAL EXPENDITURES & TRANSFERS	\$25,620,010	\$22,616,011	88.27%
Increase (Decrease) in Fund Balance	(\$2,836,207)	(\$423,122)	
ENDING FUND BALANCES	\$1,529,150	\$3,942,235	

Plant Funds	FY 2012 Original Budget	FY 2012 Actuals as of March 31, 2012	Percentage Earned/Spent
REVENUES AND TRANSFERS			
Bond Proceeds			
Gifts, Grants and Contracts		416,000	
Interest Income	37,000	19,894	
State Appropriation	-	222,704	
Other	-	-	
Total Revenues	\$ 37,000	\$ 658,598	
BEGINNING BALANCE	\$ 5,441,947	\$ 5,441,947	
TOTAL AVAILABLE	\$ 5,478,947	\$ 6,100,545	
EXPENDITURES			
Capital Projects	6,406,354	5,811,024	90.71%
BR&R & ER&R	930,001	456,948	
Gifts, Grants and Contracts		487,553	
State Appropriations		1,950,939	
Debt Retirement	359,045	269,282	
Total Expenditures	\$ 7,695,400	\$ 8,975,746	116.64%
Net Transfers	\$ 4,089,046	\$ 4,089,046	
TOTAL EXPENDITURES & TRANSFERS	\$ 3,606,354	\$ 4,886,700	
Increase (Decrease) in Fund Balance	(7,658,400)	(8,317,148)	
ENDING FUND BALANCE	1,872,593	1,213,845	

New Mexico Junior College

Cash Flow Statement (Unaudited and Unadjusted) As of 3 31 2012

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 3,846,136
Receipts from grants and contracts	5,787,073
Other receipts	
Payments to or on behalf of employees	(12,666,896)
Payment to suppliers for goods and services	(9,705,056)
Receipts from Sales and Services	2,353,402
Disbursement of net aid to students	(3,018,986)
Other Operating Revenue	265,294
Net cash (used) by operating activities	<u>\$ (13,139,033)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	\$ 4,475,415
Mill Levy Taxes	\$ 10,519,310
Private Gifts for Endowment	
Other Non-operating Expense	
Net Cash provided (used) for non-capital financing activities	<u>\$ 14,994,725</u>
Cash Flows from Capital and Related Financing Activities	
Proceeds from Capital Debt	-
Capital Gifts, Grants and contracts	638,704
Purchase/Construction/Renovation of Capital Assets	(4,156,810)
Principal Received/Paid on Capital Debt and Leases	(153,131)
Interest and Fees Paid on Capital Debt and Leases	(116,151)
Building Fees Received from Students	-
Net Cash provided (used) for capital financing activities	<u>\$ (3,787,388)</u>
Cash Flows from Investing Activities	
Investment Earnings	<u>\$ 19,894</u>
Net Cash provided by Investing Activities	<u>\$ 19,894</u>
Increase (Decrease) in Cash and Cash Equivalents	\$ (1,911,802)
Cash and Cash Equivalents- beginning of year	15,016,979
Cash and Cash Equivalents- end of reporting period	\$ 13,105,177

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1060

Weed Control and Fertilizing Services
For NMJC Campus

BOARD DOCUMENTS

Date: April 19, 2012
Prepared by: Regina Choate
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On March 26, 2012, a legal notice was sent to the following newspaper requesting sealed bids for the purchase of Weed Control and Fertilizing Services for New Mexico Junior College campus:

Hobbs News Sun
2. Bid packets were sent to four potential bidders.
3. One vendor submitted their bid within the time frame specified by the bid package. The vendor was present at the bid opening.
4. The Business Office and the Director of Physical Plant have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE
BOARD DOCUMENTS

Evaluation and Recommendation

The bidder responding to the Invitation was: Arbor Care, Inc., Hobbs, NM.

The Administration recommends acceptance of the bid submitted by Arbor Care, Inc. in the amount of **\$38,500.**

The bid response results are shown on page 6. (Tabulation Summary)

Source of Funding: - FY 2011-2012
Campus Construction

NEW MEXICO JUNIOR COLLEGE

BID FORM

Responding to Invitation to Bid #1060 – Weed Control and Fertilizing Services for NMJC Campus due Wednesday, April 11, 2012, at 3:00 P.M. (MDST), the undersigned Bidder agrees to furnish all chemicals listed and will provide services for the NMJC Campus as per the specifications.

Total Bid Amount for Invitation to Bid #1060 - Weed Control and Fertilizing Services for NMJC Campus.

\$ _____

Signature of Authorized
Representative: _____

Date: _____

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date April 3, 2012

Candidate's name Dianne R. Marquez

Position title Dean of Arts, Humanities and Career Technology

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom Carol Marquez

Effective date of employment 5/1/2012 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funding

Paid advertising beyond *standard HigherEdJobs.com

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

Posted salary range \$65,991 to \$82,488 Recommended annual salary \$ 66,000 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2101 61201 115

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Kelly Holladay – Dean of Business, Math and Sciences

August Fons – Dean of Public Safety and Industry

Jeff McCool - Dean of Training and Outreach

Maria Vick – Professor/Coordinator of Cosmetology

Dallas Hulsey - Professor of English

Lynda Newman - Professor of English

Comments: Ms. Marquez, with more than eighteen years of applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Dean of Arts, Humanities and Career Technology

Personal Data

Name: Dianne R. Marquez

Education

M.S., University of Central Oklahoma, Edmond, OK, 1999
Major: Family and Child Studies

B.S., Oklahoma State University, Stillwater, OK, 1995
Major: Family and Child Development

Professional Experience

New Mexico Junior College, Hobbs, NM
Director of Adult Basic Education 10/8/1999 to Present
Adjunct Professor 1/2004 to Present

Child & Family Services, Inc. of Lea County, Hobbs, NM 7/1999 to 10/1999
Home Visitor/Parent Educator

Children's World Learning Center, Oklahoma City, OK
Assistant Center Director 10/1997 to 5/1999
Lead Teacher 1/1997 to 10/1997

University of Tulsa Child Development Center, Tulsa, OK 1/1996 to 1/1997
Assistant Teacher

Tulsa Parks and Recreation Department, Owen Park, Tulsa, OK
Day Camp Counselor 6/1995 to 8/1995
Day Camp Counselor 6/1994 to 8/1994

Professional Memberships:

Laubach Literacy Action - 2000 to 2002

Mountain Plains Adult Education Association - 2000 to present
Board Member - 2003 to 2008

New Mexico Adult Education Association 2000 to present
Board Member - 2002 to 2004

Association for Supervision and Curriculum Development - 2001 to present
Commission on Adult Basic Education - 2002 to present

Honors:

Award of Excellence presented by the Mountain Plains Adult Education Association - 2009



New Mexico Junior College Career Opportunities

Position Announcement • January 2012

Position Title: Dean of Arts, Humanities and Career Technology

Position Description: The Dean of Arts, Humanities and Career Technology reports to the Vice President for Instruction. The duties and responsibilities shall be, but are not limited to, the following: Manage all aspects of the division including: 1. Coordinate and supervise all activities within the instructional sector including off-campus offerings; 2. Recommend to the V. P. for Instruction concerning all matters related to the operation of the instructional sector; 3. Advise the V. P. for Instruction in matters of policy concerning the instructional sector; 4. Manage all part-time instructors; 5. Evaluate all professional, classified and faculty staff members within the instructional sector; 6. Coordinate and supervise the financial matters of the instructional sector and make recommendations to the V.P. for Instruction concerning the instructional budget; 7. Provide in-service orientation and training for professional staff members and assist the professional, classified, and faculty staff members within the instructional sector with the improvement of instruction, through the Professional Development Plan (PDP); 8. Participate in the recruitment and employment of professional, classified and faculty staff members, both full-time and part-time, within the instructional sector and make recommendation of candidates to the VP for Instruction; 9. Recommend full-time and part-time teaching assignments; 10. Participate in the pre-enrollment activities of the college; 11. Assist with the preparation of the college catalog and other publications related; 12. Supervise and keep all records for the instructional sector including a current equipment inventory; 13. Furnish the college bookstore manager with lists of text-books and other instructional materials to be used . 14. Supervise and assist in the making recommendations concerning secretarial/clerical personnel; 15. Accept other duties as assigned by the President; 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: A minimum of a master's degree in one of the disciplines is preferred. All degrees must be from a regionally accredited institution. Teaching experience at the community college level is required. Previous community college administrative experience is preferred.

Salary/Benefits: This is a full-time, exempt, twelve-month administrative position. Salary range is \$65,991 to \$82,488 commensurate with education and experience. Standard employee benefits apply.

Application Deadline: Open until filled.

To Apply: Submit NMJC application form via the NMJC website (www.nmjc.edu), 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 against any applicant 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.

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New Mexico Junior College

Career Opportunities

Position Announcement • January 2012 (revised 2-8-12)

Position Title: Dean of Arts, Humanities and Career Technology

Position Description: The Dean of Arts, Humanities and Career Technology reports to the Vice President for Instruction. The duties and responsibilities shall be, but are not limited to, the following: Manage all aspects of the division including: 1. Coordinate and supervise all activities within the instructional sector including off-campus offerings; 2. Recommend to the V. P. for Instruction concerning all matters related to the operation of the instructional sector; 3. Advise the V. P. for Instruction in matters of policy concerning the instructional sector; 4. Manage all part-time instructors; 5. Evaluate all professional, classified and faculty staff members within the instructional sector; 6. Coordinate and supervise the financial matters of the instructional sector and make recommendations to the V.P. for Instruction concerning the instructional budget; 7. Provide in-service orientation and training for professional staff members and assist the professional, classified, and faculty staff members within the instructional sector with the improvement of instruction, through the Professional Development Plan (PDP); 8. Participate in the recruitment and employment of professional, classified and faculty staff members, both full-time and part-time, within the instructional sector and make recommendation of candidates to the VP for Instruction; 9. Recommend full-time and part-time teaching assignments; 10. Participate in the pre-enrollment activities of the college; 11. Assist with the preparation of the college catalog and other publications related; 12. Supervise and keep all records for the instructional sector including a current equipment inventory; 13. Furnish the college bookstore manager with lists of text-books and other instructional materials to be used . 14. Supervise and assist in the making recommendations concerning secretarial/clerical personnel; 15. Accept other duties as assigned by the President; 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: A minimum of a master's degree in one of the disciplines is preferred. All degrees must be from a regionally accredited institution. Teaching experience at the community college or university level is preferred. Previous community college administrative experience is preferred.

Salary/Benefits: This is a full-time, exempt, twelve-month administrative position. Salary range is \$65,991 to \$82,488 commensurate with education and experience. Standard employee benefits apply.

Application Deadline: Open until filled.

To Apply: Submit NMJC application form via the NMJC website (www.nmjc.edu), letter of application (cover letter), résumé, unofficial transcripts for all degrees listed on résumé (official transcripts are required prior to employment), and eight references with current addresses and telephone numbers to:

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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date April 10, 2012

Candidate's name Debbie L. Cates

Position title Professor of Nursing

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 *August 13, 2012 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard none

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

Posted salary range \$43,369 to \$54,211 Recommended annual salary \$51,500 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2542 61101 102

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Delores Thompson – Director of Nursing

Marlena Bushway – Professor of Nursing

Cathy Ogle – Professor of Nursing

Comments: Ms. Cates with a M.S.N. and eighteen years of experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Debbie L. Cates

Education

M.S.N., New Mexico State University, La Cruces, NM, 2003
Major: Medical Surgical Clinical Nurse Specialist

B.S., New Mexico State University, La Cruces, NM, 1992
Major: Athletic Training

A.D.N, New Mexico State University, Las Cruces, NM, 1995
Major: Nursing

Professional Experience

Lea Regional Medical Center, Hobbs, NM 8/2011 to Present
Registered Nurse, Outpatient Surgery Unit

Baylor University Medical Center, Dallas, TX 2/2010 to 6/2011
Registered Nurse, Orthopedic Unit Based Educator

New Mexico State University School of Nursing, Las Cruces, NM 1/2005 to 2/2010
College Instructor/Semester Lead

Memorial Medical Center, Las Cruces, NM 1/1994 to 2/2010
PRN Registered Nurse Orthopedic Unit/Clinical Nurse Educator

Mountain View Regional Medical Center, Las Cruces, NM 1/2003 to 6/2005
Nurse Manager Rehabilitation Unit

Licenses/Certifications:

New Mexico License No: R38173, Issue Date: 07/21/95, Expiration Date: 10/31/2013,
Type: New Mexico Only

Basic Life Support and AED Certification
Advanced Cardiopulmonary Life Support Certification
Pronouncement of Death by RN's certification
ANCC Certification Clinical Nurse Specialist in Adult Health Nursing

Organizations/Honors:

National League of Nursing (NLN)
Sigma Theta Tau International Honor Society for Nurses - Pi Omega Chapter (inducted 2002)
2007 Nursing Excellence Award Medical/Surgical Nurse of the Year for New Mexico



New Mexico Junior College

Career Opportunities

Position Announcement • March 2012

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Nursing. Duties and responsibilities include, but are not limited to, the following: 1) classroom instruction, clinical and laboratory supervision of nurse aide students; 2) evaluation of students enrolled in nurse aide courses; 3) nurse aide student advisement and counseling; 4) nurse aide curriculum update and revision; 5) development of nurse aide course syllabus each semester; 6) serve on college committees as assigned; 7) participate annually in an academic or professional process of continued personal and professional development; 8) actively participate in the institutional goals and objectives designed to support the mission of the college; 9) 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: Associate Degree in Nursing (RN) required, Bachelor's or Master's degree preferred. All degrees must be from a regionally accredited institution. Candidate must obtain or have a current New Mexico or multi-state nursing license in good standing. Candidate must have completed one of the following requirements: completion of a course regarding the teaching of adults, have experience teaching adults, or experience supervising nurse aides. Candidates should be able to work within a team teaching concept. Computer proficiency required with skills in Microsoft Word, Power Point, and Blackboard proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. 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, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and eight references with current addresses and phone numbers.

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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.

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SECTION: Employment Procedures, Regulations, Policies and General Information

POLICY TOPIC: Absence from Assigned Responsibilities due to Participating in Local, State or National Activities of a Political Nature

All New Mexico Junior College employees shall have the privilege of participation in political as well as other community activities. Each employee shall indicate that comments, actions and/or statements are his/her own and in no way represent any other person officially associated with the College.

Prior to an announcement for a public office or position that is determined by vote, the employee shall consult with the President at which time a conference shall be arranged with the employee and his/her supervisor. After visiting with the employee and the supervisor, the President shall inform members of the Board of the expected announcement.

When election to a position shall result in the employee being absent from assigned duties for a period of time in excess of accrued vacation and accrued personal leave, the employee shall serve “without pay and without prejudice” from the College.

New Mexico Junior College encourages each and every employee to participate in our election process to include local, state and national elections. NMJC also encourages each employee to vote his/her conviction on each/every issue. However, the College cautions the employees to refrain from actively working in any political campaign during those hours for which they are being compensated by the New Mexico Junior College District.