

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Friday, April 20, 2007

Zia Room - Library

3:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of March 22, 2007 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. Closure of Open Meeting | Larry Hanna |
| F. 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 of 2007/2008 Budget | Steve McCleery |
| 6. Consideration of Campus Village MOU | Steve McCleery |
| 7. Consideration of GED Fees | John Gratton |
| 8. Consideration of Late Registration Fee | John Gratton |
| 9. Consideration of Terrazo Floor Replacement | Steve McCleery |
| 10. Personnel Consideration – Professor of PE/Head Women's Basketball Coach | John Gratton |
| 11. Personnel Consideration – Upward Bound Academic Coordinator | Regina Organ |
| 12. Personnel Consideration – Enrollment & Financial Services Coordinator | Robert Rhodes |
| 13. Consideration of Retirement Resolution | Steve McCleery |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MARCH 22, 2007

MINUTES

The New Mexico Junior College Board met on Thursday, March 22, 2007, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black. Not present was Mr. John Hice, Jr.

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

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the revised agenda was unanimously adopted.

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the minutes of February 22, 2007, as written.

Under President's Report, Dr. McCleery reported that the college was quite successful at the legislative session and that it was a banner year. Coach Keith Blackwill introduced the women's indoor track and field team who recently placed fourth at the National Junior College Athletic Association's National Indoor Track Championship and Senator Gay Kernan presented certificates from the New Mexico State Senate.

Under New Business, Dan Hardin presented the February financial reports and with a motion by Mr. Black, seconded by Ms. Chappelle, the board unanimously approved the expenditures for February, 2007.

Dr. McCleery presented a revised list of individuals to be appointed to the Western Heritage Museum Advisory Board. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the revised list to include Randy McCormick.

Dr. McCleery presented a recommendation to increase tuition rates, effective Summer I. In-district tuition will increase from \$24 to \$28 per credit hour; Out-of district from \$41 to \$46; and Out-of-state from \$46 to \$51. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the recommendation.

Dr. McCleery presented a recommendation to adopt the original policy 400 of the New Mexico Junior College employee handbook. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously adopted the policy.

Dr. McCleery presented a recommendation that employees who are legally precluded from participating in the state ERB retirement plan be allowed to participate in both Social Security and the Institutional Supplemental Retirement Plan. Upon a motion by Mr. Black, seconded by Mr. Kesner, the board unanimously approved the recommendation.

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

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

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for April 19, 2007, beginning at 4:00 p.m. The budget work session will be April 16 at 9:00 a.m.

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

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**

From: Dan Hardin

Date: April 11, 2007

RE: Expenditure and Revenue Reports for March 2007

We have completed nine months or 75% of the fiscal year. The total year-to-date funds expended and/or encumbered through the month of March is \$27,191,301.00.

The total current unrestricted fund expenditures for Instruction & General through March are \$12,072,861.00, which is 68% of the projected budget. All of the I & G areas are within the 75% of the budget for the year. The total current unrestricted fund expenditures through March of 2007 are \$15,509,059.00. In the unrestricted funds all of the areas are over the 75% budget for the year. All of these areas have large expenses or encumbrances that occur at the beginning of the semesters or the fiscal year. In the Auxiliary Enterprises the Bookstore is \$277,263.17 over budget for COGS New Textbooks. At the end of March the Bookstore had sent back a large quantity of new textbooks and will be getting credit back for almost \$190,000.00. These credits will be applied to the COGS New Textbooks account, which will bring the Auxiliaries back in line with their budget. The Bookstore sales are up this year. Pam Fulcher and her staff are adding new merchandise such as laptops and Ipods to the inventory. Also, College of the Southwest does not have a Bookstore anymore so we are getting some of that business.

Restricted Funds had \$132,151.00 in expenditures for the month of March. Restricted Student Aid expenditures are slowing down, but the Grants expenditures will continue. Total year-to-date restricted expenditures are \$4,799,254.00.

Plant funds had \$92,861.00 in expenditures for the month for the capital projects, total year-to-date plant fund expenditures and/or encumbrances are \$6,882,988.00.

The total expenditures year-to-date through March 2007 is \$27,191,301.00.

The revenue report for March 2007 shows \$1,478,716.00 as the revenue for current unrestricted funds. This is mainly from the state appropriation and oil and gas revenue. The total year-to-date revenue for unrestricted funds is \$21,816,963.00.

Funds draw for restricted funds in March was \$104,354.00, most of these funds were drawn on Grants. The total year-to-date revenue in the restricted funds is \$4,642,854.00.

Plant funds had a draw for the Workforce Training Center for the amount of \$856,493.00 in March with the total draw year-to-date for plant funds at \$856,493.00. When a request for a draw down is sent to the state we debit Accounts Receivables and credit revenue. The problem is that we do not actually receive the cash for several weeks.

The total revenue year-to-date is \$27,316,310.00

Oil and Gas remains strong, with the allocation for February coming in at \$662,475.00. The total revenue year-to-date for the oil and gas equipment tax is \$1,513,973.00. Total year-to-date for oil and gas and oil and gas equipment tax is \$7,438,070.00. We expect this total to be over 9.5 million at year end. We have not been able to get current price or production information.

The investment report shows that we drew in \$1,000,000.00 in March, bringing the total investments to \$11,125,000.00. We mentioned that \$856,493.00 was booked into Plant revenue from the drawdown for the Workforce Training Center construction project. Because it takes a long period of time to actually receive the funds from the State, we have to bring in funds from the LGIP to cashflow the payments to the contractor.

This is the financial report for March 2007.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

March 2007

75% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,474,737	4,493,829	69%	7,473,645	656,901	5,197,237	70%
Academic Support	1,648,395	1,411,189	86%	2,481,546	171,371	1,824,999	74%
Student Services	1,172,516	1,022,085	87%	1,398,286	91,560	968,217	69%
Institutional Support	3,829,760	2,129,374	56%	3,857,674	147,829	2,138,102	55%
Operation & Maintenance of Plant	2,150,250	1,836,922	85%	2,572,548	214,236	1,944,306	76%
Subtotal - Instruction & General	15,275,658	10,893,399	71%	17,783,699	1,281,897	12,072,861	68%
Student Activities	202,274	156,229	77%	198,761	12,325	163,855	82%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	1,015,984	403,094	40%	445,659	39,087	373,645	84%
Student Aid	375,166	413,038	110%	476,346	6,877	439,945	92%
Auxiliary Enterprises	1,695,745	1,458,147	86%	1,681,148	92,743	1,712,038	102%
Athletics	715,560	607,276	85%	787,401	32,921	746,715	95%
Total Current Unrestricted Fund	19,280,387	13,931,183	72%	21,373,014	1,465,850	15,509,059	73%
CURRENT RESTRICTED FUND							
Grants	1,558,078	984,474	63%	1,823,022	86,998	1,084,573	59%
Student Aid	4,694,393	3,657,718	78%	4,000,000	45,153	3,714,681	93%
Total Current Restricted Fund	6,252,471	4,642,192	74%	5,823,022	132,151	4,799,254	82%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	6,031,994	3,545,945	59%	7,890,054	72,804	2,945,376	37%
Projects from State GOB Funds	3,980,399	206,917	5%	3,431,272	18,000	3,396,438	99%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	735,262	0	320,772	44%
Projects from Private Funds	1,350,000	602,084	45%	702,664	2,057	220,402	31%
Projects from State ER&R	75,091	0	0%	77,895	0	0	0%
Projects from State BR&R	353,945	353,945	100%	370,303	0	0	0%
Projects from Auxiliary BR&R	44,702	44,702	100%	16,943	0	0	0%
Subtotal - Capital and BR&R	11,836,131	4,753,593	40%	13,224,393	92,861	6,882,988	52%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	11,836,131	4,753,593	40%	13,224,393	92,861	6,882,988	52%
GRAND TOTAL EXPENDITURES	37,368,989	23,326,968	62%	40,420,429	1,690,862	27,191,301	67%

**NEW MEXICO JUNIOR COLLEGE
Revenue Report
March 2007**

75% of Year Completed

Fund	2005-06			2006-07			
	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	2,438,985	2,111,804	87%	2,647,425	59,587	2,558,870	97%
State Appropriations	7,553,000	5,806,460	77%	8,800,842	609,558	6,925,564	79%
Advalorem Taxes - Oil and Gas	4,165,200	7,040,702	169%	4,700,000	688,665	7,438,070	158%
Advalorem Taxes - Property	2,588,000	2,069,803	80%	2,800,000	38,051	2,164,318	77%
Interest Income	120,000	143,402	120%	185,000	53,497	335,454	181%
Other Revenues	209,550	198,389	95%	225,050	2,617	182,203	81%
Subtotal - Instruction & General	17,074,735	17,370,560	102%	19,358,317	1,451,975	19,604,479	101%
Student Activities	120,000	103,747	86%	110,000	302	107,327	98%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	1,922,200	1,788,630	93%	2,250,052	23,214	2,076,132	92%
Athletics	39,600	26,922	68%	39,100	3,225	29,025	74%
Total Current Unrestricted	19,156,535	19,289,859	101%	21,757,469	1,478,716	21,816,963	100%
CURRENT RESTRICTED FUND							
Grants	1,558,078	1,121,843	72%	1,839,628	65,919	1,187,068	65%
Student Aid	4,694,393	2,550,009	54%	4,000,000	38,435	3,455,786	86%
Total Current Restricted	6,252,471	3,671,852	59%	5,839,628	104,354	4,642,854	80%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,968,012	151,181	4%	3,420,676	856,493	856,493	25%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	735,262	0	0	0%
Projects from Private Funds	1,350,000	1,350,000	100%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	5,318,012	1,501,181	28%	4,155,938	856,493	856,493	21%
GRAND TOTAL REVENUES	30,727,018	24,462,892	80%	31,753,035	2,439,563	27,316,310	86%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

March 2007

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	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$63.05	3,252,614	\$6.92	19,403,806	757,763	316,667	441,096
Actual	August	\$64.01	3,145,974	\$6.24	18,450,466	742,051	316,667	425,384
Actual	September	\$67.80	2,963,641	\$7.32	18,029,382	747,815	316,667	431,148
Actual	October	\$59.37	2,967,899	\$6.38	17,164,332	808,322	316,667	491,655
Actual	November	\$53.95	2,900,596	\$7.07	17,421,063	673,808	316,667	357,141
Actual	December	\$57.48	3,007,935	\$6.80	16,265,150	502,481	316,667	185,814
Actual	January					712,715	316,667	396,048
Actual	February					662,475	316,667	345,808
Accrual	March					316,667	316,667	0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						5,924,097	2,850,003	3,074,094
Y.T.D. Equipment Tax Revenue						1,513,973	900,000	613,973
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						7,438,070	3,750,003	3,688,067

Source: New Mexico Taxation and Revenue Department

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month.

NEW MEXICO JUNIOR COLLEGE Schedule of Investments March 2007

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	11,125,000	N/A	N/A	N/A	7102-1348	5.23%	52,892
Total Investments	<u>11,125,000</u>						<u>52,892</u>

Summary of Current Month's Activity	
Beginning amount	12,125,000
Plus: deposits	0
Less: withdrawals	(1,000,000)
Capital Projects	6,824,314
Reserves Invested	4,300,686
Total LGIP Investment	11,125,000

Capital Projects	3/31/2007
Technology Upgrade	95,553.89
Workforce Training Center	1,745,686.14
High Tech Start Up	163,346.40
Vehicles	11,524.49
Drawings & Master Plan	10,305.63
Baseball Field	111,202.30
Rodeo Arena	7,836.78
Dormitory Landscape	1,622.23
Millen Fence/Landscape	69,804.98
Ben Alexander Student Center	0.00
JASI	123,786.84
Computer Equipment Rebates	5,277.99
Marketing	58,136.04
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	2,393,183.10
Classroom Furniture Replacement	0.00
Video Security Camera Replacmt	0.00
Testing Center	250,000.00
Campus Village Development Proj	16,785.00
Landscaping	0.00
Facility Painting	50,000.00
Smart Classrooms	0.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	588,560.15
Campus Signage	50,000.00
Campus Paving	60,000.00
Video Security-Student Apts	0.00
Roof Replacement	0.00
Interior Lighting-Energy Retrofit	96,140.38
Bookstore POS System	0.00
Old Dorms Renovation	193,881.80
Infrastructure	426,680.00
Total	6,824,314.14

NOTE: Capital projects total does not include encumbered funds

**SUPPLEMENTAL WORKFORCE HOUSING
MEMORANDUM OF UNDERSTANDING**

WHEREAS, Lea County, Lea Regional Hospital, New Mexico Junior College and Hobbs Municipal Schools (the "Sponsors") and Lea County Housing, Inc. ("LCHI") entered into a Workforce Housing Memorandum of Understanding (the "MOU") as of December 13, 2006; and

WHEREAS, paragraph 3 of the MOU provided that the Sponsors desired to support the Workforce Housing Development Project ("Project") by possibly providing a contribution or loan to fund the cost of purchasing land for the Project; and

WHEREAS, each of the four Sponsors has deposited \$60,000 with LCHI, which LCHI has been holding for the land purchase; and

WHEREAS, for various legal and financial reasons, the land for the Project will be purchased instead by Hobbs Workforce Housing, LLC ("HWH"), the Project developer, with financing from the New Mexico Mortgage Finance Authority ("MFA"); and

WHEREAS, the MFA funds used for land acquisition no longer will be available to fund predevelopment costs for the Project; and

WHEREAS, the parties now desire to enter into a supplemental Memorandum of Understanding ("Supplemental MOU") to take into account these changed circumstances.

NOW, THEREFORE, the undersigned parties hereby agree as follows:

1. The funds deposited by the four Sponsors with LCHI shall be used to pay for Project predevelopment costs to be incurred by HWH, rather than for land acquisition.
2. The Sponsors understand that when HWH obtains construction financing, it will repay the amount advanced by LCHI and that LCHI then will repay each Sponsor its proportionate share of this amount.
3. The use of each Sponsor's funds for Project predevelopment costs is subject to any formal approvals required pursuant to procedures applicable to that Sponsor. Each Sponsor hereby commits to use its best efforts to obtain such approvals within sixty (60) days of execution of this Supplemental MOU.
4. This Supplemental MOU may be executed in counterparts, with each counterpart signature treated as part of the original document.

[Signatures appear on the following pages]

APPROVED AND EXECUTED on the ____ day of April, 2007.

Lea County Board of County Commissioners

By: _____
Chairman

ATTEST: Melinda Hughes
Lea County Clerk

By: _____
Deputy

Lea County Housing, Inc.

ATTEST

By: _____

By: _____

Title: _____

APPROVED AND EXECUTED on the ____ day of April, 2007.

New Mexico Junior College

By: _____

Title: _____

APPROVED AND EXECUTED on the ____ day of April, 2007.

Lea Regional Hospital

By: _____

Title: _____

APPROVED AND EXECUTED on the _____ day of April, 2007.

Hobbs Municipal Schools

Joseph W. Puckett
School Board President

Patricia D. Jones
School Board Vice-President

Lance Wiseman
School Board Secretary

Joseph Calderon
School Board Member

Tejay Simpson
School Board Member

Cliff Burch
Superintendent



MEMORANDUM

DA: April 12, 2007
TO: NMJC Board
FR: Mickey D. Best, Dean Arts and Humanites
RE: Request for increase in GED testing fees

The State of New Mexico GED Testing Service [GEDTS] has raised the cost of testing materials. Currently, NMJC charges a student \$35.00 as approved by the Board. It is my recommendation to increase this fee to \$40.00, with a re-test fee increase from \$5.00 to \$8.00.

The following data may be helpful in your consideration of my request:

2006 [January to December testing]

Table with 3 columns: Category, Cost per test/unit, and Income. Rows include GED battery tests given (148), Re-tests given (57), and Total income (\$3,740.00).

2007 [January to December testing]

The number of tests given each year varies, with only 15 battery tests issued and 33 unit tests given to date.

Testing fee comparison with other NM colleges/universities [SAMPLE OF TOTAL]

Table with 3 columns: College/University, Battery test [5 units] charge, and Unit charge. Lists various NM colleges and their respective testing fees.

Thank you for your consideration.



NEW MEXICO JUNIOR COLLEGE

Vice President for Instruction

TO: NMJC Board of Trustees
FROM: Dr. Regina Organ and Dr. John Gratton
SUBJECT: Late Registration Fee
DATE: April 20, 2007

On the Friday following regular registration each semester, all students who have not paid their tuition and are not on financial aid are purged from their classes. This procedure causes an alarming drop in class enrollments and college personnel call each of the purged students to determine their intentions as to that semester. A frequent response that we receive is that they'll come in during the next week which is late registration and register for their classes at that time.

In an effort to encourage students to pay their tuition and fees on time, we propose that a \$25 late registration fee be imposed. This fee, if approved, would be imposed on each student who registers during the late registration period which as a rule begins the first day of class each semester.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 4-12-07

Candidate's name Drew K. Sanders

Position title Professor of Physical Education/Head Women's Basketball Coach

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 * _____ Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard NCAA Website; NJCAA Website; 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 \$34,727 to \$43,408 Recommended annual salary \$46,880 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2821 61101 101 100%


Recommended and approved by:

Supervisor _____

Dean/Director _____

Vice President _____

President _____



Selection Committee Members: John Gratton – Vice President for Instruction

Kellyne Holladay – Dean of Math and Sciences

Steve McCleery – President

Richard Morris – Director of Athletics

Regina Organ – Vice President for Student Services

Comments: James Voight – Prof of Physical Education/Head Men's Basketball Coach

Mr. Sanders, with a Master's in Administration and a Bachelor's in Physical Education and more than 21 years applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of Physical Education/Head Women's Basketball Coach

Personal Data

Name: Drew K. Sanders

Education

M.Ed., Southwestern Oklahoma State University, Weatherford, OK, 1984

Major: Administration

B.S., Cameron University, Lawton, OK, 1979

Major: Physical Education

Professional Experience

Marlow Public Schools, Marlow, OK 08/05 to Present

Head Girl's Basketball Coach/9th Grade Girl's Basketball Coach

Eastern Oklahoma State College, Wilburton, OK 1998 to 2005

Head Women's Basketball Coach/Instructor of Political Science

Sallisaw Public Schools, Sallisaw, OK 1992 to 1998

High School Girl's Basketball Coach

Anadarko Public Schools, Anadarko, OK 1985 to 1992

7th through 12th Girl's Basketball Coach

Cheyenne Public Schools, Cheyenne, OK 1981 to 1985

Junior High Girl's Basketball Coach/Assistant High School Girl's Basketball Coach

Roosevelt Public Schools, Roosevelt, OK 1981 to 1983

Junior High & High School Boy's and Girl's Basketball Coach/

Junior High & High School Boy's Baseball Coach

Empire Public Schools, Duncan, OK 1979-1981

Boy's and Girl's Basketball Coach

Girl's Softball Coach

Records and Awards

BI State West Conference Champs, 2000 (7-1 record)

BI State West Second Place, 1999 (7-3 record)

2000 team ranked 3rd in Nation – Academic (College)

2001 team ranked 7th in Nation – Academic (College)

2001 Region Coach of the Year (College)

All Area Coach of the Year, 1990, 1993, 1994, 1995 (High School)

Regional Coach of the Year, 1994, 1995, 1996 (High School)

Oklahoma Coach of the Year, and Oklahoma Hall of Fame Coach, 1996 (High School)



New Mexico Junior College

Career Opportunities

Position Announcement • February 2007

Position Title: Professor of Physical Education/Head Women's Basketball Coach

Position Description: The position is responsible to the Vice President for Student Services, Dean of Math & Sciences and the Director of Athletics. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) Head Women's Basketball Coach; (3) serve as a sponsor for student groups as assigned; (4) post and maintain supervisor approved office hours per week; (5) assume other professional responsibilities associated with the position of professor; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; (8) actively participate in student recruiting and retention goals and objectives designed to support the mission of the college; (9) serve on college committees as assigned; and, (10) 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: Master's degree in Physical Education preferred. Bachelor's degree required. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. Standard employee benefits apply. The successful applicant may have the option of teaching during the summer terms for income above his/her base salary.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position starts August 10, 2007. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Application materials sent via e-mail will not be accepted. Submit NMJC application form (available at www.nmjc.edu), letter of application (cover letter), resume, unofficial transcripts (**official transcripts required prior to employment**), and three or more letters of reference to:

**Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240**

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

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APPLICANT LIST

Position: Professor of Physical Education/Head Women's Basketball Coach

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Kennedy, William R., II	No	No	
Perkins, Billy B.	No	No	Incomplete application materials.
Jillson, Beth A.	Yes	No	
Rotar, Adam L.	No	No	
Reichner, David	No	No	Incomplete application materials.
Petree, Cayla S.	No	No	
East, James R.	No	No	Incomplete application materials.
Beaver, Davison R.	No	No	
Boyd, James L.	No	No	
Neighbors, Jared J.	No	No	Incomplete application materials.
Arenivas, Marisol	No	No	Incomplete application materials.
Sanders, Drew K.	Yes	Yes	Start date: Pending Board approval.
Mastrosimone, Carmelo	No	No	Incomplete application materials.
Flemons, Will B.	No	No	
Schneider, Brett D.	Yes	No	
Estep, Duane E.	No	No	
Murphy, Eric D.	No	No	Incomplete application materials.
Jackson, Craig M.	No	No	
Encarnacion-Rios, Jose G.	No	No	
Thomas, Lamanda V.	No	No	Incomplete application materials.

Lovell, Joseph J.	No	No	Incomplete application materials.
Dykes, William	No	No	Incomplete application materials.
Givens, Hiawatha, III	No	No	Incomplete application materials.
Phillips, Brad L.	No	No	Incomplete application materials.
Barnes, Thomas D.	No	No	Incomplete application materials.
Layton, Don	No	No	Incomplete application materials.
Rider, William M.	No	No	
Smith, William E.	No	No	Incomplete application materials.
Wholey, Michael	No	No	Incomplete application materials.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 4-12-07

Candidate's name Elena Cervantes

Position title Upward Bound Academic Coordinator

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 *5-21-07 Standard contract length 12 mos. 9 mos. other _____

Funding source Upward Bound Grant 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 \$32,247 to \$40,309 Recommended annual salary \$36,101 Prorated salary yes no

Account number(s) with respective % allocation(s) 41133 3024 61301 123 100%

Recommended and approved by:

Tyler Friend
Supervisor
Regina Ortiz
Vice President

Tyler Friend
Dean/Director
Steve A. Cherry
President

Selection Committee Members: Gayle Abbott – Director of Student Support Services

Tyler Friend – Director of Upward Bound Program

Vera Gilleland – Director of Talent Search

Maria Hernandez – Department Secretary Upward Bound Program

Shannon Pipkins – Talend Search School Coordinator

Comments: Ms. Cervantes, with a Bachelor's in Psychology and more than nine years applicable experience, meets and/or exceeds
the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Upward Bound Academic Coordinator

Personal Data

Name: Elena Cervantes

Education

B.S., College of the Southwest, Hobbs, NM, 2000
Major: Psychology

Professional Experience

Guidance Center of Lea County, Hobbs, NM 9/98 to Present
Educational Liaison

City of Hobbs Parks & Recreation, Hobbs, NM 5/98 to 7/98
Assistant Supervisor

Reegan's Restaurant, Hobbs, NM 9/96 to 12/97
Waitress/Hostess

Crafts, Etc. 6/96 to 9/96
Cashier

McDonald's, Newport News, VA 7/95 to 1/96
Cashier & Crew Member

Honors and Achievements

Graduated Summa Cum Laude, College of the Southwest, 2000
A-Honor Roll Student in High School and College
Recipient of the National Dean's List, College of the Southwest, 1997 & 1999
Recipient of the President's List, College of the Southwest – GPA 4.0, 1996-2000
Awarded Trustee Scholarship, College of the Southwest, 1994
Eagle Pride Student, Hobbs High School

Organizations

Member of alpha Chi National Honor Society, College of the Southwest, 2000
Volunteer at Head Start



New Mexico Junior College

Career Opportunities

Position Announcement • March 2007

Position Title: Upward Bound Academic Coordinator

Position Description: The Upward Bound Academic Coordinator shall be responsible to the Director of Upward Bound Program. The duties and responsibilities of the Upward Bound Academic Coordinator shall be, but are not limited to, the following: 1) To satisfactorily perform the job of Upward Bound Academic Coordinator for New Mexico Junior College; 2) Facilitate school, family, and community support for Upward Bound participants. They will develop curriculum and student academic programs. This individual serves as academic advisor to Upward Bound participants in the target schools; 3) The Upward Bound Academic Coordinator will travel to target schools for student, parent, teacher, and counselor conferences; 4) Make recruitment presentations to target school staff and students when required; 5) Maintain close relationships with high school personnel and utilize on-campus resources to encourage joint planning with the program; 6) Assist in writing and designing Upward Bound brochures, newsletters and other informational literature; 7) Assist with student selection including application review, ranking and interviews; 8) Advise participants about course schedules in high school that lead to acceptance in post-secondary institution; 9) Coordinate and evaluate the Upward Bound tutoring program throughout the academic year; 10) Obtain report cards, tutoring logs, FAFSA verification (as appropriate), ACT registration (as appropriate), and copies of scholarship and college applications (as appropriate) from Upward Bound participants; 11) Provide academic advising to participants; 12) Monitor participants' academic progress in the program; 13) Assist the Director of Upward Bound Program with planning of summer curriculum and activities for the summer component and the bridge programs; 14) Evaluate summer component and bridge component for overall effectiveness; 15) Evaluate events and activities throughout academic year for overall effectiveness; 16) Assist in collecting data for annual performance reports and assist in preparation of funding proposal; 17) Coordinate events and activities throughout the year; 18) Participate in a process of continual personal and professional improvement; 19) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, 20) 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 degree in education, psychology/sociology and/or related fields is required. Masters' degree preferred. All degrees must be from a regionally accredited institution. Curriculum development experience preferred, TRIO Program experience and bilingual in English/Spanish is an asset. Qualified applicant should have at least one year of experience working with disadvantaged youth and secondary education. Bilingual in English/Spanish is an asset.

Salary/Benefits: This is a 12-month professional position funded by a grant. Continuation of the position depends on grant funding. Salary range is \$32,247 to \$40,309 commensurate with education and experience. Standard NMJC benefits apply.

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

To Apply: Application materials sent via e-mail will not be accepted. Submit NMJC application form (available at www.nmjc.edu), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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

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APPLICANT LIST

Position: Upward Bound Academic Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Cervantes, Elena	Yes	Yes	Start date: Pending Board approval.
Rierson, Linda E.	Yes	No	
Valdez-Betsch, Erika E.	No	No	Incomplete application materials.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 4/13/07

Candidate's name Christie Gressett

Position title Enrollment and Financial Services Coordinator

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 4/23/07 Standard contract length 12 mos. 9 mos. other _____

Funding source 11000-2910-61301-115 (Training and Outreach)

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 \$27,807 - \$34,758 Recommended annual salary \$34,344 Prorated salary yes no

Account number(s) with respective % allocation(s) 100% - 11000-2910-61301-115

Recommended and approved by:



Supervisor



Vice President



Dean/Director



President

Selection Committee Members: Lisa Hardison (Chair)

Robert Rhodes

Angie McConal

Steve Saucedo

Josh Morgan

Comments: Ms. Gressett meets or exceeds the qualifications required for this position.

ABBREVIATED RESUME

Position

Enrollment and Financial Services Coordinator

Personal Data

Name: Christie L. Gressett

Education

A.A., New Mexico Junior College, Hobbs, NM, 2006
Major: General Accounting

Professional Experience

New Mexico Junior College, Hobbs, NM Administrative Secretary to Dean of Extended Learning Financial Aid Specialist/Loans	8/05 to Present 7/97 to 8/05
Seminole National Bank, Seminole, TX Loan Clerk	5/88 to 7/97
IGA Foodliner, Seminole, TX Cashier	1987 to 1988

Honors and Achievements

Honor Graduate, Seminole High School, 1987
Outstanding English Student, 2002

Organizations

Vocational Office Education, President, 1986-1987



New Mexico Junior College

Career Opportunities

Position Announcement • April 2007

Position Title: Enrollment and Financial Services Coordinator

Position Description: The Enrollment and Financial Services Coordinator reports to the Dean of Extended Learning. Duties and responsibilities shall be, but are not limited to, the following: 1) Develop and maintain a tracking and scheduling system for both credit and non-credit enrollments in Training and Outreach and Extended Learning Programs; 2) Oversee the Client Care Assistants for Transportation Safety, Training and Outreach, and Extended Learning; 3) Oversee budgets associated with Training and Outreach and Extended Learning Programs; 4) Develop and maintain systems for accounts payable, accounts receivable, and invoicing; 5) Assist the Dean in analyzing data to provide direction to Training and Outreach and Extended Learning Programs ; 6) Provide customer assistance and create a friendly environment for current and potential clients and students; 7) Provide project management support to the Training and Outreach and Extended Learning staff; 8) Work with college administrative software system and serve as a liaison to the NMJC Business Office and Enrollment Office; 9) Attend professional training as directed by the Dean; 10) Any other duties assigned by the Dean to further the mission of the Distance Learning Department or New Mexico Junior College; 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; 13) Serve on college committees as assigned; and, 14) 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 Accounting/Business or related field required. Database management and accounting/bookkeeping skills are necessary. Experience in an educational setting desired. Must be highly proficient in computer technologies and have excellent communication, problem solving, and organizational skills. Must be deadline driven to be successful. Some travel may be required. Must be committed to excellence and promoting success through learning. NOTE: Computer proficiency is required.

Salary/Benefits: This is a twelve-month professional position. Salary range is \$27,807 to \$34,758. The salary and benefits are competitive and commensurate with experience and qualifications.

Application Deadline: April 11, 2007 is the deadline to apply for this position. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form and resume to:

**Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240**

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APPLICANT LIST

Position: Enrollment and Financial Services Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Amador, Kelly R.	Yes	No	
Gressett, Christie L.	Yes	Yes	Start date: Pending Board approval.

RESOLUTION

Mary L. Shelton

- WHEREAS,** **Mary L. Shelton** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for thirteen years; and
- WHEREAS,** **Mary L. Shelton** has served as Professor of Reading from 1994 -2000; and
- WHEREAS,** **Mary L. Shelton** has served as Professor of Reading/ Education from 2000 - 2007; and
- WHEREAS,** **Mary L. Shelton** has served as Department Chairperson from 2006 - 2007; and
- WHEREAS,** **Mary L. Shelton** has served as Coordinator of America Reads from 2001 - 2007; and
- WHEREAS,** **Mary L. Shelton** has served as Coordinator of Title V - Learning Communities - Developing Computerized Assisted Instruction for Reading from 2000 - 2004; and
- WHEREAS,** **Mary L. Shelton** has served as Coordinator of Title III - Computerized Assisted Instruction for Multimedia from 1995 - 1998; and
- WHEREAS,** **Mary L. Shelton** has served as Phi Theta Kappa organization sponsor from 1995 - 2002; and
- WHEREAS,** **Mary L. Shelton** has served as Member of the State of New Mexico Early Childhood Task Force from 1998 - 2007; and
- WHEREAS,** **Mary L. Shelton** was honored as Faculty of the year 1999 - 2000; and
- WHEREAS,** **Mary L. Shelton** was instrumental in the development and implementation of a 2 + 2 program with College of the Southwest Early Childhood Education;
- WHEREAS,** **Mary L. Shelton** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Mary L. Shelton** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Mary L. Shelton** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Mary L. Shelton** has elected to retire the 1st day of July, 2007.

NOW, THEREFORE BE IT RESOLVED that **Mary L. Shelton** be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 19th day of April, 2007.

ATTEST:

New Mexico Junior College Board Chairman



New Mexico Junior College Board Secretary