NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, August 9, 2012
Zia Room - Library
4:00 p.m.

AGENDA

A. Welcome
   Guy Kesner

B. Adoption of Agenda
   Guy Kesner

C. Approval of Minutes of July 19, 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. Consideration of Vehicle Removal from College Inventory
      Charley Carroll
   6. Consideration of Redistricting Plan
      Steve McCleery
   7. Personnel Consideration – Professor of Performing Arts
      Dennis Atherton
   8. Personnel Consideration – Professor of P.E./Head Men’s Basketball Coach
      Don Worth
   9. Personnel Consideration – Professor/Assistant Men’s Basketball Coach
      Don Worth
      Bill Morrill

F. Public Comments
   Guy Kesner

G. Announcement of Next Meeting
   Guy Kesner

H. Closure of Open Meeting
   Guy Kesner

I. Adjournment
   Guy Kesner
The New Mexico Junior College Board met on Thursday, July 19, 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; Mrs. Mary Lou Vinson; and Mr. Travis Glenn. Not present was Mr. Hector Baeza.

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

Agenda item E. 11. Personnel Consideration – Professor of Chemistry was removed. Upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the agenda was unanimously adopted, with change.

Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the minutes of June 22, 2012.

Under President’s Report, Ben Jaime presented a $5,000 check to the NMJC Foundation for scholarships. Daniel Johncox reported on the recent foundation golf tournament, of which $40,000 was raised for student scholarships. Larry Sanderson and Mary Ann Crane presented the 2012 NMJC Employee Satisfaction Survey results.

Under New Business, Dan Hardin presented the June financial reports and with a motion by Mr. Williams, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for June, 2012.

Charley Carroll presented a proposal from Service Electric, a CES vendor, for the Watson Hall stage lighting project. The quote for this project is $281,900 plus NM sales tax and will be funded from the $100,000 Watson Hall Lighting funds and BR&R funds. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the proposal.
Dr. McCleery presented a request to transfer $50,000 from reserves into a vehicle replacement account to purchase 2 new South Eastern New Mexico Law Enforcement Academy vehicles. Upon a motion by Mr. Glenn, seconded by Mr. Williams, the Board unanimously approved the request.

Dr. McCleery presented a retirement resolution for Lisa Seed. Ms. Seed has served the college for fourteen years. The Board unanimously adopted the resolution.

Mr. Morrill presented the 2012/2013 employee handbook changes for Board consideration. After some discussion and upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the Board unanimously approved the handbook changes.

Regina Organ recommended Ms. Kerrie Mitchell for the Director of Financial Aid position at an annual salary of $59,715. Ms. Mitchell is related to part-time employee Cody Mitchell. Upon a motion by Ms. Chappelle, seconded by Mr. Black, the Board unanimously approved the employment of Ms. Mitchell, effective July 20, 2012.

Dennis Atherton recommended Ms. Rosa Gallegos for the Director of Adult Basic Education position at an annual salary of $48,039. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the employment of Ms. Gallegos, effective July 23, 2012.

Jeff McCool recommended Mr. Daniel “Clay” Hardin for the Director/Professor of Equine Technology position at an annual salary of $49,581. Mr. Hardin is related to employees Dan Hardin, Sandy Hardin, and Sheryl Pounds. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Hardin, effective August 13, 2012.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, August 9, 2012, beginning at 4:00 p.m.

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. Mrs. Vinson seconded the motion. The roll call vote was as follows: Mr. Glenn – yes; Mrs. Vinson – yes; Mr. Black - yes; Mr. Kesner - 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.

Upon a motion by Mrs. Vinson, seconded by Mr. Black, the board meeting adjourned at 6:20 p.m.
# NEW MEXICO JUNIOR COLLEGE
## Expenditure Report
### July 2012

8% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2011-12</th>
<th>2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Percentage of Budget Expended</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>8,437,426</td>
<td>538,709</td>
</tr>
<tr>
<td>Academic Support</td>
<td>2,206,429</td>
<td>181,033</td>
</tr>
<tr>
<td>Student Services</td>
<td>1,665,722</td>
<td>114,634</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>2,987,693</td>
<td>224,943</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>2,958,467</td>
<td>358,205</td>
</tr>
<tr>
<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>18,255,737</td>
<td>1,417,524</td>
</tr>
<tr>
<td>Student Activities</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>80,394</td>
<td>(13,992)</td>
</tr>
<tr>
<td>Student Aid</td>
<td>516,579</td>
<td>16,023</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,706,196</td>
<td>60,965</td>
</tr>
<tr>
<td>Athletics</td>
<td>972,058</td>
<td>20,752</td>
</tr>
<tr>
<td><strong>Total Current Unrestricted Fund</strong></td>
<td>21,530,964</td>
<td>1,501,272</td>
</tr>
<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,569,789</td>
<td>70,085</td>
</tr>
<tr>
<td>Student Aid</td>
<td>5,033,468</td>
<td>21,294</td>
</tr>
<tr>
<td><strong>Total Current Restricted Fund</strong></td>
<td>6,603,257</td>
<td>91,379</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from Institutional Funds</td>
<td>10,910,281</td>
<td>2,551,957</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>286,126</td>
<td>8,634</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>1,840,824</td>
<td>1,840,824</td>
</tr>
<tr>
<td>Projects from General Fund</td>
<td>24,956</td>
<td>0</td>
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<tr>
<td>Projects from Private Funds</td>
<td>487,945</td>
<td>416,000</td>
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<tr>
<td>Projects from State ER&amp;R</td>
<td>441,780</td>
<td>32,678</td>
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<tr>
<td>Projects from State BR&amp;R</td>
<td>1,584,709</td>
<td>0</td>
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<tr>
<td><strong>Subtotal - Capital and BR&amp;R</strong></td>
<td>15,576,621</td>
<td>4,850,093</td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Plant Funds</strong></td>
<td>15,576,621</td>
<td>4,850,093</td>
</tr>
<tr>
<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>43,710,842</td>
<td>6,442,744</td>
</tr>
</tbody>
</table>
# Revenue Report
## July 2012

8% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2011-12 Final Budget</th>
<th>2011-12 Year-to-date Revenue</th>
<th>2011-12 Percentage of Budget Received</th>
<th>2012-13 Budget</th>
<th>2012-13 Current Revenue</th>
<th>2012-13 Year-to-date Revenue</th>
<th>2012-13 Percentage of Budget Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>3,589,200</td>
<td>356,986</td>
<td>10%</td>
<td>3,684,200</td>
<td>557,644</td>
<td>557,644</td>
<td>15%</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>5,505,200</td>
<td>476,241</td>
<td>9%</td>
<td>5,888,800</td>
<td>490,734</td>
<td>490,734</td>
<td>8%</td>
</tr>
<tr>
<td>Advalorem Taxes - Oil and Gas</td>
<td>5,900,000</td>
<td>366,666</td>
<td>6%</td>
<td>6,100,000</td>
<td>383,333</td>
<td>383,333</td>
<td>6%</td>
</tr>
<tr>
<td>Advalorem Taxes - Property</td>
<td>4,905,732</td>
<td>0</td>
<td>0%</td>
<td>5,255,000</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>20,000</td>
<td>0</td>
<td>0%</td>
<td>5,000</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>329,471</td>
<td>122,285</td>
<td>37%</td>
<td>292,526</td>
<td>28,396</td>
<td>28,396</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>20,249,603</td>
<td>1,322,178</td>
<td>7%</td>
<td>21,225,526</td>
<td>1,460,107</td>
<td>1,460,107</td>
<td>7%</td>
</tr>
<tr>
<td>Student Activities</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>24,000</td>
<td>0</td>
<td>0%</td>
<td>24,000</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>2,184,000</td>
<td>236,547</td>
<td>11%</td>
<td>2,198,000</td>
<td>101,513</td>
<td>101,513</td>
<td>5%</td>
</tr>
<tr>
<td>Athletics</td>
<td>326,200</td>
<td>27,183</td>
<td>8%</td>
<td>326,200</td>
<td>27,183</td>
<td>27,183</td>
<td>8%</td>
</tr>
<tr>
<td><strong>Total Current Unrestricted</strong></td>
<td>22,783,803</td>
<td>1,585,908</td>
<td>7%</td>
<td>23,773,726</td>
<td>1,588,803</td>
<td>1,588,803</td>
<td>7%</td>
</tr>
<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,569,789</td>
<td>75,427</td>
<td>5%</td>
<td>1,290,682</td>
<td>40,690</td>
<td>40,690</td>
<td>3%</td>
</tr>
<tr>
<td>Student Aid</td>
<td>5,033,468</td>
<td>388,634</td>
<td>8%</td>
<td>5,033,468</td>
<td>74,580</td>
<td>74,580</td>
<td>1%</td>
</tr>
<tr>
<td><strong>Total Current Restricted</strong></td>
<td>6,603,257</td>
<td>464,061</td>
<td>7%</td>
<td>6,324,150</td>
<td>115,270</td>
<td>115,270</td>
<td>2%</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Rep.</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>1,840,824</td>
<td>0</td>
<td>0%</td>
<td>1,240,754</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>312,972</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from General Fund</td>
<td>416,000</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income (LGIP)</td>
<td>37,000</td>
<td>0</td>
<td>0%</td>
<td>30,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Plant Funds</strong></td>
<td>2,606,796</td>
<td>416,000</td>
<td>16%</td>
<td>1,270,754</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>31,993,856</td>
<td>2,465,969</td>
<td>8%</td>
<td>31,368,630</td>
<td>1,704,073</td>
<td>1,704,073</td>
<td>5%</td>
</tr>
</tbody>
</table>
### NEW MEXICO JUNIOR COLLEGE

**Oil and Gas Revenue Report**

**July 2012**

100% of Year Completed

#### FY 2012

<table>
<thead>
<tr>
<th>Month of Sales Distribution</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
</tr>
<tr>
<td>Actual July</td>
<td>$94.64</td>
<td>2,833,838</td>
<td>$8.06</td>
</tr>
<tr>
<td>Actual August</td>
<td>$89.64</td>
<td>2,788,858</td>
<td>$7.64</td>
</tr>
<tr>
<td>Actual September</td>
<td>$91.62</td>
<td>2,858,059</td>
<td>$7.93</td>
</tr>
<tr>
<td>Actual October</td>
<td>$80.85</td>
<td>2,866,447</td>
<td>$7.55</td>
</tr>
<tr>
<td>Actual November</td>
<td>$80.40</td>
<td>2,863,806</td>
<td>$6.11</td>
</tr>
<tr>
<td>Actual December</td>
<td>$81.17</td>
<td>2,813,641</td>
<td>$7.29</td>
</tr>
<tr>
<td>Actual January</td>
<td>$91.54</td>
<td>2,781,517</td>
<td>$7.04</td>
</tr>
<tr>
<td>Actual February</td>
<td>$95.70</td>
<td>3,020,944</td>
<td>$6.64</td>
</tr>
<tr>
<td>Actual March</td>
<td>$95.06</td>
<td>2,938,740</td>
<td>$5.60</td>
</tr>
<tr>
<td>Actual April</td>
<td>$98.55</td>
<td>3,111,329</td>
<td>$4.71</td>
</tr>
<tr>
<td>Actual May</td>
<td>$94.15</td>
<td>3,000,327</td>
<td>$5.64</td>
</tr>
<tr>
<td>Accrual June</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Y.T.D. Production Tax Revenue | 9,452,350 | 4,399,992 | 5,052,358 |
| Y.T.D. Equipment Tax Revenue  | 1,592,547 | 1,500,000 | 92,547   |
| Total Year-to-Date Oil & Gas and Equipment Tax Revenue | 11,044,897 | 5,899,992 | 5,144,905 |

*Source: New Mexico Taxation and Revenue Department*
# NEW MEXICO JUNIOR COLLEGE
## Oil and Gas Revenue Report
### July 2012

8% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales Distribution</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
</tr>
</tbody>
</table>

Y.T.D. Production Tax Revenue 0 4,599,996 (4,599,996)

Y.T.D. Equipment Tax Revenue 0 1,500,000 (1,500,000)

Total Year-to-Date Oil & Gas and Equipment Tax Revenue 0 6,099,996 (6,099,996)

*Source: New Mexico Taxation and Revenue Department*
## NEW MEXICO JUNIOR COLLEGE
### Schedule of Investments
#### July 2012

8% of Year Completed

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Amount Invested</th>
<th>Date Invested</th>
<th>Maturity Date</th>
<th>Period of Investment (Days)</th>
<th>Account Number</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Mexico Local Government Investment Pool</td>
<td>9,625,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7102-1348</td>
<td>0.180%</td>
<td>1,890</td>
</tr>
</tbody>
</table>

Total investments: 9,625,000

### Summary of Current Month’s Activity

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning amount</td>
<td>9,625,000</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>6,831,923</td>
</tr>
<tr>
<td>Reserves Invested</td>
<td>2,793,077</td>
</tr>
<tr>
<td>Total LGIP Investment</td>
<td>9,625,000</td>
</tr>
</tbody>
</table>

### Capital Projects
- Vehicles: 100,317.42
- Campus Facilities Master Plan: 25,000.00
- Technology Upgrade: 354,672.00
- JASI: 81,853.00
- WHM South Gallery: 348,079.00
- Baseball Field: 33,000.00
- Rodeo Arena: 8,259.31
- Original Entrance Landscaping: 689,198.00
- Student Housing Construction: 536,636.15
- Luminis Software: 11,568.00
- Campus Signage: 155,677.00
- Campus Paving: 55,399.41
- Roof Replacement: 546,070.75
- Interior Lighting-Energy Retrofit: 50,617.00
- Dorm/Apartment Refurbish: 120,933.31
- Campus Construction: 55,052.24
- Oil & Gas Training Ctr: 54,041.00
- Maintenance Equipment: 0.00
- Public Sector: 1,827.00
- Campus Security: 56,096.30
- Lumens Software-Distance Learning: 5,000.00
- Copier Replacement: 150,000.00
- Non-Recurring Compensation: 218,362.12
- Athletics: 129,477.00
- Student Life Programming: 17,440.00
- Title V (Institutional): 79,568.00
- Warehouse/Cont Ed Remodel: 2,449.43
- Succession Plan: 108,152.00
- Energy Technology Equipment: 635,394.00
- Watson Hall Stage Lighting: 100,000.00
- WHM Exhibits: 178,460.00
- Remodel McLean/Mansur/VocB/H: 222,725.00
- Shade Structure/Landscape AIPP: 17,144.67
- Senior Warm Water Wellness Ctr: 1,500,000.00
- Paradigms Users Fees: 18,163.33
- Central Plant Upgrade: 14,028.00
- Workforce Training Contingency: 9,829.81
- Banner 8: 16,438.77

Total: 6,831,923.48

**NOTE:** Capital projects total does not include encumbered funds
To: Board Members
From: Charley Carroll
RE: College Vehicles
Date: July 23, 2012

Dear Board Members,

We are asking for Board Approval to remove the following College Vehicles from our current inventory allowing us to use the process of “Public Auction” or “Trading In” these vehicles as we upgrade our fleet of vehicles. Once Board Approval is granted we will notify the State Auditor’s Office and wait 30-days before we complete the vehicle transactions.

1996 Ford Econoline Van—15 Passenger (G33431) mileage 157,278
1997 Ford Econoline Van—15 Passenger (G23207) mileage 118,185
2004 Chevrolet Impala (Law Enforcement G59338) mileage 6,570
2004 Chevrolet Impala (Driver’s Education G57227) mileage 56,958
2005 Dodge Dakota Pickup (Security Vehicle G59499) mileage 85,003

Respectfully,
Charley Carroll
MEMORANDUM

To:        Dr. Steve McCleary
            President, New Mexico Junior College

From:      Michael Sharp
            Vice President

Date:      July 30, 2012

Re:        New Mexico Junior College Board Redistricting

New Mexico Junior College is required to adjust the boundaries of the districts from which its Board members are elected. This is necessary because the current districts are not substantially equal in population according to the results from the 2010 Census. In response, Research & Polling, Inc. prepared two redistricting plans for consideration by the Board, Plan A and Plan B. Below are brief descriptions of each plan.

Plan A

Plan A is a minimal-change plan, with two modifications made to the current districts. First, District 4 adds population from District 3, by moving north to Navajo from Coal between Fowler and Grimes. This occurs in Precinct 28. And second, in order to eliminate a precinct split (Precinct 33), the area from Berry south to Sanger, between Turner and Fowler is now in District 5 instead of District 6. Precinct 33 is no longer split after this change.

Districts 1, 2 and 7 remain unchanged from the current districts.

Plan A has 2 Hispanic districts, the same number that exists using the current district boundaries.

Plan B

Plan B was created in response to the large increase in Lea County’s Hispanic population from 2000 to 2010 (from 34% to 45% of the adult population, respectively). This plan starts with Plan A and swaps precincts between Districts 4 and 5 to create a third majority Hispanic district (District 5). The only other difference is a minor adjustment between Districts 6 and 7 on the southern end of Hobbs.

Districts 1 and 2 remain unchanged from the current districts.

Plan B has 3 Hispanic districts, one more than exists using the current district boundaries.
**NEW MEXICO JUNIOR COLLEGE**

**Personnel Recommendation for Board Consideration**

The following candidate is being recommended for employment as follows:

<table>
<thead>
<tr>
<th>Candidate’s name</th>
<th>Justo M. Harlin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position title</td>
<td>Professor of Performing Arts - Theatre</td>
</tr>
<tr>
<td>New position</td>
<td>☑</td>
</tr>
<tr>
<td>Existing position</td>
<td>☐</td>
</tr>
<tr>
<td>Classification</td>
<td>☑ Faculty ☐ Professional ☐ Other</td>
</tr>
<tr>
<td>Is candidate related to another NMJC employee?</td>
<td>☑ yes ☐ no</td>
</tr>
<tr>
<td>Effective date of employment</td>
<td><em>August 13, 2012</em></td>
</tr>
<tr>
<td>Standard contract length</td>
<td>☑ 12 mos. ☑ 9 mos. ☐ other</td>
</tr>
<tr>
<td>Funding source</td>
<td>Institutional Funds</td>
</tr>
<tr>
<td>Paid advertising beyond <em>standard</em></td>
<td>HigherEdJobs.com</td>
</tr>
<tr>
<td>(*Standard: The Hobbs News-Sun, Direct Mail to approximately 40 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio &amp; Lubbock TX Workforce Development Website)</td>
<td></td>
</tr>
</tbody>
</table>

| Posted salary range | $39,290 to $49,112 |
| Recommended annual salary | $49,000.00 |
| Prorated salary | ☑ yes ☐ no |
| Account number(s) with respective % allocation(s) | 11000 2221 61101 101 |

**Recommended and approved by:**

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Dean/Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President</td>
<td>President</td>
</tr>
</tbody>
</table>

**Selection Committee Members:**

- Dianne Marquez – Dean of Arts, Humanities and Career Technology
- LaRae Ellison – Counselor
- Richard Miller – Director of Learning Communities/Retention
- Shannon Bostick-Bennett - Executive Director for Lea County Center for the Arts

**Comments:** Mr. Harlin with a Master's of Fine Arts degree and more than six years of experience meets and/or exceeds the minimum requirements for this position.

*Pending background check*
ABBREVIATED RESUME

Position
Professor of Performing Arts - Theatre

Personal Data
Name: Juston M. Harlin

Education
M.F.A., San Diego State University, San Diego, CA, 2006
   Major: Theatre Arts (Musical Theatre)
B.M., Northern Arizona University, Flag Staff, AZ, 2002
   Major: Biology
A.A., New Mexico Junior College, Hobbs, NM, 1999
   Major: Early Childhood Education

Professional Experience
Community Players of Hobbs, Hobbs, NM
   Volunteer - Stage Director / Music Director / Lighting Designer / Set Designer 02/2010 to Present
   Front of House Manager & Box Office Manager 2009 to 2010

New Mexico Junior College, Hobbs, NM 08/2010 to Present
   Adjunct Professor

San Diego State University, San Diego, CA
   Adjunct Faculty 08/2007 to 05/2008
   Graduate Teaching Assistant 08/2005 to 05/2006

Broadway San Diego, San Diego, CA
   Subscription Phone Room 01/2007 to 07/2007

Theatre in Old Town, San Diego, CA
   Box Office Associate 08/2004 to 2/2006

Gamestop, San Diego, CA
   Assistant Manager 08/2003 to 08/2004

Northern Arizona University, Flagstaff, AZ
   Student Voice Teacher 02/2002 to 05/2002

Memberships:
Actor's Alliance of San Diego, 2004 - 2007
Position Title: Professor of Performing Arts

Position Description: The Professor of Performing Arts reports to the Dean of Arts and Humanities and responsibilities shall be, but are not limited to, the following: (1) teach classes (day and/or evening/s and/or online), as enrollment requires; (2) actively recruit, identify, and encourage students to participate in the Performing Arts program; (3) serve as an advisor to assigned students; (4) yearly, coordinate and host multiple performing arts productions; (5) work closely with the local Community Playhouse and the Lea County Public School’s Performing Arts Departments to coordinate and provide performance opportunities within Lea County (6) understand and honor the cultural expectations of Lea County (7) develop a following of “Raving Fans” for the Performing Arts Department; (8) implement a system for performance feedback and improvement; (9) attend orientation meetings and other in-service meetings/workshops, as scheduled; (10) maintain accurate student records; (11) involve oneself in the general recruitment and retention of students for the institution; (12) participate in course, departmental, and institutional assessment as required; (13) assume other professional responsibilities associated with the position of Professor of Performing Arts; (14) participate in a process of continual personal and professional development; (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: A Master’s degree in a related / relevant Degree is required. All degrees must be from a regionally accredited institution. Successful community college teaching experience and experience coordinating and directing performance productions is preferred. Applicant must be committed to excellence in instruction and willing to work as a team with other, full-time divisional instructors and staff.

NOTE: Computer proficiency is required.

Salary/Benefits: Salary is commensurate with education and experience for a nine month professional 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 Apply: Submit NMJC application form online at www.nmjc.edu (under 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), eight references with current addresses and phone numbers including four written letters of reference.

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
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7/31/2012

Candidate’s name  James E. Miller

Position title  Professor of Physical Education/Head Men’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  8/13/2009  Standard contract length  ☑ 9 mos.

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  $39,290 to $49,112  Recommended annual salary  $45,448  Prorated salary  ☑ 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:


Comments:  Mr. Miller with a Master’s degree in Sports Administration meets and/or exceeds the minimum requirements for this position.
ABBREVIATED RESUME

Position
Professor of Physical Education/Head Men’s Basketball Coach

Personal Data
Name: James E. Miller

Education
M.S., University of Northern Colorado, Greeley, CO, 2007
   Major: Sports and Exercise Science

B.S., Colorado State University, Fort Collins, CO, 2005
   Major: Health Promotion

Professional Experience
New Mexico Junior College - Hobbs, NM 07/2009 to Present
   Professor of Physical Education/Assistant Men's Basketball Coach

Colorado State University - Pueblo, Pueblo, CO 08/2005 to 7/2009
   Assistant Coach

Arizona State University, Tempe, AZ 5/2005 to 8/2005
   Internship

Colorado State University, Fort Collins, CO 8/2004 to 4/2005
   Student Assistant

Rocky Mountain High School, Fort Collins, CO
   Head Coach Sophomore Basketball/Assistant Varsity Coach 08/2003 to 07/2004
   Assistant Freshman Coach/Assistant Varsity Coach 08/2002 to 7/2003

Certifications:
CPR/AED, American Red Cross

Organizations:
Phi Kappa Tau, President
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 8/3/2012

Candidate’s name Brian D. Lohrey

Position title Professor /Assistant Men’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 *8/13/2012 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 $39,290 to $49,112 Recommended annual salary $43,554 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:

Donald Worth – Director of Athletics - Chairperson

Kelly Holladay – Dean of Business, Math and Sciences

Dr. Regina Organ - Vice President for Student Services

Dr. Dennis Atherton - Vice President for Instruction

James Miller - Professor of Physical Education / Men’s Basketball Coach

Comments: Mr. Lohrey with a Master’s degree and three years of applicable experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

rev. 6-28-01
ABBREVIATED RESUME

Position
Professor / Assistant Men’s Basketball Coach

Personal Data
Name: Brian D. Lohrey

Education
M.S., Dallas Baptist University, Dallas, TX, 2007
  Major: Arts and Christian Education

B.S., Colorado State University, Fort Collins, CO, 2005
  Major: Human Development and Family Studies

Professional Experience
University of Central Missouri - Warrensburg, MO
  Assistant Men’s Basketball Coach 08/2009 to Present

Dallas Baptist University - Dallas, TX
  Assistant Coach/Recruiting 08/2007 to 07/2009
  Adjunct Professor 08/2008 to 07/2009

Marquette University, University of Texas at Austin, Dallas Baptist University
  Camp Counselor and Coach Summer 2008

Awards and Organizations:
MBCA and NABC - Member
Athletes in Action, Colorado State University - Vice President, Intern 2004, 2006
Colorado State University - Team Member and Leadership Award
Dallas Baptist University - Team Member, Captain, Leadership Award, Patriot Award
NCAA Academic All-American
Division II, NCAA Tournament Participant 2009
Crossover Ministry - Coach Youth Basketball Camps in Germany and the Czech Republic - 2004
Position Announcement • July 2012

**Position Title:** Professor / Assistant Men’s Basketball Coach

**Position Description:** The position is responsible to the Vice President for Instruction, Vice President for Student Services, Dean of Business, Math & Sciences, Director of Athletics and the Head Men’s Basketball Coach. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening); (2) serve on college committees as assigned; (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 / Assistant Men’s Basketball Coach; (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; and (8) 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 required, Master’s degree in Physical Education preferred. Faculty employed without a Master’s degree shall have a maximum of three (3) years to complete appropriate degree. 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. NOTE: **Computer proficiency is required.**

**Salary/Benefits:** Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I and II terms. Standard employee 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 candidates. To ensure consideration, all application materials must be received as soon as possible.

**To Apply:** Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and phone numbers:

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

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Memorandum

To: Dr. McCleery

From: Bill Morrill

Date: July 20, 2012

RE: Request Board Approval for Employment of Relative: Security Personnel

After reviewing applications for the Security Personnel, I would like to recommend Mr. Shavell M. Leslie for the vacancy. Per the 2012-2013 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Mr. Leslie is related to Nadia N. Leslie.

Pending Board approval, I would like for Mr. Leslie to start full-time employment on August 10, 2012.

Thank you for your consideration.

Bill Morrill
Director of Administrative Services