

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 |
| 10. Personnel Consideration – Security Personnel | 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 |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JULY 19, 2012

MINUTES

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

Fund	2011-12			2012-13			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	8,437,426	538,709	6%	8,638,205	543,947	543,947	6%
Academic Support	2,206,429	181,033	8%	2,247,244	191,125	191,125	9%
Student Services	1,665,722	114,634	7%	1,704,267	121,284	121,284	7%
Institutional Support	2,987,693	224,943	8%	3,137,158	243,019	243,019	8%
Operation & Maintenance of Plant	2,958,467	358,205	12%	3,232,175	388,570	388,570	12%
Subtotal - Instruction & General	18,255,737	1,417,524	8%	18,959,049	1,487,945	1,487,945	8%
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	80,394	(13,992)	-17%	81,772	192	192	0%
Student Aid	516,579	16,023	3%	543,551	42,451	42,451	8%
Auxiliary Enterprises	1,706,196	60,965	4%	1,780,078	56,084	56,084	3%
Athletics	972,058	20,752	2%	1,150,211	21,477	21,477	2%
Total Current Unrestricted Fund	21,530,964	1,501,272	7%	22,514,661	1,608,149	1,608,149	7%
CURRENT RESTRICTED FUND							
Grants	1,569,789	70,085	4%	1,280,443	47,652	47,652	4%
Student Aid	5,033,468	21,294	0%	5,033,468	104,544	104,544	2%
Total Current Restricted Fund	6,603,257	91,379	1%	6,313,911	152,196	152,196	2%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	10,910,281	2,551,957	23%	6,850,541	1,563,444	1,563,444	23%
Projects from State GOB Funds	286,126	8,634	3%	265,780	928	928	0%
Projects from State STB Funds	1,840,824	1,840,824	100%	521,652	34,652	34,652	7%
Projects from General Fund	24,956	0	0%	12,687	0	0	0%
Projects from Private Funds	487,945	416,000	85%	8,398	2,270	2,270	27%
Projects from State ER&R	441,780	32,678	7%	568,173	81,222	81,222	14%
Projects from State BR&R	1,584,709	0	0%	1,659,614	153,748	153,748	9%
Subtotal - Capital and BR&R	15,576,621	4,850,093	31%	9,886,845	1,836,264	1,836,264	19%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	15,576,621	4,850,093	31%	9,886,845	1,836,264	1,836,264	19%
GRAND TOTAL EXPENDITURES	43,710,842	6,442,744	15%	38,715,417	3,596,609	3,596,609	9%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

July 2012

8% of Year Completed

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

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

July 2012

100% of Year Completed

FY 2012

		OIL		GAS		COMBINED		
Month of	Sales Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2011-12 Original Budget	Variance Over (Under) Budget
Actual	July	\$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
Actual	February	\$95.70	3,020,944	\$6.64	14,683,616	858,150	366,666	491,484
Actual	March	\$95.06	2,938,740	\$5.60	14,105,281	886,912	366,666	520,246
Actual	April	\$98.55	3,111,329	\$4.71	14,952,166	915,934	366,666	549,268
Actual	May	\$94.15	3,000,327	\$5.64	14,368,615	833,057	366,666	466,391
Accrual	June					366,666	366,666	0
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

		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
Accrual	July						383,333	(383,333)
Accrual	August						383,333	(383,333)
Accrual	September						383,333	(383,333)
Accrual	October						383,333	(383,333)
Accrual	November						383,333	(383,333)
Accrual	December						383,333	(383,333)
Accrual	January						383,333	(383,333)
Accrual	February						383,333	(383,333)
Accrual	March						383,333	(383,333)
Accrual	April						383,333	(383,333)
Accrual	May						383,333	(383,333)
Accrual	June						383,333	(383,333)
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

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	0.180%	1,890
Total investments	<u>9,625,000</u>						<u>1,890</u>

Summary of Current Month's Activity	
Beginning amount	9,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	6,831,923
Reserves Invested	2,793,077
Total LGIP Investment	9,625,000

Capital Projects	7/31/2012
Vehicles	100,267.42
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
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnng	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,

A handwritten signature in cursive script that reads "Charley Carroll". The signature is written in black ink and is positioned above the printed name.

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:

Date August 3, 2012

Candidate's name Juston M. Harlin

Position title Professor of Performing Arts - Theatre

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 HigherEdJobs.com

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 40 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 \$49,000.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2221 61101 101

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

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 01/2007 to 07/2007
Subscription Phone Room

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

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

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

Memberships:

Actor's Alliance of San Diego, 2004 - 2007



New Mexico Junior College

Career Opportunities

Position Announcement • June 2012

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 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 \$45,448 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:

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

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 08/2009 to Present
Assistant Men's Basketball Coach

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 Summer 2008
Camp Counselor and Coach

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



New Mexico Junior College Career Opportunities

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**

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

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