

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, May 19, 2022
Zia Board Room - Pannell Library
1:30 pm

AGENDA

- | | |
|---|----------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of April 14, 18, 19, 20, 21, 22, 25,
and May 13, 2022 | Pat Chappelle |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditure Report | Josh Morgan |
| 2. Monthly Revenue Report | Josh Morgan |
| 3. Oil and Gas Revenue Report | Josh Morgan |
| 4. Schedule of Investments | Josh Morgan |
| 5. Consideration of Five-Year Capital Plan | Josh Morgan |
| 6. Consideration of Vice President of Instruction Position | Steve McCleery |
| 7. CORE Affirmation | Steve McCleery |
| 8. Consideration of revision to the NMJC Holiday Schedule | Dianne Marquez |
| 9. Personnel Recommendation - Museum Educator | Amy Coombes |
| 10. Personnel Recommendation - Counselor | Amy Coombes |
| 11. Personnel Recommendation - Assistant Director of Bookstore Services | Amy Coombes |
| 12. Consideration of Employment of Relative - NMJC Bookstore | Amy Coombes |
| F. Public Comments | Pat Chappelle |
| G. Determination of Next Meeting | Pat Chappelle |
| H. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
APRIL 14, 2022
MINUTES**

The New Mexico Junior College Board met on Thursday, April 14, 2022, beginning at 1:30 p.m. in the Pannell Library, Zia Board Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Ms. Evelyn Rising; Mr. Hector Baeza; Mr. Manny Gomez; Mr. Guy Kesner, and Mrs. Erica Jones.

Ms. Chappelle called the meeting to order and welcomed visitors and guests attending.

Upon a motion by Ms. Rising, seconded by Mr. Glenn, the agenda was unanimously adopted.

Upon a motion by Mr. Gomez, seconded by Mr. Kesner, the Board unanimously approved the minutes of March 17, 2022.

Under President's Report, Dr. McCleery introduced Mr. Nathan Miles, Adjunct Professor of Theatre. Mr. Miles apprised the Board that the New Mexico Junior College Theatre Club traveled to Kerrville, Texas to present the Sea Wall Production at the Southwest Theatre Conference, Regional Theatre Festival. He reported two awards were received. The Participation Award and the Outstanding Male Performance Award, which was awarded to Mr. Nathan Miles. He reported NMJC Theatre Club/Department is now a regionally winning program which encompasses New Mexico, Texas, Arkansas, Oklahoma, and Louisiana.

Professors of Biology Larchinee Turner and Jaqueline Martinez, also Faculty Advisors for Phi Theta Kappa, introduced Ms. Alexandria Penick, who was the recipient of the 2022 All-New Mexico Academic Team Certificate. Professor Turner noted the selection of this award includes academics, performance, and who the student is as a person and what they contribute to the community.

Under New Business, Mr. Josh Morgan presented a recommendation of the FY 23 Operating Budget in the amount of \$33,573,499 presented to the NMJC Board in a Board Budget Work Session on April 7, 2022. In addition, administration requested approval of the Capital Projects in the amount of \$35,280,000. Brief discussion followed. Upon a motion by Mr. Glenn, seconded by Mr. Kesner, the Board unanimously approved the FY 23 Operating Budget and Capital Projects as presented.

Mr. Morgan presented the March 2022 financial reports. Upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the Expenditure Report for March 2022. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Morgan presented the Fiscal Watch Report for the quarter ending on March 31, 2022. Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the Board unanimously approved the Fiscal Watch Report as presented.

Mr. Morgan requested Board approval to increase Meal Plan Rates by \$84 per semester for the 7-Meal Plan, \$140 per semester for the 15-Meal Plan and \$145 per semester for the 19-Meal Plan. Upon a motion by Mr. Kesner, seconded by Mr. Gomez, the Board unanimously approved the increase of the Meal Plan Rates.

Mr. Jeff McCool requested a revision to the NMJC 2022-2023 College Calendar to coordinate with the area high schools for spring break. This revision would move NMJC spring break from March 20-24, 2023 to March 13-17, 2023. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the calendar revision as requested.

Mr. Walter Coburn requested the building, located west of the Bob & Bonnie Moran Hall Building, be named the Law Enforcement Training Arena (LETA). Upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the naming of the building as requested.

Mr. JoeMike Gomez requested consideration of CMAR #1002/RFP #137 - Campus-Wide Construction Projects with a request to award the bid to Bradbury Stamm. Mr. Gomez directed the Board to a correction of the Pre-Construction Services costs. A correction handout was provided to the Board. He reported the costs reflected only one project rather than seven projects. Corrected Pre-Construction Services costs are as follows: HB Construction - \$566,156; Bradbury Stamm - \$199,150; and Jaynes Corp. - \$112,000. Following discussion of the process and the Vendor Costs Point System, administration made a recommendation to award the seven projects to Bradbury Stamm and approval of the associated Pre-Construction Services. Upon a motion by Mr. Gomez, seconded by Mrs. Jones, the Board unanimously approved this recommendation as amended.

Ms. Chappelle requested approval for Board members to travel to New York City, New York to attend the 2022 Association of Community Trustees (ACCT) Leadership Conference from October 26 through October 29, 2022. Ms. Chappelle noted attendees of the ACCT Leadership Conferences gain new knowledge as trustees, provide a renewed appreciation of staff, faculty and the NMJC facilities, provide an eye into the future, and an awareness of what other colleges are experiencing. Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the Board unanimously approved this request. Mr. Glenn commented there is a tremendous value in attending the conference and encouraged the attendance of the Vice President Administration Team and the Executive Assistant to the President. Mr. Kesner noted a legal notice of a potential quorum will be published informing the public that the Board members of NMJC may be in attendance of this event.

Mr. Jeff McCool recommended Mr. Thomas Pelletti for the Professor of Automotive Technology - Ford Asset position at a salary of \$62,298. Upon a motion by Mr. Kesner, seconded by Mr.

Gomez, the Board unanimously approved the recommendation of Thomas Pelletti effective May 2, 2022.

Ms. Chappelle called for comments from the public. There being none, a Special Board Meeting was scheduled for Monday, April 25, 2022 at 3:30 pm, a Special Board Meeting was scheduled for Monday, May 2, 2022 at 2:30 pm, and the next Regular Board Meeting was scheduled for Thursday, May 19, 2022 at 1:30 pm in the Zia Board Room.

Mr. Glenn moved the Board go into closed session for the discussion of Limited Personnel Matters Regarding the nonrenewal of a faculty member, hiring of Vice President of Instruction and hiring of Vice President of Training and Outreach, and Litigation in which New Mexico Junior College is a *Defendant, Casarez, Plaintiff vs. New Mexico Junior College, Defendant*, United States District Court for the District of New Mexico Cause No. 2:21-CV-00813-GBW-GJF, and EEOC Charge No. 453-2022-00028 concerning Shelby Gowan, as Authorized by NMSA 1978 § 10-15-1 H (2), and (7). Ms. Rising seconded the motion. Mr. Glenn stated the Board will re-convene in open session at the conclusion of the closed session. The roll call was as follows: Mr. Baeza - yes; Mrs. Rising – yes; Mr. Glenn - yes; Mrs. Jones – yes; Mr. Kesner - yes; Mr. Gomez - yes; and Ms. Chappelle - yes.

Upon reconvening in open meeting, Ms. Chappelle stated the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Mr. Kesner, seconded by Mr. Baeza and by unanimous consent, the meeting adjourned at 4:01 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
APRIL 18, 2022
MINUTES**

The New Mexico Junior College Board met on Monday, April 18, 2022, beginning at 4:00 p.m. in the Zia Board Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Ms. Evelyn Rising; Mr. Hector Baeza; Mr. Manny Gomez; Mr. Guy Kesner, and Mrs. Erica Jones. Also, in attendance were Dr. Derek Moore, Dr. Steve McCleery, and Norma Faught.

Ms. Chappelle called the meeting to order and a roll call for quorum: Mr. Baeza - present; Ms. Rising - present; Mr. Glenn - present; Mrs. Jones - present; Mr. Kesner - present; Mrs. Jones - present; and Ms. Chappelle - present.

Upon a motion by Mr. Gomez, seconded by Ms. Rising, the agenda was unanimously adopted.

Mr. Glenn moved the Board go into closed session for the discussion of Limited Personnel Matters Pursuant to NMSA 1978 §10-15-1 H (2) for the purpose of consideration of a candidate for appointment as President of New Mexico Junior College. Mrs. Jones seconded the motion. We will re-convene in open session at the conclusion of the closed session. The roll call was as follows: Mr. Baeza - yes; Mrs. Rising – yes; Mr. Glenn - yes; Mrs. Jones – yes; Mr. Kesner - yes; Mr. Gomez - yes; and Ms. Chappelle - yes.

At this time, Dr. McCleery and Mrs. Faught withdrew from the meeting.

Upon reconvening in open meeting, Ms. Chappelle stated the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Mr. Baeza, seconded by Mr. Gomez, and by unanimous consent, the meeting adjourned at 7:30 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
APRIL 19, 2022
MINUTES**

The New Mexico Junior College Board met on Tuesday, April 19, 2022, beginning at 4:00 p.m. in the Zia Board Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Ms. Evelyn Rising; Mr. Hector Baeza; Mr. Manny Gomez; Mr. Guy Kesner, and Mrs. Erica Jones. Also, in attendance were Dr. Morgan Phillips, Dr. Steve McCleery, and Norma Faught.

Ms. Chappelle confirmed a quorum of the Board called the meeting to order.

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

Mr. Glenn moved the Board go into closed session for the discussion of Limited Personnel Matters Pursuant to NMSA 1978 §10-15-1 H (2) for the purpose of consideration of a candidate for appointment as President of New Mexico Junior College. Mr. Gomez seconded the motion. We will re-convene in open session at the conclusion of the closed session. The roll call was as follows: Mr. Baeza - yes; Mrs. Rising – yes; Mr. Glenn - yes; Mrs. Jones – yes; Mr. Kesner - yes; Mr. Gomez - yes; and Ms. Chappelle - yes.

At this time, Dr. McCleery and Mrs. Faught withdrew from the meeting.

Upon reconvening in open meeting, Ms. Chappelle stated the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Ms. Rising, seconded by Mr. Baeza, and by unanimous consent, the meeting adjourned at 7:30 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
APRIL 20, 2022
MINUTES**

The New Mexico Junior College Board met on Wednesday, April 20, 2022, beginning at 4:00 p.m. in the Zia Board Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Ms. Evelyn Rising; Mr. Hector Baeza; Mr. Manny Gomez; Mr. Guy Kesner, and Mrs. Erica Jones. Also, in attendance were Dr. Carmen Simone, Dr. Steve McCleery, and Norma Faught.

Ms. Chappelle confirmed a quorum of the Board and called the meeting to order.

Upon a motion by Mr. Kesner, seconded by Mr. Gomez, the agenda was unanimously adopted.

Mr. Glenn moved the Board go into closed session for the discussion of Limited Personnel Matters Pursuant to NMSA 1978 §10-15-1 H (2) for the purpose of consideration of a candidate for appointment as President of New Mexico Junior College. Mr. Kesner seconded the motion. We will re-convene in open session at the conclusion of the closed session. The roll call was as follows: Mr. Baeza - yes; Mrs. Rising – yes; Mr. Glenn - yes; Mrs. Jones – yes; Mr. Kesner - yes; Mr. Gomez - yes; and Ms. Chappelle - yes.

At this time, Dr. McCleery and Mrs. Faught withdrew from the meeting.

Upon reconvening in open meeting, Ms. Chappelle stated the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Mr. Baeza, seconded by Mr. Gomez, and by unanimous consent, the meeting adjourned at 7:30 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
APRIL 21, 2022
MINUTES**

The New Mexico Junior College Board met on Thursday, April 21, 2022, beginning at 4:00 p.m. in the Zia Board Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Ms. Evelyn Rising; Mr. Hector Baeza; Mr. Manny Gomez; Mr. Guy Kesner, and Mrs. Erica Jones. Also, in attendance were Dr. Thad Anglin, Dr. Steve McCleery, and Norma Faught.

Ms. Chappelle confirmed a quorum of the Board and called the meeting to order.

Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the agenda was unanimously adopted.

Mr. Glenn moved the Board go into closed session for the discussion of Limited Personnel Matters Pursuant to NMSA 1978 §10-15-1 H (2) for the purpose of consideration of a candidate for appointment as President of New Mexico Junior College. Mr. Gomez seconded the motion. We will re-convene in open session at the conclusion of the closed session. The roll call was as follows: Mr. Baeza - yes; Mrs. Rising – yes; Mr. Glenn - yes; Mrs. Jones – yes; Mr. Kesner - yes; Mr. Gomez - yes; and Ms. Chappelle - yes.

At this time, Dr. McCleery and Mrs. Faught withdrew from the meeting.

Upon reconvening in open meeting, Ms. Chappelle stated the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Ms. Rising, seconded by Mrs. Jones, and by unanimous consent, the meeting adjourned at 7:30 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
APRIL 22, 2022
MINUTES**

The New Mexico Junior College Board met on Friday, April 22, 2022, beginning at 4:00 p.m. in the Zia Board Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Ms. Evelyn Rising; Mr. Hector Baeza; Mr. Manny Gomez; and Mrs. Erica Jones. Mr. Guy Kesner was absent from the meeting. Also, in attendance were Mr. TJ Parks, Dr. Steve McCleery, and Norma Faught.

Ms. Chappelle confirmed a quorum of the Board and called the meeting to order.

Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the agenda was unanimously adopted.

Mr. Glenn moved the Board go into closed session for the discussion of Limited Personnel Matters Pursuant to NMSA 1978 §10-15-1 H (2) for the purpose of consideration of a candidate for appointment as President of New Mexico Junior College. Mr. Gomez seconded the motion. We will re-convene in open session at the conclusion of the closed session. The roll call was as follows: Mr. Baeza - yes; Mrs. Rising – yes; Mr. Glenn - yes; Mrs. Jones – yes; Mr. Gomez - yes; and Ms. Chappelle - yes.

At this time, Dr. McCleery and Mrs. Faught withdrew from the meeting.

Upon reconvening in open meeting, Ms. Chappelle stated the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Mr. Baeza, seconded by Mr. Gomez, and by unanimous consent, the meeting adjourned at 7:30 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
APRIL 25, 2022
MINUTES**

The New Mexico Junior College Board met on Monday, April 25, 2022, beginning at 3:30 p.m. in the Zia Board Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Ms. Evelyn Rising; Mr. Hector Baeza; Mr. Manny Gomez; and Mrs. Erica Jones. Mr. Guy Kesner was absent from the meeting. Also, in attendance were Dr. Steve McCleery and Norma Faught.

Ms. Chappelle confirmed a quorum of the Board and called the meeting to order.

Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the agenda was unanimously adopted.

Mr. Glenn moved the Board go into closed session for the discussion of Limited Personnel Matters Pursuant to NMSA 1978 §10-15-1 H (2) for the purpose of consideration of a candidate for appointment as President of New Mexico Junior College. Mr. Gomez seconded the motion. We will re-convene in open session at the conclusion of the closed session. The roll call was as follows: Mr. Baeza - yes; Mrs. Rising – yes; Mr. Glenn - yes; Mrs. Jones – yes; Mr. Gomez - yes; and Ms. Chappelle - yes.

Upon reconvening in open meeting, Ms. Chappelle stated the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Mr. Baeza, seconded by Mr. Gomez, and by unanimous consent, the meeting adjourned at 5:04 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
MAY 13, 2022
MINUTES**

The New Mexico Junior College Board met on Monday, May 13, 2022, beginning at 2:35 p.m. in the Zia Board Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Ms. Evelyn Rising; Mr. Hector Baeza; Mr. Manny Gomez; Mr. Guy Kesner; and Mrs. Erica Jones. Also, in attendance were Dr. Steve McCleery and Norma Faught.

Ms. Chappelle confirmed a quorum of the Board and called the meeting to order.

Upon a motion by Mr. Kesner, seconded by Mr. Glenn, the agenda was unanimously adopted.

Mr. Glenn moved the Board go into closed session for the discussion of Limited Personnel Matters Pursuant to NMSA 1978 §10-15-1 H (2) for the purpose of consideration of a candidate for appointment as President of New Mexico Junior College. Mr. Gomez seconded the motion. We will re-convene in open session at the conclusion of the closed session. The roll call was as follows: Mr. Baeza - yes; Mrs. Rising – yes; Mr. Glenn - yes; Mrs. Jones – yes; Mr. Kesner - yes; Mr. Gomez - yes; and Ms. Chappelle - yes.

Upon reconvening in open meeting, Ms. Chappelle stated the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Mr. Kesner, seconded by Mr. Gomez, and by unanimous consent, the meeting adjourned at 5:47 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Josh Morgan
Date: May 13, 2022
RE: Expenditure and Revenue Reports for April 2022

April is month ten or 83% of the budget for the 2021/2022 fiscal year. The Expenditure Report represents expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of April is \$39,763,766.

The total current unrestricted fund expenditures through April are \$22,560,155, which is 69% of the projected budget. Instruction and General is higher compared to last year due to increase in salary costs in Institutional Support and Operation and Maintenance and because of an increase in utility costs. In other current unrestricted funds, expenses are also higher as compared to FY 21 due to an increase in food service costs and an increase in athletic expenses due to having all athletic sports competing this year compared to last year when only track was competing. Internal Services which consists of the Computer Services and the Document Center continue to receive monthly credits from Instruction & General to cover the operating costs. Auxiliary Enterprises will begin to have credits posting from return of books.

In the restricted funds, the expenditures in the grants area are higher than this time last year. This is due to the expensing of Institutional HEERF funds. The Business Office continues to monitor the expenditures in the grants and request the drawdown from the state and federal agencies. The year-to-date restricted student aid is higher than April 2022. This is due to the awarding of Student HEERF. Total amount of restricted funds expended through April 2022 is \$6,874,102.

Plant fund expenditures for April 2022 were \$1,264,902; the total year-to-date including encumbrances is \$10,329,509. Total plant funds expended include expenditures design work on the Campus Wide Site Project, the Vocational Training Facility, the Campus Housing Unit, and the Cafeteria.

Total expenditures and or encumbrances through April 2022 were \$39,763,766 or 72% of the budget.

Total current unrestricted revenue received in April 2022 was \$6,809,431, with the year-to-date total of \$64,416,193. This mostly consists of the monthly allocation from the state, the oil and gas income, and property tax revenue. Registration for the summer and fall opened in April. The tuition and fees collected in April 2022 for the summer and fall semesters was \$47,886. Oil and gas mill levy received in April for the month of January was \$5,567,676. The property tax revenue received in April was \$418,951. Looking at the past trends in property tax payout, the College should receive additional property tax revenue in June. In FY 21, the total for mill levy property tax was \$13,817,722.

There was \$304,992 drawn in for restricted Grant revenue in April, and \$127,336 in the Restricted Student Aid revenue. The total year-to-date revenue in the restricted funds is \$8,770,083.

In plant funds, there was \$24,592 received in LGIP interest income for April.

Total revenue for the month of April 2022 is \$7,272,206, with year-to-date revenue of \$73,644,665 or 76% of projected revenue budget.

The total oil and gas and oil and gas equipment tax revenue received through April of 2022 including the accrual of \$465,000 for each of the three months of February, March and April is \$40,246,372.

The Investment Report shows a beginning balance and ending balance in LGIP funds of \$85,000,000. There was \$16,000,000 deposited with the LGIP during the month of April. The ending balance in the LGIP at the end of April is \$101,000,000. Allocated capital projects at the end of April were \$104,077,000.11 which includes the capital project transfers that were approved at the April 2022 board meeting.

This concludes the Financial Report for April 2022.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

April 2022

83% of Year Completed

Fund	2020-21			2021-22			
	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	10,267,223	7,276,326	71%	11,759,080	878,095	7,186,009	61%
Academic Support	2,372,925	1,624,574	68%	2,552,885	156,246	1,600,672	63%
Student Services	2,121,047	1,413,065	67%	2,186,039	155,729	1,373,007	63%
Institutional Support	4,566,506	3,404,722	75%	5,117,287	416,382	3,776,212	74%
Operation & Maintenance of Plant	3,983,813	2,806,840	70%	4,395,892	453,369	3,221,389	73%
Subtotal - Instruction & General	23,311,514	16,525,527	71%	26,011,183	2,059,821	17,157,289	66%
Research	-	93,680		-	9,395	86,357	
Public Service	50,000	38,693	77%	70,000	7,721	48,015	69%
Internal Service Departments	109,089	118,048	108%	258,365	44,861	205,327	79%
Student Aid	710,880	733,759	103%	785,880	22,156	707,793	90%
Auxiliary Enterprises	2,160,172	2,203,528	102%	2,803,560	177,612	2,319,606	83%
Athletics	2,267,001	1,285,464	57%	2,772,294	211,960	2,035,768	73%
Total Current Unrestricted Fund	28,608,656	20,998,699	73%	32,701,282	2,533,526	22,560,155	69%
CURRENT RESTRICTED FUND							
Grants	908,797	630,861	69%	5,112,076	291,603	1,689,187	33%
Student Aid	3,862,038	3,940,785	102%	5,915,395	16,892	5,184,915	88%
Total Current Restricted Fund	4,770,835	4,571,646	96%	11,027,471	308,495	6,874,102	62%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	29,729,122	27,552,986	93%	9,442,296	1,013,983	8,588,850	91%
Projects from State GOB Funds	6,416,370	2,255,193	35%	213,387	-	154,315	72%
Projects from State STB Funds	900,000	12,992	1%	170,870	-	174,104	102%
Projects from General Fund	353,400	363,939	103%	-	-	-	0%
Projects from Private Funds	-	-	0%	-	-	-	0%
Projects from State ER&R	1,238,725	265,160	21%	500,000	79,171	402,351	80%
Projects from State BR&R	1,256,545	746,848	59%	1,000,000	171,748	1,009,889	101%
Subtotal - Capital and BR&R	39,894,162	31,197,118	78%	11,326,553	1,264,902	10,329,509	91%
Debt Service							
Revenue Bonds	-	-	0%	-	-	-	0%
Total Plant Funds	39,894,162	31,197,118	78%	11,326,553	1,264,902	10,329,509	91%
GRAND TOTAL EXPENDITURES	73,273,653	56,767,463	77%	55,055,306	4,106,923	39,763,766	72%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
April 2022

83% of Year Completed

2020-21

2021-22

Fund	2020-21			2021-22			
	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	3,914,806	3,428,141	88%	3,420,600	47,886	3,489,902	102%
State Appropriations	5,747,200	4,799,541	84%	6,420,500	534,917	5,332,467	83%
Advalorem Taxes - Oil and Gas	7,235,000	19,804,792	274%	58,900,000	5,567,766	40,246,372	68%
Advalorem Taxes - Property	9,200,000	8,474,599	92%	13,000,000	418,951	11,521,823	89%
Interest Income	9,000	523	6%	-	10	49	0%
Other Revenues	196,418	141,625	72%	1,006,500	150,626	1,095,227	109%
Subtotal - Instruction & General	26,302,424	36,649,221	139%	82,747,600	6,720,156	61,685,840	75%
Research	-	-	0%	-	-	-	0%
Public Service	-	-	0%	-	-	-	0%
Internal Service Departments	9,000	1,867	21%	20,800	78	2,989	14%
Auxiliary Enterprises	2,846,886	1,963,977	69%	2,530,762	45,905	2,293,079	91%
Athletics	535,500	446,250	83%	533,700	43,292	434,285	81%
Total Current Unrestricted	29,693,810	39,061,315	132%	85,832,862	6,809,431	64,416,193	75%
CURRENT RESTRICTED FUND							
Grants	908,797	823,901	91%	5,112,076	304,992	3,561,581	70%
Student Aid	3,862,038	3,930,218	102%	5,915,395	127,336	5,208,502	88%
Total Current Restricted	4,770,835	4,754,119	100%	11,027,471	432,328	8,770,083	80%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,702,500	1,785,900	0%	154,315	-	117,665	76%
Projects from State STB Funds	900,000	4,220	0%	170,870	-	22,369	0%
Projects from General Fund	353,400	356,948	0%	70,511	-	168,111	238%
Projects from Private Funds	-	-	0%	-	5,855	65,580	0%
Interest Income (LGIP)	120,000	81,755	68%	85,000	24,592	84,664	100%
Total Plant Funds	3,075,900	2,228,823	72%	480,696	30,447	458,389	95%
GRAND TOTAL REVENUES	37,540,545	46,044,257	123%	97,341,029	7,272,206	73,644,665	76%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

April 2022

83% 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	2019-20 Original Budget	Variance Over (Under) Budget
Actual	July	\$68.83	22,898,155	\$4.72	71,628,621	4,277,011	465,000	3,812,011
Actual	August	\$65.27	25,303,801	\$5.19	74,903,699	4,424,689	465,000	3,959,689
Actual	September	\$68.75	24,609,724	\$5.88	73,736,752	4,680,659	465,000	4,215,659
Actual	October	\$77.82	25,480,074	\$6.92	75,247,628	5,552,162	465,000	5,087,162
Actual	November	\$76.23	25,480,871	\$6.27	75,738,373	5,485,606	465,000	5,020,606
Actual	December	\$69.47	25,602,205	\$5.22	78,372,188	4,949,888	465,000	4,484,888
Actual	January	\$80.26	25,501,432	\$5.70	76,856,138	5,567,676	465,000	5,102,676
Actual	February					465,000	465,000	0
Actual	March					465,000	465,000	0
Accrual	April					465,000	465,000	0
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						36,332,691	5,580,000	30,752,691
Y.T.D. Equipment Tax Revenue						3,913,681	1,655,000	2,258,681
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>40,246,372</u>	<u>7,235,000</u>	<u>33,011,372</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

April 2022

83% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	85,000,000	7102-1348	0.290%	24,592
Plus deposits	16,000,000			
Less withdrawals	-			
Total LGIP investments	101,000,000			24,592

Capital Project	4/30/2022
Vehicles	715,957.39
Campus Facilities Master Plan	60,000.00
WHM North Gallery Renovation	200,000.00
Campus Vestibules	1,219,328.79
Voc B Airhandler	1,500,000.00
Softball Field	5,790,000.00
National Track Meet	110,577.39
Pi Day	23,487.04
Technology Upgrade	1,038,494.50
JASI	87,962.93
WHM Storage Building	208,263.71
Baseball Field	1,530,173.45
Rodeo Arena	119,434.75
Fire Alarm Upgrade	527,663.56
Landscaping	211,766.26
Smart Classrooms	513,033.51
Campus Signage	541,547.65
Campus Paving	593,344.98
Std Ctr & Bob Moran Roof Replacement	650,000.00
Master Landscaping Project	9,247,500.00
Dorm/Apartment Refurbish	716,680.34
Concrete Upgrade	456,753.15
Campus Construction	310,400.05
Workforce Training & Outreach	250,000.00
Higher Learning Commission	126,515.62
Public Sector	1,000,000.00
Campus Security	261,890.64
Copier Replacement	133,082.22
Non-Recurring Compensation	1,500,000.00
Athletics	178,611.16
Student Life Programming	20,432.28
Succession Plan	634,306.15
WHM Exhibits	72,806.98
Track Upgrades	202,658.18
Driving Range Upgrades	502,910.65
McLean Hall Renovations	112,349.91
Cafeteria Upgrade	34,789.14
Equestrian Center	2,933,949.87
Campus/Hospital Fencing	563,509.84
Turf Replacement	497,527.12
Watson Hall Renovation	2,915,773.70
Facilities Management System	1,127,402.89
Caster Upgrades	2,624,882.14
Workforce Training Center	9,970,864.56
Heidel Hall Renovation	20,000,000.00
Heidel/Hagelstein Air Handlers	400,000.00
Air Handlers	1,996,973.89
Campus Housing Unit	13,636,660.04
Cafeteria Construction	8,905,000.00
Mansur Hall Remodel	2,000,000.00
Mary Hagelstein Remodel	1,000,000.00
Campus Wide Access Control	2,500,000.00
Dorm/Apartment Furniture Replacemnt	250,000.00
Roof Replacement	1,350,213.08
Workforce Training Contingency	1,520.60
Total	104,077,000.11

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575)492-2770
Fax: (575)492-2768

To: New Mexico Junior College Board Members
From: Josh Morgan
RE: Five-Year Capital Plan
Date: May 13, 2022

New Mexico Junior College Board members,

Each year at the end of May, the Higher Education Department requires higher education institutions to submit a Five-Year Capital Plan and supporting documentation for the institution's top two priority projects. This year, the HED has requested community colleges to submit supporting documentation for the institution's third priority project as well. The HED then will rank all of the institution's projects to make a recommendation to the 2023 legislature for potential STB or General Fund funding or placing the projects on the GOB ballot in November of 2024. Please find attached the administration's recommendation for a Five-Year Capital Plan with the number one project being the replacement of air handler units at Bob Moran Hall and Pannell Library, the number two project being roof replacements of the Ben Alexander Student Center and Bob Moran Hall, and the number three project being the Campus-Wide Site Project.

The first priority is asking for funds to help with the replacement of air handlers at Bob Moran Hall and Pannell Library. The Bob Moran Hall and the Pannell Library air handlers are the next two air handlers to be replaced per the New Mexico Junior College Air Handler Replacement Plan. The air handlers at both Bob Moran Hall and Pannell Library are listed in the New Mexico Junior College Campus Master Plan and are scheduled to be replaced in the 2023-2024 time-frame.

The second priority is asking for funds to help with the replacement of the roofs of Ben Alexander Student Center and Bob Moran Hall. The Ben Alexander Student Center and Bob Moran Hall are the next two roofs to be replaced per the New Mexico Junior College Roofing Replacement Plan. The estimated replacement date of both the Ben Alexander Student Center and Bob Moran Hall roofs is 2023. Ben Alexander Student Center has an estimated roof square footage of 45,023 and Bob Moran Hall has an estimated roof replacement of 30,756.

The third priority is asking for funds to help with the Campus-Wide Site Project which will update the landscaping, security, lighting and wayfinding campus-wide. The New Mexico Junior College Campus Master Plan identified development goals to help ensure that future projects are aligned with the campus strategic vision and implement this vision into the campus environment. Two of the campus development goals identified in the Master Plan are to create a safe and welcoming campus and to enhance campus identity and the NMJC brand. To accomplish these goals, the Master Plan identifies the following strategies to help accomplish these goals: implement Crime Prevention through Environmental Design (CPTED) strategies, control access to the campus and individual buildings, improve campus lighting to enhance security, create consistent shading features, create a Signage and Wayfinding Plan, create a hierarchy of signage for both vehicular and pedestrian campus users, incorporate branding throughout the campus to strengthen campus identity, create consistent building entry features, create distinct and welcoming arrival points, and identify and create convenient drop off points for visitors. The Campus-Wide Site Project will accomplish these goals and strategies identified in the Master Plan.

The administration is asking for your approval of the attached Five-Year Capital plan as presented.

Respectfully,

Josh Morgan

Memorandum

To: New Mexico Junior College Board
From: Steve McCleery, Ed.D., Interim President
Re: CORE Partnership Affirmation
Date: 5-19-2022

Enclosed you will find a 5-year historical operating cost for the CORE Facility, as well as the original MOU.

As a part owner of the CORE facility, I am asking you to affirm the following:

1. Affirm and acknowledge the CORE MOU,
2. Affirm and acknowledge that you have reviewed the 5-year CORE operational analysis as presented by Mr. Spears,
3. Affirm and acknowledge that NMJC will synergistically work with the City of Hobbs to create a short and long-term strategic funding plan for the Core,
4. Affirm and acknowledge that prior to the 2023-2024 NMJC Budget Process, Josh Morgan and Toby Spears will begin discussions about how to provide long-term solutions for the Building Renewal and Replacement and the Equipment and Renewal and Replacement for the CORE.
5. Affirm and acknowledge that the NMJC Board will visit annually about the CORE MOU, CORE Financial Operation, and the CORE partnership.

Request for Consideration

To: NMJC Board

From: Dianne Marquez, Chair of Employee Benefits & Welfare Committee

Through: Dr. Steve McCleery, Interim President

Date: 4 May 2022

Re: Request for Consideration of President's Day as an official NMJC Holiday

The Employee Benefits & Welfare Committee would like to formally request the NMJC Board's consideration of President's Day as an official NMJC Holiday beginning February 2023.

The Employee Benefits & Welfare Committee was asked to investigate President's Day as a possible holiday due to several factors. Many of our students have children in the local schools and are unable to make it to class since their children are out of school. This creates low class attendance on campus as well in the ITV classes since students at the local high schools are not on their campuses. In addition, many NMJC employees who have children in the local schools use vacation or personal leave on President's Day because they do not have child care options.

This request has the support of various groups on campus. The Support Staff/Maintenance group has sent a formal petition in favor (3/31/2022) and the Faculty Senate voted in favor (4/29/2022). Upon the recommendations of these two groups the Employee Benefits & Welfare Committee voted in favor of sending the request to the NMJC Board (5/2/2022).

I bring this request for your consideration.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 4/13/22

Candidate's name Laura Hockensmith

Position title Museum Educator

New position Existing position Classification Faculty Professional Other _____

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

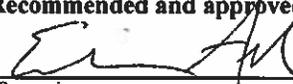
Effective date of employment * 5/16/22 Standard contract length 12 mos. 9 mos. other _____

Funding source Western Heritage Museum and Lea County Cowboy Hall of Fame

Paid advertising beyond *standard _____
(*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 39,669 - 49,586 Recommended annual salary \$48,060 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000-1071-61301-112

Recommended and approved by:


Supervisor


Selection Committee Members: Erin Anderson

Eric Robinson

Kim Claunch

Comments: Mid 49,585.95 - Min 39,668.97 = 9,916.97 / 20 = 495.85 x 16.92 = 8,391.39
Min 39,668.97 + 8,391.39 = \$48,060.36

*Pending background check



NEW MEXICO JUNIOR COLLEGE
invites applications for the position of:

Museum Educator for Western Heritage Museum and Lea County Cowboy Hall of Fame

SALARY: \$39,669.00 - \$49,586.00 Annually

OPENING DATE: 12/15/21

CLOSING DATE: Continuous

DESCRIPTION:

The Museum Educator for Western Heritage Museum and Lea County Cowboy Hall of Fame reports to Executive Director of Western Heritage Museum and Lea County Cowboy Hall of Fame. Duties and responsibilities shall be, but not limited to, the following: 1) maintains a deep and broad understanding of the region encompassed by Southeastern New Mexico, its prehistory, history and modern influences on society; 2) plans and conducts tours of the Museum and special exhibits for both children and adults; 3) develops relationships with school officials, teachers and the public to inform them of educational resources available through the Museum; 4) maintains positive interactions with schools, groups and the public; 5) creates educational content, including articles and lesson plans, for the weekly e-newsletter and the website; 6) builds, maintains and promotes the Museum traveling trunk program; 7) manages educational programs, budgets, contracts, schedules and calendars; 8) develops educational programs of talks, activities, events and workshops around exhibitions or in response to particular themes or festivals; 9) delivers talks, workshops and activities in partnership with storytellers, historians, authors, artists, etc. 10) schedules, plans and implements on-site educational programs for school groups, special interest groups and adult groups as requested; 11) develops and maintains educational content for the Museum permanent exhibits and traveling exhibits (as needed), including, but not limited to, iPads, touchscreens, labels and text panels. 12) plans and executes LCCHF events: Staked Plains Roundup; 13) maintains the Museum volunteer program, providing supervision, training and scheduling; 14) hires and supervises the Museum Education Assistant, a position funded annually by the J.F Maddox Foundation. 15) maintains and works with an Educational Committee; 16) looks for ways to continually make the Museum relevant and accessible. 17) participates in a process of continual personal and professional improvement. 18) actively participates in the institutional goals and objectives designed to support the mission of the college. 19) serves on college committees as assigned. 20) performs other duties as assigned or required. 21) 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 or related field required. Five (5) years of experience as an educator, OR an equivalent combination of education, training, and experience.

ADDITIONAL QUALIFICATIONS:

This is a twelve-month exempt position. Standard benefits apply. Normal hours are Monday-Friday, 8am-5pm. Some evenings and weekends are required.

ADDITIONAL INFORMATION:

To apply, submit an NMJC application online and attach the following: letter of interest, resume, three references, and unofficial transcripts conferring the degree listed on your resume.

New Mexico Junior College 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. 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 Counselling Department at (575) 492-2576.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://nmjc.edu>

1 Thunderbird Circle
Hobbs, NM 88240
(575) 492-2797

mgarcia@nmjc.edu

Position #EDUWHM21
MUSEUM EDUCATOR FOR WESTERN HERITAGE MUSEUM
AND LEA COUNTY COWBOY HALL OF FAME
MG

Laura Hockensmith

OBJECTIVE	<p>I am a museum educator with 17 years of professional experience in the museum education field. My passion and ability is to create dynamic, hands-on, and relevant education curriculum for K-12 students in support of the organization's mission and vision.</p>
SKILLS & ABILITIES	<p>Designing and implementing museum education programming for K-12 students and adult education with a focus on artifact and inquiry based learning.</p> <p>Designing and implementing traveling trunk programs.</p> <p>Designing and implementing virtual programs.</p> <p>Public speaking</p> <p>Communication</p> <p>Research</p> <p>Evaluation techniques</p> <p>Inquiry based learning</p> <p>Collaboration</p>
EXPERIENCE	<p>CHIEF OF EDUCATION, NATIONAL MUSEUM OF THE MARINE CORPS January 2016 - February 2022</p> <ul style="list-style-type: none"> *Develops, designs, implements, manages, and evaluates comprehensive museum educational programs. This includes but is not limited to, history based teaching trunks for K-12 classrooms, family programs, Science, Technology, Engineering, Art, and Mathematics (STEAM) programs, preschool programs, discovery carts, summer camps, virtual programs, adult education, and intergenerational programs. Reviews and develops all curriculum based upon Virginia Standards of Learning and all national standards. *Oversee the Education Department's efforts in the improvement of the field trip experience of school groups. Mentors staff in creating museum education programs which includes implementing and maintaining effective instruction and assessment in early childhood integrated practices. *Led the interpretive planning for, the development, and execution of three digital outreach initiatives for pre-K - high school while the museum was closed during COVID. The themes were the 30th anniversary of Operation Desert Storm, JAG, and the Wilkes Expedition. Each theme included numerous history and STEAM related curriculum guides. Curriculum is available on the Museum's website. *Designed, developed, and executed numerous extracurricular summer camps: STEAM, Mighty Marines, Art, Girls Rock History, Robotics, and Semper Fun. In 2021, created two new summer camps for teens: Public Affairs and Leadership. *Oversaw the implementation of the newest museum initiative, "Pre-School Play Date," a program designed for children aged 0-5. Oversee integration of appropriate early

	<p>childhood program practices, childhood developmental milestones, and Marine Corps history and science topics.</p> <ul style="list-style-type: none"> *Initiated the museum's "Homeschool Science at the Museum" program that encourages local homeschool students to learn STEAM based Marine Corps topics at the museum. *Designed and implemented Professional Military Education programs that have been used at the National Museum of the Marine Corps by domestic and international military groups, government organizations, and private businesses that were looking for leadership and historical based programs for their educational purposes. Oversaw and trained volunteers to perform programs. <p>DIRECTOR OF EDUCATION, NATIONAL MUSEUM OF THE UNITED STATES NAVY August 2014-January 2016</p> <ul style="list-style-type: none"> *Conceptualizes, researches, develops, implements, and evaluates inquiry-centered, artifact and exhibit based, hands-on museum education curricula, both naval history and STEAM based, for students aged 2-18. This includes development of lesson plans, curricula, programs, hands-on materials, self-guides, workshops, or thematic tours for public, private and homeschooled children. These programs utilize different technologies and raw materials, like drone aircraft, bean bag launching cannon, and water based robotics to enhance the effectiveness of the programs. These innovative programs advance relationships between informal learning and formal K-12 institutions as well as enhance the versatility of the museum learning experience. When creating programs incorporate educational theories, issues, and practices to ensure both the youth and family audiences are fully benefiting from the experience. All programs utilize DC, Virginia, Maryland state standards of learning as well as the Common Core, to ensure formal education goals are met. All programs are created in Microsoft Office, and utilizes either PowerPoint or Word. Self-guides are created in Adobe Photoshop. *Created nine new STEAM based programs for homeschooled students. Each program included at least 10 hands on science experiments and a 30-50 page curriculum guide. Guides included extensive history lesson, science experiments and related math problems in the field of algebra, geometry, trigonometry, and kinematics. Program materials varies in complexity and are grade and age appropriate for children aged Pre-K through high school. *Oversaw docent training, scheduling, and appreciation events. *Partner with Office of Naval Research to create training workshops for DC area teachers. <p>DEPUTY DIRECTOR OF EDUCATION, NATIONAL MUSEUM OF THE UNITED STATES NAVY May 2005-August 2014</p> <ul style="list-style-type: none"> *Created, taught and evaluated 36 new STEAM programs for home school students aged pre-K to high school. *Organized and managed 8, week-long day camps based upon museum exhibits and artifacts, naval history and STEAM subjects for students aged 8-12. *Produced a new series of in-classroom teacher curriculum guides, entitled "Field Trip in a Box" allowing teachers to participate in museum programs in their own classroom. Programs are available virtually. Includes evaluation to improve program. *Conduct guided tours for children with learning and physical disabilities. *Conducted volunteer training for new class of docents.
<p style="text-align: center;">EDUCATION</p>	<p>JOHNS HOPKINS UNIVERSITY – BALTIMORE, MD - MASTERS Major: Museum Studies, August 2012</p> <p>UNIVERSITY OF CALIFORNIA, SAN DIEGO – LA JOLLA, CA – BACHELORS Major: History, June 2004</p>

AWARDS	Historic Naval Ships Association Educator of the Year, 2008
REFERENCES	<p>LEE DANIEL KENT Education Coordinator ldkent618@gmail.com</p> <p>LIN EZELL Curator Emeritus, U.S. Marine Corps LinEzell@msn.com</p> <p>CAPT CHARLES GROW, USMC, RET. Deputy Director, NMMC (ret.) charles.g.grow@gmail.com</p>

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 5/4/22

Candidate's name Cyndi Stephenson - Current NMJC employee

Position title Counselor

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 * 5/16/22 Standard contract length 12 mos. 9 mos. other _____

Funding source Student Services

Paid advertising beyond *standard _____

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 9-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$54,683 - \$68,354 Recommended annual salary \$75,000 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000-3021-61301-123

Recommended and approved by:

Kelly Rueda
Supervisor
Stephenson

Selection Committee Members:

Kelly Rueda
Angela Marmolejo
Abel Lujan
Celeste Martinez

Comments: _____

*Pending background check



NEW MEXICO JUNIOR COLLEGE
invites applications for the position of:
COUNSELOR

SALARY: \$54,683.00 - \$68,354.00 Annually

OPENING DATE: 03/16/22

CLOSING DATE: 05/03/22 04:49 PM

DESCRIPTION:

The Counselor shall be responsible to the Director of Admissions/Counselor. Duties and responsibilities shall be, but not limited to, the following: 1) Provides students with continuous personal, career, and academic counseling; 2) Address topics such as interpersonal relations, communication, decision making, academic programs, and career planning; 3) Support students in developing an educational plan and strategies to improve student success, completion, and transfer; 4) Ensures that students with disabilities who experience barriers in the design of college programs, services, and facilities have equal access through the provision of accommodations; 5) Work in coordination with student life to provide prevention and awareness activities that address chemical dependency, suicide, and domestic violence, etc.; 6) Trains and assigns faculty and academic advisors; 7) Provide crisis intervention and referral to appropriate agencies; 8) Develop and maintain positive working relationships with faculty and staff; 9) Follow the legal and ethical standards of the counseling profession; 10) May serve on various campus committees as assigned; 11) Performs other duties as assigned or required; and, 12) 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 Counseling, Psychology, or related field required. Two (2) years of experience in related case work management, counseling, or secondary school guidance counseling; OR an equivalent combination of education, training, and experience. Must possess, or ability to obtain within 6 months, a New Mexico Counseling and Therapy Board issued Licensed Mental Health Counselor, Licensed Professional Counselor, Licensed Professional Clinical Counselor Licensure, Professional School Counselor license, or Social Work Licensure.

ADDITIONAL QUALIFICATIONS:

This is a twelve-month exempt position. Standard NMJC benefits apply.

ADDITIONAL INFORMATION:

To apply, submit an NMJC application online and attach the following: letter of interest, resume, three references, unofficial transcripts conferring the degrees listed on your resume, and license.

Cyndi Stephenson

905 W. Caprock St.
Hobbs, NM, 88240
(575) 318-9180
cstephenson@nmjc.edu

PROFESSIONAL PROFILE:

- Reputable qualities include a strong commitment to quality and student service, professionalism, integrity and a well-developed work ethic.
- Excellent organizational and interpersonal skills.
- Strong communication skills across all levels with an organization.
- Known for maintaining confidentiality involving personnel, student information, financial data and an organization's internal affairs.
- Ability to engage with students from diverse populations.

PROFESSIONAL EXPERIENCE:

03/2000 – Present

Academic/Career Planner, Student Support Services(SSS)

New Mexico Junior College, Hobbs, NM 88240

- Responsible for academic assessment, advising, and monitoring for SSS participants.
- Assist students with their Financial Aid application/financial aid questions.
- Support students through career counseling.
- Assist with transfer counseling to four-year institutions.
- Provide personal counseling when necessary.
- Maintain and update student degree plans to ensure degree completion.

01/2002 – 12/2021

Adjunct Faculty, Interpersonal Communications

New Mexico Junior College, Hobbs, NM 88240

- Assisted individual students in improving their course grades.
- Helped students develop course understanding through in-class exercises, lecture and peer discussion.
- Maintained discipline in the classroom.
- Designed, administered and graded examination papers and assignments.
- Maintained student records, attendance and documentation.
- Taught 2 classes per semester in Interpersonal Communications averaging 15 or more students per class.

08/2004 – Present

Mental Health Therapist

Zia Consulting, Inc., Hobbs, NM 88240

- Conduct individualized therapy sessions with clients.
- Complete individualized assessments and diagnoses.
- Assess and evaluate clients using the DSM-V mental health diagnostic criteria.
- Help clients deal with addictions and substance abuse; family, parenting, and marital problems; suicide; stress management; problems with self-esteem; and issues associated with physical, emotional, and verbal abuse.
- Provide counseling using cognitive behavioral therapy.
- Follow HIPAA guidelines and laws.
- Assist clients to recognize behavior patterns and work on cognitive shifts.

EDUCATION:

- 2004 College of the Southwest (now University of the Southwest),
Hobbs, NM 88240
Master of Science Degree, Education
Emphasis: Counseling
- 1994 College of the Southwest (now University of the Southwest),
Hobbs, NM 88240
Bachelor of Arts and Science
Emphasis: Political Science and Psychology

CERTIFICATIONS:

Credentialed as a Licensed Mental Health Counselor (LMHC) in New Mexico. License #CMH0085701

OTHER SKILLS:

Bilingual in Spanish and English, familiar with computer programs/databases used by New Mexico Junior College such as Microsoft Office, FileMaker Pro, Banner, Canvas, T-Bird Web Portal, Blumen, Who's Next, and Degree Works.

PAST AFFILIATIONS AND VOLUNTEER SERVICE:

Hospice – Past Volunteer
Lea County Literacy Alliance – Past Board member and Past Board President
Citizens Review Board – Past Board member
Compassion International – Sponsor
Student Success Committee at NMJC - Member
Featured in La Herencia magazine as a Latino Educator

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 4/7/22

Candidate's name Jessica Holbday

Position title Assistant Director for Bookstore Services

New position Existing position Classification Faculty Professional Other

Is candidate related to another NMJC employee? yes no If so, to whom Retired employees Kelly Holbday & Dana Martin

Effective date of employment *ASAP 4-16-22 Standard contract length 12 mos. 9 mos. other

Funding source Bookstore

Paid advertising beyond *standard _____
(*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 30,233.66 to 37,791.24 Recommended annual salary \$36,635.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 12005 - 4040 - 61301 - 201

Recommended and approved by:

Julie Buchanan
Superior

Steve McCreary
Dean/Director
President

John Morgan
Vice President

Selection Committee Members:

- Leticia Ojeda Ruiz
- Michelle Jimenez
- Joselyn Torres
- Julie Buchanan

Comments: Jessica has quickly demonstrated her desire & ability to learn different aspects of duties within Bookstore Services. She is an asset to our Department and we look forward to her having an even larger role in our operation.

*Pending background check min
 $\text{midpoint } 37,791.24 + 30,233.66 = 7557.60 / 20 = 377.88 \times 10.25 = 3888.02$ rev. 6-28-01
 $\text{min } 30,233.66 + 34,121.68 = 16,40/hr$
 $\text{minimum professional } 35,568 \times 3\% + 1067.04 = \$36,635$
 $\$17.61/hr$



NEW MEXICO JUNIOR COLLEGE
invites applications for the position of:

Assistant Director of Bookstore Services

SALARY: \$30,233.60 - 37,791.24 Annually

OPENING DATE: 03/17/22

CLOSING DATE: Continuous

DESCRIPTION:

The Assistant Director of Bookstore Services shall be responsible to the Director of Bookstore Services. The duties and responsibilities shall be, but not limited to, the following: Supervises bookstore customer services to New Mexico Junior College students, staff, faculty and local patrons. Assists the Bookstore Director in ensuring that all bookstore employees are productive and receiving the necessary guidance; coaches, reviews, and supervises assigned employees, or makes effective suggestions and recommendations regarding employment status; assists with the planning and coordination of the activities of the bookstore staff; assists with the training of bookstore staff to ensure smooth and continuous operation of the bookstore operation.

- Researches, plans and creates marketing displays for the bookstore, stocks shelves/merchandise, and assists customers in locating needed items; processes sales transactions. Collects and disburses funds as appropriate for the transaction; assigns and leads the daily work activities of part-time and student workers.

- Opens the store on a regular basis which includes; starts up the bookstore network, initializes the Point of Sale system, prepares cash drawers, ensures security systems are in place and operating, and makes the store generally ready to receive customers.

- Closes the store on a regular basis which includes; ensures all customers have been properly serviced; ensures the store is clear of customers; locks and secures the bookstore against unauthorized entry; prepares daily End-of-Day reports; shuts down the Point of Sale System, performs data back-up routines and secures the bookstore network.

- Prepares the daily deposit; conducts periodic and annual inventory checks; updates merchandise records on the On-Line Network; adds or subtracts items from the real-time inventory system and On-Line Network, calculates retail pricing, marks and/or labels items and stocks those items to ensure they are available to the customers.

- Processes bills for payment and balances accounts for the specific areas for which they are buying; processes through various databases and the Point of Sale (POS) system supply orders from College departments; processes orders, issues purchase orders, receives inventory, prices, charges to account, and prepares the order for pick-up; processes received and returned merchandise; reconciles requisitions for payment of all invoices and travel; and ensures that records for transactions, packing slips, invoices, purchase orders, deposits and requisitions are properly prepared and that a filing system of such are maintained in an auditable and accountable manner.

- Utilizes various techniques (catalog, salesman, internet, etc.) to locate and process purchase orders.

- In charge of the bookstore when the Director is absent and must have the ability to make sound decisions during the Directors absence.

- May serve on various campus committees as assigned.

- Performs other duties as assigned or required.

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's degree from a regionally accredited institution is preferred with suitable experience in retail, sales, marketing and purchasing. Must be able to demonstrate a detail-oriented work history, must be computer and network literate. Must be customer service oriented.

ADDITIONAL QUALIFICATIONS:

This is a twelve-month exempt position. Standard employee benefits apply.

ADDITIONAL INFORMATION:

To apply, submit an NMJC application form online and attach the following: letter of interest, resume, unofficial transcripts (official transcripts required prior to employment), and three references.

To ensure consideration, all application material must be submitted.

New Mexico Junior College 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. 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 Counselling Department at (575) 492-2576.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://nmjc.edu>

1 Thunderbird Circle
Hobbs, NM 88240
(575) 492-2797

mgarcia@nmjc.edu

Position #AsstBookstore22
ASSISTANT DIRECTOR OF BOOKSTORE SERVICES
MG

Jessica Holladay

5417 N Jarob Lane

Hobbs, NM 88242

(432) 741-9808

JessiHolladay@hotmail.com

OBJECTIVE I am interested in obtaining a position that will utilize my customer service, operations supervisor, administrative assistant and retail experience, with possibilities for personal and professional growth.

SKILLS Accounts Receivable, Accounts Payable, Microsoft Office, Microsoft Operating System, Customer Service, Banking and Cash Handling

EMPLOYMENT

February 2022 – Present

Bookstore Clerk – Full-time

- Prepare daily deposits
- Receiving inventory, pricing, and tagging inventory for store
- Currently learning system and processes for student athlete books
- Assist bookstore customers in locating books and making store purchases
- Utilize point of sale cash register system
- Provide customer service to students, staff, and faculty
- Order and stock inventory, help maintain a clean and organized store
- Close bookstore daily

November 2021 – February 2022

Bookstore Clerk - Part-time

- Assist bookstore customers in locating books and making store purchases
- Utilize point of sale cash register system
- Provide customer service to students, staff, and faculty
- Stock inventory and help maintain a clean and organized store
- Assist in closing the store daily

May 2013 – November 2021

Stay at Home Parent

- Chose to be a stay-at-home mom in May of 2013 for my two daughters.

Preschool Church Nursery Volunteer

- Volunteer monthly to teach the preschool class at our church
- Schedule weekly volunteers for preschool class

Child Care Provider

- Provided care for several children between the ages of 3 & 12

July 2011 – May 2013

Administrative Assistant, Enterprise Crude Oil Pipeline (Midland, TX)

- Maintaining accurate records/document retention
- Distributing daily mail, answering phones, administrative support for area supervisors and managers
- Reviewing and submitting employee timesheets
- Accounts receivable – Coding electronic invoices and paying invoices - over the phone, ensuring invoices are paid on time
- Compiling monthly crude oil over/short report and researching any discrepancies

Nov. 2010 – May 2011

Teller, Citibank, N.A. (Midland, TX)

- Performed daily financial transactions while following bank policies and procedures
- Assisted customers with account issues and responded to the needs promptly and effectively
- Effective interaction with customers to deepen relationship by referring bank products and services
- Responsible for daily cash handling and balancing

July 2010 – Oct. 2010

Office Assistant, The Slalom Shop (Graford, TX)

- Responsible for inputting all work orders and insuring they are coded correctly
- Send customer's statements and completing billing once jobs are finished
- Answering phones, scheduling, and contacting clients with updates
- Ensuring ProShop is stocked, cleaned, organized, and priced correctly
- Accounts receivable, handling accounts with past due balances to insure proper payment

Aug. 2007 – Dec. 2009

Assistant Operations Supervisor, Ultimate Electronics (Thornton, CO)

- Managed warehouse and customer service departments.
- Exceeded customer's expectations by providing personal attention to their needs
- Knowledge of service procedures essential for timely repair and return of customer products
- Assumed all operations manager duties for store including scheduling, monthly store inspections, and nightly transaction deposits.

Oct. 2005 - Aug. 2007

Customer Service Representative, Ultimate Electronics (Thornton, CO)

- Responsible for cash and credit sales as well as credit applications and all other financial transactions. Cash drawer had to be balanced at end of shift
- Provided excellent customer service and product knowledge to new and existing customers
- Quickly recognized by management as an essential and important member of the CSR staff
- Knowledge of computer systems needed to perform all duties including Retail.net, Oracle, Wizard, Portal, and online credit application programs
- Promoted to Assistant Operations Manager

Aug. 2004 -- July 2005

Document Center Assistant, New Mexico Junior College (Hobbs, NM)

- Responsible for editing and printing documents, tests, and literature for all faculty and staff
- Helped maintain organization and tracking of all department supplies and inventory
- Provided professional and courteous faculty order support

EDUCATION

- Present** **New Mexico Junior College** **(Hobbs, NM)**
• Currently attending NMJC to complete Associate of Arts Degree
- 2006-2009** **ITT Technical Institute** **(Thornton, CO)**
• Associate Degree in Computer Network Systems, Dec. 2009
- 2003-2005** **New Mexico Junior College** **(Hobbs, NM)**
• General Studies
- 2001-2004** **Lovington High School** **(Lovington, NM)**
• Graduated with honors

REFERENCES

Available Upon Request

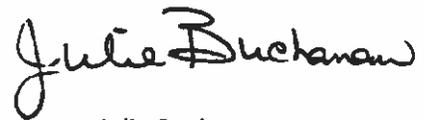
05/10/22

Board Members,

I respectfully request the Board approve Bookstore's hiring of Leann Wynn. Leann brings a wealth of knowledge in regards to retail sales and service. During her 25 years of warehouse, delivery, sales and assistant manager knowledge, Leann has developed a great skill set that will be an asset to our Bookstore team. Leann is the sister in law of NMJC's Controller Stacey Wynn but the two of them will not be working in direct contact nor will Stacey Wynn have any supervisor interactions with Leann Wynn.

Thank you for your time and consideration to this request.

Sincerely,

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

Julie Buchanan

Director for Bookstore Services