

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Tuesday, December 12, 2006

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|--|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of November 16, 2006 | Larry Hanna |
| 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 Huston Estate Endowment Agreement | Steve McCleery |
| 6. Consideration of Board Election Resolution | Steve McCleery |
| 7. Consideration of Geographic Areas of Responsibility | Steve McCleery |
| 8. Consideration of Museum Advisory Board Resolution | Steve McCleery |
| 9. Consideration of Student Housing Project Funding | Steve McCleery |
| 10. Consideration of Nursing Fee | John Gratton |
| 11. Personnel Consideration – Coordinator of Learning Asst Center/Tutoring | John Gratton |
| 12. Personnel Consideration – Workforce Training Client Specialist | Robert Rhodes |
| F. Closure of Open Meeting | Larry Hanna |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

NOVEMBER 16, 2006

MINUTES

The New Mexico Junior College Board met on Thursday, November 16, 2006, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mrs. Patricia Worrell, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black. Not present was Mr. John Hice, Jr.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Marie Wadsworth, Hobbs News Sun.

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

Upon a motion by Mrs. Williams, seconded by Mrs. Worrell, the board unanimously approved the minutes of October 25, 2006, as written.

Under President's Report, Coach Keith Blackwill reported on the recent Women's Cross Country competition and Coach Phillip Berry on the Womens rodeo state champions. Dr. McCleery shared several letters of appreciation with the board. Vicki Vardeman gave a Senior Day overview and Lance Caviness gave a student housing update. Dr. McCleery presented Joe Garcia and Cyndi Stephenson pillars of education for being named Outstanding Latino Educators.

Mr. Hanna called for public comments and several members of the Welding program class expressed their concerns with the advance classes not being taught in the spring. Dr. McCleery assured the students that their concerns would be addressed.

Under New Business, Dan Hardin presented the October financial reports and with a motion by Mrs. Worrell, seconded by

Mr. Jones, the board unanimously approved the expenditures for October, 2006.

Dr. McCleery presented the Workforce Housing Support Resolution and Memorandum of Understanding for board discussion and consideration. Upon a motion by Mrs. Worrell, seconded by Mr. Jones, the board unanimously approved the resolution and memo of understanding.

Upon a motion by Mrs. Worrell, seconded by Mrs. Williams, the board unanimously voted to table the Consideration of Museum Advisory Board Resolution.

Dr. McCleery presented a recommendation for a one-time non-reoccurring compensation increase for each full-time employee. After some discussion and upon a motion by Mrs. Worrell, seconded by Mr. Black, the board approved a \$700 one time compensation for each full-time employee to be disbursed on December 15, 2006. The vote was as follows: Mr. Jones – yes; Mrs. Worrell – yes; Mr. Hanna – no; Mr. Black – yes; Mrs. Williams – yes; and Mr. Kesner – no.

Josh Morgan presented Bid #991 – Roof Removal & Replacement – Del Norte, Mary Hagelstein, & McClean Hall Buildings. The administration recommended acceptance of the bid Jeff Eubank Roofing Company of Ft. Worth, Texas for \$670,422. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

John Gratton recommended Mr. Ibrahim Vaid for the Professor of Computer Assisted Drafting position at a nine month salary of \$43,229. Upon a motion by Mr. Kesner, seconded by Mrs. Worrell, the board unanimously approved the employment of Mr. Vaid, effective January 9, 2007.

The next regular board meeting was scheduled for December 21, 2006, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board meeting adjourned at 6:00 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: December 5, 2006

RE: Expenditure and Revenue Reports for November

November is month five or 42 percent of the 2006/2007 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through November 2006 is \$17,566,638.00.

In the November Expense report the Instruction and General year-to-date subtotal is \$6,812,785.00, which is 39% of the budget. Most areas of expenditures are normal for this time of year. Academic Support has some outstanding encumbrances that increased its percentage of budget. Institutional Support has a lower percentage of expenditures to budget due to having the fringe benefit budget in Institutional Support, which is expensed to the other areas during the year. In the other unrestricted funds, Internal Service Departments have a high percentage of expenditures, but we are running credits each month to Internal Service for charge outs from Instruction and General to Internal Service. Auxiliary Enterprises, Student Aid, and Athletics expend different than the other areas due to costs at the beginning of each semester. Total expenditures in unrestricted funds are \$8,718,505.00, which is 42% of the budget amount.

In the restricted funds, Grant spending is at 47% of the budget. In the restricted Student Aid, the Financial Aid department has been working in getting Pell and Student loans ready. We will see the expense for these in December and January. Total expenditures for restricted funds are \$2,701,955.00.

Plant fund expenditures and encumbrances are \$6,146,178.00. This number includes the encumbrance for the Workforce Training Center construction project, and the smaller institutional projects. The expenditures for the month are the booking of the encumbrance for the Workforce Training Center construction project.

Total expenditures and encumbrances through November 2006 is \$17,566,638.00, which is 45% of the budget.

The Revenue remains strong with most areas ahead of where we were at this time last year. Oil and Gas and Oil and Gas Equipment tax revenue, and the Oil and Gas monthly accrual thru November is \$3,383,660.00. Total unrestricted revenue thru November is \$11,221,319.00. The revenue for the restricted funds is staying current with the expenditures for grants and restricted financial aid.

In the Plant fund revenue is \$50,000.00 for the year, from the funding from the Maddox Foundation.

The year-to-date Revenue for November 2006 is \$13,809,626.00.

The Oil and Gas report shows the actual Oil and Gas revenue for July through October, and the accrual of \$316,667.00 for November. During the first four months of actual Oil and Gas revenue, we are \$1,789,283.00 over budget.

The Investment report reflects the drawdown of \$500,000.00 in the LGIP fund in November. There is \$8,625,000.00 invested with LGIP.

This is the Financial Report for November 2006.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
November 2006

42% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,333,320	2,388,074	38%	6,884,014	652,102	2,795,448	41%
Academic Support	1,598,941	790,435	49%	2,353,525	251,663	1,164,498	49%
Student Services	1,097,514	538,216	49%	1,324,561	116,024	550,882	42%
Institutional Support	3,879,740	1,204,661	31%	4,593,296	200,369	1,222,223	27%
Operation & Maintenance of Plant	2,138,170	879,842	41%	2,445,068	261,892	1,079,734	44%
Subtotal - Instruction & General	15,047,685	5,801,228	39%	17,600,464	1,482,050	6,812,785	39%
Student Activities	189,734	99,101	52%	186,295	21,346	104,542	56%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	1,006,733	320,755	32%	296,982	25,055	260,052	88%
Student Aid	371,498	243,686	66%	454,250	9,557	243,908	54%
Auxiliary Enterprises	1,682,566	870,050	52%	1,664,109	203,154	898,669	54%
Athletics	712,824	317,654	45%	771,761	57,307	398,549	52%
Total Current Unrestricted Fund	19,011,040	7,652,474	40%	20,973,861	1,798,469	8,718,505	42%
CURRENT RESTRICTED FUND							
Grants	1,103,895	530,201	48%	1,481,609	104,500	690,275	47%
Student Aid	4,694,393	1,996,643	43%	4,000,000	66,837	2,011,680	50%
Total Current Restricted Fund	5,798,288	2,526,844	44%	5,481,609	171,337	2,701,955	49%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	5,974,618	3,205,703	54%	6,544,461	1,697,974	2,370,993	36%
Projects from State GOB Funds	3,939,803	128,946	3%	3,376,335	2,927,516	3,322,946	98%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	690,000	0	265,935	39%
Projects from Private Funds	1,350,000	219,458	16%	852,664	0	186,304	22%
Projects from State ER&R	208,412	0	0%	215,734	0	0	0%
Projects from State BR&R	353,945	93,540	26%	516,543	0	0	0%
Projects from Auxillary BR&R	44,702	0	0%	19,147	0	0	0%
Subtotal - Capital and BR&R	11,871,480	3,647,647	31%	12,214,884	4,625,490	6,146,178	50%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	11,871,480	3,647,647	31%	12,214,884	4,625,490	6,146,178	50%
GRAND TOTAL EXPENDITURES	36,680,808	13,826,965	38%	38,670,354	6,595,296	17,566,638	45%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

November 2006

42% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	2,438,985	1,346,809	55%	2,647,425	453,917	1,773,560	67%
State Appropriations	7,553,000	3,726,994	49%	8,093,209	615,558	4,076,432	50%
Advalorem Taxes - Oil and Gas	4,165,200	2,868,656	69%	4,700,000	817,200	3,383,660	72%
Advalorem Taxes - Property	2,588,000	82,385	3%	2,800,000	0	110,949	4%
Interest Income	120,000	62,467	52%	185,000	38,991	148,572	80%
Other Revenues	209,550	107,820	51%	225,050	6,308	118,914	53%
Subtotal - Instruction & General	17,074,735	8,195,131	48%	18,650,684	1,931,974	9,612,087	52%
Student Activities	120,000	67,712	56%	110,000	19,665	80,553	73%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	1,922,200	1,033,669	54%	2,250,052	359,337	1,512,554	67%
Athletics	39,600	14,957	38%	39,100	3,225	16,125	41%
Total Current Unrestricted	19,156,535	9,311,469	49%	21,049,836	2,314,201	11,221,319	53%
CURRENT RESTRICTED FUND							
Grants	1,083,875	470,532	43%	1,416,146	158,237	760,432	54%
Student Aid	4,694,393	1,899,473	40%	4,000,000	97,029	1,777,875	44%
Total Current Restricted	5,778,268	2,370,005	41%	5,416,146	255,266	2,538,307	47%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,426,130	0	0%	3,420,676	0	0	0%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	690,000	0	0	0%
Projects from Private Funds	1,350,000	1,350,000	100%	150,000	50,000	50,000	33%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	4,776,130	1,350,000	28%	4,260,676	50,000	50,000	1%
GRAND TOTAL REVENUES	29,710,933	13,031,474	44%	30,726,658	2,619,467	13,809,626	45%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

November 2006

42% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$63.05	3,252,614	\$6.92	19,403,806	757,763	316,667	441,096
Actual	August	\$64.01	3,145,974	\$6.24	18,450,466	742,051	316,667	425,384
Actual	September	\$69.48	2,893,532	\$6.76	18,862,545	747,815	316,667	431,148
Actual	October					808,322	316,667	491,655
Accrual	November					316,667	316,667	0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						3,372,618	1,583,335	1,789,283
Y.T.D. Equipment Tax Revenue						11,042	0	0
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						3,383,660	1,583,335	1,789,283

Source: New Mexico Taxation and Revenue Department

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

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
November 2006

42% 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	8,625,000	N/A	N/A	N/A	7102-1348	5.18%	38,279
Total investments	<u>8,625,000</u>						<u>38,279</u>

Summary of Current Month's Activity	
Beginning amount	9,125,000
Plus: deposits	0
Less: withdrawals	(500,000)
Capital Projects	6,301,345
Reserves Invested	2,323,655
Total LGIP Investment	8,625,000

Capital Projects	11/30/2006
Technology Upgrade	129,157.22
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	50,820.49
Drawings & Master Plan	10,305.63
Baseball Field	123,223.49
Rodeo Arena	7,836.78
Dormitory Landscape	1,622.23
Millen Fence/Landscape	85,347.41
Ben Alexander Student Center	99,772.50
JASI	161,962.47
Computer Equipment Rebates	5,468.00
Marketing	58,136.04
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	2,308,348.11
Classroom Furniture Replacement	21.00
Video Security Camera Replacmt	0.00
Testing Center	250,000.00
Campus Village Development Proj	16,785.00
Landscaping	0.00
Facility Painting	50,000.00
Smart Classrooms	0.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	588,560.15
Campus Signage	50,000.00
Campus Paving	60,000.00
Video Security-Student Apts	0.00
Roof Replacement	300,000.00
Interior Lighting-Energy Retrofit	100,000.00
Bookstore POS System	0.00
Old Dorms Renovation	193,881.80
Total	6,301,344.86

NOTE: Capital projects total does not include encumbered funds



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: December 8, 2006
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Huston Estate

Attached you will find a copy of a New Mexico Junior College Foundation Endowment Agreement for the Huston Estate. Currently these fund balances reside with the college, and we are recommending that the balance of the account be transferred to the NMJC Foundation. As you can see by Bill Shoobridge's response, the transaction meets the intent of the Huston's Estate.

Thank you for your consideration.

Steve McCleery

From: Shoolaw@aol.com
Sent: Thursday, December 07, 2006 3:13 PM
To: Steve McCleery
Cc: Jennifer Jordon; Jerri Shields; Dan Hardin; Shoolaw@aol.com
Subject: Huston Endowment Agreement

I have reviewed the Endowment Agreement regarding the Robert Huston estate's oil and gas revenues. I approve the agreement as it incorporates the language of Mr. Huston's will to restrict the usage of the funds. (Article 6- Purposes) I believe the testator's intent is protected.

Should you have further questions, please let me know.

Very truly yours,

WILLIAM G. W. SHOOBRIDGE

/jc

ENDOWMENT AGREEMENT

New Mexico Junior College Foundation hereby declares that it has received from **New Mexico Junior College** the sum of **\$43,323.99 (adjust to correct amount for board meeting)** and hereby declares itself or its successor(s) to be the Trustee(s) of said sum. As such Trustee, New Mexico Junior College Foundation will hold said sum as an endowment in perpetuity, subject to the following uses, terms, and limitations:

Article 1 - Name of endowment

The endowment shall be known as the **Robert H. Huston, Jr. Memorial Endowment**

Article 2 - Establishment of corpus and endowment

The initial contribution of **\$43,323.99** from **New Mexico Junior College** and all subsequent additions to the **Robert H. Huston, Jr. Memorial Endowment** by gift, bequest, or pursuant to this agreement, shall be known collectively as the "corpus" of the endowment. The corpus shall be preserved in perpetuity and shall not be invaded for any purpose without the express written consent of the donors.

Article 3 - Additions

Additions may be made to the corpus of the endowment at any time and in any increments.

Article 4 - Investment

The Trustee shall have the power to sell, purchase, invest, and reinvest endowment funds, and any portion thereof, in such securities or other instruments as the Trustee may deem advisable. In all cases the investment of the corpus shall follow New Mexico Junior College Foundation Investment Policy.

Article 5 - Spending Policy

Spendable income from the endowment shall be calculated annually as a percentage of interest earned on the endowment. The maximum allowable percentage of earnings on the endowment

that may be expended annually must be in compliance with the New Mexico Junior College Foundation's overall investment and spending policy. Of the allowable amount that may be expended annually, ten percent (10%) shall be transferred to the New Mexico Junior College Foundation's general fund, a minimum of ten percent (10%) shall be returned to the principal and reinvested, and the remaining percentage shall be distributed for the purposes designated by the donor. If in the best judgment of the New Mexico Junior College Foundation Board of Directors, it is deemed wise and prudent, a portion of the distributable percentage may be returned to the principal and be reinvested. Endowment funds may be pooled with other invested assets for purposes of determining total annual return.

Article 6 - Purposes

The portion of endowment income that is allocated to purposes designated by the donor shall be used as follows:

- Scholarships for students who are enrolled in preparatory courses pertaining to the fields of engineering or agriculture
- For the payment of salaries for teaching personnel engaged in the teaching of courses pertaining to the fields of engineering or agriculture
- For the purchase of equipment to be utilized in the teaching of courses pertaining to the fields of engineering or agriculture
- And, if feasible and permissible, to aid in the funding of a Chair endowment in either or both of the aforesaid two (2) fields

If, in the future, circumstances should arise that make it illegal or infeasible to use the gift for the purposes specified above, then the Executive Director of the New Mexico Junior College Foundation may submit a request for modification of this purpose to the Board of Directors of the New Mexico Junior College Foundation. If, in the best judgment of the Board of Directors, such modification is deemed wise and prudent, they may authorize the use of the income from the endowment fund for the fulfillment of other objectives as near as practical to the primary purpose of the endowment fund.

Article 7 - Recipient Selection

Prospective scholarship recipients shall complete the New Mexico Junior College Foundation scholarship application and will be selected by the New Mexico Junior College Foundation Scholarship Committee. The Executive Director of the New Mexico Junior College Foundation will notify the New Mexico Junior College Financial Aid Office of the recipient(s) name(s) and pertinent information.

Article 8 - Timing of Awards

The Trustee shall have the power to determine the date(s) of awards.

Article 9

The endowment is irrevocable.

Article 10

Should the official designation or name of any unit of the New Mexico Junior College Foundation or New Mexico Junior College mentioned herein be changed, then that unit or organization most nearly performing the responsibilities of said organization shall be construed to have the responsibilities as herein set out.

RESOLUTION

NEW MEXICO JUNIOR COLLEGE BOARD ELECTION TO BE HELD IN
THREE OF THE SEVEN VOTING DISTRICTS
LEA COUNTY, NEW MEXICO
TUESDAY, MARCH 6, 2007
7:00 A.M. TO 7:00 P.M.

PUBLIC NOTICE IS HEREBY GIVEN that a New Mexico Junior College Board election shall be held in three of the seven voting districts, Lea County, New Mexico, on Tuesday, the 6th day of March, 2007 at which time there shall be submitted for vote to the qualified, registered elector of the Districts, the following matter:

The term of office for three board positions on the New Mexico Junior College Board shall expire on April 1, 2007. It is necessary that an election take place to fill these positions. The term of office for these Board members is six years.

The polls for said election will be opened at 7:00 a.m. on the day of said election and will be closed at 7:00 p.m. Precincts shall be consolidated for this election. The polling places for the consolidated precincts (such polling places being located within the consolidated precincts) are as follows:

ELECTION PRECINCTS

<u>DISTRICT NO.</u>	<u>CONSOLIDATED</u>	<u>POLLING PLACES</u>
II	Lea County Precincts 11,12,14,15,16 and 17	Lovington High Gymnasium 701 West Avenue K Lovington, New Mexico
V	Lea County Precincts 29,33,41,42,43 and 44	Hobbs City Fire Sub-Station 2300 North Jefferson Hobbs, New Mexico
VII	Lea County Precincts 36, 62 and that portion of 53 South of Texas & East of Elm	Heizer Freshman School 101 East Stanolind Road Hobbs, New Mexico
	Lea County Precincts 71, 72	Eunice Community Center 1115 West Avenue I Eunice, New Mexico
	Lea County Precincts 73, 74	Woolworth Community Library Third & Utah Jal, New Mexico

A map of the district is available for inspection at the President's Office, New Mexico Junior College or in the office of the County Clerk.

Each voter shall cast his or her ballot in the precinct and district for in which he or she resides and is currently registered and for the candidate of that district.

Residents of the New Mexico Junior College District living in the above districts who are qualified electors of the State of New Mexico, shall be eligible to become a candidate to serve as a member of the New Mexico Junior College Board and shall file a declaration of candidacy on the form prescribed by law for the district in which they reside with the County Clerk of Lea County, Lea County

Courthouse, Lovington, New Mexico on the 48th day before the election, January 17, 2007, commencing at 9:00 a.m. and ending at 5:00 p.m. on the same day.

No ballot on the Board Member election shall be received by any polling place board unless the person offering to vote is a registered, qualified elector of the District.

Residents of the New Mexico Junior College District who are qualified electors of the State of New Mexico and residents of the district for which they desire to become write-in candidate as a member of the New Mexico Junior College Board shall file a declaration of intent to be a write-in candidate on the form prescribed by law with the County Clerk of Lea County, Lea County Courthouse, Lovington, New Mexico, before 5:00 p.m. on the 35th day before the election, January 30, 2007.

The registration books of Lea County shall be closed by the County Clerk at 5:00 p.m. on Tuesday, February 6, 2007. Any person otherwise eligible to vote as a qualified elector and not currently registered, may register prior to such time at the city clerk's office or in the office of the County Clerk.

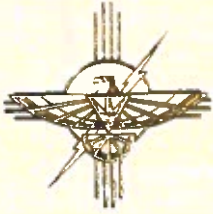
Absentee voting shall be at the Office of the County Clerk, Lea County Courthouse, Lovington, New Mexico during the regular hours and days of business beginning at 8:00 a.m. on Friday, February 9, 2007, and ending at 5:00 p.m. on Friday, March 2, 2007. Absentee ballots can be obtained from the Office of the County Clerk, Lea County, New Mexico.

Any information concerning absentee ballots, polling places, or any other matters relating to the election can be obtained from the Office of the County Clerk, Lea County, New Mexico.

IN TESTIMONY WHEREOF, the New Mexico Junior College Board of the New Mexico Junior College District, Lea County, New Mexico has caused this notice to be published as required by law and dated this 12th day of December, 2006.

CHAIRMAN

ATTEST: Secretary



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: December 6, 2006
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Geographic Areas of Responsibility

Attached you have a copy of the proposed statewide Geographic Areas of Responsibility. For New Mexico Junior College, the GAR is the NMJC taxing district and includes all of Lea County. The Governing Boards have been asked to approve the proposed GAR, and I recommend that you approve the proposal.

Thank you for your consideration.



Memo

DATE: December 6, 2006
TO: New Mexico Junior College Board Members
FROM: Steve McCleery
SUBJECT: Geographic Areas of Responsibility

Attached you have a copy of the proposed statewide Geographic Areas of Responsibility. For New Mexico Junior College, the GAR is the NMJC taxing district and includes all of Lea County. The Governing Boards have been asked to approve the proposed GAR, and I recommend that you approve the proposal.

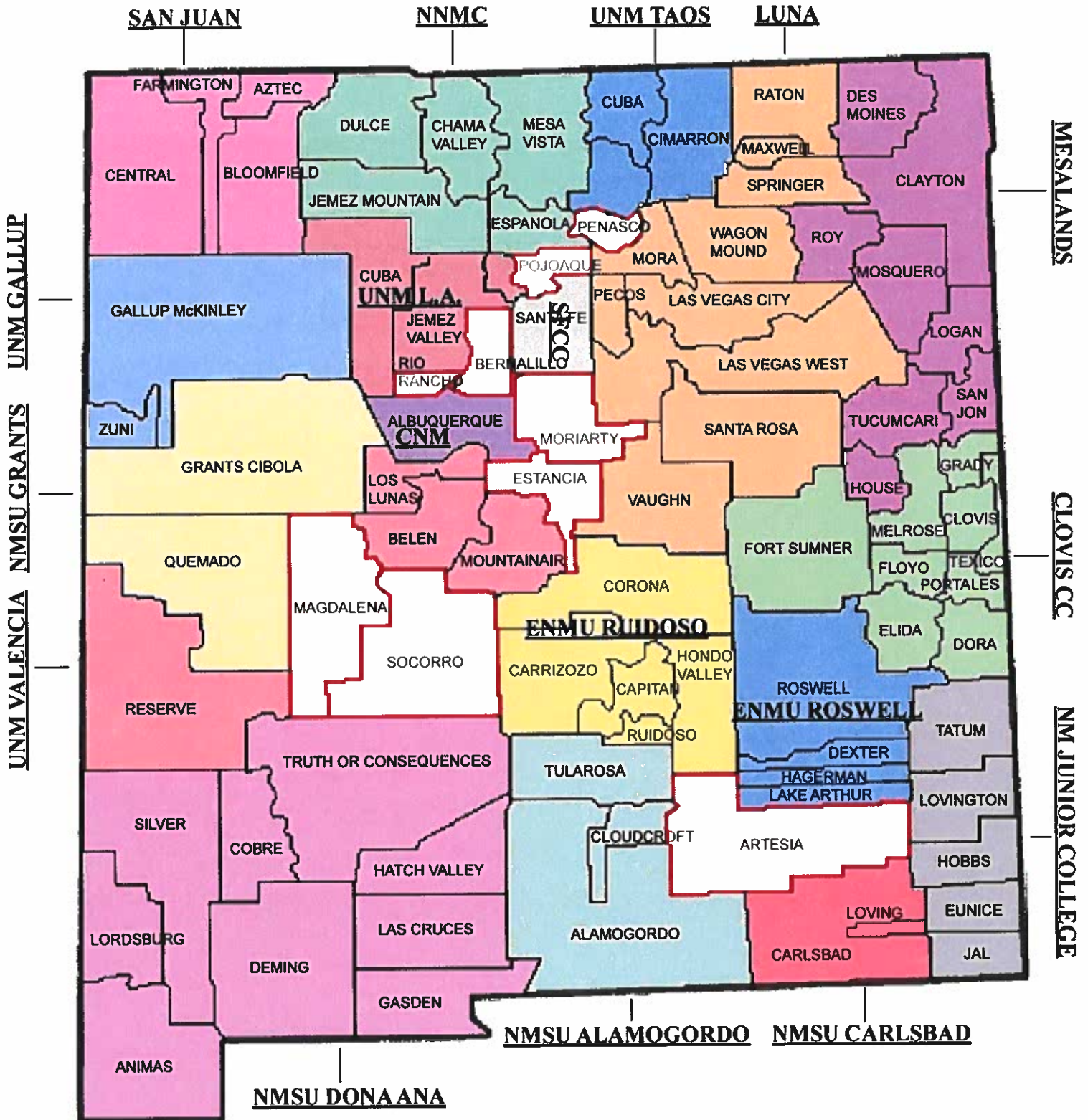
Thank you for your consideration.

APPROVED

Lawrence Hanna, Chairman
New Mexico Junior College Board
December 12, 2006

**DRAFT
PROPOSED GAR MAP WITH
AREAS TO BE DEFINED**

Created by:
Ty Trujillo, NMACC
Danny Earp, NMICC



■ Areas needing further discussion

GEOGRAPHIC AREAS OF RESPONSIBILITY FOR TWO-YEAR INSTITUTIONS

Discussion Draft - NMICC Preliminary Recommendation – October 10, 2006

5.3.11.6 OBJECTIVE AND PURPOSE:

- A. The objective of 5.3.11 NMAC is to establish geographic areas of responsibility encompassing the entire state to facilitate the effective planning and delivery of public two-year post-secondary educational programs and services throughout New Mexico, with due regard for economy and efficiency of delivery and the avoidance of unnecessary program duplication.
- B. This policy acknowledges that New Mexico is a diverse state and flexibility in serving different regions must be embedded and honored in the implementation of this policy. Since state resources are limited, the purpose of NMAC 5.3.11 is to create a more efficient structure for the delivery of programs and services.

5.3.11.7 DEFINITIONS

- A. "Department" means the New Mexico Higher Education Department.
- B. "Existing Program" means an academic or career-technical program leading to a certificate or associate degree that was offered by a public post-secondary institution within a Geographic Area of Responsibility as of September 1, 2006.
- C. "Geographic Area of Responsibility (GAR)" is an assigned geographic region encompassing one or more public school districts where a public post-secondary educational institution has the exclusive right to meet the lower division post-secondary educational needs of the area, subject only to limitations imposed by its enabling legislation and consistent with the provisions of this policy.
- D. "Host Institution" means the public post-secondary educational institution that has been assigned to a Geographic Area of Responsibility.
- E. "Partner Institution" means a public two-year post-secondary educational institution that agrees through a formal Memorandum of Understanding to provide educational programs and services within a Geographic Area of Responsibility assigned to another public post-secondary educational institution.
- F. "Right of First Refusal" means that an institution assigned to a Geographic Area of Responsibility must first decline, in writing, to provide requested educational services before another New Mexico public post-secondary institution may offer those services in that service area. This provision shall not apply to existing programs as defined in this policy.

5.3.11.8 ESTABLISHMENT OF GEOGRAPHIC AREAS OF RESPONSIBILITY

The department shall approve GAR's for New Mexico public post-secondary institutions offering associate degree and certificate programs within the state according to the provisions of this section.

- A. By April 1, 2007, each public post-secondary institution offering associate degree and certificate programs, upon approval of its governing board, may petition the

department to establish a GAR for the institution. The proposed GAR shall consist of all public school districts which are currently part of the local taxing district that supports the institution, if applicable, as well as other public school districts where it is willing to assume responsibility for the planning and provision of educational services as authorized in this policy.

- B. By September 1, 2007, the department shall assign GAR's to public post-secondary educational institution offering associate and certificate degree programs in such a manner that all geographic areas of the state are included.
- C. The department shall consider the following factors, in order of priority, in determining which public school districts are to be assigned to the GAR for each public post-secondary institution:
 - a. Boundaries of the current local taxing district, if applicable.
 - b. Market share of existing educational services within the proposed GAR as determined thorough an analysis conducted by the department.
 - c. Boundaries of the local Small Business Development Center (SBDC) service area if college-level course work has been provided within the assigned SBDC region.
 - d. Requested boundaries of the proposed service area outside of the current taxing district. (This could include areas in which more than one institution is currently providing services, as well as areas where no services are currently provided.)

5.3.11.9 RESPONSIBILITIES OF HOST INSTITUTION

Upon assignment of a GAR by the department, the host institution shall assume the following responsibilities:

- A. Coordinate a needs assessment to determine the programs needed to support current and future workforce needs within the GAR.
- B. Provide educational services to address identified needs in a cost-effective and efficient manner. These services may include lower-division course work offered for academic credit, dual-credit programs, career-technical programs, developmental education services, adult basic education and literacy programs, and non-credit workforce training and community education programs.
- C. Partner with other two-year post-secondary educational institutions to serve the needs of the GAR by serving as a broker to bring in appropriate programs not offered by the host institution.
- D. Maintain the facility and support services, unless otherwise negotiated with partnering institutions.
- E. Assume the leadership role in providing library services.
- F. Provide leadership in the crafting of a Memorandum of Understanding (MOU) with partnering institutions, which shall define the programs and services to be provided by each party and provide for a fair and equitable distribution of tuition and formula revenue resources. At a minimum, each MOU must address the following issues:
 - a. cost and revenue sharing arrangements;
 - b. student credit hour reporting arrangements;
 - c. accommodations for alternative delivery methods at the receive site;

- d. arrangements and responsibilities for evaluating the effectiveness of the joint venture;
- e. provision of student support services;
- f. provision of academic support services, and
- g. provision for termination in the event necessary.

Upon approval by the governing boards, all MOU's will be submitted to the department for its records and use in developing formula funding recommendations.

5.3.11.10 DISTRIBUTION OF REVENUES

- A. Revenues generated by programs offered within the GAR by the host institution shall belong to the host institution. The host institution may assess tuition and fees as necessary to cover the cost of all programs and services offered within the GAR, including appropriate surcharges for services provided outside of the institution's taxing district.
- B. Distribution of revenues generated as a result of programs offered by a partner institution within the GAR of a host institution shall be divided between the institutions based on the MOU approved by the governing boards of the institutions.

5.3.11.12 IMPLEMENTATION OF POLICY

The department acknowledges that implementation of this policy must recognize the current status of state-supported post-secondary educational services within newly-defined GAR's.

- A. The provisions of this policy do not apply to existing programs as defined in 5.3.11.7. Existing programs offered within any GAR shall continue to be eligible for formula funding as provided in 5.3.12 NMAC.
- B. An institution that voluntarily agrees to withdraw an existing program provided within the GAR of another host institution shall be eligible for continued formula funding based on the student credit hours produced during the fiscal year prior to withdrawal according to the following schedule:
 - a. 100% of instructional support formula funding during years 1 to 5
 - b. 75% of instructional support formula funding during year 6
 - c. 50% of instructional support formula funding during year 7
 - d. 25% of instructional support formula funding during year 8
- C. A governing board has the authority to approve and offer a new competing program in a GAR to which their institution is not designated. However, the competing program will not receive state formula funding support through the higher education funding formula.
- D. The provisions of this policy do not apply to programs or courses delivered via instructional television or web-based instruction.
- E. The provisions of this policy do not apply to tribal governments which may broker educational services from any public post-secondary educational institution.

5.3.11.13 TEMPORARY PROVISION

Until such time as the department approves a network of GAR's encompassing the entire state, the department maintains that each two-year institution's local taxing district shall constitute its GAR for the direct provision of lower division instruction, subject only to limitations imposed by its enabling legislation, and otherwise consistent with the provisions of this policy.

MUSEUM ADVISORY BOARD RESOLUTION

WHEREAS, the New Mexico Junior College is authorized to own, maintain, and operate a Western Heritage Museum, hereinafter "Museum"; and,

WHEREAS, the New Mexico Junior College Board wishes to set forth the powers, duties and responsibilities of the Museum Advisory Board;

NOW, THEREFORE, the New Mexico Junior College Board does hereby RESOLVE:

1. MEMBERSHIP.

The Museum Board shall consist of no less than seven (7) and no more than nine (9) appointed members. At least one (1) member shall be chosen from the Lea County Hall of Fame and one (1) member should be chosen from the NMJC Board. The remaining members shall be chosen to reflect the cultural and geographic diversity of the service area of New Mexico Junior College.

Cowboy

2. APPOINTMENT AND TERM.

The President of New Mexico Junior College shall appoint members to the Board, subject to the approval of the NMJC Board. Members shall serve a two (2) year term commencing January 1 of each year and ending December 31 of the next year. For the purposes of staggering the terms of the members a majority of members shall be chosen for terms of one (1) year and the remaining be chosen for terms of two (2) years. Thereafter, members will be subject to reappointment or replacement at the completion of their term.

members

3. VACANCIES.

Vacancies shall be filled in the same manner as the initial appointment, for the balance of the unexpired term.

4. QUORUM AND VOTING.

No meeting shall commence until a majority of the full membership is present. Each member shall have one vote and all action taken by the board shall be by a majority vote of those present. A member may be deemed present and participate by teleconference.

MUSEUM ADVISORY BOARD RESOLUTION

WHEREAS, the New Mexico Junior College is authorized to own, maintain, and operate a Western Heritage Museum, hereinafter "Museum"; and,

WHEREAS, the New Mexico Junior College Board wishes to set forth the powers, duties and responsibilities of the Museum Advisory Board;

NOW, THEREFORE, the New Mexico Junior College Board does hereby RESOLVE:

1. MEMBERSHIP.

The Museum Board shall consist of no less than seven (7) and no more than nine (9) appointed members. At least one (1) member shall be chosen from the Lea County Hall of Fame and one (1) member should be chosen from the NMJC Board. The remaining members shall be chosen to reflect the cultural and geographic diversity of the service area of New Mexico Junior College.

2. APPOINTMENT AND TERM.

The President of New Mexico Junior College shall appoint members to the Board, subject to the approval of the NMJC Board. Members shall serve a two (2) year term commencing January 1 of each year and ending December 31 of the next year. For the purposes of staggering the terms of the members a majority of members shall be chosen for terms of one (1) year and the remaining be chosen for terms of two (2) years. Thereafter, members will be subject to reappointment or replacement at the completion of their term.

3. VACANCIES.

Vacancies shall be filled in the same manner as the initial appointment, for the balance of the unexpired term.

4. QUORUM AND VOTING.

No meeting shall commence until a majority of the full membership is present. Each member shall have one vote and all action taken by the board shall be by a majority vote of those present. A member may be deemed present and participate by teleconference.

5. POWERS.

A. The Board shall recommend policies concerning the operation, future development and use of the Museum.

B. In addition, the Board in consultation with the Vice President for Finance shall recommend a budget each year.

6. LIMITATIONS.

Nothing contained in the Resolution shall be construed to authorize the Museum Board to contract or incur debt on behalf of or in any way obligate NMJC. All procurements must be approved by the NMJC President and Board, and shall comply with the New Mexico Procurement Code and NMJC procurement regulations.

The Museum Board shall not have any supervisory authority with respect to the New Mexico Junior College, or personnel employed by NMJC. Such personnel shall be under the supervision of the NMJC President and the Board. Any requests or suggestions for work are to be directed to the NMJC President.

7. OFFICERS.

7.1 The Museum Board shall elect a chairman from among its members at its first meeting in January. The term of the Chairman shall be for one year or until his successor is elected. The Chairman shall represent the Museum Board to the NMJC Board. The Chairman shall approve the agenda for each meeting of the Museum Board and shall preside over all meetings. He shall appoint a person to act as secretary for the Museum Board, and record written minutes of all meetings.

7.2 The Vice Chairman shall perform the duties of the Chairman in their absence and shall have such other authority as conferred by the Board.

8. MEETINGS.

The Museum Board is a public body and its meetings are hereby declared to be open to the public. All persons, agencies or organizations who desire to discuss public business or matters with the Museum Board at a Museum Board meeting, must make their request to the Chairman prior to the commencement of the Museum Board meeting. The request may be oral or in writing and must include the name of the person making the request and the subject on which they wish to address the Board. Such persons addressing the Board will be limited to five (5) minutes. All persons, agencies or organizations who require

additional time to discuss public business or matters with the Museum Board, must make their request, in writing, at least seven (7) days prior to the Museum Board meeting. Such persons addressing the Board will be allowed fifteen (15) minutes.

The Museum Board is to meet at least quarterly or more often as the Chairman deems necessary.

9. LIAISON AND SUPPORT SERVICES.

The NMJC President is designated as the liaison between the Museum Board and the NMJC Board. Support services for the Museum Board itself such as correspondence, typing, copying, mailing and telephone shall be provided by the employee designated by the NMJC President.

10. FURTHER ACTION BY NMJC BOARD.

The NMJC Board may, by motion duly made, seconded and passed by a majority of the Board:

- A. Remove a Museum Board member prior to the expiration of his term, thereby creating a vacancy to be filled pursuant to Sec. 2 above.
- B. Assign topics for research and consideration by the Museum Board.
- C. Remove topics from Museum Board consideration.
- D. Amend and redirect Museum Board priorities and policies.
- E. Change and/or supplement any provision contained herein.
- F. Adopt, with or without amendment, or reject any recommendation made by the Museum Board to the NMJC Board.

ADOPTED IN OPEN MEETING THIS _____ day of _____, 2006.

NEW MEXICO JUNIOR COLLEGE

Lawrence D. Hanna, Chairman

Pat Worrell, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: New Mexico Junior College Board members
From: Dan Hardin
RE: Student Housing Project Funding Second Phase
Date: December 12, 2006

Board Members, included in your Board packet is an application to the New Mexico Finance Authority requesting funding for up to \$2,000,000.00 to be used for construction for the second student apartment project. The proposal for the student apartment project has construction beginning in May of 2007, which is less than six months from now. Dekker/Perich/Sabatini has estimated the construction cost to be \$6,157,884.00. In addition to the proposed \$2,000,000.00 funding from New Mexico Finance Authority, we anticipate (with Board approval) that NMJC will have between \$4,000,000.00 and \$5,000,000.00 to be used for the construction, furniture, security systems, data, telephone, landscaping, and other related infrastructure cost for the student apartment construction. The construction bid will have to go out the first part of April to meet the May Board meeting so that construction can begin in late May.

Administration is requesting approval from the Board to move forward with the funding application with the New Mexico Finance Authority.

Respectfully,



Dan Hardin



NMFA Use Only:	
App. #:	-PP
FA assigned:	
Legislative Authorization	

**PUBLIC PROJECT REVOLVING FUND
BUILDING APPLICATION**

I. GENERAL INFORMATION

A. APPLICANT/ENTITY

Application Date:	12-12-2006
--------------------------	------------

Applicant/Entity:	New Mexico Junior College		
Address:	5317 Lovington Highway Hobbs, New Mexico 88240		
County	Lea	Census Tract:	7
Legislative District:	Senate:	41 & 42	House: 61,62 & 66
Phone: 505-392-5210	Fax: 505-392-2526	Email Address:	dhardin@nmjc.edu
Individual Completing Application:	Dan Hardin		
Address:	5317 Lovington Highway Hobbs, New Mexico 88240		
Phone: 505-392-5210	Fax: 505-392-2526	Email Address:	dhardin@nmjc.edu

B. CONSULTING PROFESSIONALS (Bond/Legal Counsel, Architect, Engineer, etc.), if available:

Firm:	Dekker/Perich/Sabatini		
Contact:	Ron Witherspoon		
Address:	7601 Jefferson NE, Suite 100 Albuquerque, New Mexico 87109		
Phone: 505-761-9700	Fax: 505-761-4222	Email Address:	ronw@dpsdesign.org

C. PRIMARY CONTACT PERSON:

Name:	New Mexico Junior College		
Contact:	Lance Caviness		
Address:	5317 Lovington Highway Hobbs, New Mexico 88240		
Phone: 505-492-2581	Fax: 505-392-7942	Email Address:	lcaviness@nmjc.edu

II. PROJECT SUMMARY

- A. Project Description.** Complete the following information, using additional paper if necessary. Include any additional documents that may be useful in reviewing this project, i.e. architectural designs, feasibility studies, business plan, etc.

1. Description of the project.

Construction of the second phase of the student apartments project for New Mexico Junior College. The proposed construction of the second phase of student apartments follows the Strategic Plan and Master Plan for New Mexico Junior College. Due to the lack of housing in the Hobbs area, students coming from other parts of New Mexico or from out of state cannot find a place to live. Because of this housing shortage, the NMJC Strategic Plan has identified student housing as a number one priority for the college. The proposed second set of student apartments will connect to the current John Watson Student Apartments, which were completed in August of 2006. This second student apartment unit will utilize that same elevator, laundry facilities, and mechanical equipment as the John Watson Student Apartments. The proposed student apartments will have 24 units, one unit will be the office and house the post office boxes, another unit will house the dorm supervisor, leaving 22 units that have four bedrooms each for a total of 88 beds. This structure will be a three story wood building that will mirror the John Watson Student Apartments that were just completed at New Mexico Junior College.

- 2. Proposed Project Start Date:** May 2007 **Proposed Project Completion Date:** July 2008
When do you need NMFA funds available? Late Fall of 2007 and Spring of 2008

3. How will the ongoing maintenance, operation, and replacement of this project be funded?

New Mexico Junior College will incorporate the ongoing maintenance and operation of the student apartments in the 2008/2009 operating budget.

4. Provide a detailed drawdown schedule for project payments. The schedule may reflect monthly or quarterly payments.

New Mexico Junior College will be providing between four to five million in funding for this project. The NMFA funds will be used to complete the last portion of the construction.

B. Total Project Cost & Sources of Funds Detail.

Construction Activities	NMFA Funds Requested	Other Public Funds*	Private Funds	Total
Planning and Design	\$	\$	\$	\$ 0.00
Construction	\$2,000,000.00	\$3,334,375.00	\$	\$5,334,375.00
Equipment	\$	\$200,000.00	\$	\$200,000.00
Infrastructure Activities				
Facility Acquisition	\$	\$	\$	\$ 0.00
Land Acquisition	\$	\$	\$	\$ 0.00
Utilities (Electric, Gas, Water, etc.)	\$	\$	\$	\$ 0.00
Engineering and Architectural	\$	\$327,509.00	\$	\$327,509.00
Contingencies	\$	\$125,000.00	\$	\$125,000.00
Project Administration/Legal Fees	\$	\$	\$	\$ 0.00
Other	\$	\$171,000.00	\$	\$171,000.00
Total Cost:	\$2,000,000.00	\$4,157,884.00	\$ 0.00	\$6,157,884.00

*Specify any other public funds, and amounts and terms of these funds, i.e. FmHA, CDBG, EPA, etc.

Source	Amount	Terms / # of Years
NMJC Institutional Reserves	\$4,157,884	
	\$	
	\$	
Total:	\$4,157,884.00	

Attach a letter verifying that each non-NMFA funding source has been approved, or is in the process of being approved for this project. Explain any exceptions.

C. Will this project require right-of-way acquisition? Yes No

If yes, specify any right-of-way needs, and whether acquisition may or may not delay beginning of project.

D. Who will hold title to the land where the project is to be located? New Mexico Junior College

If this is land owned by the Bureau of Land Management, State Land Office, or Tribal Land, please attach lease agreements. (If there is no clear title, attach an explanation of ownership arrangements.)

E. Does this project require a Joint Powers Agreement (JPA)? Yes No

If yes, provide a copy of the JPA, which should include a list of the current membership.

III. FINANCING

A. 1. Specify the revenue to be pledged as security for the NMFA loan (a revenue source must be pledged for this type of project).

- Municipal Local Option GRT – please specify: _____
- County Option GRT – please specify: _____
- Other Tax-Based Revenue: _____
- State-Shared GRT
- Law Enforcement Funds
- Fire Protection Funds
- Net System Revenues: New Mexico Junior College
- Other Revenue: _____

2. Is there an alternative revenue source available to pledge to pay debt service in the event that the primary pledged revenue is unavailable or insufficient? Yes No If yes, specify:

3. Preferred financing term: 20 years.

B. Is any debt being repaid from the revenue source(s) referenced in A (1)? Yes No

If yes, provide bond or loan documents and payment schedule for any existing debt service being paid from the same revenues that would be used to repay a NMFA loan.

IV. READINESS TO PROCEED ITEMS

A. The following items must accompany this application in order for this application to be considered complete:

- Equipment cost breakdown (if applicable)
- Three most recently completed fiscal year audit reports
- Current unaudited financials
- Current fiscal year budget
- Verification of ownership of land where project will be located
- Documentation that each non-NMFA project funding source has been approved, or is in the process of being approved (if applicable)
- Joint Powers Agreement (if applicable)

B. In addition, complete the following information, using additional paper as necessary. These items will be required prior to disbursement of NMFA proceeds:

- Provide a detailed drawdown schedule for project payments
 - Final technical information for the project, stamped and approved by a registered engineer
 - Cost breakdown of the project, certifiable by either an engineer or architect
 - Area map, site map, and floor map (if applicable)
 - Verification of ownership of land where project will be located
 - Documentation that each Non-NMFA project funding source has been approved, or is in the process of being approved (if applicable)
 - Documentation showing status of right-of-way acquisition (if applicable)
 - Explanation of land ownership arrangements (if applicable)
 - List all required permits and licenses necessary to complete this project. Detail the status of each item, a plan of action, and time frame for completing incomplete permits and licenses. Also provide a copy of all permits and licenses.
 - Is there litigation pending which would have a bearing on this project or applicant? Yes No
- If yes, provide a complete summary of all circumstances relating to such litigation.

Indicate the regular meeting dates for your authorizing body: Monthly on the third Thursday

V. CERTIFICATION

I certify that:

We have the authority to request and incur the debt described in this application and, upon award, will enter into a contract for the repayment of any NMFA loans and/or bonds.

We will comply with all applicable state and federal regulations and requirements.

To the best of my knowledge all information contained in this application is valid and accurate and the submission of this application has been authorized by the governing body of the undersigned jurisdiction.

Signature:	_____	Title: President	_____
	(highest elected official)		

Jurisdiction:	New Mexico Junior College
----------------------	---------------------------

Print Name:	Dr. Steve McCleery	Date: December 12, 2006
--------------------	--------------------	--------------------------------

Signature:	_____	Date: December 12, 2006	_____
-------------------	-------	--------------------------------	-------

Finance Officer/Director:	Dan Hardin, Vice President for Finance
----------------------------------	--

**New Mexico Junior College
Nursing Program
Assessment of 2006 NCLEX-RN Rates**

The following are issues of concern regarding the declining NCLEX-RN pass rates for 2006 and the corrective action plan:

- **Returning Re-Entry Student outcome:**
 - NCLEX-RN Licensure Exam statistics for the readmitted (returning re-entry LPN) student to the sophomore level of the program shows the potential for a significant impact to the NMJC 2006 NCLEX-RN pass rates.
 - 35 graduates
 - 6 graduates have confirmed failures from NM Board of Nursing; with one additional self-reported failure: for a total of 7 failures
 - 3 graduates have not taken/not applied to take the licensure exam or no results available
 - **Outcome: as of December 7, 2006 the NCLEX-RN pass rate for 7 failures out of 32 graduates taking the exam = 78.2% pass rate**
 - **Potential for one graduate to take on December 22 with an extreme likelihood of failure; this will drop the rate to 8 failures out of 33 graduates = 75.8%**
 - 35 graduates with 12 returning re-entry students; 6 re-entry graduates failed plus one self-reported failure (total 7 failures) and 3 re-entry graduates have not taken or applied to take the licensure exam; 2 re-entry graduates passed the exam.
 - Approximately 34% of the 2006 graduates were classified as returning re-entry students.
 - **12 returning re-entry students; 7 failures = 58.3% of these graduates failed the licensure exam; all of the 25 generic students were successful on the exam**

As previously noted the returning re-entry student lacks the 'current content knowledge' to be successful on the licensure exam. Therefore in the spring of 2006, a LPN to RN Transition course was initiated to address this issue. The first Transition class to take the licensure exam will be in May 2007. We will await the results of the exam throughout the summer and fall of 2007 to compare these graduates with the previous graduates.

The May 2006 graduates did not have to meet any requirements prior to re-entry. This was the impetus to begin the Transition course (NU204). We would like to add a component to this course. The ATI PN Comprehensive Exam would test their basic knowledge of practical nursing and give the student and faculty a starting point. The exam would be repeated at the end of the course as a capstone. This will help us identify students that are not prepared to enter the RN level of the nursing program.

The cost of the exam to the student enrolled NU204 will be \$60. The ATI PN Comprehensive exam will be given at the beginning of the course and at the completion. ATI charges \$30 for each time the exam is requested for the student enrolled in NU 204.

We are requesting a fee of \$60 for NU204 LPN to RN Transition beginning spring 2007 semester. This exam will be a predicator of the student's ability to be successful in the RN program.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 12-7-06

Candidate's name Chandra N. Koger

Position title Coordinator of Learning Assistance Center/Tutoring

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom Diane Koger – Library Asst. (mother)

Effective date of employment 1-8-07* 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 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$32,247 to \$40,309 Recommended annual salary \$32,848 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2104 61301 123 100%

Recommended and approved by:

Supervisor


Vice President

Dean/Director


President

Selection Committee Members: Mickey Best – Dean of Arts and Humanities

Richard Miller – Director of Learning Communities/Retention

Cyndi Stephenson – Academic/Career Planner

Comments: Ms. Koger meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Coordinator of Learning Assistance Center/Tutoring

Personal Data

Name: Koger, Chandra N.

Education

B.S., Eastern New Mexico University, Portales, NM, 2005

Major: History

Minor: Sociology

A.A., New Mexico Junior College, Hobbs, NM, 2003

Professional Experience

New Mexico Junior College, Hobbs, NM

PT Learning Assistance Center Monitor

PT Supplemental Instructor

PT Supplemental Instructor

2/06 to Present

1/06 to Present

1/03 to 5/04

Honors

Graduated Summa Cum Laude, Eastern New Mexico University, 2005

Member of the Chancellor's List, 2006

Member of the National Dean's List, 2001-2005

Eastern New Mexico University Honor List, 2005

Eastern New Mexico University Honor's Scholarship

New Mexico Junior College Student of the Year, 2003

New Mexico Junior College Honor Graduate

Organizations

Member of the Phi Kappa Phi Honor Society, 2005

Member of the Phi Theta Kappa Honor Society

Vice President of the Psi Theta Chapter of Phi Theta Kappa, 2003



New Mexico Junior College

Career Opportunities

Position Announcement • November 2006

Position Title: Coordinator of Learning Assistance Center/Tutoring

Position Description: The Coordinator of Learning Assistance Center/Tutoring shall be responsible to the Dean of Arts and Humanities. Duties and responsibilities shall be, but are not limited to, the following: 1) manage/supervise the Learning Assistance Center; 2) aid students who have requested assistance with basic academic skills in the areas of reading, writing, and mathematics through placement in the institutional tutoring program; 3) tutor students in one-on-one, small group, or online formats as demand and tutor availability warrants; 4) provide small group/individual supplemental instruction as requested by faculty and as dictated by the degree and discipline expertise attained; 5) depending on experience and/or expertise and education, teach up to two courses each fall and spring semester during day and/or evening operational hours as demand warrants. Teaching assignments will be based upon educational level and discipline area expertise attained; 6) advise students on improved study methods and/or test anxiety; 7) train and supervise student workers in the areas of the Learning Assistance Center and Tutoring; 8) participate in a process of continual personal and professional improvement; 9) actively participate in the institutional goals and objectives designed to support the mission of the college; 10) serve on college committees as assigned; and, 12) nothing contained herein shall limit the President in assigning the employee to any college activity 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 preferred. All degrees must be from regionally accredited institutions. Community college teaching experience in developmental/transitional studies areas preferred. Experience in working with bilingual students is desirable. Must be committed to excellence in instruction and willing to work with a wide variety of faculty in coordinating learning assistance.

Salary/Benefits: This is a 12-month professional position and compensation is commensurate with education and experience. The successful applicant may have the option of teaching additional courses in fall, spring, and summer sessions for extra compensation. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. Application materials sent via e-mail will not be accepted.

To Apply: Submit NMJC application [application form may be downloaded from NMJC website], letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of recommendation to:

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

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

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: mehernandez@nmjc.edu

APPLICANT LIST

Position: Coordinator of Learning Assistance Center/Tutoring

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Jacobo, Melinda P.	No	No	
Vasquez, Yvette M.	No	No	
Portillo, David I.	No	No	Incomplete application materials.
Nymeyer, Earl R.	No	No	
Koger, Chandra N.	Yes	Yes	Start date: Pending Board approval.
Stegemoller, Brandi J.	Yes	No	Withdrew application.
Eggleton, Travis L.	Yes	No	

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 11-30-2006

Candidate's name Steve B. Saucedo

Position title Workforce Training Client Specialist

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 1-9-2007 * Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

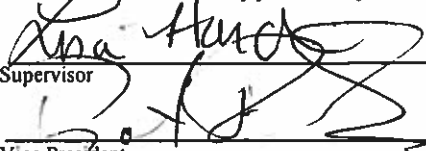
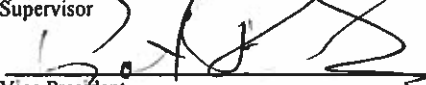
Paid advertising beyond *standard higheredjobs.com



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

Posted salary range \$37,397 to \$46,746 Recommended annual salary \$39,323 Prorated salary yes no

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

Recommended and approved by:


Supervisor

Vice President


Dean/Director

President

Selection Committee Members: Connie Gray – Finance Coordinator for Training and Outreach

Lisa Hardison – Dean of Extended Learning

Jo Hayes – Director of Training Programs

Robert Rhodes – Vice President for Training and Outreach

Vicki Vardeman – Director of PR/Marketing

Comments: Mr. Saucedo, with a B.A.S. in General Business and Management and more than four years applicable experience,
meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Workforce Training Client Specialist

Personal Data

Name: Steve B. Saucedo

Education

B.A.S., College of the Southwest, Hobbs, NM, 2003

Major: General Business

Minor: Management

A.A., New Mexico Junior College, Hobbs, NM, 2001

Professional Experience

College of the Southwest, Hobbs, NM

Director of Annual Fund

11/05 to Present

Director of Alumni Services

05/04 to 11/05

American Medical Services, Inc., Hobbs, NM

05/01 to 05/04

Certified Collector/Administrative Assistant

Honors

Summa cum Laude

Academic Excellence Award

Commencement Speaker - Student Representative, May 2003

Exceptional Performance Award in Chosen Discipline (General Business), May 2003

Alpha Chi National College Honor Scholarship Society

Professional Affiliations

Hobbs Chamber of Commerce Member/Ambassador

Council for Advancement and Support of Education Professional Member

Association of Fundraising Professionals Member

Alpha Chi National College Honor Scholarship Society Member

Activities

Student: President of the Business Leadership Council

Student Representative on General Education Committee

Presenter at Free Enterprise Dinner

Student Representative at President's Luncheons

Professional: Honors Board Member

Retention Committee Member

Accreditation Committee Member

Donated Leave Review Committee Member



New Mexico Junior College

Career Opportunities

Position Announcement • July 2006 (reopened October 2006)

Position Title: Workforce Training Client Specialist

Position Description: This position reports to the Dean of Extended Learning. Duties and responsibilities shall be, but are not limited to, the following: (1) Work with local business and industry to develop and deliver training programs; 2) Work in a consulting/marketing relationship with business, industry, and organizations; 3) Work in collaboration with community, workforce, and area economic development groups; 4) Recruit, hire, motivate, train, and oversee adjunct trainers; 5) Create strategies to meet the needs of local and regional industries; 6) Provide presentations to business, industry, and organizations; 7) Assist with identifying funding opportunities to prepare grant proposals; and; 8) Travel as needed throughout the region; 9) Participate in a process of continual personal and professional improvement; 10) Actively participate in the institutional goals and objectives designed to support the mission of the college; 11) Serve on college committees as assigned; 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: A Bachelor's Degree in Business or related area preferred, but will consider consulting/marketing experience in lieu of a degree. Successful candidate must have excellent oral and written communication skills, public presentation skills, experience in training design, and community and economic development programming. Experience working with business and industry in a sales and marketing relationship preferred. Must be energetic, flexible, and able to handle multiple projects. A valid driver's license and travel is required. Must be committed to excellence and promoting success through learning. **NOTE: Computer proficiency is required.**

Salary/Benefits: This is a twelve-month position. Salary range is \$37,397 to \$46,746 The salary and benefits are competitive and commensurate with experience and qualifications. Note: New Mexico Junior College does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible. **Application materials sent via e-mail will not be accepted.**

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts, and three or more letters of reference to:

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

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

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: mehermandez@nmjc.edu



New Mexico Junior College

Career Opportunities

Position Announcement • July 2006

Position Title: Workforce Training Client Specialist

Position Description: This position reports to the Dean of Extended Learning. Duties and responsibilities shall be, but are not limited to, the following: (1) Work with local business and industry to develop and deliver training programs; 2) Work in a consulting/marketing relationship with business, industry, and organizations; 3) Work in collaboration with community, workforce, and area economic development groups; 4) Recruit, hire, motivate, train, and oversee adjunct trainers; 5) Create strategies to meet the needs of local and regional industries; 6) Provide presentations to business, industry, and organizations; 7) Assist with identifying funding opportunities to prepare grant proposals; and; 8) Travel as needed throughout the region; 9) Participate in a process of continual personal and professional improvement; 10) Actively participate in the institutional goals and objectives designed to support the mission of the college; 11) Serve on college committees as assigned; 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: A Bachelor's Degree in Business or related area preferred, but will consider consulting/marketing experience in lieu of a degree. Successful candidate must have excellent oral and written communication skills, public presentation skills, experience in training design, and community and economic development programming. Experience working with business and industry in a sales and marketing relationship preferred. Must be energetic, flexible, and able to handle multiple projects. A valid driver's license and travel is required. Must be committed to excellence and promoting success through learning. **NOTE: Computer proficiency is required.**

Salary/Benefits: This is a twelve-month position. Salary range is \$37,397 to \$46,746 The salary and benefits are competitive and commensurate with experience and qualifications. Note: New Mexico Junior College does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible. **Application materials sent via e-mail will not be accepted.**

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts, and three or more letters of reference to:

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

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

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: meherandez@nmjc.edu

APPLICANT LIST

Position: Workforce Training Client Specialist

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Gonzales, Linda K.	No	No	
Chapman, Linda S.	Yes	No	
Jimenez, Marie K.	No	No	Incomplete application materials.
Balencia, Veronica	No	No	Incomplete application materials.
Evans, Derelle	No	No	Incomplete application materials.
Starr, Dana G.	Yes	Yes	Declined position.
Coombes, Amy L.	Yes	No	
Martinez, RaeChell R.	No	No	
Everhart, Donna J.	No	No	
Sauceda, Steve B.	Yes	Yes	Start date: Pending Board approval.
Vasquez, Yvette M.	Yes	No	
Granger, Bernadette C.	Yes	No	
Oldfield, Lindsay D.	No	No	Incomplete application materials.
Linville, Myra L.	No	No	
Walker, Sarah L.	No	No	Incomplete application materials.
Boerner, Sandra R.	Yes	No	