

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, December 15, 2005

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, 2005 | 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 Bid #979 – Purchase of an Aerial Lift | Frank Collins |
| 6. Consideration of Nursing Fees | Mary Jane Ward |
| 7. Consideration of Agriculture Fees | John Gratton |
| 8. Consideration of Fee Approval Policy | John Gratton |
| 9. Personnel Consideration – Coord. of Learning Assistance Center/Tutoring | John Gratton |
| 10. Personnel Consideration – Custodian Position | Charley Carroll |
| 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, 2005

MINUTES

The New Mexico Junior College Board met on Wednesday, November 16, 2005, beginning at 4:00 p.m. in the T-Bird Room of the Ben Alexander Student Learning Center. The following members were present: Mr. Larry Hanna, Chairman; Mrs. Patricia Worrell, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; Mr. John Hice, Jr.; and Mr. Ron Black.

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

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

Upon a motion by Mr. Hice, seconded by Mrs. Williams, the board unanimously approved the minutes of October 20, 2005, as written.

Under *New Business*, Dan Hardin presented the October financial reports and with a motion by Mr. Hice, seconded by Mrs. Williams, the board unanimously approved the expenditures for October, 2005. Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board unanimously approved the Fiscal Watch Reports.

Frank Collins presented Bid #976 – Welding Equipment. The administration recommended acceptance of the bid from NDT International, Inc. for two Digital Flaw Detectors for \$7,112.50. The Digital Metallurgical Microscope will be re-bid. Upon a motion by Mr. Kesner, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Mr. Collins presented Request for Proposals #89 – Hyperion Performance Suite 8.3.2 Training (BRIO). The administration recommended acceptance of the proposal submitted by TGT Solutions, Inc. for \$29,825. Upon a motion by Mrs. Worrell, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Mr. Collins presented a change in the Fiscal Services Policies and Procedures for board consideration. The Business Office is recommending that the college follow the changes made in the State Procurement Code, and amend section 7-2 from the Fiscal Policies and Procedure manual. The dollar limit for Request for Quotations will change from \$5,000.00 to \$9,999.99 to \$5,000.00 to \$19,999.99 and the Invitation to Bid and Request for Proposal to \$20,000 or more. After some discussion and upon a motion by Mr. Black,

seconded by Mrs. Worrell, the board accepted the recommendation. The roll call vote was as follows: Mr. Jones – yes; Mr. Hice – yes; Mrs. Worrell – yes; Mr. Hanna – yes; Mr. Black – yes; Mrs. Williams – yes; and Mr. Kesner – no.

Bill Shoobridge presented the TIAA-CREF Open Plan Solutions, a new, open and flexible retirement plan developed to meet the unique needs of the education, research and health care communities. The Open Plan Solutions enables TIAA-CREF to deliver streamlined administrative services, expanded choice of investment funds, and objective participant advice and planning services. Upon a motion by Mr. Hice, seconded by Mrs. Worrell, the board unanimously approved the plan.

Karen Wiley presented the proposed Museum Mission Statement for the Western Heritage Museum and Lea County Cowboy Hall of Fame. Upon a motion by Mrs. Williams, seconded by Mrs. Worrell, the board unanimously approved the mission statement.

Ms. Wiley presented the proposed museum hours of operation for the Western Heritage Museum and Lea County Cowboy Hall of Fame. After some discussion and upon a motion by Mr. Hice, seconded by Mrs. Williams, the board approved the proposed hours. The vote was as follows: Mr. Jones – yes; Mr. Hice – yes; Mrs. Worrell – yes; Mr. Hanna – yes; Mr. Black – yes; Mrs. Williams – yes; and Mr. Kesner – no.

John Gratton recommended Mr. Walter Journigan for the Professor of Psychology position at a nine month salary of \$49,363. Upon a motion by Mr. Kesner, seconded by Mrs. Worrell, the board unanimously approved the employment of Mr. Journigan, effective January 10, 2006.

Regina Organ recommended Mr. David Jett for the Assistant Director of Public Relations/Marketing position at an annual salary of \$39,000. Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously approved the employment of Mr. Jett, effective December 1, 2005.

Dr. Organ recommended Ms. Anna Marquez for the Assistant Director of Financial Aid position at an annual salary of \$30,000. Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board unanimously approved the employment of Ms. Marquez.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for December 15, 2005, beginning at 4:00 p.m.

Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board meeting adjourned.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: December 5, 2005

RE: Expenditure and Revenue Reports for November

The November expense report represents month five or 42 percent of the 2005/2006 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 2005 is \$13,826,965.00.

Instruction and General had total expenditures of \$5,801,228.00 through November of 2005, which is 39% of budget. Academic Support and Student Services have slightly higher percentage of expenditures than the 42%. Both Academic Support and Student Services have outstanding encumbrances that increase the percentage of budget expended and/or encumbered. Expenditures in Institutional Support are less than the 42%, mainly from departments in Institutional Support with expense activity that is only quarterly or annually. In the other unrestricted funds Student Activities and Student Aid both have expenditures that are seasonal and usually are tied to the start of the semesters. Auxiliary Enterprise has a higher percentage of expenses for cost of goods sold in the fall than in other times of the year. Total current unrestricted funds year-to-date is \$7,652,474.00, which is 40% of the budget for unrestricted funds.

Expenditures year-to-date for grants under the Restricted funds is \$530,201.00, which is 48% of the budget for grants. Restricted student aid has expenditures of \$1,996,643.00 which is 43% of the budget for student aid.

Expenditures for plant funds include the exhibit construction for the Western Heritage Museum, the Student Housing Project, and various other small projects that are currently in progress.

Total expenditures for the month of November was \$2,660,589.00, the year-to-date total of expended and/or encumbered funds is \$13,826,965.00.

The revenue through November of 2005 has been strong. State Appropriations are back on track, as some of the separate appropriations have been received. Oil and Gas revenues are above budget with monthly checks over \$700,000.00. Property tax revenue is normally received semi annually, you will see the first portion of the revenue in December or January. Interest income is above projections, and other revenues are slightly above budget. Other revenues include revenue from ELIN, GEO (Wackenhut), vending commissions, Library fines etc. Other unrestricted revenue is within or above projected budget. Auxiliary Enterprises are close to the normal revenue for this time of year, with good bookstore sales and better than projected dorm and meal plan revenue. Total year-to-date current unrestricted revenue is \$9,311,469.00.

In restricted funds, grant revenue is on track through November and the draw downs for restricted student aid were large for the month.

Total year-to-date revenue is \$13,031,474.00

The Oil and Gas revenue report reflect the current high prices of Oil and Gas. After the first four months of the fiscal year we are \$1,463,523.00 over budget. Oil and Gas and Oil and Gas equipment tax revenue is \$2,868,656.00 with the accrual of \$280,433.00. Oil and Gas equipment tax revenue is normally received in December or January and then again in June along with the property tax revenue. There was not any production information available for the October allocation.

In reviewing the investment report it has remained the same through the month of November with \$5,625,000.00 invested in the LGIP (Local Government Investment Pool).

This is the Financial Report for November 2005.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

November 2005

42% of Year Completed

Fund	2004-05			2005-06			
	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	6,158,038	2,445,921	40%	6,333,320	248,688	2,388,074	38%
Academic Support	1,216,190	582,582	48%	1,598,941	151,620	790,435	49%
Student Services	983,483	475,384	48%	1,097,514	108,832	538,216	49%
Institutional Support	3,601,230	1,060,602	29%	3,879,740	233,036	1,204,661	31%
Operation & Maintenance of Plant	1,872,035	751,669	40%	2,138,170	201,993	879,842	41%
Subtotal - Instruction & General	13,830,976	5,316,158	38%	15,047,685	944,169	5,801,228	39%
Student Activities	124,739	60,644	49%	189,734	25,573	99,101	52%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	997,188	431,262	43%	1,006,733	104,948	320,755	32%
Student Aid	331,910	179,017	54%	371,498	13,807	243,686	66%
Auxiliary Enterprises	1,495,366	846,506	57%	1,682,566	99,904	870,050	52%
Athletics	687,867	265,091	39%	712,824	54,090	317,654	45%
Total Current Unrestricted Fund	17,468,046	7,098,678	41%	19,011,040	1,242,491	7,652,474	40%
CURRENT RESTRICTED FUND							
Grants	1,849,374	488,625	26%	1,103,895	88,633	530,201	48%
Student Aid	4,422,593	2,438,646	55%	4,694,393	67,054	1,996,643	43%
Total Current Restricted Fund	6,271,967	2,927,271	47%	5,798,288	155,687	2,526,844	44%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	9,047,285	7,463,569	0%	5,974,618	1,035,823	3,205,703	54%
Projects from State GOB Funds	4,549,839	4,221,434	93%	3,939,803	7,130	128,946	3%
Projects from State STB Funds	1,885,297	719,714	38%	0	0	0	0%
Projects from General Fund	648,945	0	0%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	219,458	219,458	16%
Projects from State ER&R	386,587	0	0%	208,412	0	0	0%
Projects from State BR&R	480,452	227,282	47%	353,945	0	93,540	26%
Projects from Auxiliary BR&R	47,709	35,507	74%	44,702	0	0	0%
Subtotal - Capital and BR&R	18,396,114	12,667,506	69%	11,871,480	1,262,411	3,647,647	31%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	18,396,114	12,667,506	69%	11,871,480	1,262,411	3,647,647	31%
GRAND TOTAL EXPENDITURES	42,136,127	22,693,455	54%	36,680,808	2,660,589	13,826,965	38%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
November 2005

42% of Year Completed

2004-05

2005-06

Fund	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	1,690,200	1,000,440	59%	2,438,985	388,790	1,346,809	55%
State Appropriations	8,089,900	3,368,040	42%	7,553,000	1,368,827	3,726,994	49%
Advalorem Taxes - Oil and Gas	3,409,779	1,983,855	58%	4,165,200	734,929	2,868,656	69%
Advalorem Taxes - Property	2,468,000	49,113	2%	2,588,000	6,001	82,385	3%
Interest Income	155,871	59,809	38%	120,000	18,192	62,467	52%
Other Revenues	234,500	117,849	50%	209,550	7,783	107,820	51%
Subtotal - Instruction & General	16,048,250	6,579,106	41%	17,074,735	2,524,522	8,195,131	48%
Student Activities	47,800	28,939	61%	120,000	20,048	67,712	56%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	0	0%	0	0	0	0%
Auxiliary Enterprises	1,802,550	1,085,477	60%	1,922,200	13,579	1,033,669	54%
Athletics	36,600	14,375	39%	39,600	2,992	14,957	38%
Total Current Unrestricted	17,948,200	7,707,897	43%	19,156,535	2,561,141	9,311,469	49%
CURRENT RESTRICTED FUND							
Grants	1,849,374	201,618	11%	1,083,875	102,328	470,532	43%
Student Aid	4,422,593	1,908,948	43%	4,694,393	594,692	1,899,473	40%
Total Current Restricted	6,271,967	2,110,566	34%	5,778,268	697,020	2,370,005	41%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,612,996	2,579,420	71%	3,426,130	0	0	0%
Projects from State STB Funds	1,885,297	0	0%	0	0	0	0%
Projects from General Fund	648,945	0	0%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	0	1,350,000	100%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	7,497,238	2,579,420	34%	4,776,130	0	1,350,000	28%
GRAND TOTAL REVENUES	31,717,405	12,397,883	39%	29,710,933	3,258,161	13,031,474	44%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

November 2005

42% 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	2005-06 Original Budget	Variance Over (Under) Budget
Actual	July	\$44.01	3,052,684	\$6.29	17,564,482	573,597	280,433	293,164
Actual	August	\$52.41	2,930,766	\$6.09	17,298,452	573,625	280,433	293,192
Actual	September	\$55.96	2,988,008	\$7.52	17,445,111	703,275	280,433	422,842
Actual	October					734,758	280,433	454,325
Accrual	November					280,433	280,433	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						2,865,688	1,402,165	1,463,523
Y.T.D. Equipment Tax Revenue						2,968		
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						2,868,656	1,402,165	1,463,523

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 2005

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	5,625,000	N/A	N/A	N/A	7102-1348	3.14%	15,208
Total Investments	<u>5,625,000</u>						<u>15,208</u>

Summary of Current Month's Activity	
Beginning amount	5,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	3,910,299
Reserves Invested	1,714,701
Total LGIP Investment	5,625,000

Capital Projects	11/30/2005
Technology Upgrade	115,013.37
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	132,430.49
Western Heritage Museum	0.00
Drawings and Master Plan	34,456.08
Baseball Field	166,794.14
Rodeo Arena	7,836.78
Dormitory Landscape	44,497.53
Circle Drive	2,110.22
Roadway Parking Lot Seal Coat	0.00
BR&R Carryover	353,945.00
Millen Fence/Landscape	122,075.97
Ben Alexander Student Center	147,967.08
JASI	278,245.00
Computer Equipment Rebates	0.00
Clerk of the Works	552.74
Marketing	69,075.32
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	610,203.23
Classroom Furniture Replacement	20,000.00
Video Security Cameral Replacmt	0.00
Testing Center	250,000.00
Total	3,910,299.49

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #979

Purchase of an Aerial Lift

BOARD DOCUMENTS

Date: December 7, 2005
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. A legal notice was posted in the Hobbs News Sun and the college website requesting sealed bids for an aerial lift for the maintenance department.
2. One vendor submitted a bid within the time frame specified by the bid package.
3. One vendor was present at the opening.
4. The Business Office and Maintenance Department have evaluated the bid received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Board Documents

Evaluation and Recommendations

The vendor responding to Invitation to Bid #979 was Forklift Enterprises, Hobbs NM.

The Administration recommends acceptance of the bid from Forklift Enterprises in the amount of \$24,000.00.

Source of Funding: FY 2005-2006 Capital Projects - Vehicles
Account Title: Major Equipment
Account Number: 91001 - 4002 - 73102 - 911
\$24,000.00

Bid Specifications & Price Form

Invitation to Bid # 979

The college contemplates purchasing an aerial lift for the maintenance department. New Mexico Junior College reserves the right to reject any and all bids.

The equipment specifications are as follows:

One (1) 1997 or newer Genie Aerial Lift or a lift of equal specifications (burden of proof of equal specifications is the bidder's responsibility)

Must have 500# capacity platform
45' articulating working height
4' foot size platform with an AC outlet
4 Wheel Drive
At a minimum a 36 HP diesel engine
Alarm Package must be included
HMR must be less than 3500 hours

If equipment is not new then a certificate of working condition must be performed by an independent appraiser and signed off to machine worthiness. Equipment must be warranted for 90 days from date of purchase.

If equipment is new the original manufacturer's warranty must accompany the delivery of the equipment. A brochure or specifications booklet must accompany your bid package to provide additional information and description of the equipment.

Bidder Name: Forklift Enterprises

Year 1997 or newer aerial lift:

Shipping: FOB destination to New Mexico Junior College Quantity: 1

Indicate year and model 1997 Genie Aerial Lift Z45/25 \$ 24,000

TOTAL: \$ 24,000

Additional Comments: Equipment is identical to the specifications in the bid request. Hour meter reading at time of bid is less than 3500 hours.

Have all specifications been met or exceeded?

(Circle one: YES NO)

If the answer is NO, attach an explanation.

CERTIFICATE OF WORKING CONDITION ATTACHED: YES NO (IF NOT, EXPLAIN):

DATE OF DELIVERY: 11/23/05



JAMES CECIL AUCTIONEERS

PHONE (505) 393-4917 • P.O. BOX 1947
HOBBS, NEW MEXICO 88241
www.jamescecilauctioneers.com



November 18, 2005

Forklift Enterprises, Incorporated
2908 West Marland Boulevard
Hobbs, New Mexico 88240

Attention: Mr. Clyde Harrison, Jr.

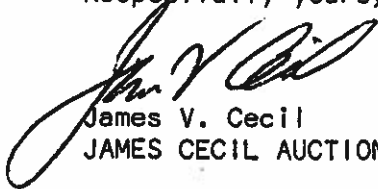
Reference: Appraisal of Manlift

Dear Mr. Harrison:

Per your request, James Cecil Auctioneers has performed an appraisal on the 1997 GENIO Manlift, 4WD, SN#Z45-22-5993. I found the manlift to be in excellent condition with very low hours and good rubber all the way around. It starts easy, sounds good and operates extremely well.

You can expect this manlift to be in the range of \$25,000.00 to \$27,000.00 at a fair market value. If I can be of further assistance, please don't hesitate to contact me.

Respectfully yours,



James V. Cecil
JAMES CECIL AUCTIONEERS

JVC/sg

NMJC NURSING PROGRAM



PROPOSED COURSE and REQUIRED FEES SPRING 2006

**Proposed to
NMJC Board of Directors**

**Prepared by
Karen Cummings, MSN, RN
Director of Allied
December 2005**

**NMJC Nursing Program
Fee Schedule
Proposal Spring 2006**

The Nursing Program is undergoing substantive changes with the initiation of the new curriculum and degree plans. Adding new courses, course requirements and students is proving to be costly. There has been a steady increase in the cost of supplies and equipment from our vendors. The following is an explanation for the division of fees.

Course Fees

The course fees are a means of recovering supply and equipment cost to the program. An increase in the course fees will help fund the expense of training supplies and equipment used in the computer and skills laboratory. Allied Health courses utilize medical supplies, laboratory equipment, computer assisted instructional software, videos, computer testing, internet research and other instructional means. Courses with a laboratory component require additional supplies and equipment for skills demonstration, practice and check-offs. The cost per student (skills check-offs, computer assignments) has shown price increases. The program must maintain current and up-to-date supplies and equipment to keep abreast with the changes in health care.

**Assessment Technologies Institute (ATI)
Content Mastery Exams
PN and RN Comprehensive Exams
Test of Essential Academic Skills (TEAS)**

Assessment Technologies Institute, LLC, (ATI) is an experienced and innovative testing company serving schools of nursing nationwide. They specialize in nationally standardized entrance testing, practical and registered nursing comprehensives, and other nursing-related psychometric and review products. The exams are professionally developed and assess the student's comprehension, while providing nurse educators the opportunity to evaluate the student's knowledge in relation to the nursing process, critical thinking, and competency skills.

ATI has an annual contract which is renewed each May. The contract price per course and level varies. The exams are specific to subject area and level (Practical Nurse and Registered Nurse). Each year the price is set by course and/or level, thus the variance in cost to the student. The ATI fee is considered a pass through fee; the student is charged the agreed contract price per exam and/or course. This year the variance is between the new and old curriculum, as well as, the specific course exam requirements.

ATI exams are integrated into the curriculum to support and prepare the student for the nurse licensure exam (NCLEX). Nursing and pharmacology courses utilize the content mastery exams. The capstone courses at the PN and RN levels utilize the Comprehensive exams to measure competence. Students must pass the Content Mastery exams or remediate until a passing grade is received. The Comprehensive exams must be passed or the student's transcript will not be released so to be eligible for the NCLEX.

The TEAS exam is a standardized entrance test which is a requirement for application to the nursing program. This exam has four subject areas: Reading, Math, Science, and English. The TEAS score must be at the 40th percentile rank or higher for the student to be eligible for application to the nursing program. The cost for the TEAS is currently \$25 per student. The cost is passed on to the student and subject to change by ATI. The student pays the \$25 fee at the Business office and brings the receipt to the Allied Health office for verification. We then contact ATI and order the test. ATI bills the Allied Health Department for the number of test ordered. .

Meds Publishing

Meds Publishing provides a Total Curriculum Support learning system based on computerized exam tutorials. An advantage to Meds Pub on-line program is the ease of access. The program can be accessed from home and used as a tutorial and practice test for exams. The program emphasizes test taking skills, improves reading comprehension and reinforces nursing knowledge through real life applications. Nursing faculty builds the course content specific exams and monitors student progress. The student receives bonus points for completing the assigned exams. Meds Publishing has an annual contract renewable in December. This fee is the same as ATI, a pass through fee account. The fee is subject to change each year.

Criminal Background Check

Allied health courses having a clinical laboratory component require the student to have an annual nationwide criminal background check. This is accomplished through the NM Caregivers Criminal History Screening Program and the FBI for a fee of \$80 to be fingerprinted. All clinical agencies and their affiliates (nursing homes, hospice, home health, mental health, hospitals, and prisons) require a nationwide background check as a part of their accreditation and policy standards.

The student enrolling in a nursing or health care course with a clinical laboratory component must comply with course requirements and agency standards. The student must pay the fee annually in the pre-nursing and nursing courses. This \$80 fee is subject to change by the NM Caregivers Criminal History Screening Program.

Malpractice Insurance

Allied health courses having a clinical laboratory component require the student to have malpractice insurance. The student pays an annual fee for malpractice insurance and/or pays the fee when enrolling in a course with a clinical laboratory component. Clinical agencies require students practicing in their facility be covered for malpractice. The policy is renewed on an annual basis in July. The student fee is computed based on the total policy cost divided by the estimated number of students enrolling in a clinical course. This fee has seen recent increases over the last several years. The fee is subject to change each July and fluctuates based on enrollment.

Hepatitis B Vaccine Series

Hepatitis B vaccine is a series of three separate injections per person. This vaccine is offered to our students at cost from the manufacture. Each year the company determines the cost of the vaccine series. This fee is a pass through account; the student is charged cost of the vaccine series and the vaccine is given at the Student Health Clinic. The manufacturer can increase the cost of the vaccine series at any time.

Pre-Nursing Program

The Pre-Nursing Program is housed in the LAC building at 109 S. Dalmont. This project required building reconstruction to accommodate two nursing computer classrooms, two skills labs and office space for faculty. The pre-nursing program was initiated this fall and proves to be a valuable asset to the nursing program and the health care community in preparing quality Nurse Aides and Patient Care Technicians. This fall semester, four pre-nursing courses were offered (two sections of NU115, Nurse Aide; HC112 Intro to Health Care; and HC113 Skills for the Health Care Provider) with a total enrollment of approximately 75 students. These courses are successful and in high demand. For the spring semester, there are two sections of each of the three courses being offered and a new course offering (HC114, Medication Aide Training). These courses have placed an unexpected demand on the Allied Health Supply budget (the budget was planned in February 2005, prior to the completion of the new curriculum in April 2005). The expense at the LAC facility thus far is approximately \$10,000 in supplies and major equipment. The following table lists the courses for Pre-Nursing and the prerequisite entrance exam (TEAS). The proposed course fee increases in Table I apply to HC112, HC113, and NU115. These courses are skill based and require an extensive amount of supplies and equipment for the student to meet the course objectives (skills check-offs and computer assignments). We are requesting an increase in course fees for the three courses due to the cost of supplies and equipment. An example for supply cost per student for HC113, Skills for the Health Care Provider are found in Table II.

TABLE I

Pre-Nursing Course and TEAS Test

Course #	Course Name	Current Course Fee	Proposed Course Fee	ATI*	Meds Pub**	Criminal Background Check***	Malpractice Insurance ****	Hep B Series *****
Pre-Nursing Prerequisites								
HC112	Introduction to Health Care	\$30.00	\$50.00	-	-	-	-	-
HC113	Skills for the Health Care Provider	\$30.00	\$40.00	-	-	\$80.00	\$25.00	-
NU115	Nurse Aide	\$30.00	\$50.00	-	-	\$80.00	\$25.00	-
TEAS Test	TEAS Test of Essential Academic Skills	\$25.00	-	-	-	-	-	-

* ATI annual contract renewed in May (price increase each year).

** Meds Publishing annual contract renewed in December (price increase each year).

*** Criminal Background Check/Malpractice Insurance required once per year per student.

**** Hepatitis B Series required once per lifetime.

TABLE II

HCI13 – Skills for the Health Care Provider

Skill	Required Item	Cost per Item
Vital Signs	Thermometer	\$5.00
	Thermometer Sheaths	\$0.50
	Teaching Stethoscope	\$2.00
Infection Control	Face Shields	\$0.50
	Yellow Gown	\$4.00
	Four Pair of Gloves	\$5.00
NG Tubes	Four Masks	\$2.00
	Gloves	\$5.00
	NG Tube	\$2.50
Urinary Specimen Collection	Syringes 50cc luri-tip	\$1.00
	Sharps Container	\$0.50
	Bags	\$3.25
Catheters	Suction Container, Cup	\$3.20
	Cup	\$0.25
	Bags	\$3.25
Enemas	Gloves	\$5.00
	Foley Catheter Kit	\$10.00
	Foley Bag	\$2.50
Sterile Technique/ Sterile Dressing/ Wound Care	Gloves	\$5.00
	Straight Caths	\$6.00
	Gloves	\$5.00
Oxygen Therapy	Fleets Enemas	\$3.00
	Enema Bag	\$1.00
	Castile Soap	\$1.50
Computer Usage	Gloves	\$5.00
	Sterile 4X4	\$2.50
	Sterile ABD Pads	\$2.00
Total Expenses Per Student	Tape, Dressing Trays	\$1.50
	Oxygen Tubing	\$0.50
	Regulators	\$2.50
Computer Usage	Nasal Cannula	\$1.00
	Mask	\$3.25
	Pulse Ox.	\$2.50
Total Expenses Per Student	Printer Paper	\$2.50
	Printer Ink	\$2.50
		\$102.70

General Education/Support Allied Health Courses

There are two courses under Allied Health, HE112-Nutrition and Wellness and TS111 Nursing Calculations which do not require supplies or equipment. These course fees are found in Table III and the \$30 course fees will remain unchanged.

TABLE III

Course #	Course Name	Current Course Fee	Proposed Course Fee	ATI*	Meds Pub**	Criminal Background Check***	Malpractice Insurance ****	Hep B Series *****
HE112	Nutrition and Wellness	\$30.00	-	-	-	-	-	-
TS111	Nursing Calculations	\$30.00	-	-	-	-	-	-

* ATI annual contract renewed in May (price increase each year).
 ** Meds Publishing annual contract renewed in December (price increase each year).
 *** Criminal Background Check/Malpractice Insurance required once per year per student.
 **** Hepatitis B Series required once per lifetime.

**Practical Nurse Core Courses
Level I
First, Second and Summer Semesters**

The Practical Nurse curriculum consists of nine courses. A student must be successful in each of the co-requisite courses to progress to the next semester. Therefore, an academically unsuccessful student can be readmitted to any of the three semesters. The readmitted student will be required to meet the fee requirements applicable to the course entry point. The student progressing in course sequence will meet the fee requirements as set out in Table IV.

TABLE IV

Course #	Course Name	Current Course Fee	Proposed Course Fee	ATT*	Meds Pub**	Criminal Background Check***	Malpractice Insurance ***	Hep B Series ****
Practical Nurse Core Courses								
First Semester Level I								
NU119	Fundamentals of Nursing and Medical-Surgical Nursing Practice	\$30.00	\$50.00	\$96.00	\$85.00	\$80.00	\$25.00	\$75.00
PC112	Pharmacology	\$30.00	\$40.00	-	-	-	-	-
Second Semester Level I								
NU122	Maternal Newborn Nursing	\$30.00	\$40.00	-	-	-	-	-
NU132	Pediatric Nursing	\$30.00	\$40.00	-	-	-	-	-
NU142	Mental Health Nursing	\$30.00	\$40.00	-	-	-	-	-
NU152	Fundamentals of Nursing and Medical-Surgical Nursing Practice II	\$30.00	\$40.00	\$152.00	\$85.00	\$80.00	\$25.00	\$75.00
PC121	Pharmacology II	\$30.00	\$40.00	-	-	-	-	-
NU112	RN Role	\$30.00	\$40.00	-	-	-	-	-
Summer – Practical Nurse								
NU125	PN Practicum	\$30.00	-	-	-	\$80.00	\$25.00	\$75.00

* ATI annual contract renewed in May (price increase each year).
 ** Meds Publishing annual contract renewed in December (price increase each year).
 *** Criminal Background Check/Malpractice Insurance required once per year per student.
 **** Hepatitis B Series required once per lifetime.

The proposed course fee increase is a result of the need for supplies and equipment in those courses. See Table V as an example of the cost per student for supplies and equipment for the course, NU119 – Fundamentals of Nursing and Medical-Surgical Nursing Practice. The proposed increase to \$50 for eight of the nine courses will cover the supply and equipment usage.

TABLE V

NU119- Fundamentals of Nursing and Medical-Surgical Nursing Practice

Skill	Required Item	Cost per Item
Tracheotomy Care and Suctioning	Trach Kit	\$15.00
	Gloves	\$5.00
	Suction Canister	\$2.50
	Cup	\$0.25
	Syringe	\$2.50
	Sharps Container	\$0.50
	Suction Tubing	\$1.00
	Connection Tubing	\$1.00
Initiating IV/Heparin Lock Therapy	Hep Lock	\$3.50
	IV Start Kit	\$7.50
	Gloves	\$5.00
	Dressing	\$4.00
	50cc Bags of IV Fluid	\$5.00
Adding Medication to IV Container	Syringes	\$5.00
	Sharps Container	\$0.50
	Practice Powder vials and amps	\$10.00
Venipuncture	Diagnostic Tubes	\$2.00
	Gloves	\$5.00
	Needles	\$5.00
	Sharps Container	\$0.50
	Syringes	\$2.50
IV/Rate/Changing Fluid/Tubing/Dressing	IV Start Kit	\$7.50
	Tape with Dressing	\$5.00
Computer Usage	Printer Paper	\$2.50
	Printer Ink	\$2.50
Total Expense Per Student		\$100.75

LPN to ADN Transition Course

This is a stand alone required course for LPNs and LVNs requesting admission to the Level II (RN) of the nursing program. The course is required in the spring semester prior to fall admission. The spring of 2006 will be the first time this course is offered in the new curriculum. This course has a clinical laboratory component and course requirements for ATI exams, Meds Publishing tests, criminal background check, and malpractice insurance. The Hepatitis B series would be offered for purchase if the nurse has not previously had the vaccine. This is a new course in the curriculum. See Table VI below for a summary of fees.

TABLE VI

Course #	Course Name	Current Course Fee	Proposed Course Fee	ATI*	Meds Pub**	Criminal Background Check***	Malpractice Insurance****	Hep B Series*****
NU204	LPN to ADN Transition	\$30.00	\$40.00	\$105.00	\$85.00	\$80.00	\$25.00	\$75.00

* ATI annual contract renewed in May (price increase each year).
 ** Meds Publishing annual contract renewed in December (price increase each year).
 *** Criminal Background Check/Malpractice Insurance required once per year per student.
 **** Hepatitis B Series required once per lifetime.

**Associate Degree Nursing (RN courses)
Spring of 2006
Completion of Old Curriculum**

The old curriculum will be completed this spring semester. We will phase into the new curriculum beginning fall 2006 third semester. The following Table VII shows the spring 2006 course offerings to complete the curriculum.

TABLE VII

Course #	Course Name	Current Course Fee	Proposed Course Fee	ATI*	Meds Pub**	Criminal Background Check***	Malpractice Insurance ***	Hep B Series ****
Old Curriculum Spring 2006								
NU250	Nursing in Multiple Health Deviations	\$30.00	-	\$76.00	\$85.00	\$80.00	\$25.00	\$75.00
NU222	Nursing Seminar	\$30.00	-	-	-	-	-	-

* ATI annual contract renewed in May (price increase each year).
 ** Meds Publishing annual contract renewed in December (price increase each year).
 *** Criminal Background Check/Malpractice Insurance required once per year per student.
 **** Hepatitis B Series required once per lifetime.

**Associate Degree in Nursing (RN Courses)
Level II
Third and Fourth Semesters**

The Level II courses are a part of the new curriculum and will be offered for the first time in the fall semester of 2006. These courses have a lab component, required testing and clinical practice. These fees will most likely be increased prior to the beginning of the fall 2006 and spring 2007 semesters. As of the current contract prices, Table VIII reflects the proposed course fee increase and other current required fees.

TABLE VIII

Course #	Course Name	Current Course Fee	Proposed Course Fee	ATI*	Meds Pub**	Criminal Background Check***	Malpractice Insurance****	Hep B Series*****
Associate Degree in Nursing – Core Course								
Third Semester – Level II								
NU211	Care of the Client with Complex Health Care Needs	\$30.00	\$40.00	?	\$85.00	\$80.00	\$25.00	\$75.00
Fourth Semester – Level II								
NU222	Community Nursing	\$30.00	\$40.00	?	-	-	-	-
NU225	RN Role - Leadership	\$30.00	\$40.00	?	?	-	-	-
NU223L	Preceptor Practicum	\$30.00	\$40.00	-	-	\$80.00	-	-
NU232	NCLEX Prep	\$30.00	\$40.00	?	?	-	-	-

* ATI annual contract renewed in May (price increase each year).
 ** Meds Publishing annual contract renewed in December (price increase each year).
 *** Criminal Background Check/Malpractice Insurance required once per year per student.
 **** Hepatitis B Series required once per lifetime.

CONSIDERATION OF FEE APPROVAL POLICY

Each semester as the college prepares its class schedule, there are a number of fees that change according to prices received from testing companies, licensing bodies, or other related entities. These fees are classified as pass-through fees in that whatever cost is presented to the college by the entity is assessed in that exact amount to each student. Quite often the college does not receive the information regarding the amount of the fees until late in the semester.

The various fees are listed in the class schedule so that students can predetermine costs related to their program of study for the semester. However, the problem we are encountering is that the timing of the completion of the class schedule with a scheduled board of trustees meeting to approve the course fees is causing a delay in the completion, publishing, and mailing of our class schedules.

To this regard, we are asking the board to consider a slight variation in the fee approval procedures. For pass-through fees such as those described above we would like the board to consider the option of allowing the college to complete the class schedules listing those fees prior to board approval. In this case, a list of each of the assessed fees would be presented to the board of trustees at their next scheduled meeting. For all other course fees, the current policy would remain in effect and require board approval.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 12/8/05

Candidate's name April M. Edwards

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

Effective date of employment 1/4/06 Standard contract length 12 mos. 9 mos. other

Funding source Institutional Funds

Paid advertising beyond *standard None

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

Posted salary range \$32,247 - \$40,309 Recommended annual salary \$36,680 Prorated salary yes no
(Employment date through June 30)

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

Recommended and approved by:

Mickey D. Best
Supervisor

Mickey D. Best
Dean/Director

Steve McCleary
Vice President

Steve McCleary
President

Selection Committee Members: Mickey D. Best - Dean, Division of Math, English, Education and Transitional Studies

Tami Cavitt - Professor, Spanish & ESL

Toni Dunn - Professor, Business/Office Technology

Richard Miller - Director of Learning Communities/Retention

Cynthia Zambrelli - Counselor

Comments: Ms. Edwards, with a B.A. in English and five years applicable experience, meets and/or exceeds the minimum requirements for this position. Ms. Edwards is currently working to achieve a M.A. in Counseling and Human Relations from Liberty University.

ABBREVIATED RESUME

Position

Coordinator of Learning Assistance Center/Tutoring

Personal Data

Name: April M. Edwards

Education

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

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

Professional Experience

New Mexico Junior College 2/05 to Present
Upward Bound Academic Coordinator

College of the Southwest 3/03 to 2/05
Senior Admission Specialist

New Mexico Junior College/Upward Bound 2002 to 2003
Tutor/Mentor/Teacher

New Mexico Junior College 1999 to 2001
Student Employee/Human Resources Office

Organizations/Awards

Alpha Chi Honor Society, President

Sigma Tau English Honor Society

Phi Theta Kappa Honor Society – Treasurer

National Dean's List



New Mexico Junior College

Career Opportunities

Position Announcement • August 2005

Position Title: Coordinator of Learning Assistance Center/Tutoring

Position Description: The Coordinator of Learning Assistance Center/Tutoring shall be responsible to the Dean of Mathematics, Education, English, and Transitional Studies. 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 basic mathematics through placement in the institutional tutoring program; 3) tutor students in one-on-one, small group, or online formats; 4) 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 dictated by enrollment. Teaching assignments will be based upon educational level attained; 5) provide small group/individual supplemental instruction as requested by faculty and as dictated by the earned degree and area of expertise/emphasis; 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) serve on assigned college committees; and 9) 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 desirable. Must be committed to excellence in instruction and willing to work with a wide variety of faculty in coordinating learning assistance.

NOTE: Computer proficiency required.

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: September 23, 2005 by 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. **Application materials sent via e-mail will not be accepted**

To Apply: Submit NMJC application form (available at www.nmjc.edu), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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

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

"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Coordinator of Learning Assistance Center/Tutoring

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Hamm, Jerry W.	No	No	
Staab, Mark	No	No	
Roger, Judy K.	Yes	No	Withdrew application.
Penhey, Trista D.	No	No	
Edwards, April M.	Yes	Yes	Start date: Pending Board approval.
Thompson, David M.	No	No	
Atwood, Karen J.	Yes	No	
Parker, Twilla C.	No	No	Withdrew application.
Collins, Adam	No	No	Received after deadline to apply.



Memorandum

To: Dr. McCleery
From: Ismael Zuniga
Date: December 15, 2005
Re: Request Board Approval for Employment of Relative: Custodian I –
Night/Daytime

After reviewing applications for the Custodian I – Night/Daytime position, I would like to recommend Ms. Gina Rascon for the vacancy. Per the 2005-2006 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Gina Rascon is related to Isabela Rascon, Custodian I – Night/Daytime.

Pending Board approval, I would like for Ms. Rascon to start employment on January 4, 2005.

Thank you for your consideration.

Ismael Zuniga
Custodial Supervisor