

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, February 17, 2005

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|--|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of January 20 & February 7, 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. Fiscal Watch Reports | Dan Hardin |
| 6. Board Consideration to Proceed with Campus Fencing | Steve McCleery |
| 7. Consideration of Bid #965 – Welding Equipment | Frank Collins |
| 8. Consideration of Bid #966 – Carpet & Cove Base in Watson Hall | Frank Collins |
| 9. Personnel Consideration – Upward Bound Academic Coordinator | Regina Organ |
| 10. Personnel Consideration – Assistant Director of Corrections Training | August Fons |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JANUARY 20, 2005

MINUTES

The New Mexico Junior College Board met on Thursday, January 20, 2005, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; Mr. Wade Cavitt; and Mr. John Hice, Jr. Not present was Ms. Patricia Chappelle.

Mr. Hanna called the meeting to order and welcomed all present.

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

Upon a motion by Mr. Cavitt, seconded by Mr. Kesner, the board unanimously approved the minutes of December 16, 2004, as written.

Under *President's Report*, Doug Vitt with Shoobridge Law Firm gave the board an overview of the Social Security issue.

Under New Business, David Wheat and Teresa Arsiaga with Johnson & Miller presented the Audit Report. Upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the audit as presented.

Dan Hardin presented the December financial reports and with a motion by Mr. Hice, seconded by Mr. Cavitt, the board unanimously approved the expenditures for December 2004.

Dr. McCleery presented a recommendation for New Mexico Junior College to undertake the new campus housing project as a public project and move forward with the construction. Upon a motion by Mr. Cavitt, seconded by Mrs. Williams, the board unanimously approved the recommendation to move forward with the implementation of constructing a 100 bed campus housing project.

Bill Kunko recommended Mr. Bob Hamilton for the Webmaster position at an annual salary of \$35,000. Upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the employment of Mr. Hamilton, effective January 24, 2005.

Mr. Cavitt moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of the New Mexico Statutes Annotated 1978. Mr. Hice seconded the motion. The roll call vote was as follows: Mr.

Jones – yes; Mr. Hice – yes; Mr. Hanna – yes; Mr. Cavitt – yes; Mrs. Williams – yes; and Mr. Kesner – yes.

Upon re-convening in open meeting, Mr. Hanna stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for February 17, 2005, beginning at 4:00 p.m.

Upon a motion by Mr. Cavitt, seconded by Mr. Jones, the board meeting adjourned at 5:50 pm

NEW MEXICO JUNIOR COLLEGE

SPECIAL BOARD MEETING

FEBRUARY 7, 2005

MINUTES

The New Mexico Junior College Board met on Monday, February 7, 2005, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; and Mrs. Yvonne Williams. Not present were Mr. Wade Cavitt and Mr. John Hice, Jr.

Mr. Hanna called the meeting to order and welcomed all present.

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

Dr. McCleery summarized House Bill 745 - Creating the Higher Ed Department as a Cabinet Department; House Bill 620 – Decoupling the Lottery Scholarships; and Senate Bill 669 – Enacting the College Affordability Act. Dr. McCleery feels the bills are good for students overall. After much discussion and upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board gave Dr. McCleery authority to sign the letter of support from the New Mexico Association of Community Colleges with the understanding that a letter of concern from the New Mexico Junior College board be attached. The vote was as follows: Mr. Jones – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mrs. Williams – yes; and Mr. Kesner – no.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board meeting adjourned at 4:50 pm

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: February 10, 2005

RE: Expenditure and Revenue Reports for January 2005

January is month seven or 59% of the budget for the 2004/2005 fiscal year. The expenditure report represents expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of January is \$27,154,338.00 of which \$2,265,626.00 are encumbered funds.

The total current unrestricted fund expenditures for Instruction & General through January are \$10,406,453.00, which is 57% of the projected budget. In January we had several corrections involving encumbrances that the system did not release when the expenses tied to that encumbrance were paid. You will see several areas in Instruction and General that the expenses for the month are below normal or some areas having a credit for the month of January due to the release of those encumbrances. Most disciplines under Instruction and General are near the normal 59% of budget expended for the year except for Student Services, which at 74% has a remaining encumbrance of \$61,213.00. Operation and Maintenance had almost \$250,000.00 in encumbrances released in January resulting in a credit for the month. The same is for Internal Services the release of encumbrances that were already paid resulted in a credit for the month of January. Student Aid has expended 91% of the \$331,910.00 budget, most of the budget for Student Aid is expended at the first of each semester.

In the Restricted Funds the expenditures in the Grant area is increasing. We continue to monitor the expenditures in the Grants and request the drawdown from the state and federal agencies. Restricted Student Aid had the big Pell payout in January, the Business office issued over \$1,200,000.00 in checks to students. This is a payout after their bills to NMJC were paid. Total restricted funds through January of 2005 is \$4,848,643.00

We continue to spend about \$1,000,000.00 to \$1,400,000.00 per month for the construction projects. We do not show this as a monthly expense because we have encumbered those funds and they are included in the total year-to-date expenditures for Institutional funds, GOB, and STB funds.

Expenditures through January 2005 were \$27,154,338.00, or 64% of the projected budget.

Revenue received in January 2005 was \$5,084,804.00. This mostly consists of the tuition and fees, the monthly allocation from the state, the Oil and Gas Income, property tax revenue, bookstore revenue, and direct loans and grant draw downs.

Tuition and Fees collected in January was \$600,647.00 as we collect tuition and fees for the spring semester. Oil and Gas tax revenue for the first six months of the fiscal year is \$1,331,002.00 over budget. Along with the strong Oil and Gas income, we received \$294,851.00 in Oil and Gas equipment tax in January. The property tax revenue for January was \$1,676,467.00, we will receive another large property tax check by June. Auxiliary enterprises had revenue of \$275,093.00 in January, mostly coming from the bookstore.

Restricted funds had a large drawdown of \$878,904.00 in Student Aid, which follows the large expenditure in restricted student aid. We will have another large drawdown in February.

Plant Funds had a drawdown of \$52,004.00 from STB for construction.

Total revenue for January 2005 is \$5,084,804.00, with year-to-date revenue of \$21,073,449.00 or 67% of projected budget.

The investment report shows an ending balance of \$7,625,000.00.

The Oil and Gas report reflects the strong mill levy revenue from Oil and Gas and Oil and Gas equipment taxes. The total budget for Oil and Gas for the year is \$2,874,044.00. The total Oil and Gas revenue through December of 2004 is \$2,768,044.00, which is \$106,040.00 less than the total budget. The budget for the Oil and Gas equipment tax is \$535,695.00, with the revenue of \$321,220.00 as of January 2005.

This concludes the Financial Report for January 2005.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

January 2005

59% of Year Completed

Fund	2003-04			2004-05			
	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	6,416,054	2,961,235	46%	6,390,668	455,696	3,416,113	53%
Academic Support	1,290,398	807,351	63%	1,215,822	10,291	782,841	64%
Student Services	1,477,378	915,696	62%	1,012,048	147,497	753,533	74%
Institutional Support	2,154,295	1,409,274	65%	3,500,309	269,066	1,704,295	49%
Operation & Maintenance of Plant	1,932,913	1,369,013	71%	1,931,133	(55,644)	1,104,394	57%
Subtotal - Instruction & General	13,271,038	7,462,569	56%	14,049,980	826,906	7,761,176	55%
Student Activities	310,002	174,068	56%	126,775	4,211	70,710	56%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	420,854	571,333	136%	1,471,542	(75,129)	742,417	50%
Student Aid	179,889	223,827	124%	331,910	115,322	301,566	91%
Auxiliary Enterprises	1,457,233	1,242,995	85%	1,499,657	2,665	1,040,871	69%
Athletics	698,906	419,581	60%	694,969	149,989	489,713	70%
Total Current Unrestricted Fund	16,337,922	10,094,373	62%	18,174,833	1,023,964	10,406,453	57%
CURRENT RESTRICTED FUND							
Grants	2,843,425	1,028,603	36%	1,711,163	101,505	671,716	39%
Student Aid	4,180,325	4,290,927	103%	4,422,593	1,653,055	4,176,927	94%
Total Current Restricted Fund	7,023,750	5,319,530	76%	6,133,756	1,754,560	4,848,643	79%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	6,096,932	682,022	0%	8,450,044	0	5,667,433	67%
Projects from State GOB Funds	5,274,385	2,120,690	40%	4,549,839	0	3,350,063	74%
Projects from State STB Funds	2,000,000	15,703	0%	1,885,297	0	1,885,297	0%
Projects from General Fund	0	0	0%	648,945	0	648,945	0%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from State E R & R	409,201	0	0%	386,587	0	0	0%
Projects from State B R & R	532,834	155,059	29%	480,452	77,345	311,499	65%
Projects from Auxiliary BR&R	19,147	3,839	20%	47,709	498	36,005	75%
Subtotal - Capital and BR&R	14,332,499	2,977,313	21%	17,798,873	77,843	11,899,242	67%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	14,332,499	2,977,313	21%	17,798,873	77,843	11,899,242	67%
GRAND TOTAL EXPENDITURES	37,694,171	18,391,216	49%	42,107,462	2,856,367	27,154,338	64%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
January 2005

59% of Year Completed

Fund	2003-04			2004-05			
	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	1,653,150	1,506,881	91%	1,690,200	600,647	1,640,253	97%
State Appropriations	7,684,800	4,700,797	61%	8,089,900	645,608	4,759,906	59%
Advalorem Taxes - Oil and Gas	3,409,779	2,894,803	85%	3,409,779	815,449	3,328,771	98%
Advalorem Taxes - Property	2,000,000	1,594,319	80%	2,468,000	1,676,467	1,725,614	70%
Interest Income	50,000	12,494	25%	155,871	40,306	100,166	64%
Other Revenues	316,500	196,441	62%	234,500	7,065	177,615	76%
Subtotal - Instruction & General	15,114,229	10,905,735	72%	16,048,250	3,785,542	11,732,325	73%
Student Activities	47,500	47,177	99%	47,800	17,643	47,397	99%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	6,907	53%	13,000	11,131	11,131	86%
Auxillary Enterprises	1,728,300	1,630,743	94%	1,802,550	275,093	1,635,626	91%
Athletics	35,400	20,414	58%	36,600	2,875	20,125	55%
Total Current Unrestricted	16,938,429	12,610,976	74%	17,948,200	4,092,284	13,446,604	75%
CURRENT RESTRICTED FUND							
Grants	2,843,425	552,749	19%	1,711,163	61,612	274,704	16%
Student Aid	4,180,325	4,109,341	98%	4,422,593	878,904	2,817,035	64%
Total Current Restricted	7,023,750	4,662,090	66%	6,133,756	940,516	3,091,739	50%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,593,986	1,420,188	31%	3,612,996	0	2,625,980	73%
Projects from State STB Funds	2,000,000	0	0%	1,885,297	52,004	1,253,626	66%
Projects from General Fund	680,399	0	0%	648,945	0	655,500	101%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from Other State Funds	0	0	0%	0	0	0	0%
Interest Income	100,000	68,360	68%	0	0	0	0%
Total Plant Funds	7,374,385	1,488,548	20%	7,497,238	52,004	4,535,106	60%
GRAND TOTAL REVENUES	31,336,564	18,761,614	60%	31,579,194	5,084,804	21,073,449	67%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

January 2005

59% 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	2004-05 Original Budget	Variance Over (Under) Budget
Actual	July	\$37.55	3,004,977	\$5.33	16,626,962	447,818	239,507	208,311
Actual	August	\$36.19	3,066,678	\$5.77	17,406,483	465,288	239,507	225,781
Actual	September	\$39.81	3,117,280	\$5.63	17,532,555	456,705	239,507	217,198
Actual	October	\$42.73	3,062,698	\$6.08	16,950,566	373,315	239,507	133,808
Actual	November	\$44.51	3,055,757	\$5.31	17,213,076	504,320	239,507	264,813
Actual	December	\$50.01	3,089,390	\$5.75	18,204,030	520,598	239,507	281,091
Accrual	January					239,507	239,507	0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						3,007,551	1,676,549	1,331,002
Y.T.D. Equipment Tax Revenue						321,220		321,220
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						3,328,771	1,676,549	1,652,222

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 January 2005

59% 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	7,625,000	N/A	N/A	N/A	7102-1348	2.13%	13,941
Total Investments	<u>7,625,000</u>						<u>13,941</u>

Summary of Current Month's Activity	
Beginning amount	7,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	7,179,506
Reserves Invested	445,494
Total LGIP Investment	7,625,000

Capital Projects	1/31/2005
Technology Upgrade	187,439.89
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Docutech	0.00
Vehicles	0.00
CISCO Networking Equipment	1,970.63
Western Heritage Center	1,415,000.00
Drawings and Master Plan	94,153.70
Baseball Field	191,460.51
Rodeo Arena	0.00
Dormitory Landscape	45,900.93
Lea County Beautification	0.00
Circle Drive	42,461.44
Dorm Construction	0.00
Roadway Parking Lot Seal Coat	19,689.42
Dorm Recreation Area	114,273.85
BR&R Carryover	155,618.06
Water Rights	9,465.59
Firing Range Upgrade	5,559.66
Millen Fence/Landscape	173,783.81
Ben Alexander Student Center	2,555,626.67
JASI	184,358.92
Computer Equipment Rebates	5,953.83
Clerk of the Works	67,826.95
Marketing	80,000.00
West Texas ITV	50,000.00
Dorms	148,865.57
Equestrian Center	150,000.00
Telephone	125,000.00
Total	7,179,505.97

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: Board Members
From: Dan Hardin
RE: Fiscal Watch Reports
Date: January 28, 2005

Attached for your approval are the Fiscal Watch reports to be submitted to the Commission on Higher Education by the end of February. The first report is the Balance Sheet for December 31, 2004. The total current assets consist of Cash and Cash Equivalents of \$1,623,622.00 this number represents cash in the vault and balances in the bank. Investments are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. These are receivables from students, grants, drawdown from the state for capital projects, third party billing, etc. Inventory is held at the bookstore. Prepaid expense is the college insurance and maintenance agreements paid upfront for the entire year. Total current assets is \$11,229,639.00

Non-Current Assets are the same as the audit for Property, Plant and Equipment, net \$11,305,456.00 and Construction in Progress \$2,931,127.00. Total Non-Current Assets is \$14,236,583.00. Total Assets is \$25,466,222.00

Current Liabilities begin with Accounts Payable of \$140,294.00. Under the Banner system when an invoice is entered into the system that amount is recorded in Accounts Payable, so there is a large amount of activity in Accounts Payable. Accounts Payable includes Dorm Deposit Payable, Gift Certificates from the Bookstore, and General Accounts Payable. Accrued wages payable is salaries payables and accrued vacation payable, at 12-31-2004 accrued wages payable was \$154,653.00. Deferred revenue is largely tuition and fees that we received for upcoming semesters. Also, at yearend, we defer revenue when it is for the next fiscal year. Deferred revenue at the end of December was \$135,846.00. Accrued Liabilities include all of the withholding payables for Federal Income Tax, State Income Tax, ERA, Health Insurance and other payroll related withholdings. Total accrued liabilities as of December 2004 was \$301,860.00.

Scholarships Payable is the total of the scholarships that the college is holding to be distributed. Total Scholarships payable is \$32,152.00. The Other Payables is a combination of Gross Receipts Payable, voluntary withholding payables and Agency Accounts. Agency accounts are funds held for the various clubs and organizations around campus. The total of other payables is \$84,416.00. Total Current Liabilities is \$849,221.00 as of December 2004.

The Net Assets included Invested in Capital Assets, net of related debt, for a total of \$14,236,583.00. Unrestricted net assets has a total as of December 2004 of \$10,380,418.00, with the total net assets of \$24,617,001.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that were in the Board reports in the January meeting. This report compares the December 2003 current revenues to the December 2004 current revenues. There are positive trends in the comparison of revenue. The only negative trend is in Local Appropriations. By December 2003 we had received a large amount for property tax allocation, as compared to not receiving any property tax funds by the end of December 2004. You will see a large allocation for property tax in January.

In comparing the year-to-date expenditures through December 2003 to the year-to-date expenditures through December 2004, we have some variances. The expenditures for Student Social & Cultural are less because the cost centers for Theatre, Music, and Technical Production were moved into instruction. The other decrease in expenditures from 2003 to 2004 was in Auxiliary Enterprises. Bookstore expenditures in 2004 were less in the Bookstore than in 2003.

In comparing the Plant funds from 2003 to 2004, the revenue has increased tremendously due to drawdowns from the State GOB and STB funds for the construction projects. As you compare the expenditures you will also see the increase from the construction projects that are in progress.

The next report is the comparison of the budget to actual as of December 2004. These numbers are also taken from the Board reports presented at the January Board meeting. Revenues are strong and are at or over budget for all areas except for the Local Appropriations. Again, this is because we have not received any mill levy allocations from property taxes. The expenditure comparison of budget to actual is also the same as we presented in the January Board meeting. Encumbrances and seasonal expenditures account for most of the percentage of expenditures to budget being over 50%. Plant fund revenues are high as we continue to draw down for the construction projects. Expenditures show the amounts that have been

expended and/or encumbered for the construction projects. The equipment ER&R is allocated in the Plant funds, but it is expended in the departments where the equipment is purchased. We move the budget from ER&R to the department to cover the expenditure for equipment as it is purchased.

We are required to send the attached financial ratios to the Commission on Higher Education within ten days of when the Audit is made public. Attached is the letter to the CHE and the explanation of the ratios. These ratios do not require Board approval as do the Balance Sheet, Comparison of Operating and Plant Funds, and the Summary of Operating and Plant Funds. The numbers for the ratios were pulled from the audit following the CHE guidelines for financial ratios.

We hope this explanation gives you a good understanding of the reports we are asking you to approve.

Thanks,

A handwritten signature in cursive script that reads "Dan Hardin".

Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 12/31/04

Assets

Current Assets:

Cash and Cash Equivalents	1,623,622
Investments	7,625,000
Accounts Receivable, net	1,498,465
Inventories	254,455
Prepaid Expenses	228,097

Total Current Assets 11,229,639

Non-Current Assets

Property, Plant and Equipment, net	11,305,456
Construction in Progress	2,931,127

Total Non-Current Assets 14,236,583

Total Assets 25,466,222

Liabilities

Current Liabilities

Accounts Payable	140,294
Accrued Wages Payable	154,653
Deferred Revenue	135,846
Accrued Liabilities	301,860
Scholarships payable	32,152
Other Payables	84,416

Total Current Liabilities 849,221

Total Liabilities 849,221

Net Assets

Invested in Capital Assets, net of Related Debt	14,236,583
Unrestricted	10,380,418

Total Net Assets 24,617,001

NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2004 - 2005

December 31 2004

Operating Funds	FY 2004-2005 Original Budget	FY 2004-2005 Actual as of 12-31-04	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	1,690,200	1,039,606	61.51%
State Appropriations	8,089,900	4,114,298	50.86%
Local Appropriations	5,877,779	2,562,469	43.60%
Sales & Service	1,863,350	1,390,287	74.61%
Other	426,971	247,660	58.00%
Total Revenues	17,948,200	9,354,320	52.12%

EXPENDITURES			
Instruction & General	13,816,989	6,934,270	50.19%
Student Social & Cultural	125,759	66,499	52.88%
Internal Services	1,462,728	817,546	55.89%
Student Aid	331,910	186,244	56.11%
Auxiliary Enterprises	1,497,489	1,038,206	69.33%
Intercollegiate Athletics	691,411	339,724	49.13%
Total Expenditures	17,926,286	9,382,489	52.34%
Increase (decrease) in Fund Balances	21,914	-28,169	

Plant Funds

REVENUES			
Interest Income	0	0	0.00%
State Funds	6,147,238	4,531,343	73.71%
Other	1,350,000	0	
Total Revenue	7,497,238	4,531,343	60.44%

EXPENDITURES			
Capital Projects	16,884,125	11,551,738	68.42%
Building R&R	480,452	234,154	48.74%
Equipment R&R	386,587	0	0.00%
Auxiliary R&R	47,709	35,507	74.42%
Total Expenditures	17,798,873	11,821,399	66.42%

Increase (Decrease) in Fund Balances	-10,301,635	-7,290,056
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NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2003-2004 and 2004-2005

Operating Funds	Actuals as of 12/31/2003	Actuals as of 12/31/2004	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	942,605	1,039,606	10.3%
State Appropriations	4,033,689	4,114,298	2.0%
Local Appropriations	2,687,377	2,562,469	-4.6%
Sales & Service	1,036,790	1,390,287	34.1%
Other	196,612	247,660	26.0%
Total Revenues	8,897,073	9,354,320	5.1%

EXPENDITURES			
Instruction & General	6,476,038	6,934,270	7.1%
Student Social & Cultural	149,818	66,499	-55.6%
Internal Services	624,206	817,546	31.0%
Student Aid	141,378	186,244	31.7%
Auxiliary Enterprises	1,128,015	1,038,206	-8.0%
Intercollegiate Athletics	304,125	339,724	11.7%
Total Expenditures	8,823,580	9,382,489	6.3%
Increase (decrease) in Fund Balances	73,493	-28,169	

Plant Funds			
REVENUES			
Interest Income	58,073	-	-100.0%
State Funds	1,212,739	4,531,343	
Other			
Total Revenue	1,270,812	4,531,343	256.6%

EXPENDITURES			
Capital Projects	2,777,434	11,551,738	315.9%
Building R&R	144,848	234,154	61.7%
Equipment R&R		-	
Auxiliary R&R	0	35,507	0.0%
Total Expenditures	2,922,282	11,821,399	304.5%

Increase (Decrease) in Fund Balances	-1,651,470	-7,290,056
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NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

January 27, 2005

Commission on Higher Education
Kathy Cantrell
Finance Director
1068 Cerrillos Road
Santa Fe, New Mexico 87505

RE: Fiscal Watch Financial Ratios

Dear Kathy,

Attached per the requirement under the Fiscal Watch program are the financial ratios for New Mexico Junior College. The June 30, 2004 audit for New Mexico Junior College became public record on January 20, 2005. This is the second year for New Mexico Junior College to have financial statements prepared under the GASB guidelines.

	2003	2004
Primary Reserve Ratio	54%	46%
Return on Net Assets Ratio	12%	10%
Net Operating Revenues Ratio	12%	10%
Viability Ratio	0%	0%
Debt Burden Ratio	0%	0%

I hope this meets with your approval.

Sincerely,

Dan Hardin

**Primary Reserve Ratio
New Mexico Junior College**

Compares expendable net assets to total expenses from the 6-30-04 Audit.

Audit Statement dated 6-30-04	6/30/2003	6/30/2004
Statement of Net Assets		
GASB Unrestricted Net Assets	12,587,578.00	11,305,681.00
GASB Expendable Restricted Net Assets (excluding plant)		
GASB Expendable Net Assets 6-30-04		
Total Expendable Net Assets	12,587,578.00	11,305,681.00
Statement of Revenues, Expenses and changes in Net Assets		
GASB Operating Expenses	23,275,343.00	24,410,116.00
GASB Nonoperating Expenses	0.00	0.00
Total Expenses	23,275,343.00	24,410,116.00
Total Expenses	23,275,343.00	24,410,116.00
Primary Reserve Ratio	54%	46%

The Primary Reserve Ratio provides a snapshot of financial strength and flexibility by indicating how long the institution could function using its expendable reserves without relying on additional net assets generated by operations. 2003 was the first year that GASB financial information had been prepared for New Mexico Junior College. The ratio declined from 2003 to 2004, from 54% to 46%.

**Return on Net Assets Ratio
New Mexico Junior College**

Determines whether the Institution is financially better off than in previous years.

Audit statement dated 6-30-04	6/30/2003	6/30/2004
Statement of Net Assets		
GASB Change in Net Assets	2,680,853.00	2,678,756.00
Total Change in Net Assets	2,680,853.00	2,678,756.00
Statement of Net Assets		
GASB Total Net Assets	22,306,952.00	25,542,264.00
Total Net Assets	22,306,952.00	25,542,264.00
Return on Net Assets Ratio	12%	10%

Return on Net Assets Ratio measures total economic return.
Total Net Assets increased from 2003 to 2004, but the return
on Net Assets declined slightly from 12% to 10% from 2003 to 2004.

**Net Operating Revenues Ratio
New Mexico Junior College**

Ratio indicates whether total operating activities resulted in a surplus or deficit.

Audit Statement dated 6-30-04	6/30/2003	6/30/2004
Statement of Revenues, Expenses, and Changes in Net Assets		
GASB Operating Income (Loss)	-11,609,018.00	-12,229,288.00
GASB Net Nonoperating Revenues (Expenses)	14,719,237.00	15,015,381.00
GASB Nonoperating Expense	0.00	0.00
Total Adjusted Net Operating Revenues	3,110,219.00	2,786,093.00
Statement of Revenues, Expenses, and Changes in Net Assets		
GASB Operating Revenues	11,666,325.00	12,180,828.00
GASB Nonoperating Revenues	14,719,237.00	15,015,381.00
Adjusted Total Income	26,385,562.00	27,196,209.00
Net Operating Revenues Ratio	12%	10%

Net Operating Revenues Ratio indicates if a institution is operating in a surplus or deficit. A positive ratio indicates that the institution is experiencing an operating surplus and that the institution is living within available resources. In 2003 the operating revenues ratio was 12% in 2004 the operating revenue declined to 10%.

**Viability Ratio
New Mexico Junior College**

Measures the availability of expendable net assets to cover debt.

Audit Statement dated 6-30-04	6/30/2003	6/30/2004
Statement of Net Assets		
GASB Expendable Net Assets	12,587,578.00	11,305,681.00
Total Expendable Net Assets	12,587,578.00	11,305,681.00
Statement of Net Assets		
GASB Long term debt	0.00	0.00
Total Long Term Debt	0.00	0.00
Viability Ratio	Zero	Zero

The Viability Ratio indicates if a institution has sufficient expendable net assets to satisfy debt obligations. New Mexico Junior College has no debt as of the audit statement dated June 30, 2004.

Debt Burden Ratio
New Mexico Junior College

Measures the burden to the institution to service debt

Audit Statement 6-30-04	6/30/2003	6/30/2004
Statement of Revenues, Expenses, and changes in Net Assets		
GASB Interest Expense plus Principal Payments	0.00	0.00
Total Debt Service	0.00	0.00
Statement of Revenues, Expenses, and changes in Net Assets		
GASB Operating Expenses	23,275,343.00	24,410,116.00
GASB Nonoperating Expenses	0.00	0.00
GASB Depreciation Expense	-680,612.00	-1,407,564.00
GASB Principal Payments	0.00	0.00
Total GASB Expenditures	22,594,731.00	23,002,552.00
Total Expenditures	22,594,731.00	22,594,731.00
Debt Burden Ratio	Zero	Zero

The Debt Burden Ratio indicates the percentage of operating expense dedicated to retiring debt. New Mexico Junior College has no debt as of the audit statement dated June 30, 2004

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 12/31/04

Assets

Current Assets:

Cash and Cash Equivalents	1,623,622
Investments	7,625,000
Accounts Receivable, net	1,498,465
Inventories	254,455
Prepaid Expenses	228,097

Total Current Assets 11,229,639

Non-Current Assets

Property, Plant and Equipment, net	11,305,456
Construction in Progress	2,931,127

Total Non-Current Assets 14,236,583

Total Assets 25,466,222

Liabilities

Current Liabilities

Accounts Payable	140,294
Accrued Wages Payable	154,653
Deferred Revenue	135,846
Accrued Liabilities	301,860
Scholarships payable	32,152
Other Payables	84,416

Total Current Liabilities 849,221

Total Liabilities 849,221

Net Assets

Invested in Capital Assets, net of Related Debt	14,236,583
Unrestricted	10,380,418

Total Net Assets 24,617,001

NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2004 - 2005

December 31 2004

Operating Funds	FY 2004-2005 Original Budget	FY 2004-2005 Actual as of 12-31-04	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	1,690,200	1,039,606	61.51%
State Appropriations	8,089,900	4,114,298	50.86%
Local Appropriations	5,877,779	2,562,469	43.60%
Sales & Service	1,863,350	1,390,287	74.61%
Other	426,971	247,660	58.00%
Total Revenues	17,948,200	9,354,320	52.12%

EXPENDITURES			
Instruction & General	13,816,989	6,934,270	50.19%
Student Social & Cultural	125,759	66,499	52.88%
Internal Services	1,462,728	817,546	55.89%
Student Aid	331,910	186,244	56.11%
Auxiliary Enterprises	1,497,489	1,038,206	69.33%
Intercollegiate Athletics	691,411	339,724	49.13%
Total Expenditures	17,926,286	9,382,489	52.34%
Increase (decrease) in Fund Balances	21,914	-28,169	

Plant Funds			
REVENUES			
Interest Income	0	0	0.00%
State Funds	6,147,238	4,531,343	73.71%
Other	1,350,000	0	
Total Revenue	7,497,238	4,531,343	60.44%

EXPENDITURES			
Capital Projects	16,884,125	11,551,738	68.42%
Building R&R	480,452	234,154	48.74%
Equipment R&R	386,587	0	0.00%
Auxiliary R&R	47,709	35,507	74.42%
Total Expenditures	17,798,873	11,821,399	66.42%

Increase (Decrease) in Fund Balances	-10,301,635	-7,290,056
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NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2003-2004 and 2004-2005

Operating Funds	Actuals as of 12/31/2003	Actuals as of 12/31/2004	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	942,605	1,039,606	10.3%
State Appropriations	4,033,689	4,114,298	2.0%
Local Appropriations	2,687,377	2,562,469	-4.6%
Sales & Service	1,036,790	1,390,287	34.1%
Other	196,612	247,660	26.0%
Total Revenues	8,897,073	9,354,320	5.1%

EXPENDITURES			
Instruction & General	6,476,038	6,934,270	7.1%
Student Social & Cultural	149,818	66,499	-55.6%
Internal Services	624,206	817,546	31.0%
Student Aid	141,378	186,244	31.7%
Auxiliary Enterprises	1,128,015	1,038,206	-8.0%
Intercollegiate Athletics	304,125	339,724	11.7%
Total Expenditures	8,823,580	9,382,489	6.3%
Increase (decrease) in Fund Balances	73,493	-28,169	

Plant Funds

REVENUES			
Interest Income	58,073	-	-100.0%
State Funds	1,212,739	4,531,343	
Other			
Total Revenue	1,270,812	4,531,343	256.6%

EXPENDITURES			
Capital Projects	2,777,434	11,551,738	315.9%
Building R&R	144,848	234,154	61.7%
Equipment R&R		-	
Auxiliary R&R	0	35,507	0.0%
Total Expenditures	2,922,282	11,821,399	304.5%

Increase (Decrease) in Fund Balances	-1,651,470	-7,290,056
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Invitation to Bid # 965

Welding Equipment

BOARD DOCUMENTS

Date: February 8, 2005
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On January 25, 2005, legal notices were sent to three newspapers requesting sealed bids for the purchase welding equipment:

Hobbs Daily News Sun
Lovington Leader
Clovis Journal

2. Bid packets were sent to four potential bidders. The bid was also posted on the college website.

3. Three bidders submitted a response in compliance with the bid documents.

4. The Business Office and Welding Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders responding to the Invitation were: A. G. Heinze Inc., Lake Forest CA, Staveley NDT Technologies, Kennewick WA, and FTS Systems, Inc., Stone Ridge NY.

The Administration recommends acceptance of the multi award bid from all of the vendors as follows:

A. G. Heinze Inc.: Digital Metallurgy Microscope - \$10,912.48

Staveley NDT Technologies, Inc.: Sonic 1200S Portable Flaw Detector - \$7,051.37

FTS Systems, Inc.: Re-circulating Cooler - \$4,780.00

Total of Equipment: \$22,743.85

Source of Funding: - Vocational Support Services - Carl Perkins Grant – Major Equipment
Account #: 41312 – 2962 – 73102 - 122
Amount: \$22,743.85

New Mexico Junior College
ITB#965 Welding Equipment Specifications
Description of Equipment & Specifications
Item #1:
Recirculating Cooler
Temp Range: -40C to +75C
Heat Removal: 195 W at -30C
Pump: Cent. Magn., 2 GPM/4 PSI
Reservoir: 2 liter
Control: Digital, PID, 0.1 Indication w/RS232
Dimensions: 13"W X 21"D X 19"H
Elect: 120V/60Hz
Heater: 600W
Connection: 1/4" MPT
Stability: +/-0.1 C
Item #2:
Digital Ultrasonic Flaw Detector
High resolution, LCD, Charger Adapter, Nickel Metal Hydride rechargeable battery, calibration certificate, instruction manual, hand strap & transport case, internal numerical data logger, 20MHz bandwidth
LT DAC and TVG Software Combination
LT AWS Software Option
Angle Beam Transducer, 2.25 MHz, 0.625" X 0.625" AWS Style, Straight BNC Connector
Wedge, Accupath, AWS, 45 degrees
Wedge, Accupath, AWS, 60 degrees
Wedge, Accupath, AWS, 70 degrees
Contact Transducer, 2.25 MHz, 0.50" Element diameter, standard case style, Right BNC Connector
Cable, Standard & BNC to BNC, 6 ft, RG-58
Type DSC AWS Block in 1018 Steel without carrying case
ASTM E164 IIW Type Block in 1018 Steel without carrying case
Couplant, Gel Type (sound safe) & 12 oz. squeeze bootles (.35 liters)
Item #3:
Digital Metallurgy Microscope
Power Cord
CFI UW eyepiece 10x
Rubber eye guard (high type) for all CFI (10x, 12.5x, and 15x eyepieces)
Ultrawide trinocular doby tube type "T", UW (for f.o.v. 22mm or 25mm) 3 way visual/photo prism
100/0, 20/80; 0/100, fixed inclined angle of 25 degrees from horizontal
Hard coat mechanical stage with tension adjustment

Item #3 (continued):

stage adapter

EPI Illuminator, ESD

Lamphouse

12v/100w buld

C-N sextuple nosepiece

CFI LU Plan EPI 5x objective

CFI LU Plan EPI 10x objective

CFI LU Plan EPI 20x objective

CFI LU Plan EPI 50x objective

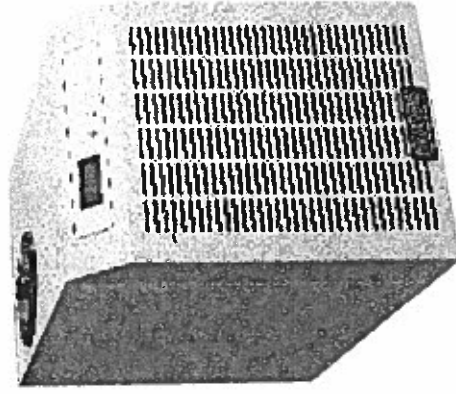
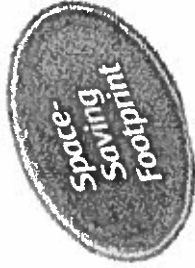
call toll free at 800.824.0400

APPLICATIONS

- Reaction vessels
- Extractors
- Diffusion pumps
- Lasers
- Sputtering systems
- ... and more

RS Series Recirculating Chiller

Dependable cooling for laboratory applications



Features

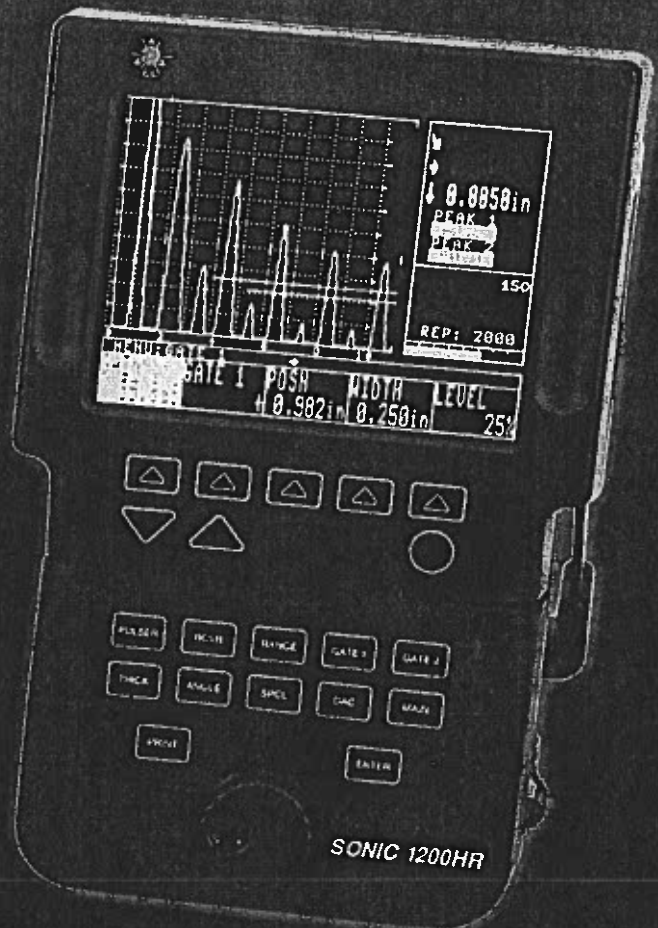
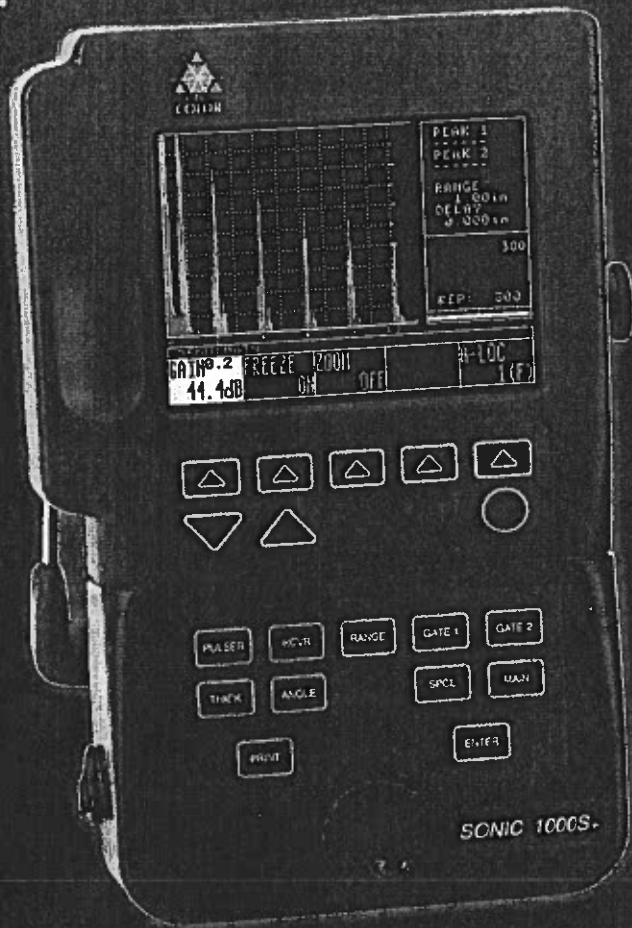
- ▶ Wide temperature range
- ▶ Positive displacement pumps available
- ▶ Small footprint
- ▶ R.S-232 interface

Benefits

- ▶ Single unit can be used for a variety of applications in lab
- ▶ Provides higher pressure pumping
- ▶ Saves space
- ▶ Allows control and data collection from a remote location

SONIC[®] 1000 SERIES

The Standard in Ultrasonic Testing World Wide!

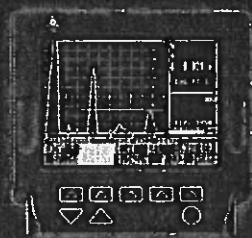


- ▶ The highest ultrasonic resolution of any portable flaw detector.
- ▶ Customer Interchangeable Displays - For Truly The Greatest Display Visibility In All Light and Temperature Conditions. WHY COMPROMISE?

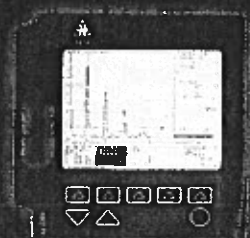
Color LCD
Includes VGA
Output
Connectivity



Color
Liquid Crystal



Hi-Brite
Electroluminescent

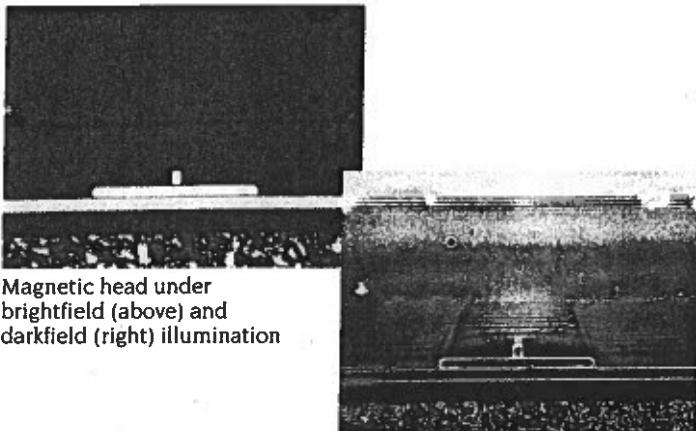


Monochrome
Backlit Liquid Crystal

Industrial Microscopes ECLIPSE L150/L150A

Total ESD design

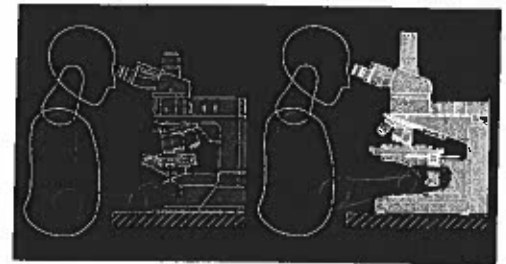
The parts of the L150 that are touched by the operator—including not only the painted surfaces, but eyepieces, illuminator, and controls—are ESD (Electrostatic Discharge)-applied. This design prevents damage to magnetic heads, resulting in an increase in yield. It also prevents foreign particles from adhering to the microscope body, providing greater safeguards against contamination when inspecting magnetic heads and semiconductor samples.



Magnetic head under brightfield (above) and darkfield (right) illumination

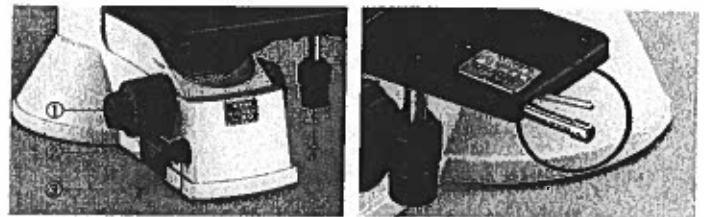
SEMI S2-0200/S8-0600-compliant, ergonomic design

All controls are positioned up-front in the microscope base to minimize operator hand movement, while the eyepoint is set at the optimum level to ensure comfortable observation and operation. A refocusing mechanism also prevents the objective from hitting the sample.



L150/L150A

Conventional model

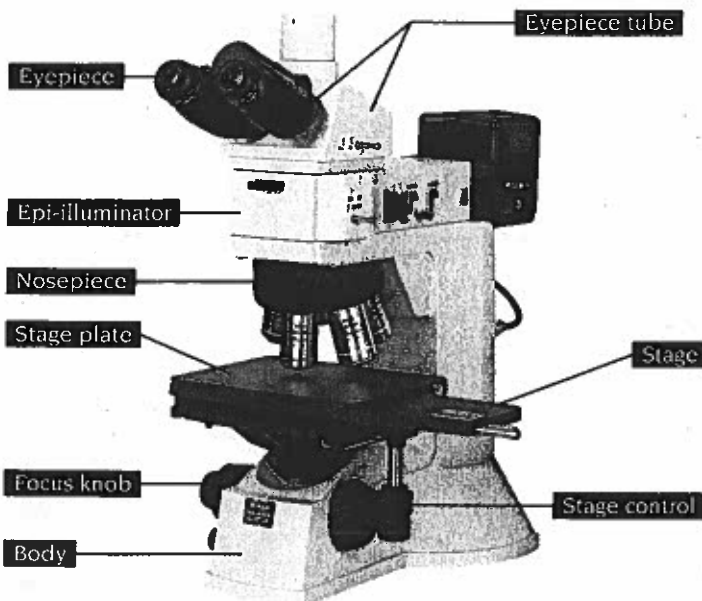
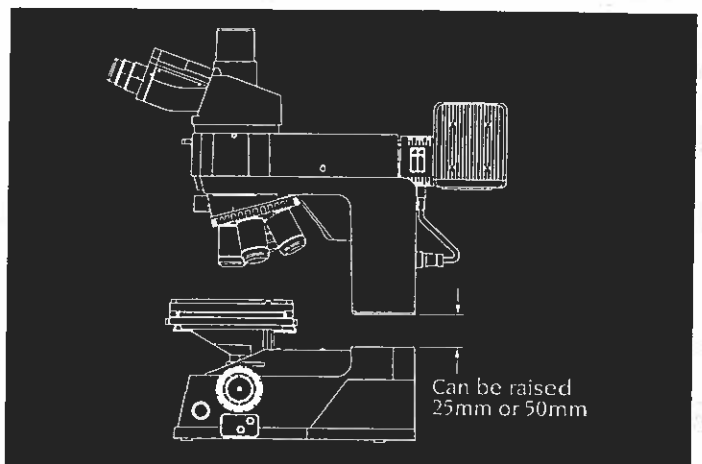


All controls are positioned up-front:
 ① Coarse-fine focus knob
 ② Objective changeover switch (L150A)
 ③ Light intensity control dial
 ④ Stage control

To switch to coarse movement, simply pinch the two pins, allowing you to move the stage manually.

Optional spacers for increased sample height

The base and arm sections of these microscopes can be separated, so that the user can add spacers for the observation of thick samples up to 78mm.



These parts are ESD-applied.

Invitation to Bid # 966

Purchase & Installation of Carpet
& Cove Base in Watson Hall

BOARD DOCUMENTS

Date: February 8, 2005
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On January 24, 2005, legal notices were sent to three newspapers requesting sealed bids for the purchase and installation of carpet and cove base for Watson Hall:

Hobbs Daily News Sun
Lovington Leader
Clovis Journal

2. Bid packets were sent to six potential bidders.
3. Two bidders submitted a response in compliance with the bid documents.
4. The Business Office and Maintenance Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders responding to the Invitation were: Floors to Go, Hobbs NM and John's Carpet Barn, Lovington NM.

Vendor	Removal & Disposal of Existing Carpet per square yard.	Carpeting per Sq. Yard (Installed)	Cove Base 4" Per linear feet (Installed)	Approx. Delivery Date
Floors to Go	\$2.00 per sq. yd.	\$13.99 per sq. yd, labor incl \$500.00	\$1.10 per linear ft	7 working days lead time from A.R.O.*
John's Carpet Barn	\$2.50 per sq. yd.	\$17.95 per sq. yd.	\$1.99 per linear ft	3 weeks from A.R.O.*

* ARO: after receipt of order

The Administration recommends acceptance of the bid from Floors to Go. The total of the purchase will be \$10,556.80.

Source of Funding: - Building Renewal & Replacement - Watson Hall

Account #: 93021 - 4002 - 76013 - 922

Amount: \$10,556.80

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #966
Scope of Work & Bid Specifications

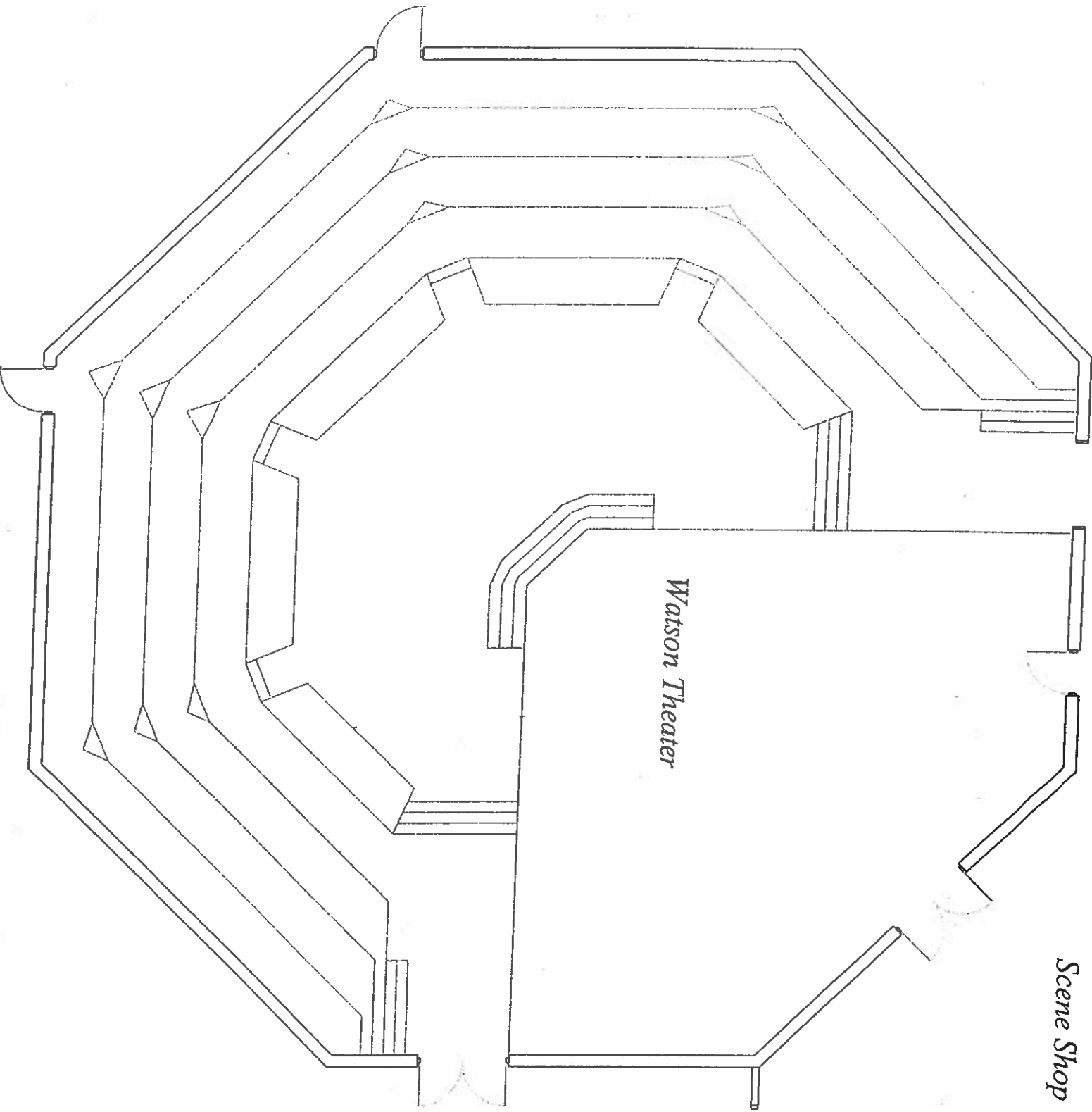
SCOPE OF WORK:

Purchase and install approximately 620 Square Yards (**you are required to measure the area**) of Carpeting and 130 Linear Feet of Cove Base in Watson Hall on New Mexico Junior College Campus. Bid price must include the Removal and Disposal of the Existing Carpeting and Cove Base.

The area in Watson Hall is configured for a theatre; therefore, there are steps from the floor up to the back walls (See Diagram of Area on the following page).

SPECIFICATIONS:

1. Commercial Level Loop, 26 oz., 100% nylon carpeting.
 - a. Solution dyed.
 - b. Style - "Addison" **Beaulieu** brand or equal product. (Please provide samples)
 - c. Color - "Midnight Sky" or equal product. (Please provide samples)
 - d. Installed without pad.
2. Vinyl .080 gauge cove base in the following widths (Please provide samples)
 - a. 4" (shade of blue – must be compatible with carpet sample)
3. All prices should include installation.



Watson Theater

Scene Shop





NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 2-10-05

Candidate's name April M. Edwards

Position title Upward Bound Academic Coordinator

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 2-21-05 Standard contract length 12 mos. 9 mos. other _____

Funding source Upward Bound Grant

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 to \$40,309 Recommended annual salary \$33,859 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-704 100%

Recommended and approved by:

[Signature]
Supervisor
[Signature]
Vice President

[Signature]
Dean/Director
[Signature]
President

Selection Committee Members: Michael Chavez - Director of Upward Bound Program
Patrick Gorman - Dean of Counseling
Gayle Abbott - Director of Student Support Services
Vera Gilleland - Director of Talent Search

Comments: Ms. Edwards meets and/or exceeds the minimum qualifications for this position.

ABBREVIATED RESUME

Position

Upward Bound Academic Coordinator

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

College of the Southwest 3/2003 to Present
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
Sigma Tau English Honor Society - President
Phi Theta Kappa Honor Society – Treasurer
National Dean's List



New Mexico Junior College

Career Opportunities

Position Announcement • December 2004

Position Title: Upward Bound Academic Coordinator

Position Description: The Upward Bound Academic Coordinator reports to the Director of Upward Bound Program. The Upward Bound Program is a component of the federal TRIO Program to assist 9th through 12th graders to graduate and enter post-secondary education. General duties and responsibilities include: (1) travel to target schools in Lea County for parent, teacher and counselor conferences; (2) make presentations to target school staff and students; (3) maintain close relationships with high school personnel, students, parents and on-campus personnel; (4) assist in writing and designing Upward Bound brochures, posters and other informational literature; (5) assist with student recruitment and selection including application review, ranking and interviews; (6) develop and maintain Individual Educational and Career Plans (IECP) with each participant; (7) advise participants about course schedules in high school that lead to acceptance in post-secondary institutions; (8) coordinate and maintain Upward Bound tutoring program throughout the academic year and summer component; (9) obtain quarterly grade reports for each Upward Bound participant; (10) provide academic advising to participants during target school visits; (11) evaluate tutors; (12) monitor participants academic progress in the program; (13) assist the Director of Upward Bound with planning of summer curriculum and activities for the summer component and the bridge programs; (14) evaluate summer component and bridge component for overall effectiveness; (15) assist in collecting data for annual performance reports and assist in preparation of funding proposal; and (16) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree in education, psychology/sociology and/or related fields is required. Master's degree preferred. All degrees must be from a regionally accredited institution. Curriculum development experience preferred. TRIO Program experience and bilingual in English/Spanish is an asset. Qualified applicant should have at least one year of experience working with disadvantaged youth and secondary education.

Salary/Benefits: This is a 12-month professional position funded by a grant. Continuation of the position depends on grant funding. Salary range is \$32,247 to \$40,309 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: January 5, 2005 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit an NMJC application form, letter of application, 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: spounds@nmjc.cc.nm.us

APPLICANT LIST

Position: Upward Bound Academic Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Baker, Tony	Yes	No	
Evans, Derelle	No	No	Incomplete application materials.
Rice, Tom	No	No	
Hutchins, Rowland	No	No	
Garcia, Norma	Yes	No	
Perry, Sonya	No	No	
Rodriguez, Aime	No	No	
Edwards, April	Yes	Yes	Start date: Pending Board approval.
Crossland, Jerry	Yes	No	
Parker, Twilla	Yes	No	
Martin, Sandra	No	No	Received after deadline to apply.



NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 2-11-05

Candidate's name Naomi Espinoza

Position title Assistant Director of Corrections Training

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 3-1-05 Standard contract length 12 mos. 9 mos. other _____

Funding source NMJC 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 \$36,485 to \$45,606 Recommended annual salary \$37,500 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-11-513 100%

Recommended and approved by:

Supervisor

August Fons
Dean/Director

Vice President

Steve McCleary
President

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

August Fons - Dean, Division of Public Safety and Community Services

Dennis Kelley - Director of Public Safety Training

Comments: Ms. Espinoza meets and/or exceeds the minimum qualifications for this position.

ABBREVIATED RESUME

Position

Assistant Director of Corrections Training

Personal Data

Name: Naomi Espinoza

Education

Corrections Academy, New Mexico Junior College, Hobbs, NM, 2001

Professional Experience

Wackenhut/GEO, Hobbs, NM	
Corrections Academy Instructor	2004 to Present
Housing Unit Sergeant	2003 to 2004
Prison Industries Officer	2002 to 2003
Officer In Charge	2001 to 2002
Hobbs Public Schools, Hobbs, NM	8/00 to 3/01
Substitute Teacher	
Smith/Price Rite	9/94 to 9/00
Head Cashier	

Certificates and Awards

Basic Corrections Training Academy Certification
Officer of the Month Award
Emergency Preparedness and Use of Force Certificate
Transport Procedures Certificate
Interpersonal Communications Award
Defensive Driving Training
React Bandit Training
Supervisor Training
Defensive Tactics for Instructors Training
Training for Instructors



New Mexico Junior College

Career Opportunities

Position Announcement • January 2005

Position Title: Assistant Director of Corrections Training

Position Description: The Assistant Director of Corrections Training will report to the Director of Public Safety Training. Duties and responsibilities shall be, but not limited to, the following: (1) To satisfactorily provide quality academic and practical instruction to students at New Mexico Junior College in the assigned subject field(s) and in the ability to direct the learning process; (2) plan, organize, control and/or coordinate all activities related to the Basic Corrections Academy and Private Security Training; (3) work with appropriate federal, state, regional and local agencies to promote and direct the efforts and objectives of the Basic Corrections Academy and Private Security Training program; (4) recruit and aid in placing students in the Basic Corrections Academy and Private Security Training program; (5) supervise the part-time instructors in the Basic Corrections Academy and Private Security Training program; (6) serve on college committees; (7) assume other professional responsibilities associated with the position of Assistant Director of Corrections Training; (8) Accept other duties not listed but assigned by the Director of Public Safety Training.

Qualifications: Bachelor's degree in Criminal Justice and/or Education from a regionally accredited four-year college or university is preferred; 3 years work/training experience in a corrections facility environment; or equivalent combination of education and experience. Previous or current New Mexico State Certification as a Corrections Officer is required. Successful instructional experience in a Basic Corrections Academy is preferred. New Mexico Department of Corrections Instructor Certification in Firearms, Physical Fitness, and Defensive Tactics is desired but not mandatory at time of employment. The applicant must be committed to excellence in instruction and be willing to supervise and work with other part-time instructors in coordinating the program offerings. Proficiency in MicroSoft Word, Excel and PowerPoint is required.

Salary/Benefits: Salary and benefits are competitive and commensurate with experience and qualifications for a twelve-month position. Note: NMJC does not participate in social security deductions.

Application Deadline: February 9, 2005 at 5:00 p.m. MST. Position starts March 7, 2005. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Send NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of references to:

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APPLICANT LIST

Position: Assistant Director of Corrections Training

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Sandra Miller	Yes	No	
Naomi Espinoza	Yes	Yes	Start date: Pending Board approval.
Evaristo Garcia	Yes	No	
Balinda Ray-Taylor	Yes	No	