

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, February 24, 2000

Zia Room - Library

1:30 p.m.

AGENDA

- | | |
|---|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of January 27, 2000 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. New Business | |
| 1. 1998-99 Audit Report | Dr. McCleery |
| 2. Monthly Expenditures Report | Dr. McCleery |
| 3. Monthly Revenue Report | Dr. McCleery |
| 4. Oil and Gas Revenue Report | Dr. McCleery |
| 5. Schedule of Investments | Dr. McCleery |
| 6. 2000-2001 College Calendar | Dr. McCleery |
| 7. Budget Revisions - 1999/2000 Grant Awards | Dr. McCleery |
| 8. Removal of Equipment from Inventory | Dr. McCleery |
| 9. EMT Course Fee Increase | Dr. McCleery |
| 10. Budget Adjustment - ELIN Project | Dr. McCleery |
| 11. Consideration of Supplemental Salary Payment | Dr. McCleery |
| 12. Personnel Consideration - Academic/Career Planner | Dr. McCleery |
| 13. Personnel Consideration - ESL/Basic Skills Specialist | Dr. McCleery |
| 14. Change Position Title from Network Assistant to Webmaster | Dr. McCleery |
| 15. Personnel Consideration - Custodian Position | Dr. McCleery |
| G. Public Comments | Mr. Newman |
| H. Announcement of Next Meeting | Mr. Newman |
| I. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JANUARY 27, 2000

MINUTES

The New Mexico Junior College Board met on Thursday, January 27, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mrs. Irene Salgado; Mr. Bill Lee; Mr. Ferrel Caster; and Mrs. Bonnie Moran. Not present was Mr. Donald Whitaker.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Michael Maresh, Hobbs News-Sun.

Upon a motion by Mrs. Moran, seconded by Mrs. Salgado, the agenda was unanimously adopted, as presented.

Upon a motion by Mr. Caster, seconded by Mrs. Moran, the board unanimously approved the minutes of December 14, 1999.

Under *President's Report*, Robert Bensing gave the spring semester enrollment report. Sam Oswald reported on Continuing Education programs and shared with the board the Training Proposal for New Mexico Works Clients. Dr. McCleery gave an update on the legislative session.

Mr. Caster 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. Schubert seconded the motion. The roll call vote was as follows: Mr. Schubert - yes; Mrs. Salgado - yes; Mr. Newman - yes; Mr. Lee - yes; Mr. Caster - yes; and Mrs. Moran - yes.

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

Under *New Business*, Brenda Pena presented the December financial reports and with a motion by Mrs. Moran, seconded by Mr. Schubert, the board unanimously approved the expenditures for December 1999.

Ms. Pena presented the Joint Powers Agreement to Establish an Educational Cooperative for board consideration. The agreement will allow the college to join with other public educational institutions within the State of New Mexico for the purpose of pooling their efforts and resources in order to bring additional, necessary educational services to their respective institutions at an affordable cost. After some discussion and upon a motion by Mr. Schubert, seconded by Mr. Caster, the board unanimously adopted the joint powers agreement.

Dr. McCleery presented Request for Proposals #40 - Professional Legal Services. Based on the point results, the administration recommended acceptance of the proposal received from Maddox & Holloman, P.C. Upon a motion by Mr. Schubert, seconded by Mr. Lee, the board voted to accept the proposal from Shoobridge Law Firm. The roll call vote was as follows: Mr. Schubert - yes; Mrs. Salgado - yes; Mr. Lee - yes; and Mr. Caster - yes. Mr. Newman and Mrs. Moran abstained from the vote.

Ms. Pena presented Bid #889 - Purchase of Interactive Video Workstations for the Nursing Department. The administration recommended that the board accept the sole bid from Inter Act Computer Systems, Inc. for \$12,500. Upon a motion by Mrs. Moran, seconded by Mrs. Salgado, the board unanimously accepted the recommendation.

Ms. Pena presented Bid #890 - Purchase of Automotive and Audio Visual Equipment for the Don Whitaker Automotive Technology Center. The administration recommended that the board accept the low bids from various vendors for a total of \$6,891.53. Upon a motion by Mr. Caster, seconded by Mr. Lee, the board unanimously accepted the recommendation.

Ms. Pena presented Bid #893 - Installation of Lighting System for Watson Hall. The administration recommended that the board accept the sole bid from Southwestern Electric Shop, Inc. for \$69,720. Upon a motion by Mr. Schubert, seconded by Mr. Caster, the board unanimously accepted the recommendation.

Dr. McCleery presented a recommendation to change the traffic circle back to two-way traffic flow, utilizing a three-phase approach. The first phase would be to change the traffic circle into two-way traffic during the 2000 spring break. Phase two would entail widening the main entrance to the campus sometime during the 2000-2001 school year. Phase three includes obtaining permission from the State Highway Department to build an acceleration lane on the Lovington Highway and open the Lovington Highway entrance to two-way traffic. A three-phase approach would give the college time to identify the cost associated with phase II and phase III. After some discussion and upon a motion by Mr. Lee, seconded by Mr. Schubert, the board unanimously voted to proceed with phase one, at a cost of approximately \$31,000.

Dr. McCleery presented a request to enter into a Memorandum of Understanding with the State Corrections Academy and a separate Memorandum of Understanding with Wackenhut Corporation of America in order to operate a corrections academy on the campus of New Mexico Junior College. After some discussion and upon a motion by Mr. Schubert, seconded by Mrs. Moran, the board unanimously agreed to move forward with the planning and implementation of a corrections academy.

Dr. McCleery presented a letter of resignation from faculty members Russell Hardy and Leslie Dutton. Upon a motion by Mr. Lee, seconded by Mrs. Salgado, the board unanimously accepted the resignations.

Pat Gorman recommended Gayle Abbott for the position of Director of Student Support Services at an annual salary of \$33,500. Upon a motion by Mr. Schubert, seconded by Mrs. Moran, the board unanimously approved the employment of Ms. Abbott, effective February 1, 2000. Dr. Gorman recommended Michelle Myers for the position of Upward Bound Academic Coordinator at an annual salary of \$29,500. Upon a motion by Mrs. Moran, seconded by Mrs. Salgado, the board unanimously approved the employment of Ms. Myers, effective March 1, 2000. Steve Davis recommended Garry Wilson for the position of Professor of Computer Science Information Systems/CADD/AVHS at a nine month salary of \$33,094. Upon a motion by Mr. Lee, seconded by Mr. Schubert, the board approved the employment of Mr. Wilson, effective February 1, 2000. Dr. McCleery recommended that Jesse Morales be employed as a groundskeeper. Mr. Morales is related to John Hare who is a maintenance employee. Upon a motion by Mr. Schubert, seconded by Mrs. Salgado, the board unanimously accepted the recommendation. Dr. McCleery recommended that Glenn Owens be employed as a groundskeeper. Mr. Owens is related to Career & Learning Services employee Tanya Owens. Upon a motion by Mr. Lee, seconded by Mr. Caster, the board unanimously accepted the recommendation.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for February 17, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mrs. Moran, seconded by Mr. Schubert, the board unanimously voted to adjourn at 4:45 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

- Frank Collins
- Sam Oswald
- Stan Pena
- Lisa Brown
- Steve Davis
- Bill Braun
- Brenda Pena
- Cc Nelson
- Marilyn Jackson
- Linda Neel
- Mark Freed
- Lance Caviness
- Robert Bensing
- Richard Morris
- Debbie Pruitt
- Robert Guthrie

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

January 2000

58% of Year Completed

Fund	1998-99			1999-00			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Revised Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	4,963,475	2,328,320	47%	5,216,596	332,631	2,446,716	47%
Academic Support	855,285	545,420	64%	919,691	58,837	574,917	63%
Student Services	800,297	485,241	61%	991,692	73,247	636,369	64%
Institutional Support	1,540,095	908,582	59%	1,617,362	149,590	947,171	59%
Operation & Maintenance of Plant	1,354,189	763,052	56%	1,591,981	120,105	829,561	52%
Subtotal - Instruction & General	9,513,341	5,030,615	53%	10,337,322	734,410	5,434,734	53%
Student Activities	110,700	67,604	61%	109,847	5,436	59,264	54%
Research	24,949	14,572	58%	0	0	0	0%
Public Service	0	0	0%	24,949	1,505	11,125	45%
Internal Service Departments	339,348	304,020	90%	308,980	(643)	248,319	80%
Student Aid	154,832	140,063	90%	153,705	7,521	107,375	70%
Auxiliary Enterprises	1,424,915	1,023,121	72%	1,294,716	136,735	938,992	73%
Athletics	616,948	412,244	67%	581,756	27,516	307,519	53%
Total Current Unrestricted Fund	12,185,033	6,992,239	57%	12,811,275	912,480	7,107,328	55%
CURRENT RESTRICTED FUND							
Grants	2,205,437	815,984	37%	2,784,410	125,935	1,270,036	46%
Student Aid	3,309,548	2,685,959	81%	3,436,841	342,752	2,863,200	83%
Total Current Restricted Fund	5,514,985	3,501,943	63%	6,221,251	468,687	4,133,236	66%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	2,364,905	555,240	23%	1,152,097	7,000	710,993	62%
Projects from State GOB Funds	3,293,001	1,904,624	58%	686	0	0	0%
Projects from State STB Funds	299,000	8,548	3%	374,617	0	45,015	12%
Projects from Other State Funds	38,124	12,543	33%	156,793	0	88,767	57%
Subtotal - Capital and BR&R	5,995,030	2,480,955	41%	1,684,193	7,000	844,775	50%
Debt Service							
Revenue Bonds	267,397	132,376	50%	263,723	400	133,281	51%
Total Plant Funds	6,262,427	2,613,331	42%	1,947,916	7,400	978,056	50%
GRAND TOTAL EXPENDITURES	23,962,445	13,107,513	55%	20,980,442	1,388,567	12,218,620	58%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

January 2000

58% of Year Completed

1998-99

1999-00

Fund	1998-99			1999-00			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,076,600	1,029,818	96%	1,162,200	53,521	1,059,118	91%
State Appropriations	5,760,900	3,360,525	58%	5,884,500	469,350	3,537,750	60%
Advalorem Taxes - Oil and Gas	2,260,000	1,605,482	71%	2,075,000	502,091	1,814,795	87%
Advalorem Taxes - Property	1,600,000	1,313,824	73%	1,800,000	924,345	1,367,555	76%
Interest Income	190,000	102,488	54%	135,000	24,826	149,497	111%
Other Revenues	198,250	89,522	45%	196,800	7,216	85,148	43%
Subtotal - Instruction & General	11,285,750	7,501,659	66%	11,253,500	1,981,349	8,013,863	71%
Student Activities	38,000	38,604	102%	38,000	1,682	39,130	103%
Research	0	0	0%	0	0	0	0%
Public Service	58,000	0	0%	0	0	0	0%
Internal Service Departments	75,000	50,170	67%	77,000	1,951	26,855	35%
Auxiliary Enterprises	1,309,290	1,290,614	96%	1,297,900	308,382	1,332,386	103%
Athletics	37,900	23,161	61%	37,600	2,887	19,450	52%
Total Current Unrestricted	12,803,940	8,864,208	69%	12,704,000	2,296,251	9,431,684	74%
CURRENT RESTRICTED FUND							
Grants	2,205,437	815,984	37%	2,784,410	125,935	1,270,036	46%
Student Aid	3,309,548	2,685,959	81%	3,436,841	342,752	2,863,200	83%
Total Current Restricted	5,514,985	3,501,943	63%	6,221,251	468,687	4,133,236	66%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,293,001	1,904,624	58%	686	0	0	0%
Projects from State STB Funds	299,000	8,548	0%	374,617	0	45,015	12%
Projects from Other State Funds	38,124	12,543	33%	156,793	0	88,767	57%
Interest Income	0	54,772	0%	0	3,678	29,667	0%
Total Plant Funds	3,630,125	1,980,487	55%	532,096	3,678	163,449	31%
LOAN FUND							
Interest Income / Service Fees	0	161	0%	0	60	208	0%
Total Loan Fund	0	161	0%	0	60	208	0%
GRAND TOTAL REVENUES	21,949,050	14,346,799	65%	19,457,347	2,768,676	13,728,577	71%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

January 2000

58% of Year Completed

		OIL		GAS		COMBINED		
Month of Sales	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	1999-00 Original Budget	Variance Over (Under) Budget
April	July	\$15.24	3,400,509	\$1.97	17,362,288	157,400	141,667	15,733
May	August	\$12.53	4,384,651	\$2.34	18,018,593	196,652	141,667	54,985
June	September	\$16.80	3,164,634	\$2.29	17,116,349	196,619	141,667	54,952
July	October	\$18.05	3,405,546	\$2.51	18,034,193	208,108	141,667	66,441
August	November	\$18.73	3,548,659	\$2.89	17,914,426	209,754	141,667	68,087
September	December	\$21.82	3,263,436	\$3.09	16,912,688	237,298	141,667	95,631
October	January	\$21.27	3,206,069	\$2.85	17,137,794	261,843	141,667	120,176
November	February						141,667	
December	March						141,666	
January	April						141,666	
February	May						141,666	
March	June						141,666	
Total Production Revenue						1,467,674	1,700,000	476,005
Oil and Gas Equipment (see below)						<u>347,121</u>	<u>375,000</u>	<u>(27,879)</u>
Year-to-Date Oil and Gas Revenue						<u>1,814,795</u>	<u>2,075,000</u>	<u>448,126</u>
Percentage of Budget Collected						87.5%		

In January 2000, \$240,248 was received in oil and gas equipment tax.

Source: Price and sales information is received from the New Mexico Department of Taxation and Revenue.

For the 1999-00 fiscal year, oil was budgeted at \$10.50 per bbl and gas was budgeted at \$1.85 per mcf.

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
January 2000

58% 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	6,450,000	N/A	N/A	N/A	102-2394	5.63%	27,341
Wells Fargo Bank of Hobbs	<u>250,000</u>	8/8/99	2/8/00	183	231611237	4.50%	<u>955</u>
Total of Investments	<u>6,700,000</u>						<u>28,296</u>

Summary of Current Month's Activity	
Beginning amount invested	5,900,000
Plus: deposits	800,000
Less: withdrawals	<u>0</u>
Ending amount invested	<u>6,700,000</u>

**NEW MEXICO JUNIOR COLLEGE
2000-2001 COLLEGE CALENDAR**

FALL 2000

August 14, 2000	Monday	Faculty Report
August 15-17, 2000	Tu-Th	Registration
August 18, 2000	Friday	Student Orientation
August 18, 2000	Friday	Purge Day
August 21, 2000	Monday	Classes Begin
August 21-25, 2000	M-F	Late Registration
August 25, 2000	Friday	Last Day to Add/Enroll for Credit
September 4, 2000	Monday	Labor Day
September 8, 2000	Friday	Last Day to Add/Enroll for Audit
October 13, 2000	Friday (12 noon)	Mid-term Grades Due
October 19, 2000	Thursday	In-service (Evening classes will meet)
November 10, 2000	Friday	Countywide In-service
November 22, 2000	Wednesday	Last Day to Withdraw
November 22, 2000	Wednesday	No Evening Classes
November 23-24, 2000	Th-F	Thanksgiving Holiday
December 11-13, 2000	M-W	Final Exams
December 15, 2000	Friday (12 noon)	Final Grades Due/Fall Semester Ends
December 15, 2000	Friday (5 p.m.)	Faculty Break
December 22, 2000	Friday (5 p.m.)	Staff Break/Campus Closed

SPRING 2001

January 8, 2001	Monday	Staff Report
January 9, 2001	Tuesday	Faculty Report
January 9-11, 2001	T-Th	Registration
January 12, 2001	Friday	Purge Day
January 12, 2001	Friday	Student Orientation
January 15, 2001	Monday	Martin Luther King Day
January 16, 2001	Tuesday	Classes Begin
January 16-22, 2001	T-M	Late Registration
January 22, 2001	Monday	Last Day to Add/Enroll for Credit
February 2, 2001	Friday	Last day to Add/Enroll for Audit
February 19, 2001	Monday	In-service (Proposed)
February 19, 2001	Monday	Evening classes will meet
March 9, 2001	Friday (12 noon)	Mid-term Grades Due
March 26-30, 2001	M-F	Spring Break
April 13, 2001	Friday	Good Friday
April 20, 2001	Friday	Last Day to Withdraw
May 4, 2001	Friday	Last Day of Classes
May 7-9, 2001	M-W	Final Exams
May 11, 2001	Friday (12 noon)	Final Grades Due/Spring Semester Ends
May 11, 2001	Friday	Commencement

SUMMER I 2001

May 23-24, 2001	W-Th	Registration
May 25, 2001	Friday	Purge Day
May 28, 2001	Monday	Memorial Day
May 29, 2001	Tuesday	Faculty Report

May 29, 2001	Tuesday	Classes Begin
May 29-30, 2001	Tu-W	Late Registration
May 30, 2001	Wednesday	Last Day to Add/Enroll for Credit
June 1, 2001	Friday	Classes Meet on Friday
June 6, 2001	Wednesday	Last Day to Add/Enroll for Audit
June 21, 2001	Thursday	Last Day to Withdraw
June 28, 2001	Thursday	Final Exams
June 29, 2001	Friday (12 noon)	Final Grades Due /Summer I Ends

SUMMER II, 2001

June 28, 2001	Thursday	Registration
June 29, 2001	Friday	Purge Day
July 2, 2001	Monday	Faculty Report
July 2, 2001	Monday	Classes Begin
July 2-3, 2001	M-Tu	Late Registration
July 3, 2001	Tuesday	Last Day to Add/Enroll for Credit
July 4, 2001	Wednesday	Independence Day
July 5, 2001	Thursday	Classes Resume
July 6, 2001	Friday	Classes meet on Friday
July 11, 2001	Wednesday	Last Day to Add/Enroll for Audit
July 26, 2001	Thursday	Last Day to Withdraw
August 2, 2001	Thursday	Final Exams
August 3, 2001	Friday (12 noon)	Final Grades Due/Summer II Ends

BOARD APPROVED:

NEW MEXICO JUNIOR COLLEGE
1999-2000 Revised Grant Budgets

As of February 17, 2000

1999/2000 Revised Grant Budgets			
	Restricted for Program Expenditure	Unrestricted Indirect Revenue to NMJC	Total Funding
ACCEL / New Mexico Works (Welfare initiative)	645,244	71,694	716,938
ACCEL Training Dollars	187,500	0	187,500
Adult Basic Education	251,747	0	251,747
ABE Textbooks	20,694	0	20,694
HOWE	30,000	0	30,000
JTPA	35,715	1,880	37,595
Maddox Foundation - carryover from 1998/99	9,200	0	9,200
NM Alliance for Minority Participation	15,000	0	15,000
NM Alliance for Minority Participation - carryover from 1998/99	20,100	0	20,100
NM Coalition for Literacy	500	0	500
School-to-Work	65,500	4,500	70,000
School-to-Work 1998/99 carryover	9,100	0	9,100
Small Business Development Center	153,602	0	153,602
Small Business Development Center - carryover from 1998/99	10,000	0	10,000
Student Support Services	171,807	13,745	185,552
Student Support Services - carryover from 1998/99	35,778	2,862	38,640
Talent Search	179,444	14,356	193,800
Talent Search - carryover from 1998/99	72,801	5,824	78,625
Teamworks (NM Commission on Status of Women)	9,529	0	9,529
Tech Prep	63,030	2,211	65,241
Title V - Hispanic Serving Institutions	416,021	0	416,021
Upward Bound	187,740	12,260	200,000
Perkins - Vocational Support Systems	203,292	5,603	208,895
Welfare-to-Work	80,100	8,900	89,000
Total Revised 1999/2000 Budget	2,873,444	143,835	3,017,279

Note on carryover funds: Some grants have award years that do not run coincident with NMJC's year end of June 30. Therefore, any unexpended funds at June 30 attributable to these grants must be carried over into the next NMJC fiscal year for final expenditure.

**NEW MEXICO JUNIOR COLLEGE
EQUIPMENT DONATED TO PUBLIC SCHOOLS - FEBRUARY 2000**

NMJC NO	OLD NO.	DESCRIPTION	SERIAL NO	ACQ DATE	ORIGINAL COST	SCHOOL DISTRICT
G30362	N/A	Premio CPU - Pentium 75	P505564	9/1/95	\$ 1,822.50	Eunice
G30365	21223	Premio 14 Monitor"	527NB001Z01066	9/1/95	N/A	Eunice
N/A	N/A	Cannon Bubble Jet Printer	PBN18736	N/A	N/A	Eunice
N/A	N/A	Hitachi Color Camera	60030	N/A	N/A	Eunice
N/A	N/A	Tripod for Hitachi Color Camera	130244	N/A	N/A	Eunice
N13440	15820	Samsung 15 Inch Full-Page Monitor	80400699	3/1/90	\$ 495.00	Eunice
G30033	18875	Zenith 14 Monitor"	219NF0054N00	7/1/92	N/A	Jal
G30105	20948	KFC Multi-Scan Monitor	C3KKU5434747	6/1/95	N/A	Jal
G30108	20951	KFC Multi-Scan Monitor	C3KKU5434750	6/1/95	N/A	Jal
G30110	20953	CompAdd CPU - Pentium 90w/spkr	AA0006001	6/1/95	\$ 2,368.23	Jal
G30114	20957	CompAdd CPU - Pentium 90w/spkr	AA0006020	6/1/95	\$ 2,368.23	Jal
G30363	21221	Premio CPU - Pentium 75	P505562	9/1/95	\$ 1,822.50	Jal
G30364	21222	Premio 14 Monitor"	527NB001Z01062	9/1/95	N/A	Jal
G30527	20787	Premio 14 Monitor"	K10-42703029	1/1/95	\$ 216.00	Jal
G30530	20790	Premio 14 Monitor"	K10-42703524	1/1/95	\$ 216.00	Jal
G30532	20792	Premio 14 Monitor"	K10-42703255	1/1/95	\$ 216.00	Jal
N/A	N/A	Packard Bell Monitor	MB-60600642	N/A	N/A	Jal
N11003	15954	Sayett Datashow Projection Pad	891410	6/1/90	\$ 1,680.00	Jal
N11160	17158	CompuAdd 14 Monitor"	603489	9/1/90	\$ 2,301.00	Jal
N11396	18639	Epson CPU - 386 SX	44S1001049	1/1/92	\$ 1,112.00	Jal
N11525	19235	Apple Macintosh 14 Monit"	CY325D9B0B7	8/1/93	N/A	Jal
N11528	19238	Zenith CPU - 486 SX	3GSARK003256	8/1/93	\$ 1,495.00	Jal
N11651	19758	Epson CPU - 486 SX	74V1000731	9/1/93	\$ 1,289.96	Jal
N11652	19759	Epson CPU - 486 SX	74V1000710	9/1/93	\$ 1,289.88	Jal
N11677	19785	Epson 14 Inch Monitor	*3535145255	9/1/93	N/A	Jal
N11678	19786	Epson 14 Inch Monitor	3535149250	9/1/93	N/A	Jal
N11700	19866	Zenith CPU - 486 SX	3LSARK004753	10/1/93	\$ 1,495.72	Jal
N11703	19869	Computer Scan Monitor	9310C1155VM	11/1/93	\$ 1,490.49	Jal
N11817	20119	Dell 14 Monitor"	44967AA0CM24	6/1/94	N/A	Jal
N12903	19736	Zenith 14 Monitor"	MDZE3073003839	9/1/93	N/A	Jal
N13554	17135	NEC Multisync Monitor	04L09446H	9/1/90	\$ 499.00	Jal
N13668	18336	CompuAdd 14 Monitor"	505003	9/1/90	\$ 436.00	Jal
N13810	19088	Zenith 14 Monitor"	MDSK2116001195	4/1/93	\$ 358.00	Jal
N13958	20439	CTX 14 Color Monitor"	A90-43301198	8/1/94	\$ 340.00	Jal
N14372	51295	Dukane Overhead Projector	*4301401120	4/1/86	\$ 397.00	Jal
G30331	20630	Macintosh 6100 Computer	XC44206Y3YD	2/1/95	\$ 2,192.00	Lovington
G30332	20638	Apple 17 Inch Monitor	S14390RN1XX	2/1/95	\$ 639.00	Lovington
G30333	20639	Macintosh 8100 Computer	XB432042178	2/1/95	\$ 1,938.00	Lovington
G30507	20646	Apple Multiscan Monitor	CJ4336HL39X	1/1/95	\$ 432.00	Lovington
N13869	19211	Epson Inkjet Printer	1EU0056565	8/1/93	\$ 349.00	Lovington
N13870	19212	Epson Inkjet Printer	1EU0056926	8/1/93	\$ 349.00	Lovington
N13871	19213	Epson Inkjet Printer	1EU0056932	8/1/93	\$ 349.00	Lovington
N13873	19215	Epson Inkjet Printer	1EU0056927	8/1/93	\$ 349.00	Lovington
N/A	N/A	Hitachi Color Camera	120005	N/A	N/A	Lovington
N/A	N/A	Tripod for Hitachi Color Camera	980265	N/A	N/A	Lovington
TOTAL					\$ 30,305.51	

**NEW MEXICO JUNIOR COLLEGE
INTEROFFICE MEMORANDUM**

To: **Dr. McCleery**
 Connie Brady
 Bill Kunko

From: **Steve Davis** *SD*

Re: **EMT Fees**

Date: **December 1, 1999**

This memo is to inform all parties of a planned increase in fees for the EMT-I course in the spring of 2001.

I have been informed by the EMS Academy that the fee for students to take the EMT-I course will be increased in the spring of 2001 from the current \$55 to \$75. The fee for the EMT-B course will remain at \$55. NMJC receives none of these fees as they are sent directly to the EMS Academy at the University of New Mexico in Albuquerque.

It is an absolute necessity that NMJC raise this fee if we are to continue to offer this course on a "break even" basis. If we do not raise the fee then NMJC will be subsidizing the \$20.

Dr. McCleery, this increase needs to be approved by the board at one of the meetings in the spring of 2000.

Connie and Bill, this change needs to be made in the appropriate computers programs prior to spring 20001 enrollment (if approved by the board).

**NEW MEXICO JUNIOR COLLEGE
INTEROFFICE MEMORANDUM**

To: Dr. Steve McCleery
From: Steve Davis 
Re: EMT Course Fee Increase
Date: January 21, 2000

As you will recall, I submitted a memo in November informing you that I had been contacted by the EMS Academy in Albuquerque and notified that the course fee for the EMT-B & EMT-I&D course would increase from \$55 to \$75 in the spring of 2000. I informed them that this was impossible as the fees for spring had already been entered in the computer and we were currently conducting early enrollment. The Academy agreed to allow the fess to remain at \$55 for the Spring of 2000.

However, the fee for each of these classes will DEFINITELY increase to \$75 per student in the fall of 2000. I would like to request that you submit this increase in fees to the board for their consideration. If they choose not to increase the fees then NMJC will need to absorb the \$20 per student.

My recommendation, in regards to this matter, is for the board to approve this increase. This will not result in additional income for NMJC. All of the fees are sent to the UNM EMS Academy per our agreement with them in relation to offering their courses at our institution.

Your attention to this matter is greatly appreciated.

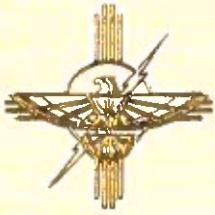
NEW MEXICO JUNIOR COLLEGE

Request to Increase 1999/2000 Academic Support Budget

For ELIN (Estacado Library Information Network) Computer Support

<u>Expenditure category</u>	<u>Estimated annual operating budget</u>	<u>1999/2000 Prorated budget</u>
Salary for Hardware / Software Specialist	27,000	20,250
Stipends for after hours coverage	9,000	6,750
Fringe Benefits	7,200	4,700
Cell phone expense	500	300
Travel (mileage to/from outlying sites)	1,000	500
Equipment insurance	1,000	750
Supplies	1,000	750
Telephone lines (40 mo. X 12 X 8 lines)	3,840	2,000
Total	<u>50,540</u>	<u>36,000 (a)</u>

(a) \$36,000 invoiced to the ELIN consortium on 1/25/00 for NMJC technical support from 10/1/99 through 6/30/00.



NEW MEXICO JUNIOR COLLEGE

MEMO

Office of the President

DATE: February 18, 2000
TO: NMJC Board Members
FROM: Steve McCleery *SM*

As you will recall, for this 1999/2000 budget year, New Mexico Junior College did not grant salary or step increases to our faculty and staff. This decision was made last spring primarily due to concerns regarding the state of the local economy and projections at that time of declining oil and gas revenues. In light of the apparent recovery of our oil and gas revenues and our stable cash position, it is my recommendation that we grant a 2 1/2% non-recurring supplemental salary payment to the regular, full-time faculty and staff of the college who are actively employed on June 30, 2000.

This salary payment would not be an increase to the 1999/2000 base salaries of the employees, although it would represent payment for services rendered through the end of the fiscal year. It would be a one-time supplemental payment. Since state law prevents us from paying salaries in advance of services rendered, we would pay faculty at the completion of their contract obligation on May 15, 2000. All other employees would be paid on June 30, 2000. Only the full-time faculty who complete their contracts and regular, full-time employees who are employed on June 30 would receive this payment.

For contract faculty and professional employees, the payment would be calculated at 2 1/2% of the employee's 1999/2000 base contract amount (the base contract amount is already prorated for employees who were hired after July 1, 1999). For non-contract support and maintenance employees, the salary payment would be calculated at 2 1/2% of the employee's 1999/2000 salary schedule amount, adjusted for the number of days after July 1, 1999 that they were hired.

We estimate that the cost to New Mexico Junior College for this supplemental salary payment, including fringe benefits, will be approximately \$170,000. This estimated amount is net of portions that will be paid by grant programs. If this recommendation is accepted, we will also need your approval to amend the 1999/2000 budget in order to reflect the approved expenditure.

Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date Feb. 14, 2000

Candidate's name Cyndi Stephenson

Position title Academic/Career Planner

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 Mar. 9, 2000 Standard contract length 12 mos. 9 mos. other _____

Funding source U.S. Dept. of Education Student Support Services

Paid advertising beyond *standard Line Ads in the Albuquerque Journal, Hobbs News Sun, Lubbock
(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)
Avalanche Journal, Midland Reporter Telegram and Odessa American Newspapers.

Posted salary range \$\$26,000 - 31,500 Recommended annual salary \$28,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-20422-422-172 - 100%

Recommended and approved by:

Gayle Abbott
Supervisor
Pat Gorman
Vice President

Pat Gorman
Dean/Director
Steve McCreary
President

Selection Committee Members: Dr/ Pat Gorman
Vera Gilleland
Emily Navarette
Michael Chavez
Gayle Abbott

Comments: Cyndi Stephenson holds a Bachelor's Degree in Social/Political Science with
minor in Psychology from College of the Southwest and therefore meets the requirements
for this position. In addition, she has volunteer experience with Lea County Literacy
Alliance, having served as President of the board, and also does volunteer work with
Hospice. Cyndi is aware that this is a soft-money position.

ABBREVIATED RESUME

Position

Academic/Career Planner

Personal Data

Name: Cyndi A. Stephenson

Education

B.A.&S. in Social Science, College of the Southwest, Hobbs, NM, 1994
A.A., New Mexico Junior College, Hobbs, NM, 1977

Professional Experience

Soaring Society of America, Hobbs, NM 1/89 to Present
Member Service Manager

Valley Federal Savings, Hobbs, NM 4/86 to 12/88
Head Teller and Loan Collections

Moncor, Hobbs, NM 2/79 to 4/86
Head Teller

Organizations

Lea County Literacy Alliance
Vista Care (Hospice)
Citizens Review Board



NEW MEXICO JUNIOR COLLEGE

5317 Lovington Highway
Hobbs, New Mexico 88240
(505) 392-5229

POSITION ANNOUNCEMENT JANUARY 2000

POSITION TITLE: Academic/Career Planner

DUTIES & RESPONSIBILITIES: The position reports to the Director of Student Support Services Project. Duties and responsibilities include career assessment, academic advising, assisting with class schedules, career exploration activities, and the design and delivery of study skills workshops. The Academic/Career Planner will plan and sponsor trips to four-year institutions and/or cultural enrichment activities. This position is responsible for tracking student progress toward individual and SSS project objectives and 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 from a regionally accredited institution in psychology, student personnel work, education or related field required. Masters' degree from a regionally accredited institution preferred. Candidates must have a demonstrated sensitivity to the needs of educationally and economically disadvantaged students and it is preferred, but not required, that candidates have at least one year of community college experience.

SALARY/BENEFITS: Salary range is \$26,000 - \$31,500 depending on experience and qualifications. This is a twelve-month professional position funded by a grant. Continued employment will depend on grant funding. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: January 28, 2000 at 5:00 p.m. Please do not send any application materials via e-mail.

TO APPLY: Submit NMJC application form, letter of application, resume, unofficial transcripts required (official transcripts required prior to employment), names, addresses and phone numbers of three or more references to:

Lisa Brown
Director of 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, national origin, sex, age, disability, or veteran status. Qualified applicants are encouraged to apply.

APPLICANT LIST

Position: Academic/Career Planner

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Dodson, Andrea	No	No	
Stephenson, Cyndi	Yes	Yes	Start Date: pending Board approval
Guzman, Darrell	Yes	No	
Standly, Glenn	No	No	
Stewart, Catherine	Yes	No	
Raabe, William	Yes	No	
Bevens, Walter	No	No	
Marquez, Abel	No	No	
Dillman, Darren	Yes	No	
Phillips, Pamela	No	No	
Roberts, Rae Chell	No	No	Incomplete application materials
Jones, Amy	No	No	
Demas, James	No	No	
Richards, Maureen	Yes	No	
Verlanic, Amy	No	No	
Galvan, Adrian	Yes	No	
Reinke, Charles	No	No	
Polson, Chris	No	No	

APPLICANT LIST

Position: Academic/Career Planner (continued from page 1)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Seydler, Nancy	No	No	
Courtney, Lisa	No	No	
Valerio-Hewes, Melesia	Yes	No	
Pipkins, Shannon	No	No	
White, Paula	Yes	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 02-16-00

Candidate's name Adrian Galvan

Position title ESL/Basic Skills Specialist

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 03-01-00 Standard contract length 12 mos. 9 mos. other _____

Funding source U.S. Dept. of Education Student Support Services

Paid advertising beyond *standard Line Ads in the Albuquerque Journal, Hobbs News Sun, Lubbock

(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Avalanche Journal, Midland Reporter Telegram, and the Odessa American.

Posted salary range \$26,000-31,000 Recommended annual salary \$26,500 Prorated salary yes no

(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-172 -- 100%

Recommended and approved by:

Gayle Abbott
Supervisor

Beard Organ
Vice President

Pat Gorman
Dean/Director

Steve McElroy
President

Selection Committee Members: Dr. Pat Gorman

Vera Gilleland

Emily Navarette

Michael Chavez

Gayle Abbott

Comments: Adrian Galvan holds a Bachelor's Degree in Psychology with a minor in Spanish
from Texas Tech University. He meets the requirements for this position. In addition,
he is familiar with TRIO programs and has volunteer experience with disadvantaged
populations.

ABBREVIATED RESUME

Position

ESL/Basic Skills Specialist

Personal Data

Name: Adrian J. Galvan

Education

B.A. in Psychology, Texas Tech University, Lubbock, TX, 1999

Professional Experience

Galvan Auto & Truck Electric, Lubbock, TX
General Manager

8/97 to Present

Holiday Inn, Lubbock, TX
Restaurant Server

5/96 to 8/97

Organizations

Omega Delta Phi, President 1997-1998; Corresponding Secretary; Rush Chairman
Dean's Future Scholars
Special Olympics
Ronald McDonald House
Guadalupe Center



NEW MEXICO JUNIOR COLLEGE

5317 Lovington Highway
Hobbs, New Mexico 88240
(505) 392-5229

POSITION ANNOUNCEMENT JANUARY 2000

POSITION TITLE: ESL/Basic Skills Specialist

DESCRIPTION: This position reports to the Director of Student Support Services Project. Duties and responsibilities include providing basic skills instruction in basic reading, English, and math to identified SSS students including those whose first language is Spanish. The ESL/Basic Skills Specialist will track student progress toward individual and SSS project objectives as well as provide academic and transfer advising to assigned SSS students. This position is responsible for coordinating and supervising peer tutoring and mentoring activities and 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 from a regionally accredited institution in education, reading, English, math, social sciences or related field required. Master's degree from a regionally accredited institution preferred. A demonstrated sensitivity to the needs of educationally and economically disadvantaged students is required. Fluency in Spanish is preferred. It is preferred, but not required, that candidates have at least one year of community college experience.

SALARY/BENEFITS: Salary from \$26,000 to \$31,000 depending on experience and qualifications. This is a 12-month professional position funded by a grant. Continued employment will depend on grant funding. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: January 28, 2000 at 5:00 p.m. Please do not send any application materials via e-mail.

TO APPLY: Submit NMJC application form, letter of application, resume, unofficial transcripts required (official transcripts required prior to employment), names, addresses and phone numbers of three or more references to:

Lisa Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 8824

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

APPLICANT LIST

Position: ESL/Basic Skills Specialist

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Stephenson, Cyndi	Yes	No	
Guzman, Darrell	No	No	
Bevens, Walter	No	No	
Marquez, Abel	No	No	
Phillips, Pamela	No	No	
Roberts, Rae Chell	No	No	Incomplete application materials
Puckett, Caleb	No	No	Incomplete application materials
Galvan, Adrian	Yes	Yes	Start Date: pending Board approval
Criswell, BobRay	No	No	
Valerio-Hewes, Melesia	Yes	No	



Computer Services

NEW MEXICO JUNIOR COLLEGE

January 14, 2000

To: Dr. Steve McCleery, President *SM*
Through: Brenda Peña, Vice President for Finance *BP*
From: Bill Kunko, Director of Computer Information Systems *BK*

As we discussed, Brent Fowler recently vacated the position of Network Assistant, which is a support (hourly) position, pay grade 5, in the Computer Services Department.

After review and consideration of the technology demands that are facing New Mexico Junior College and our need to put additional time and resources into the development of our worldwide web site, Brenda Peña and I are requesting that the Network Assistant position be changed to a Webmaster position. I have attached a proposed job description for consideration. This position would lead the development, creation and maintenance of NMJC's web site. We believe it is important that the college begin developing a more comprehensive web site, especially in promoting our instructional programs, services and future plans to offer courses on-line.

We are recommending that the Webmaster be a 12-month professional (exempt) position, with a starting salary range of \$28,000 to \$36,000 depending on experience and education.

Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE

JOB DESCRIPTION

Position: Webmaster

Classification: Professional

Revised: 1/14/00

The Webmaster reports to the Director of Computer Information Systems. The duties and responsibilities of the Webmaster shall be, but are not limited to, the following:

- A. Satisfactorily perform the duties of Webmaster for New Mexico Junior College.
- B. General duties and responsibilities:
 - 1. Primarily responsible for the development, creation, management and maintenance of New Mexico Junior College's home pages on the worldwide web site.
 - 2. Coordinate with college administrators and the public information office in providing proactive leadership, direction and supervision to college staff for creating quality departmental pages on the worldwide web server that promote a positive, professional image for New Mexico Junior College.
 - 3. Coordinate with instructional faculty in the development and maintenance of on-line courses.
 - 4. Work with instructional deans to develop pages that actively promote the instructional program offerings and curricula of the college.
 - 5. Work with administrative and student services personnel to develop pages that provide detailed information on services and activities available to current and prospective students.
 - 6. Publish official college publications on the web site, such as the catalog, class schedules, policies and procedures, etc.
 - 7. Ensure that campus departments maintain only current, updated and appropriate information on the worldwide web site at all times.
 - 8. Work with members of the local and state community in developing web site links to related community sites.
 - 9. Install, implement and maintain user-friendly applications on the network.
 - 10. Troubleshoot and assist in resolving hardware and software problems.
 - 11. Plan, recommend and install networking equipment and software as needed.
 - 12. Assist other computer services personnel and college staff in installing new systems and cable, especially with respect to proper network connections.
 - 13. Recommend modifications to the college's computer usage policies and procedures to the Director of Computer Information Systems.
 - 14. Maintain and enhance technical skills through professional training and development activities; travel as necessary.
 - 15. Advise and collaborate with campus departments in developing and implementing networking applications. Conduct and/or assist in providing user training.
 - 16. Develop and maintain Filemaker Pro and other databases used in offices and on the network.
 - 17. Serve on the NMJC Technology Planning Committee.
 - 18. Assist the Director of Computer Information Systems in the planning, preparation and submission of information technology funding requests to the New Mexico Commission on Higher Education.

Position: Webmaster, continued

19. Provide backup for and assistance to other Computer Services personnel.
20. Perform other duties as assigned by the Director of Computer Information Systems or Vice President for Finance.
21. Serve on other College committees and accept any other duties as assigned by the President.
22. 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.

MEMORANDUM

February 9, 2000

To: Stan Pena
Dr. McCleery
Lisa Brown

From: Ismael Zuniga *IZ*

RE: Custodian 1 night Custodian Applications

Stan,

After reviewing applications for the position of Custodian I, Night Custodian, I would like to recommend Robert Zinn for one of the vacant positions.

I would also like to express that Robert is related to Joanna Martz, a college employee in the Learning & Career Services Department.

Pending approval, I would like Mr. Zinn to start employment as soon as possible. Please refer to NMJC handbook, page 14.

Reviewed by
Ismael Zuniga
Randy Johns

[Handwritten signature]
2-11-00
[Handwritten initials]
2-15-00

RECEIVED

FEB 14 2000

**PRESIDENT'S OFFICE
N.M.J.C.**