

# NEW MEXICO JUNIOR COLLEGE

BOARD MEETING  
Friday, January 11, 2008  
**Zia Room - Library**  
4:00 p.m.

## AGENDA

- |   |                |
|---|----------------|
| A. Welcome  | Larry Hanna    |
| B. Adoption of Agenda   | Larry Hanna    |
| C. Approval of Minutes of December 20, 2007                       | Larry Hanna    |
| D. President's Report   | Steve McCleery |
| E. New Business   |                |
| 1. Monthly Expenditures Report                                    | Dan Hardin     |
| 2. Monthly Revenue Report   | Dan Hardin     |
| 3. Oil and Gas Revenue Report                                     | Dan Hardin     |
| 4. Schedule of Investments  | Dan Hardin     |
| 5. Consideration of Board Priorities for President                | Steve McCleery |
| 6. Consideration of Personnel Classification & Compensation Study | Steve McCleery |
| 7. Personnel Consideration – Department Secretary                 | Regina Organ   |
| F. Closure of Open Meeting  | Larry Hanna    |
| G. Public Comments  | Larry Hanna    |
| H. Announcement of Next Meeting                                   | Larry Hanna    |
| I. Adjournment  | Larry Hanna    |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

DECEMBER 20, 2007

### MINUTES

The New Mexico Junior College Board met on Thursday, December 20, 2007, 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; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner.

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

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

Upon a motion by Mrs. Williams, seconded by Mr. Kesner, the Board unanimously approved the minutes of November 15, 2007.

Under *President's Report*, Mr. Hanna reported on the recent Board training session and Governor's Summit on Higher Education. Agustin Dorado shared with the Board a draft of the NMJC quick facts. Dr. McCleery gave the performance measures update. He shared the board calendar and information for the work session to be held in January on board self evaluation, as well as the president's evaluation.

Under *New Business*, Dan Hardin presented the November financial reports and with a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for November, 2007.

The Board discussed the priorities established for the president at the recent Board training session.

Dr. McCleery presented a recommendation from the Western Heritage Museum to accept the Linam/Webber collection from the estate being settled by Dr. George Klein. After some discussion and upon a motion by Mr. Jones, seconded by Mrs.

Vinson, the Board unanimously accepted the collection, pending a comprehensive agreement with Dr. Klein.

Charley Carroll presented a list of items to be removed from inventory and sold at auction. The items have no value and serve no purpose to the college. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously approved the request.

Josh Morgan presented Bid #1009 – Study Carrels for New Mexico Junior College Library. The administration recommended acceptance of the bid submitted by Furniture By Design of Clearwater, Florida in the amount of \$12,810. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board unanimously accepted the recommendation.

Mr. Morgan presented Request for Proposals #96 – Professional Writing Services for the Documentation of the Establishment and Development of New Mexico Junior College. The administration recommended acceptance of the professional writing services of Dr. Jim Harris for \$30,000, as well as a contract with Donning Publishing Company to edit, design, layout, and print approximately 1000 copies. The estimated cost of Donning Publishing Company's services is \$30,000. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board unanimously approved the recommendation and transferring \$60,000 from reserves to cover the cost.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for January 11, 2008, beginning after a work session at 3:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mrs. Vinson, the board meeting adjourned at 5:25 p.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Dan Hardin  
Date: January 7, 2008  
RE: Expenditure and Revenue Reports for December 2007

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December is month six or 50% of the budget for the 2007/2008 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 December is \$23,742,406.00.

The total current unrestricted fund expenditures for Instruction & General through December are \$8,759,540.00, which is 50% of the projected budget. Areas of Instruction and General that are above the 50% of budget are Instruction and Academic Support. Instruction is due to the monthly expensing of the faculty's salary that are paid in July and August, but are budgeted in the 2007/2008 fiscal year. In reviewing the expenses in Academic Support the Library has expended a large portion of their budget for Books and Periodicals. The total for Current Unrestricted Funds is \$11,293,822.00, which is 54% of the budget. Under Current Unrestricted Funds, Student Activities expended a large portion of their budget in the Fall Semester. Internal Services has a large amount of maintenance agreements that are encumbered in that area. Student Aid has made awards for the Spring Semester. Auxiliary Enterprise has a high percentage of budgets spent due to the amount of books and supplies purchased in the bookstore prior to the beginning of the Spring 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 will have the big Pell payout in January. Total amount of restricted funds expended through December of 2007 is \$2,407,413.00.

Year to date Plant funds expended is mainly encumbered funds for the construction of the Workforce Training Center, student apartments, and the baseball field turf.

Expenditures through December 2007 were \$23,742,406.00 or 54% of the budget.

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Total Current Unrestricted revenue received in December 2007 was \$4,616,669.00, with the year to date total of 15,925,546.00. This mostly consists of the tuition and fees, the monthly allocation from the state, the Oil and Gas Income, Oil and Gas Equipment tax income, and property tax revenue.

Tuition and Fees collected in December was \$347,077.00 as we collect tuition and fees for the spring semester. The State Appropriation for December was \$1,456,942.00, which consists of our normal monthly allotment and in December we received the one time enrollment offset of \$931,000.00. Oil and Gas tax revenue for the first six months of the fiscal year is \$1,957,935.00 over the projected budget; we received \$772,642.00 in December for the month of November. The property tax revenue for December was \$1,078,964.00; we will receive another large property tax check by June. Other revenue had a correction in December.

Restricted funds had some drawdown revenue in December. Total restricted fund revenue for the year is \$2,424,355.00. There will be another large drawdown in January or February for restricted student aid.

There were no drawdown in Plant Funds in December.

Total revenue for the month of December 2007 is \$4,634,087.00, with year-to-date revenue of \$19,926,087.00 or 65% of projected budget.

The investment report shows an ending balance of \$10,625,000.00, as \$1,500,000.00 was sent to the state to invest in the Local Governmental Investment Pool.

The Oil and Gas report reflects the strong mill levy revenue from Oil and Gas and Oil and Gas equipment taxes. The total budget through December for Oil and Gas is \$2,100,000.00. The total Oil and Gas revenue through December of 2007 (which includes the accrual of \$350,000) is \$4,057,935.00, which is \$1,957,935.00 over the total budget for the year. In December, we received \$597,704.77 from Oil and Gas Equipment taxes, bringing the total to date to \$645,975.00.

This concludes the Financial Report for December 2007.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### December 2007

50% of Year Completed

Fund	2006-07			2007-08			
	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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	7,106,919	3,399,953	48%	7,379,137	661,472	4,431,165	60%
Academic Support	2,401,565	1,302,481	54%	2,193,591	149,995	1,226,176	56%
Student Services	1,349,192	648,247	48%	1,326,552	93,664	634,539	48%
Institutional Support	4,286,879	1,574,374	37%	4,120,239	182,515	1,305,539	32%
Operation & Maintenance of Plant	2,483,793	1,261,641	51%	2,511,402	164,621	1,162,121	46%
<b>Subtotal - Instruction &amp; General</b>	<b>17,628,348</b>	<b>8,186,696</b>	<b>46%</b>	<b>17,530,921</b>	<b>1,252,267</b>	<b>8,759,540</b>	<b>50%</b>
Student Activities	192,924	122,853	64%	192,987	10,946	118,017	61%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	318,534	276,090	87%	450,767	85,983	328,865	73%
Student Aid	457,575	302,342	66%	443,683	61,213	373,716	84%
Auxiliary Enterprises	1,670,424	1,342,884	80%	1,612,905	192,609	1,252,600	78%
Athletics	776,995	467,332	60%	876,566	78,238	461,084	53%
<b>Total Current Unrestricted Fund</b>	<b>21,044,800</b>	<b>10,698,197</b>	<b>51%</b>	<b>21,107,829</b>	<b>1,681,256</b>	<b>11,293,822</b>	<b>54%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,498,215	732,809	49%	2,044,682	106,539	693,819	34%
Student Aid	4,000,000	2,044,747	51%	4,000,000	44,610	1,713,594	43%
<b>Total Current Restricted Fund</b>	<b>5,498,215</b>	<b>2,777,556</b>	<b>51%</b>	<b>6,044,682</b>	<b>151,149</b>	<b>2,407,413</b>	<b>40%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	6,913,159	2,314,540	33%	11,790,830	35,887	7,744,827	66%
Projects from State GOB Funds	3,431,272	3,340,891	97%	1,839,874	0	1,612,115	88%
Projects from State STB Funds	0	0	0%	320,000	0	320,000	100%
Projects from General Fund	735,262	265,935	36%	519,058	0	327,919	63%
Projects from Private Funds	852,664	193,632	23%	465,801	36,310	36,310	8%
Projects from State ER&R	151,206	0	0%	377,010	0	0	0%
Projects from State BR&R	514,546	0	0%	1,372,269	0	0	0%
Projects from Auxilliary BR&R	16,943	0	0%	14,042	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>12,615,052</b>	<b>6,114,998</b>	<b>48%</b>	<b>16,698,884</b>	<b>72,197</b>	<b>10,041,171</b>	<b>60%</b>
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>12,615,052</b>	<b>6,114,998</b>	<b>48%</b>	<b>16,698,884</b>	<b>72,197</b>	<b>10,041,171</b>	<b>60%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>39,158,067</b>	<b>19,590,751</b>	<b>50%</b>	<b>43,851,395</b>	<b>1,904,602</b>	<b>23,742,406</b>	<b>54%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**December 2007**

50% of Year Completed

Fund	2006-07			2007-08			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	2,647,425	2,060,568	78%	3,137,649	347,077	2,618,111	83%
State Appropriations	8,093,209	4,679,990	58%	7,990,100	1,456,942	5,566,945	70%
Advalorem Taxes - Oil and Gas	4,700,000	4,090,835	87%	5,200,000	1,370,347	4,712,910	91%
Advalorem Taxes - Property	2,800,000	1,755,926	63%	2,800,000	1,078,964	1,145,278	41%
Interest Income	185,000	187,455	101%	285,000	44,062	239,484	84%
Other Revenues	225,050	150,419	67%	229,100	(16,130)	133,532	58%
Subtotal - Instruction & General	18,650,684	12,925,193	69%	19,641,849	4,281,262	14,416,260	73%
Student Activities	110,000	93,457	85%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,250,052	1,541,029	68%	2,240,048	332,149	1,489,736	67%
Athletics	39,100	19,350	49%	189,100	3,258	19,550	10%
<b>Total Current Unrestricted</b>	<b>21,049,836</b>	<b>14,579,029</b>	<b>69%</b>	<b>22,070,997</b>	<b>4,616,669</b>	<b>15,925,546</b>	<b>72%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,416,146	872,820	62%	1,768,222	180	893,089	51%
Student Aid	4,000,000	1,918,249	48%	4,000,000	17,238	1,531,266	38%
<b>Total Current Restricted</b>	<b>5,416,146</b>	<b>2,791,069</b>	<b>52%</b>	<b>5,768,222</b>	<b>17,418</b>	<b>2,424,355</b>	<b>42%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,420,676	0	0%	1,840,485	0	1,576,099	86%
Projects from State STB Funds	0	0	0%	320,000	0	0	0%
Projects from General Fund	735,262	45,262	6%	537,995	0	0	0%
Projects from Private Funds	150,000	50,000	33%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>4,305,938</b>	<b>95,262</b>	<b>2%</b>	<b>2,698,480</b>	<b>0</b>	<b>1,576,099</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>30,771,920</b>	<b>17,465,360</b>	<b>57%</b>	<b>30,537,699</b>	<b>4,634,087</b>	<b>19,926,000</b>	<b>65%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### December 2007

50% 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	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$58.72	2,961,614	\$7.64	16,869,487	696,569	350,000	346,569
Actual	August	\$62.00	2,625,997	\$7.72	16,326,501	688,684	350,000	338,684
Actual	September	\$70.49	2,871,683	\$7.46	17,021,482	791,803	350,000	441,803
Actual	October	\$69.64	2,856,842	\$7.09	17,070,809	758,237	350,000	408,237
Actual	November	\$73.07	2,865,746	\$7.17	16,476,858	772,642	350,000	422,642
Accrual	December					350,000	350,000	0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						4,057,935	2,100,000	1,957,935
Y.T.D. Equipment Tax Revenue						654,975	1,000,000	(345,025)
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>4,712,910</b>	<b>3,100,000</b>	<b>1,612,910</b>

*Source: New Mexico Taxation and Revenue Department*



**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**December 2007**

50% 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	10,625,000	N/A	N/A	N/A	7102-1348	5.04%	38,084
<b>Total investments</b>	<u>10,625,000</u>						<u>38,084</u>

Summary of Current Month's Activity	
Beginning amount	9,125,000
Plus: deposits	1,500,000
Less: withdrawals	0
Capital Projects	8,115,613
Reserves Invested	2,509,387
<b>Total LGIP Investment</b>	<b>10,625,000</b>

Capital Projects	12/31/2007
Technology Upgrade	119,802.26
Workforce Training Center	963,244.49
High Tech Start Up	13,346.40
Vehicles	11,892.49
Drawings & Master Plan	12,805.63
Baseball Field	192,114.29
Rodeo Arena	98,837.66
Dormitory Landscape	1,622.23
Millen Fence/Landscape	62,327.47
JASI	134,247.43
Computer Equipment Rebates	12,672.20
Marketing	49,932.06
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Flooring Repair	5,974.50
Student Housing Construction	3,212,283.62
Classroom Furniture	2,787.40
Testing Center Remodel	250,000.00
Campus Village Development Proj	21,475.47
Continuing Education	16,991.00
Landscaping	300,000.00
Facility Painting	13,918.36
Millen Drive Signalization	95,000.00
Electrical Upgrade	565,614.90
Campus Signage	8,120.00
Campus Paving	100,000.00
Roof Replacement	73,531.64
Interior Lighting-Energy Retrofit	103,859.62
Old Dorms Renovation	61,776.66
CDL Truck Driving Program	45,262.14
Bulk Fuel	2,188.00
Millen Dr. Sewer & Water	414,444.34
Board Room	25,000.00
Concrete Upgrade	43,360.72
Campus Construction	192,835.93
Oil & Gas Training Center	478,343.89
Workforce Training/Outreach	150,000.00
Professional Writing/Publishing	60,000.00
<b>Total</b>	<b>8,115,612.80</b>

NOTE: Capital projects total does not include encumbered funds

## **New Mexico Junior College**

**December 1, 2007**

### **Priorities for the president**

#### **November 2007 – June 2008**

- 1) Workforce Development
  - Opening of Training and Outreach Center
  - Expand services and partnerships with business and industry
- 2) State Funding
  - Effectively represent NMJC's interest (including neutralizing impact of enrollment decline in state funding formula)
- 3) Legislative Agenda
  - Implement Board approved legislative priorities
  - Capital projects
- 4) Comprehensive Compensation Analysis/Study
  - Obtain independent, data based expert advice on compensation and related issues taking into account retirement, retention, benefits, social security, housing, and regional housing market
  - Present options, implications for each and recommendations

### **Board Goals and Priorities**

- 1) Strategic Plan
  - Review the Strategic Planning process and provide input
- 2) Presidential Evaluation Process
  - Design and implement the evaluation
  - Follow the time line
    - ◆ May –administer instruments to trustees and prepare report
    - ◆ June – Review by Board
    - ◆ July – Establish Goals and Priorities for next year
- 3) Board Self-Assessment Process
  - Design and implement the self-assessment
  - Follow the time line

- ◆ May –administer instruments to trustees and prepare reports, June – Review by Board

4) Review Current Board Policy Manual

- Annual calendar
- Add formal process for hearing from the public
- Add code of ethics to board agenda

5) Investing Resources

- Explore alternate investment strategies
- "Saving for a raining day"

6) Learning Agenda/Training

- Focus on "big picture"
- Focus on "best practices"
- Greater involvement at national meetings
- Investigate practices from other colleges



Office of the President

# NEW MEXICO JUNIOR COLLEGE

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## Memo

DATE: January 8, 2008  
TO: New Mexico Junior College Board Members  
FROM: Steve McCleery *SM*  
SUBJECT: Consideration of Classification and Compensation Study

Attached you will find a cost quote for a comprehensive New Mexico Junior College staff classification and compensation study. The administration has had several phone conversations with Public Sector. We have discussed the issue at length, and we support the study. I recommend that you approve the cost quote and the scope of work. As well, you will need to move \$40,000 from reserves to cover the cost of the study.

Thank you for your consideration.



January 7, 2008

Mr. Steve McCleery  
President  
New Mexico Junior College  
1 Thunderbird Circle  
Hobbs, NM 88240

Via email: [SMcCleery@nmjc.edu](mailto:SMcCleery@nmjc.edu)

Dear Mr. McCleery:

Pursuant to your request, and following our conversation this, we are pleased to provide you with a cost quote and brief summary of services describing how we might assist the College with the conduct of a classification and compensation study. The steps and cost estimates below can be further detailed as needed, and our work plan and project cost remains flexible and negotiable. Steps we propose include:

1. Project planning meetings w/ President, HR Staff, Project Team or College designee(s)
2. Custom Position Description Questionnaire (PDQ) for use in gathering occupational data
3. Project information and PDQ explanation briefings for all included employees
4. Organizational re-familiarization by review of current job descriptions, compensation plan
5. Three (3) focus group discussions with representative employees on class / comp issues
6. Recommended position classification / title allocations for each College employee
7. Updated ADA/EEO-compliant job description for each College classification (*45 included*)
8. Assistance w/ resolution of employee appeals to title / class recommendations, as desired
9. Assistance with identification of agencies and area employers to include in external surveys
10. Solicitation of survey participation from each of the agencies included in the surveys
11. Extraction of base salary data from each of the comparators' compensation plans
12. Follow-up quality control by email and telephone to verify job matching and data extraction
13. Calculation of external prevailing market rates for each of the benchmark classifications
14. Calculation of extent the College's compensation offerings vary, if any, from prevailing rates
15. Development of recommended salary range structure and range assignments for each title
16. Calculation of fiscal impact of various implementation approaches for review, selection
17. Draft review of findings and recommendations with President and / or project designee(s)
18. Preparation and presentation of report summarizing study findings and recommendations
19. Provision of electronic files used to calculate prevailing rates and fiscal impact(s)
20. Training for key College / Human Resources staff in position classification, compensation
21. Ongoing technical support and advice via telephone for one year at no cost to the College

We estimate that the project can be completed within 90-120 days of initial on-site planning and briefing meetings, and that the project's **total fixed cost will not exceed \$40,000.**

We appreciate the College's interest in our firm's services. Please see the attached clients served list and client references, and please contact me if we can provide further information.

Sincerely,

Matthew Weatherly, President

**Memorandum**

To: Dr. McCleery  
From: Vera Gilleland  
Date: December 21, 2007  
Re: Request Board Approval for Employment of Relative: Department Secretary/Talent Search

After reviewing applications for the Department Secretary position, I would like to recommend Ms. Rosalinda Moreno for the vacancy. Per the 2007-2008 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Ms. Moreno is related to Maria Hernandez – Department Secretary/Upward Bound Program.

Pending Board approval, I would like for Ms. Moreno to start full time employment on January 16, 2008.

Thank you for your consideration.



Vera Gilleland  
Director of Talent Search

