

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, January 18, 2007

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of December 12, 2006 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Audit Report | Dan Hardin |
| 2. Monthly Expenditures Report | Dan Hardin |
| 3. Monthly Revenue Report | Dan Hardin |
| 4. Oil and Gas Revenue Report | Dan Hardin |
| 5. Schedule of Investments | Dan Hardin |
| 6. Fiscal Watch Reports | Dan Hardin |
| 7. Consideration of Bid #992-RB – Video Editing Suite Equipment | Dan Hardin |
| 8. Consideration of Bid #994 – Alignment System for Automotive Department | Dan Hardin |
| 9. Consideration of Resolution for Lottery Scholarship | Steve McCleery |
| 10. Personnel Consideration – Counselor | Regina Organ |
| 11. Personnel Consideration – Professor of Nursing | John Gratton |
| 12. Personnel Consideration – Professor of Computer Assisted Drafting | John Gratton |
| 13. Consideration of Contract Non Renewal Policy | Steve McCleery |
| 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 12, 2006

MINUTES

The New Mexico Junior College Board met on Tuesday, December 12, 2006, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mrs. Patricia Worrell, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black. Not present was Mr. John Hice, Jr.

Mr. Hanna called the meeting to order and welcomed visitors and guests present.

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

Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board unanimously approved the minutes of November 16, 2006, as written.

Under President's Report, Dr. McCleery reported that the college recently received the United Way of Lea County Top 25 Award for Campaign 2007.

Under New Business, Dan Hardin presented the November financial reports and with a motion by Mrs. Worrell, seconded by Mr. Black, the board unanimously approved the expenditures for November, 2006.

Dr. McCleery presented the New Mexico Junior College Foundation Endowment Agreement for the Huston Estate. This agreement will transfer these funds (\$44,950.78) from the college to the NMJC Foundation. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the agreement.

Dr. McCleery presented the Board Election Resolution for board consideration. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously adopted the resolution.

Dr. McCleery presented the proposed statewide Geographic Areas of Responsibility (GAR). The GAR for New Mexico Junior College is the taxing district and includes all of Lea County. Upon a motion by Mrs. Williams, seconded by Mrs. Worrell, the board unanimously approved the proposal.

Dr. McCleery presented the Museum Advisory Board Resolution for board consideration. After some discussion and upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board unanimously approved the resolution.

Dr. McCleery requested approval from the board to move forward with the funding application with the New Mexico Finance Authority for the student housing project funding second phase. The application will request funding for up to \$4,000,000.00 to be used for the second student apartment project, with construction beginning in May of 2007. Upon a motion by Mr. Kesner, seconded by Mrs. Worrell, the board unanimously approved the request.

John Gratton requested a nursing fee of \$60 for NU204 LPN to RN Transition beginning with spring 2007 semester. The fee will cover the cost of the ATI PN Comprehensive Exam. Upon a motion by Mr. Black, seconded by Mr. Kesner, the board unanimously approved the fee.

Dr. Gratton recommended Ms. Chandra Koger for the Coordinator of Learning Assistance/Tutoring position at an annual salary of \$32,848. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Koger, effective January 9, 2007.

Robert Rhodes recommended Mr. Steve Saucedo for the Workforce Training Client Specialist position at an annual salary of \$39,323. Upon a motion by Mrs. Williams, seconded by Mrs. Worrell, the board unanimously approved the employment of Mr. Saucedo, effective January 9, 2007.

Mrs. Worrell 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. Jones seconded the motion.

The roll call vote was as follows: Mr. Jones – yes; Mrs. Worrell – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – yes; and Mr. Hanna - 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 January 18, 2007, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board meeting adjourned at 5:40 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: January 10, 2007
RE: Expenditure and Revenue Reports for December 2006

December is month six or 50% of the budget for the 2006/2007 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 \$19,590,751.00.

The total current unrestricted fund expenditures for Instruction & General through December are \$8,186,696.00, which is 46% of the projected budget. One area of Instruction and General that is above the 50% of budget is Academic Support. 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 \$10,698,197.00, which is 51% 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 is over budget due to the large amount of tuition waivers for the ACT Academy. Auxiliary Enterprise has a high percentage of budget spent due to the amount of books and supplies purchased in the bookstore prior to the beginning of the Spring Semester. Athletics has a higher percentage of budget spent due to the posting of the Grant in Aid.

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 2006 is \$2,777,556.00.

Plant funds expended is mainly encumbered funds for the construction of the Workforce Training Center.

Expenditures through December 2006 were \$19,590,751.00 or 50% of the budget.

Total Current Unrestricted revenue received in December 2006 was \$3,357,710.00. This mostly consists of the tuition and fees, the monthly allocation from the state, the Oil and Gas Income, and property tax revenue.

Tuition and Fees collected in December was \$287,008.00 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 \$2,146,424.00 over the projected budget, we received \$673,808.00 in December for the month of November. The property tax revenue for December was \$1,644,977.00, we will receive another large property tax check by June.

Restricted funds had some drawdown revenue in December. Total restricted fund revenue for the year is \$2,791,069.00. There will be another large drawdown in January or February for restricted student aid.

Plant Funds had a drawdown of \$45,262.00 in December for General Fund for Library and Infrastructure.

Total revenue for the month of December 2006 is \$3,655,734.00, with year-to-date revenue of \$17,465,360.00 or 57% of projected budget.

The investment report shows an ending balance of \$9,125,000.00, as \$500,000.00 was sent to the state to invest in the Local Governmental Investment Pool. Also attached is a report from the New MexiGROW about the Local Government Investment Pool that we thought you might be interested in reading.

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 \$1,900,002.00. The total Oil and Gas revenue through December of 2006 (which includes the accrual of \$316,667) is \$4,046,426.00, which is \$2,146,424.00 over the total budget for the year.

This concludes the Financial Report for December 2006.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
December 2006

50% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,440,498	2,669,589	41%	7,106,919	604,505	3,399,953	48%
Academic Support	1,627,548	865,783	53%	2,401,565	137,983	1,302,481	54%
Student Services	1,117,339	584,429	52%	1,349,192	97,365	648,247	48%
Institutional Support	3,839,132	1,313,356	34%	4,286,879	352,151	1,574,374	37%
Operation & Maintenance of Plant	2,149,221	1,015,743	47%	2,483,793	181,907	1,261,641	51%
Subtotal - Instruction & General	15,173,738	6,448,900	43%	17,628,348	1,373,911	8,186,696	46%
Student Activities	190,351	102,011	54%	192,924	18,311	122,853	64%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	1,011,124	389,184	38%	318,534	16,038	276,090	87%
Student Aid	371,498	250,816	68%	457,575	58,434	302,342	66%
Auxiliary Enterprises	1,710,330	997,654	58%	1,670,424	444,215	1,342,884	80%
Athletics	714,192	348,886	49%	776,995	68,783	467,332	60%
Total Current Unrestricted Fund	19,171,233	8,537,451	45%	21,044,800	1,979,692	10,698,197	51%
CURRENT RESTRICTED FUND							
Grants	1,111,545	618,415	56%	1,498,215	42,534	732,809	49%
Student Aid	4,694,393	2,028,672	43%	4,000,000	33,067	2,044,747	51%
Total Current Restricted Fund	5,805,938	2,647,087	46%	5,498,215	75,601	2,777,556	51%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	5,982,647	4,819,461	81%	6,913,159		2,314,540	33%
Projects from State GOB Funds	3,968,012	191,714	5%	3,431,272	17,945	3,340,891	97%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	735,262	0	265,935	36%
Projects from Private Funds	1,350,000	506,540	38%	852,664	7,328	193,632	23%
Projects from State ER&R	206,946	0	0%	151,206	0	0	0%
Projects from State BR&R	353,945	314,932	89%	514,546	0	0	0%
Projects from Auxiliary BR&R	44,702	44,702	100%	16,943	0	0	0%
Subtotal - Capital and BR&R	11,906,252	5,877,349	49%	12,615,052	25,273	6,114,998	48%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	11,906,252	5,877,349	49%	12,615,052	25,273	6,114,998	48%
GRAND TOTAL EXPENDITURES	36,883,423	17,061,887	46%	39,158,067	2,080,566	19,590,751	50%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

December 2006

50% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	2,438,985	1,524,318	62%	2,647,425	287,008	2,060,568	78%
State Appropriations	7,553,000	4,512,835	60%	8,093,209	603,558	4,679,990	58%
Advalorem Taxes - Oil and Gas	4,165,200	4,085,521	98%	4,700,000	707,175	4,090,835	87%
Advalorem Taxes - Property	2,588,000	827,912	32%	2,800,000	1,644,977	1,755,926	63%
Interest Income	120,000	78,308	65%	185,000	38,883	187,455	101%
Other Revenues	209,550	115,125	55%	225,050	31,505	150,419	67%
Subtotal - Instruction & General	17,074,735	11,144,019	65%	18,650,684	3,313,106	12,925,193	69%
Student Activities	120,000	76,536	64%	110,000	12,904	93,457	85%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	1,922,200	1,055,001	55%	2,250,052	28,475	1,541,029	68%
Athletics	39,600	17,948	45%	39,100	3,225	19,350	49%
Total Current Unrestricted	19,156,535	12,293,504	64%	21,049,836	3,357,710	14,579,029	69%
CURRENT RESTRICTED FUND							
Grants	1,083,875	612,721	57%	1,416,146	112,388	872,820	62%
Student Aid	4,694,393	1,910,957	41%	4,000,000	140,374	1,918,249	48%
Total Current Restricted	5,778,268	2,523,678	44%	5,416,146	252,762	2,791,069	52%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,968,012	28,209	1%	3,420,676	0	0	0%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	735,262	45,262	45,262	0%
Projects from Private Funds	1,350,000	1,350,000	100%	150,000	0	50,000	33%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	5,318,012	1,378,209	26%	4,305,938	45,262	95,262	2%
GRAND TOTAL REVENUES	30,252,815	16,195,391	54%	30,771,920	3,655,734	17,465,360	57%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

December 2006

50% of Year Completed

		OIL		GAS		COMBINED		
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	\$63.05	3,252,614	\$6.92	19,403,806	757,763	316,667	441,096
Actual	August	\$64.01	3,145,974	\$6.24	18,450,466	742,051	316,667	425,384
Actual	September	\$67.80	2,963,641	\$7.32	18,029,382	747,815	316,667	431,148
Actual	October	\$59.37	2,967,899	\$6.38	17,164,332	808,322	316,667	491,655
Actual	November					673,808	316,667	357,141
Accrual	December					316,667	316,667	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						4,046,426	1,900,002	2,146,424
Y.T.D. Equipment Tax Revenue						44,409	0	0
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						4,090,835	1,900,002	2,146,424

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
December 2006

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	9,125,000	N/A	N/A	N/A	7102-1348	5.26%	40,747
Total Investments	<u>9,125,000</u>						<u>40,747</u>

Summary of Current Month's Activity	
Beginning amount	8,625,000
Plus: deposits	500,000
Less: withdrawals	0
Capital Projects	6,288,032
Reserves Invested	2,836,968
Total LGIP Investment	9,125,000

Capital Projects	12/31/2006
Technology Upgrade	105,115.82
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	50,820.49
Drawings & Master Plan	10,305.63
Baseball Field	121,474.80
Rodeo Arena	7,836.78
Dormitory Landscape	1,622.23
Millen Fence/Landscape	76,468.44
Ben Alexander Student Center	54,004.09
JASI	142,529.27
Computer Equipment Rebates	5,468.00
Marketing	58,136.04
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	2,394,905.90
Classroom Furniture Replacement	21.00
Video Security Camera Replacmt	0.00
Testing Center	250,000.00
Campus Village Development Proj	16,785.00
Landscaping	0.00
Facility Painting	50,000.00
Smart Classrooms	0.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	588,560.15
Campus Signage	50,000.00
Campus Paving	60,000.00
Video Security-Student Apts	0.00
Roof Replacement	300,000.00
Interior Lighting-Energy Retrofit	100,000.00
Bookstore POS System	0.00
Old Dorms Renovation	193,881.80
Total	6,288,031.98

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 10, 2007

Attached for your approval are the Fiscal Watch reports to be submitted to the Higher Education Department by the end of February. The first report is the Balance Sheet for December 30, 2006. The total current assets consist of Cash and Cash Equivalents in the amount of \$1,790,088.00, which represents cash in the vault and balances in the bank. Investments totaling \$9,125,000.00 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 mainly the college insurance and maintenance agreements prepaid for the entire year. Total current assets are \$13,859,357.00

Non-Current Assets are the same as is in the 2006 audit for Property, Plant and Equipment, net \$26,625,230.00 and Construction in Progress \$7,189,260.00. Total Non-Current Assets are \$33,814,490.00. Total Assets are \$47,673,847.00

Current Liabilities begin with Accounts Payable of \$31,280.00. Under the Banner system, when an invoice is entered into the system that amount is recorded in Accounts Payable, as checks are cut there is also an entry to Accounts Payable. So there is a large amount of activity in and out of Accounts Payable. Accounts Payable includes Dorm Deposits Payable, Gift Certificates from the Bookstore, and General Accounts Payable. Accrued wages payable is salaries payables and accrued vacation payable. At 12-31-2006, accrued wages payable was \$152,725.00. Deferred Revenue is largely tuition and fees that we receive for upcoming semesters, currently, Deferred Revenue is \$8,124.00. 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 2006 are \$380,589.00. Other Payables are a combination of gross receipts payable, voluntary withholding payables, agency accounts, and scholarships payable. Agency accounts are funds held for the various clubs and organizations around campus. The total of other payables is \$192,108.00. Total Current Liabilities are \$764,826.00 as of December 2006. Long Term Liabilities include the student housing project for \$4,526,501.00.

The Net Assets included Invested in Capital Assets, net of related debt, for a total of \$29,287,989.00. Unrestricted net assets has a total as of December 2006 of \$13,094,531.00, with the total net assets of \$42,382,520.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that is presented in the Board reports for December 2006. This report compares the December 2005 current revenues to the December 2006 current revenues. Tuition and Fees are higher in December 2006 as compared to December 2005 due to the increase in rates for tuition and fees. State Appropriations are showing to be higher in 2006 as compared to 2005 this is due to the increase for compensation and special funding than in the previous fiscal year. Local appropriations are higher in 2006 as compared to last year due to the increase in Oil and Gas revenue. Sales and Service revenue from 2005 to 2006 is up by 31.5 %, this to due to the additional student apartments, increased sales in the Bookstore, and the timing on when charges are placed on the student's bill. Other revenues include indirect revenue from grants, GEO revenue, copier, interest, and vending which are 36 % over previous year. Total operating revenue through December 2005 was \$12,293,504.00 compared to \$14,579,029.00 as of December 2006.

In comparing the year-to-date operating expenditures as of December 2005 to the year-to-date operating expenditures for December 2006, expenditures have increased by 20 to 34%. A portion of this increase is actual increases in operating from compensation and operating cost. But we must take into consideration that equipment purchases are expensed in the department where the equipment is placed, so it will also increase operating expenditures. In Internal Services for 2006, we do not have the large equipment purchases as we had in 2005. Student Aid is an actual increase of the expenditures over 2005. Total expenditures for operating funds as of December 2006 are \$10,698,197.00 compared to \$8,537,451.00 as of December 2005.

The revenue for Plant funds from December 2005 to December 2006 is considerably different. 2005 had the \$1,350,000.00 input from the Maddox Foundation for the Western Heritage Museum, while 2006 has less than \$100,000.00 for the year. The year-to-date expenditures are similar from 2005 to 2006 as we

closed out the cost for the Student Center and the Museum in 2005 and encumbered the construction costs for the Workforce Training Center and other projects in 2006.

The next report is the comparison of the budget to actual as of December 2006. These numbers are also taken from the December Board reports presented at the January Board meeting. Revenues are strong and are at or over 60% of the budget for all areas, except for state appropriations. The expenditure comparison of budget to actual is also the same as will be presented in the January Board meeting. Encumbrances and seasonal expenditures account for most of the percentage of expenditures to budget being over 50%. The budget for the Plant fund revenues are for projects that have not been started or completed. Expenditures show the amounts that have been expended and/or encumbered for the capital 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 hope this explanation gives you a good understanding of the Fiscal Watch reports that we are asking you to approve.

Respectfully,

A handwritten signature in blue ink that reads "Dan Hardin". The signature is written in a cursive, flowing style.

Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 12/31/06

Assets

Current Assets:

Cash and Cash Equivalents	1,790,088
Investments	9,125,000
Accounts Receivable, net	2,156,428
Inventories	321,367
Prepaid Expenses	466,474

Total Current Assets 13,859,357

Non-Current Assets

Property, Plant and Equipment, net	26,625,230
Construction in Progress	7,189,260

Total Non-Current Assets 33,814,490

Total Assets 47,673,847

Liabilities

Current Liabilities

Accounts Payable	31,280
Accrued Wages Payable	152,725
Deferred Revenue	8,124
Accrued Liabilities	380,589
Other Payables	192,108

Total Current Liabilities 764,826

Long Term Liabilities

Long Term Liabilities	
Notes/Bonds Payable	4,526,501

Total Long Term Liabilities 4,526,501

Total Liabilities 5,291,327

Net Assets

Invested in Capital Assets, net of related Debt	29,287,989
Unrestricted	13,094,531

Total Net Assets 42,382,520

NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2005-2006 and 2006-2007

Operating Funds	Actuals as of 12/31/2005	Actuals as of 12/31/2006	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	1,524,318	2,060,568	35.2%
State Appropriations	4,512,835	4,679,990	3.7%
Local Appropriations	4,913,433	5,846,761	19.0%
Sales & Service	1,055,001	1,541,029	46.1%
Other	287,917	450,681	56.5%
Total Revenues	12,293,504	14,579,029	18.6%

EXPENDITURES			
Instruction & General	6,448,900	8,186,696	26.9%
Student Social & Cultural	102,011	122,853	20.4%
Internal Services	389,184	276,090	-29.1%
Student Aid	250,816	302,342	20.5%
Auxiliary Enterprises	997,654	1,342,884	34.6%
Intercollegiate Athletics	348,886	467,332	33.9%
Total Expenditures	8,537,451	10,698,197	25.3%
Increase (decrease) in Fund Balances	3,756,053	3,880,832	

Plant Funds			
REVENUES			
Interest Income	28,725	-	-100.0%
State Funds	-	45,262	
Other	1,350,000	50,000	
Total Revenue	1,378,725	95,262	-93.1%

EXPENDITURES			
Capital Projects	5,517,715	6,114,998	10.8%
Building R&R	314,932	-	-100.0%
Equipment R&R	-		
Auxiliary R&R	44,702		0.0%
Total Expenditures	5,877,349	6,114,998	4.0%

Increase (Decrease) in Fund Balances	-4,498,624	-6,019,736
--------------------------------------	------------	------------

NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2006 - 2007

December 31 2006

Operating Funds	FY 2006-2007 Original Budget	FY 2006-2007 Actual as of 12-31-06	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	2,647,425	2,060,568	77.83%
State Appropriations	8,093,209	4,679,990	57.83%
Local Appropriations	7,500,000	5,846,761	77.96%
Sales & Service	2,250,052	1,541,029	68.49%
Other	559,150	450,681	80.60%
Total Revenues	21,049,836	14,579,029	69.26%

EXPENDITURES			
Instruction & General	17,628,348	8,186,696	46.44%
Student Social & Cultural	192,924	122,853	63.68%
Internal Services	318,534	276,090	86.68%
Student Aid	457,575	302,342	66.07%
Auxiliary Enterprises	1,670,424	1,342,884	80.39%
Intercollegiate Athletics	776,995	467,332	60.15%
Total Expenditures	21,044,800	10,698,197	50.84%
Increase (decrease) in Fund Balances	5,036	3,880,832	

Plant Funds

REVENUES			
State Funds	3,420,676	-	0.00%
Other	840,000	50,000	
Total Revenue	4,260,676	50,000	1.17%

EXPENDITURES			
Capital Projects	11,932,357	6,114,998	51.25%
Building R&R	514,546		0.00%
Equipment R&R	151,206		0.00%
Auxiliary R&R	16,943	-	
Total Expenditures	12,615,052	6,114,998	48.47%

Increase (Decrease) in Fund Balances	-8,354,376	-6,064,998	
--------------------------------------	------------	------------	--

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 992-RB

Video Editing Suite Equipment for the
Public Relations & Marketing Department

BOARD DOCUMENTS

Date: January 18, 2007
Prepared by: Joshua Morgan
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On December 22, 2006, legal notices were sent to the following three newspapers requesting sealed bids for the purchase of janitorial supplies for the college:

Albuquerque Journal
Hobbs Daily News Sun
Las Cruces Sun News
2. Bid packets were sent to five (5) potential bidders.
3. One bidder submitted their bid within the time frame specified by the bid package. No bidders were present at the opening.
4. The Business Office and the Public Relations & Marketing Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidder responding to the Invitation is: Promax Systems, Inc., Irvine, California

The Administration recommends acceptance of the bid from ProMax Systems, Inc. of Irvine, California in the amount of \$26,851.01.

The bid response results are shown on page 4. (Tabulation Summary)

Source of Funding: - FY 2006/2007

Account Title – Major Equipment

Account #: 11810 – 3071 – 73102 - 181

Amount: \$26,851.01

Budget: \$27,892.98

NEW MEXICO JUNIOR COLLEGE

Price Quote Form

ProMax Systems, Inc.

Item No.	Qty.	Description	Unit Price	Total Price
1	1	Sony HVR-V1U 3CMOS 1080p HDV Camcorder or equivalent	3,999.00	3,999.00
2	1	Bogen 3046/3433 Combo-Kit-Includes 3046 Legs 3433 and 501 Fluid Head or equivalent	399.00	399.00
3	2	Sony NP-F970 Info Lithium "L" Series Battery or equivalent	119.00	238.00
4	1	Bogen G557 Sport Fish pole or equivalent	145.00	145.00
5	1	AT897 Short Shotgun Mic or equivalent	279.00	279.00
6	1	Sony UWP-C1 Camcorder Wireless Mic System Channel 66/68 or equivalent	499.00	499.00
7	1	Lowel DV Creator 44 Kit or equivalent	1,495.00	1,495.00
8	1	1 Mac Pro Two 3GHz/Dual-Core Intel Xeon/1GB 667 MHz DDR2 FB-Dimm(2x512MB)/ GeForce 7300 GT 256mb(single-linkDVI/dual-link DVI)/250GB SATA 3Gb/s/SD/Apple Mighty Mouse/both Bluetooth 2.0+EDR and airport extreme (no substitute)	3,299.00	3,299.00
9	1	2GB DDR2 5300 667mhz FB Dimm (2x1GB) Kit or equivalent	450.00	450.00
10	1	1GB DDR2 5300 667mhz FB Dimm (2x512MB) Kit or equivalent	200.00	200.00
11	1	Mac System Configuration and Testing or equivalent	495.00	495.00
12	1	HDV 52 Week (1 year) Unlimited Phone Support 8AM-6PM Monday-Friday or equivalent	795.00	795.00
13	1	Altec-Lansing VS4121Speakers and Behringer Audio Mixer Bundle or equivalent	189.00	189.00
14	1	AJA KONA LHe - SD/HD Analog Digital PCIe Card or equivalent	1,549.00	1,549.00
15	2	Dell UltraSharp 2007FP 20 inch Black Flat Panel Monitor, LCD with Height Adjustable Stand or equivalent	515.00	1,030.00
16	1	Tripp Lite BC Pro 600 UPS Battery Back Up AC120VA or equivalent	139.00	139.00
17	1	KONA LH-Box A/V Cable Kit or equivalent	149.00	149.00
18	1	External 2.5TB PCIe 10 Drives Array SATA Port Multiplier for G5 or equivalent	2,999.00	2,999.00
19		APP for Power Mac (w/or w/o display) Enrollment Kit AppleCare Warranty (no substitute)	220.00	220.00
20	1	2nd and 3rd year Warranty for external 2.5 TB PCIe 10 Drives Array SATA Port Multiplier for G5 or equivalent	.01	.01
21	1	Sony HVR-M15U HDV Recorder/Player or equivalent	2,299.00	2,299.00
22	3	HD On-Site Installation Charge	1,295.00	3,885.00
23	1	Elightz On camera Light 10 Watts or equivalent	149.00	149.00
24	1	Shipping	450.00	450.00
25	1	Traveling Costs	1,500.00	1,500.00
26	1	Any Additional Costs		
		Total		26,851.01

In addition, vendor has met the following for the above mentioned products:

Mac System Configuration and Testing or equivalent (Item No. 11):

- The ability to modify an Apple G5 dual system or equivalent with video drives, converters, and associated hardware/software to create a dedicated digital video editing platform. Software must allow system to control decks, cameras, and batch capture. Hardware must include a high-speed disk interface card, video disk drives, re-mapping drive geometry, and firmware adjustments. System must be able to throughput video at speed sufficient for full-resolution capture.
- Configuration of system must be done prior to shipping.
- Testing of system configuration, including software, hard drives, and storage systems, must be done for a 24-hour period prior to shipping.

HDV 52 Week (1 year) Unlimited Phone Support (8am-6pm, Monday - Friday), E-mail and Internet or equivalent (Item No. 12):

- Provide continuous support via telephone, e-mail, and internet.
- Provide software and software update training in the event the software being used has an upgrade or a new employee is hired.
- Provide remote access to system workstation(s) to aid in troubleshooting problems.

APP for Power Mac Enrollment Kit AppleCare Warranty - no substitute (Item No. 19):

- Provided directly from Apple

2nd and 3rd year warranty for external 2.5TB PCIe10 Drives Array SATA Port Multiplier for G5 or equivalent storage system(s) (Item No. 20):

- Parts and labor covered warranty
- Advanced (within 72 hours) hardware replacement
- Phone and e-mail support

HD On-site Installation and Training (Item No. 22):

- Configure on-site studio to meet specific live and post video production needs for digital editing systems.
- Two days of on-site, over-the-shoulder training, which includes workflow training and Final Cut Studio or equivalent training, geared toward live and post video production.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 994

Alignment System for the Automotive Department

BOARD DOCUMENTS

Date: January 18, 2007
Prepared by: Joshua Morgan
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On December 22, 2006, legal notices were sent to the following three newspapers requesting sealed bids for the purchase of janitorial supplies for the college:

Albuquerque Journal
Hobbs Daily News Sun
Las Cruces Sun News
2. Bid packets were sent to five (5) potential bidders.
3. Four bidders submitted their bid within the time frame specified by the bid package. One bidder was present at the opening.
4. The Business Office and the Automotive 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 are: Performance Tool & Equipment, Inc., Albuquerque, NM; T & B Tool Equipment, Lubbock, TX; Big State American Tire Distributors, Lubbock, TX; and SWIFCO Southwestern Industrial Fasteners, El Paso, TX.

The Administration recommends acceptance of the bid from Performance Tool & Equipment Inc. of Albuquerque, NM in the amount of \$22,124.00.

The bid response results are shown on page 4. (Tabulation Summary)

Source of Funding: - FY 2006/2007

Account Title – Major Equipment

Account #: 11000 – 2581 – 73102 - 102

Amount: \$22,124.00

Budget: \$22,124.00



Memo

DATE: January 11, 2007
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *Sm*
SUBJECT: Consideration of the Resolution for Lottery Scholarship

Enclosed you will find a resolution that the Higher Education Department is encouraging college boards to endorse. It is my recommendation that you vote to support the resolution.

Thank you for your consideration.

A RESOLUTION

WHEREAS, New Mexico Junior College, as a comprehensive community college, promotes success through learning, and

WHEREAS, the New Mexico Legislature created the lottery, in part, to fund a full-tuition scholarship to every deserving high school graduate at any public university or community college in New Mexico, and

WHEREAS, the New Mexico Higher Education Department projects the scholarship fund will face an \$18 million deficit in 2011, and

WHEREAS, approximately 20 cents of every dollar bet on the lottery goes to pay operating and administrative costs, the fifth highest of 43 states, according to La Fleur's 2006 World Lottery Almanac, and

WHEREAS, currently only about 24 cents of every dollar bet on the lottery actually go to scholarships, while eleven states have set statutory minimum percentages for beneficiaries between 30 and 35 percent (California, Delaware, Georgia, Kansas, Kentucky, Louisiana, New Jersey, North Carolina, Oklahoma, Pennsylvania and Tennessee), and

WHEREAS, even small states (New Hampshire, North Dakota, West Virginia and Washington D.C.) returned 30 percent or more of their lottery revenues to their beneficiaries last year, and

WHEREAS, the New Mexico Lottery pays online vendor GTech 8.52 percent of online sales, while comparable states pay between 2.16 percent and 5.10 percent, and

WHEREAS, lottery retailers receive a base commission of 6 percent of every dollar of ticket sales from the New Mexico Lottery, while most states pay their retailers 5 percent, and

WHEREAS, Think New Mexico proposes the "30-percent solution", by which 30 percent of lottery revenues will be statutorily dedicated to the Lottery Success Scholarship fund, and

WHEREAS, increasing the percentage for scholarships from 24 percent to 30 percent will produce approximately \$9 million per year, or enough for 2,500 scholarships,

WHEREAS, Think New Mexico proposes to add language to the current law requiring that at least one of the seven Lottery Board positions be reserved for representative(s) of the higher education community, and

NOW THEREFORE, New Mexico Junior College does hereby endorse legislation that appropriates at least 30 percent of lottery revenues to Lottery Success Scholarships and language that requires at least one Lottery Board member be from the higher education community, as recommended by Think New Mexico.

PASSED, APPROVED AND ADOPTED this (NN)th day of (Month), 2007

New Mexico Junior College
Hobbs, New Mexico

Dr. Steve McCleery, President

Lawrence Hanna, Board Chairman

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 12-22-06

Candidate's name Kristine L. Saucer

Position title Counselor

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 1-22-07 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higheredjobs.com; Lubbock Avalanche Journal; Albuquerque Journal

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

Posted salary range \$37,397 to \$46,746 Recommended annual salary \$39,276 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 3021 61301 123 100%

Recommended and approved by:

Supervisor


Vice President

Dean/Director


President

Selection Committee Members: Robert Bensing – Dean of Enrollment Management

Patrick Gorman – Dean of Counseling

LaRae Phillips - Counselor

Mary Shelton – Professor of Reading/Education

Cynthia Zambrelli - Counselor

Comments: Ms. Saucer, with a M.S. in Counseling Psychology and more than four years applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Counselor

Personal Data

Name: Kristine L. Saucer

Education

M.S., Angelo State University, San Angelo, TX, 2002
Major: Counseling Psychology

B.A., Angelo State University, San Angelo, TX, 1999
Major: Psychology
Minors: Drama/Communication

Professional Experience

State of Texas, Andrews, TX 09/02 to 10/06
Child Protective Services Specialist III

MHMR Services of the Concho Valley, San Angelo, TX 10/01 to 08/02
Certified Mental Health Rehabilitation Services Provider

Shannon Behavioral Health Center, San Angelo, TX 01/01 to 05/01
Counselor Intern

Circle T Girl Scout Council, Fort Worth, TX Summers 1997, 1998, 2000
Part Time/Seasonal Activities Director/Camp Counselor

Memberships

Andrews County Children's Advocacy Center, Founding Member
American Psychological Association
Girl Scouts of America
Psi Chi Honor Society
Pi Gamma Mu

Organizations and Awards

Graduate Student Psychological Association, President, Member of the Year 2002
Arnold Air Society – National, Vice President, Outstanding Cadet of the Year 1998
Reserve Officer Training Corps, Outstanding Cadet of the Year 1997
Angelo State Skydivers Association, Vice President, High Flyer 1997



New Mexico Junior College

Career Opportunities

Position Announcement • September 2006

Position Title: Counselor

Position Description: The Counselor is responsible to the Dean of Counseling. Duties and responsibilities include, but are not limited to, the following: (1) Provide students with academic, personal, career, transfer and other appropriate counseling; (2) Be currently informed on transfer and curriculum requirements for students desiring a degree; (3) Work with students with visible, hidden, physical, emotional and learning disabilities to provide access to classes at NMJC; (4) Assemble records documenting disabilities and maintain records of services rendered, reevaluate and/or formulate educational plans for students with disabilities, administer or arrange to be administered tests to determine or clarify disabilities; (5) Administer individual tests or recommend the administration of tests and assist in the interpretation of results to the counselees when applicable; (6) Make referral recommendations to students who indicate need for additional services provided by community agencies when deemed appropriate; (7) Accept other duties as assigned by the Dean of Counseling; and (8) Participate in a process of continual personal and professional improvement; (9) Actively participate in the institutional goals and objectives designed to support the mission of the college; (10) Serve on college committees as assigned; (11) 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: Master's degree, in Counseling, Clinical Psychology or closely related field, from a regionally accredited institution required. Licensure as a Professional Mental Health Counselor (LPC), Professional Clinical Mental Health Counselor (LPCC), or a Clinical Psychologist or eligibility for licensure in New Mexico within one year is required. Experience in a college or educational setting and experience working with students who have special needs and testing is preferred.

Salary/Benefits: This is a twelve month position. Salary range is \$37,397 to \$46,746 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible. Please do not send any application materials via e-mail.

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

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

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

"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Counselor

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Gutierrez-Conger, Anna	No	No	
Courts, Steven A.	No	No	Incomplete application materials.
Moran, Pat N.	No	No	
Weaver, Michael J.	Yes	No	
Wang, Kun	No	No	Incomplete application materials.
Martinez, Rae Chell R.	Yes	No	
Gonzales, Linda K.	Yes	No	
Saucer, Kristine L.	Yes	Yes	Start date: Pending Board approval.
Kuss, Hans J.	No	No	Incomplete application materials.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 12-22-06

Candidate's name Adam R. Pearson

Position title Professor of Nursing

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 1-19-07 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard None

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

Posted salary range \$29,214 to \$36,518 Recommended annual salary \$32,963 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2542 61101 102 100%

Recommended and approved by:

Karen Cummings
Supervisor

Mary Jane Ward
Dean/Director

John B. Houston
Vice President

Mary Jane Ward
President

Selection Committee Members: Cecil Castle – Professor of Nursing
Karen Cummings – Director of Allied Health Fields
Sondra Hutson – Professor of Nursing
Delores Thompson – Professor of Nursing
Mary Jane Ward – Dean of Careers and Technology
Kim Webb – Professor of Nursing

Comments: Mr. Pearson meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Adam R. Pearson

Education

A.A.S., New Mexico Junior College, Hobbs, NM, 2002
Major: Nursing

Professional Experience

Lea Regional Medical Center, Hobbs, NM
Registered Nurse 09/04 to Present

University Medical Center, Lubbock, TX
Registered Nurse 05/02 to 08/04

United States Air Force, Wichita Falls, TX
Technical Training as Surgical Technician 1999-2000

United States Air Force, Wichita Falls, TX
Emergency Medical Technician 05/95 to 09/99

Certifications

Basic Life Support
Advanced Cardiac Life Support
Intra Aortic Balloon Pump
Central Venous to Venous Hemodialysis



New Mexico Junior College

Career Opportunities

Position Announcement • November 2006 (revised December 2006)

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; (3) student advisement and counseling; (4) curriculum update and revision; (5) development of course syllabi; and, (6) serve on college committees as requested by the administrative team.

Qualifications: Master's Degree in nursing (MSN) preferred. A Bachelor's or Associate degree in nursing will be considered. Must pursue and complete a MSN within five (5) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have New Mexico or multi-state nursing licenses. Prior successful teaching experience at the college level preferred, with a background in the fundamentals of nursing, medical-surgical and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept. Computer proficiency required. Microsoft Word and Power Point, and Web CT proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. 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 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: mehermandez@nmjc.edu

APPLICANT LIST

Position: Professor of Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Pearson, Adam R.	Yes	Yes	Start date: Pending Board approval.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 1-18-07

Candidate's name Michael O. Henderson

Position title Professor of Computer Assisted Drafting

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 _____ Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higheredjobs.com

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

Posted salary range \$29,214 to \$36,518 Recommended annual salary \$33,484 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2641 61101 102 - 60% 11000 2561 61101 102 - 40%

Recommended and approved by:

Supervisor

Vice President

Dean/Director

President

Selection Committee Members: Darryl Cook - Professor of Computer Information Systems

Marilyn Ebler - Professor of Commercial Graphic Design/CG

Matthew Kriftcher - Professor of Commercial Graphic Design/CS

Angila Shook - Professor of Computer Information Systems

Mary Jane Ward - Dean of Careers and Technology

Comments: Mr. Henderson, with an Associate degree in Architectural Design and more than eight years applicable experience,
meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of Computer Assisted Drafting

Personal Data

Name: Michael O. Henderson

Education

Specialized Associate, Brigham Young University, Rexburg, ID, 2002

Major: Architectural Design

Professional Experience

Jim Walters Homes, Robstown, TX 11/05 to 09/06
Construction Manager

America's Home Place, Blairsville, GA 07/04 to 10/05
Building Consultant/Superintendent

A+ Drafting & Designs, Rexburg, ID 01/01 to 07/04
Owner

Brigham Young University, Rexburg, ID 01/03 to 12/03
Part-Time Instructor

America's Home Place, Gainesville, GA 05/03 to 08/03
Temporary Construction Superintendent Intern
Lecturer

Custom Architectural, Idaho Falls, ID 01/00 to 01/01
Drafter

Sorensen Construction, Idaho Fall, ID 01/99 to 01/00
Foreman

Organizations and Awards

Boy Scouts of America, Scout Master, April 2006 to Present

Architecture & Construction Society, President

National Association of Home Builders, Member

National Association of Home Builders Student Competition Teams, Assistant Coach, 2003-2004

National Association of Home Builders Student Competition Team, Captain 1st Place Team, 2002

Nominee for BYU-Idaho Man of the Year, 2002

Skills and Certifications

Fluent in Spanish

30 Hour OSHA Certified

AutoCAD



New Mexico Junior College

Career Opportunities

Position Announcement • July 2006

Position Title: Professor of Computer Assisted Drafting (60%) and instructor of Computer Assisted Drafting for the Advanced Career Technology Academy (ACT Academy) (40%)

Position Description: The position reports to the Dean of Careers & Technology. Duties and responsibilities include the following: (1) teach ACT Academy and college courses in Computer Assisted Drafting (CAD) (2) may be required to teach some courses in basic computer concepts such as Computer Design, Windows Applications, networking, EXCEL, or other related courses as needed; (3) work with the Department Chairperson and Dean to recruit and retain students (4) participate in a process of continual personal and professional improvement; (5) actively participate in the institutional goals and objectives designed to support the mission of the college; (6) serve on college committees as requested by the administrative team; and, (7) 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 Computer Assisted Drafting, Computer Science, Computer Design, BIS, BCS, MIS, Computer Information Systems or closely related area preferred. Master's degree considered most beneficial. All degrees must be from a regionally accredited institution. Expertise in AutoCAD, and related software packages in Architectural and Engineering areas required. Knowledge of various computer software packages which may include computer design, word processing, spreadsheets, and database management expected. Two years of teaching experience and/or directly related occupational experience preferred. Candidates with an Associate's degree will be considered with five or more years of demonstrated success in related employment and/or training programs in lieu of an advanced degree, with the candidate's commitment to earn the advanced degree within a specified time.

Salary/Benefits: Salary per faculty schedule for a nine-month contract. Placement on schedule depending on level of education, years experience teaching and occupational-related experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position starts 2006 Fall semester with faculty reporting date of August 9, 2006. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Application materials sent via e-mail will not be accepted. Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment) and/or certifications, 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.

"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Professor of Computer Assisted Drafting

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Linville, Myra L.	No	No	
Vaid, Ibrahim Y.	Yes	Yes	Declined position.
Roberts, Frank D.	No	No	Incomplete application materials.
Reyes, Rafael	No	No	
Henderson, Michael O.	Yes	Yes	Start date: Pending Board approval.



Memo

DATE: January 11, 2007
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Consideration of Contract Non Renewal Policy

I am recommending to the Board that the responsibility for contract non renewals be delegated to the New Mexico Junior College President.

Thank you for your consideration.