

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Friday, January 23, 2004

**Zia Room - Library**

3:00 p.m.

## AGENDA

- |   |                 |
|---|-----------------|
| A. Welcome  | Larry Hanna     |
| B. Adoption of Agenda   | Larry Hanna     |
| C. Approval of Minutes of December 17, 2003                         | Larry Hanna     |
| D. Correspondence   | Pat Chappelle   |
| E. President's Report   | Steve McCleery  |
| F. 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. Consideration of Ben Alexander Student Learning Center Project   | Steve McCleery  |
| 7. Consideration of Western Heritage Museum Project                 | Steve McCleery  |
| 8. Consideration of Lea County Correctional Facility Tuition Policy | Steve McCleery  |
| 9. Consideration of Resolution                                      | Steve McCleery  |
| 10. Consideration of Purchase of Law Enforcement Vehicles           | Richard Fleming |
| 11. Personnel Consideration – Coordinator of Learning Assistance    | Richard Fleming |
| G. Public Comments  | Larry Hanna     |
| H. Announcement of Next Meeting                                     | Larry Hanna     |
| I. Adjournment  | Larry Hanna     |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

DECEMBER 17, 2003

### MINUTES

The New Mexico Junior College Board met on Wednesday, December 17, 2003, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Yvonne Williams; Mr. Guy Kesner; and Mr. John Hice, Jr. Not present were Mr. Larry Hanna and Mr. Wade Cavitt.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Vange Perryman, Hobbs News Sun.

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

Upon a motion by Mr. Hice, seconded by Mr. Kesner, the board unanimously approved the minutes of November 20, 2003, as written.

Under *President's Report*, Dr. McCleery reported that the Jal election had passed and expressed his sincere appreciation to the committee in Jal for their hard work on the campaign. Sam Oswald informed the board of recent awards received by the College Communications department.

Under *New Business*, Dan Hardin presented the November financial reports and with a motion by Mr. Hice, seconded by Mr. Jones, the board unanimously approved the expenditures for November 2003.

Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously voted to table the Consideration of Institutional Copy Machines.

Dr. McCleery presented a recommendation from the Literacy Alliance Board of Directors offering New Mexico Junior College transfer of ownership of the Literacy Alliance facility located at 109 S. Dalmont. After some discussion and upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Dr. McCleery presented the election proclamation calling for an election on February 17, 2004 within the current New Mexico Junior College voting school districts of Tatum, Lovington, Hobbs, and Eunice for the inclusion of the Jal Public School District into the

New Mexico Junior College voting district. Upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the proclamation.

Mr. Collins presented Bid #944 – Purchase of Automotive Equipment for Don Whitaker Automotive Training Center. The administration recommended acceptance of the bid for the dynamometer from Mustang Dynamometer for \$24,154 and the rotary lift from David Cowan Equipment for \$3,650. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Dr. McCleery recommended Ms. Jennifer Jordon for the Executive Director of the New Mexico Junior College Foundation at an annual salary of \$42,100. Upon a motion by Mr. Hice, seconded by Mrs. Williams, the board unanimously accepted the employment of Ms. Jordon, effective January 5, 2004.

Richard Fleming presented a request to create a new Barber Instructor position. The college is entering into a partnership with Wackenhut to offer a barber training program through the Cosmetology Department. The instructor will be housed at the prison and Wackenhut will provide all of the supplies needed to run the program. The inmates will enroll in the program for college credit; therefore the college will collect both tuition and credit hour reimbursement. Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously approved the request.

Ms. Chappelle called for comments from the community. There being none, the next regular board meeting was scheduled for January 23, 2004, beginning at 3:00 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mrs. Williams, seconded by Mr. Jones, the board meeting adjourned at 4:45 p.m.

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CHAIRMAN

ATTEST: \_\_\_\_\_  
SECRETARY

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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 13, 2004

RE: Expenditure and Revenue Reports for December

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It is hard to believe, but as we close the month of December we have completed month six or 50 percent of the 2003/2004 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through December 2003 is \$15,049,799.00 of which \$2,382,436.00 are encumbered funds.

In the December Expense report the Instruction and General subtotal is \$6,476,038.00, which is 49% of the budget. Most areas of expenditures are normal for this time of year. We did not get the monthly chargeouts credit entries completed for December for Operation & Maintenance of Plant. Typically, there is a credit of \$8,700.00 a month for CHE required chargeouts to Operation & Maintenance of Plant. In January Maintenance, Custodial and Grounds will get two months credit for internal chargeouts. Also, in other unrestricted current funds for December, the Internal Services Department did not get its monthly CHE required chargeout credit of \$50,751.32. We will make two credits in January to get that area current. Auxiliary Enterprises continue to be above budget. The Cost of Goods Sold through December for the Bookstore is \$724,135.04, budget for Cost of Goods Sold for the year is \$859,900.00. By December the Bookstore has purchased most of the new and used textbooks and supplies, to be sold mainly in January as we start of the spring semester.

Total current unrestricted funds expended or encumbered through December 2003 is \$8,823,580.00.

The expenditure for restricted funds in the Grant area is behind where we are normally, we suspect that these expenditures will greatly increase as we get into the spring semester. Restricted Financial Aid is above where we were at this time last year, mainly in the pell grant funding.

Plant fund expenditures for the month were concentrated in infrastructure improvements on campus and for Building Renewal & Replacement.

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Total expenditures through December of 2003 is \$15,049,799.00

The Revenue picture through December remains on track compared to the budget. The revenue to date is ahead of where we were at this time last year. Property tax revenue of over \$600,000.00 is reflected in December. We expect another large deposit for property taxes in January. The total current unrestricted revenue is \$8,897,073.00, which is 53% of the projected budget. In the restricted funds we are below budget in the grants area, which ties back to the low level of expenditures to date. As we have noted in the past most restricted funds are drawdown funds, which means we have to spend it before we can draw the funds. Restricted student aid is consistent with what has been expended to date. I must commend Amparo Salazar Business Office Accountant, Vicki Benavidez Grants Accountant, and the staff of the Financial Aid Department for doing an excellent job of drawing in funds for the grants and the restricted financial aid funds. This is the most current we have ever been.

In the Plant Fund revenue for December we are showing \$497,097.00 for the month. Of that amount \$461,678.00 was not included in the expected budget for the year. In late October we received a report from the CHE listing all of the two year institutions and the outstanding state awards from prior years that had not been drawn. New Mexico Junior College had from 1998 an outstanding award for Infrastructure in the amount of \$40,849.00. The college had awards from 1999 for Fire Suppression 1A for \$14,612.00, 1999 Infrastructure 2 for \$116,172.00, 1999 Infrastructure 3 \$290,045.00. We researched these amounts and had no record of the awards or of having requested a drawdown for the awards. Needless to say we immediately submitted requests for all of these funds and received the full amounts on December 19<sup>th</sup>. It appears to us that since so many of the colleges had not drawn these funds that it was possible that the CHE had not informed the colleges that these funds were available. Christmas came early to New Mexico Junior College.

The year-to-date Revenue for December 2003 is \$13,070,890.00.

In the Oil and Gas report shows the actual Oil and Gas revenue for July through November, and the accrual of \$239,507.00 for December. During the first five months of actual Oil and Gas revenue, we are \$530,725.00 over budget.

The Investment report reflects a deposit of \$500,000.00 in the LGIP fund in December, as we invest excess funds. Of the \$8,125,000.00 invested with LGIP, \$5,865,733.56 is designated as Capital Projects or 72%.

This is the Financial Report for December 2003.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### December 2003

50% of Year Completed

Fund	2002-03			2003-04			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original 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	5,012,174	2,492,845	50%	6,416,054	484,730	2,575,185	40%
Academic Support	890,128	731,024	82%	1,290,398	69,593	695,628	54%
Student Services	1,002,233	784,041	78%	1,477,378	106,230	800,402	54%
Institutional Support	3,581,759	1,379,175	39%	2,154,295	176,005	1,224,992	57%
Operation & Maintenance of Plant	1,783,961	994,021	56%	1,932,913	141,086	1,179,831	61%
<b>Subtotal - Instruction &amp; General</b>	<b>12,270,255</b>	<b>6,381,106</b>	<b>52%</b>	<b>13,271,038</b>	<b>977,644</b>	<b>6,476,038</b>	<b>49%</b>
Student Activities	155,236	130,927	84%	310,002	29,737	149,818	48%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	710,422	314,445	44%	420,854	54,030	624,206	148%
Student Aid	281,479	106,336	0%	148,028	4,062	141,378	96%
Auxiliary Enterprises	1,193,795	1,128,999	95%	1,457,233	214,057	1,128,015	77%
Athletics	562,053	339,671	60%	698,906	34,463	304,125	44%
<b>Total Current Unrestricted Fund</b>	<b>15,173,240</b>	<b>8,401,484</b>	<b>55%</b>	<b>16,306,061</b>	<b>1,313,993</b>	<b>8,823,580</b>	<b>54%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,347,254	1,211,906	52%	2,843,425	155,394	820,592	29%
Student Aid	3,964,907	2,253,124	57%	4,180,325	14,022	2,483,345	59%
<b>Total Current Restricted Fund</b>	<b>6,312,161</b>	<b>3,465,030</b>	<b>55%</b>	<b>7,023,750</b>	<b>169,416</b>	<b>3,303,937</b>	<b>47%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	5,944,312	1,016,183	17%	6,096,932	9,477	669,217	11%
Projects from State GOB Funds	1,212,900	818,891	68%	5,274,385	99,070	2,108,217	40%
Projects from State STB Funds	0	0	0%	2,000,000	0	0	0%
Projects from State E R & R	0	0	0%	409,201	0	0	0%
Projects from State B R & R	327,399	171,826	52%	532,834	25,323	144,848	27%
Projects from Auxiliary BR&R	19,147	30,982	0%	19,147	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>7,503,758</b>	<b>2,037,882</b>	<b>27%</b>	<b>14,332,499</b>	<b>133,870</b>	<b>2,922,282</b>	<b>20%</b>
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>7,503,758</b>	<b>2,037,882</b>	<b>27%</b>	<b>14,332,499</b>	<b>133,870</b>	<b>2,922,282</b>	<b>20%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>28,989,159</b>	<b>13,904,396</b>	<b>48%</b>	<b>37,662,310</b>	<b>1,617,279</b>	<b>15,049,799</b>	<b>40%</b>

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report December 2003

50% of Year Completed

Fund	2002-03			2003-04			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	1,356,355	714,079	53%	1,653,150	26,334	942,605	57%
State Appropriations	7,376,100	3,688,098	50%	7,684,800	619,358	4,033,689	52%
Advalorem Taxes - Oil and Gas	2,949,084	1,771,532	60%	3,409,779	316,894	1,987,016	58%
Advalorem Taxes - Property	1,800,000	718,791	40%	2,000,000	616,167	700,361	35%
Interest Income	50,000	21,983	44%	50,000	2,421	10,447	21%
Other Revenues	307,700	152,607	50%	316,500	69,866	168,663	53%
<b>Subtotal - Instruction &amp; General</b>	<b>13,839,239</b>	<b>7,067,090</b>	<b>51%</b>	<b>15,114,229</b>	<b>1,651,040</b>	<b>7,842,781</b>	<b>52%</b>
Student Activities	43,400	27,299	63%	47,500	740	29,169	61%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	10,000	8,403	84%	13,000	842	6,377	49%
Auxiliary Enterprises	1,663,000	983,209	59%	1,728,300	25,270	1,001,244	58%
Athletics	35,400	17,427	49%	35,400	2,892	17,502	49%
<b>Total Current Unrestricted</b>	<b>15,591,039</b>	<b>8,103,428</b>	<b>52%</b>	<b>16,938,429</b>	<b>1,680,784</b>	<b>8,897,073</b>	<b>53%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,347,254	441,163	19%	2,843,425	182,077	440,692	15%
Student Aid	3,716,407	2,004,355	54%	4,180,325	51,299	2,462,313	59%
<b>Total Current Restricted</b>	<b>6,063,661</b>	<b>2,445,518</b>	<b>40%</b>	<b>7,023,750</b>	<b>233,376</b>	<b>2,903,005</b>	<b>41%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,212,900	483,733	40%	4,593,986	497,097	1,212,739	26%
Projects from State STB Funds	0	0	0%	2,000,000	0	0	0%
Projects from Other State Funds	0	0	0%	680,399	0	0	0%
Interest Income	105,700	45,241	0%	100,000	11,574	58,073	58%
<b>Total Plant Funds</b>	<b>1,318,600</b>	<b>528,974</b>	<b>40%</b>	<b>7,374,385</b>	<b>508,671</b>	<b>1,270,812</b>	<b>17%</b>
<b>GRAND TOTAL REVENUES</b>	<b>22,973,300</b>	<b>11,077,920</b>	<b>48%</b>	<b>31,336,564</b>	<b>2,422,831</b>	<b>13,070,890</b>	<b>42%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### December 2003

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	2002-03 Original Budget	Variance Over (Under) Budget
Actual	July	\$26.85	2,991,006	\$4.48	16,317,305	343,217	239,507	103,710
Actual	August	\$25.32	3,451,574	\$5.26	15,862,113	337,799	239,507	98,292
Actual	September	\$25.39	3,597,704	\$4.80	17,349,678	321,605	239,507	82,098
Actual	October	\$30.08	3,068,996	\$4.56	17,740,094	427,926	239,507	188,419
Actual	November	\$26.37	2,877,972	\$4.52	16,425,079	297,713	239,507	58,206
Accrual	December					239,507	239,507	0
	January						239,507	(239,507)
	February						239,507	(239,507)
	March						239,507	(239,507)
	April						239,507	(239,507)
	May						239,507	(239,507)
	June						239,507	(239,507)
Y.T.D. Production Tax Revenue						1,967,767	2,874,084	(906,317)
Y.T.D. Equipment Tax Revenue						19,249	535,695	(516,446)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						1,987,016	3,409,779	(1,422,763)

*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. December is the monthly budget amount.



**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**December 2003**

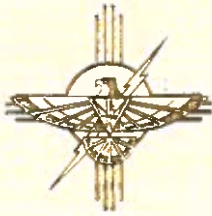
50% of Year Completed

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	7,625,000	N/A	N/A	N/A	7102-1348	1.83%	13,835
<b>Total investments</b>	<b><u>7,625,000</u></b>						<b><u>13,835</u></b>

Summary of Current Month's Activity	
Beginning amount	7,625,000
Plus: deposits	500,000
Less: withdrawals	0
Capital Projects	5,865,734
Reserves Invested	2,259,266
<b>Total LGIP Investment</b>	<b>8,125,000</b>

Capital Projects	12/31/2003
Technology Upgrade	125,617.44
Workforce Training Center	1,191,750.14
High Tech Start Up	201,296.00
Docutech	175,000.00
Vehicles	175,000.00
CISCO Networking Equipment	4,188.53
Western Heritage Center	500,000.00
Drawings and Master Plan	44,963.70
Baseball Field	172,958.19
Rodeo Arena	11,623.96
Dormitory Landscape	46,012.37
Lea County Beautification	0.00
Circle Drive	93,632.64
Dorm Construction	0.00
Roadway Parking Lot Seal Coat	50,000.00
Dorm Recreation Area	118,936.81
BR&R Carryover	19,539.49
Water Rights	9,465.59
Firing Range Upgrade	1,564.13
Millen Fence/Landscape	100,000.00
Ben Alexander Student Center	2,365,438.94
JASI	458,745.63
<b>Total</b>	<b>5,865,733.56</b>

NOTE: Capital projects total does not include encumbered funds



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

DATE: January 13, 2004  
TO: New Mexico Junior College Board Members  
FROM: Steve McCleery *SM*  
SUBJECT: Ben Alexander Student Learning Center

Over the course of the past few months and on numerous occasions, we have met with the architects in regard to the Ben Alexander Student Learning Center. We have made several changes, and we have scaled the facility back by approximately 5,000 square feet. At this point we are very happy with the current footprint and design of the facility. During the president's report of the January 23, 2004 board meeting, Dekker/Perich/Sabatini Architects will provide an update in regard to the Ben Alexander Student Learning Center.

Based on the update from the architects, I am seeking approval to proceed with the finalization of construction and bid documents on the Ben Alexander Student Learning Center. The next action for the New Mexico Junior College Board will be to approve and award the construction contract.

Thank you for your consideration.



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

DATE: January 13, 2004  
TO: New Mexico Junior College Board Members  
FROM: Steve McCleery *SM*  
SUBJECT: Western Heritage Center

During the president's report at the January 23, 2004 board meeting, Dekker/Perich/Sabatini Architects will provide an update in regard to the Western Heritage Center. Additionally, I will provide an update on the estimated revenue and annual operation of the facility.

Based on the updates, I am seeking approval to proceed with the finalization of construction and bid documents on the Western Heritage Center, as well as support and approval for the annual estimated operational and revenue projections. The next action for the New Mexico Junior College Board will be to approve and award the construction contract.

Thank you for your consideration.

# Lea County Western Heritage Center

Projected Yearly Revenue

And

Projected Yearly Operation

## ■ Western Heritage Center Yearly Projected Revenue

■ Memberships (300 @ \$50)	15,000
■ Museum Admissions (25,000 @ \$3.00)	75,000
■ School Programs (2,000 students @ \$1.00)	2,000
■ Summer Programs (100 students @ \$40)	4,000
■ Theatre Admissions	24,800
■ Gift Shop Sales	10,000
■ <u>Instructional Space – Formula @ \$3.68</u>	<u>20,795</u>
■ <b>Total Estimates</b>	<b>\$151,595</b>

# Western Heritage Center Projected Yearly Operation

▪ Salaries – Professional	83,582
▪ Salaries – Support	20,568
▪ Salaries – Student	20,000
▪ Benefits – Support	5,142
▪ Copier Expense	2,500
▪ Travel	1,500
▪ Telephone – Long Distance	300
▪ Postage	2,000
▪ Supplies and Expense	3,000
▪ Staked Plains Roundup	2,000
▪ Traveling Exhibits	20,000
▪ Acquisition (library collections)	5,000
▪ Gift Shop Merchandise	5,000
▪ Theatre Film Rentals	18,710
▪ School Tours/Educational Support	2,000
▪ Summer Program Support	3,000
▪ Marketing	30,000
▪ <u>Facility Operational</u>	<u>150,000</u>
▪ <b>Estimated Operation</b>	<b>\$374,302</b>

Projected Yearly Revenue  
And Projected Yearly Operation

- Revenue Projections \$151,595
- Operational Projections \$374,302
- **Projected NMJC Commitment \$222,707**





# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

DATE: January 13, 2004  
TO: New Mexico Junior College Board Members  
FROM: Steve McCleery *sm*  
SUBJECT: Consideration of Lea County Correctional Facility Tuition Policy

Under the guidelines of Commission on Higher Education, the New Mexico Junior College Board is charged to approve institutional tuition policies. The administration recommends the establishment of an In-District tuition policy for the Lea County Correctional Facility (LCCF). The LCCF In-District tuition policy provides the potential to produce additional credit hours and increase our institutional FTE. The policy will also help lower inmate recidivism.

Thank you for your consideration.



# **RESOLUTION OF THE NEW MEXICO JUNIOR COLLEGE DISTRICT**

## **Brown v. Board of Education's 50<sup>th</sup> Anniversary**

**January 23, 2004**

WHEREAS, the New Mexico Junior College District is fully committed to the community college values of open access and opportunity for all; and

WHEREAS, the New Mexico Junior College District fully understands the value of an educational environment that embraces diversity and inclusiveness; and

WHEREAS, the year 2004 marks the 50<sup>th</sup> anniversary of the Brown v. Board of Education decision – a landmark for equity in public education; and

WHEREAS, the decision reversed the long-standing separate-but-equal doctrine that had governed public education, including community colleges; and

WHEREAS, federal courts and “courts of public opinion” consistently favor desegregation efforts; and

WHEREAS, many states are still struggling with how to remove the vestiges of segregation in education; and

WHEREAS, some school districts and higher education systems are still operating under consent degrees; and

WHEREAS, inequitable school funding or school district configurations have caused de facto segregation;

BE IT RESOLVED, that on the 50<sup>th</sup> anniversary of Brown v. Board of Education decision, we, the Board of the New Mexico Junior College District, pledge our unwavering commitment to providing equal access to higher education; and

BE IT FURTHER RESOLVED, that we support efforts on behalf of local school districts to ensure learning equity for all students through institutional, political, personal and civic engagement.

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**CHAIRMAN**

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**SECRETARY**

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**PRESIDENT**



Vice President for Instruction

## NEW MEXICO JUNIOR COLLEGE

### MEMORANDUM

**DATE:** January 14, 2004  
**TO:** New Mexico Junior College Board Members  
**FROM:** Richard Fleming, Vice President for Instruction *RF*  
**SUBJECT:** Request for Funds to Purchase Used Vehicles

As you know, New Mexico Junior College conducts two law enforcement academies per year. One of the required components of the training is Patrol Vehicle Operations which includes emergency vehicle operations, pursuit and legal issues, emergency response, and vehicle dynamics. Students are required to learn defensive and evasive driving techniques as well as participate in simulated high-speed pursuits.

The vehicles we use were donated to us by the Hobbs Police Department and have received heavy use. All of the vehicles have over 100,000 and have now become unsafe. Therefore, I am asking you for up to \$30,000 to purchase used vehicles at auction to satisfy our training needs. We have tried every means possible to secure donated vehicles but have been unable to do so (please refer to the letter from Mr. August Fons for more details).

Unless we secure vehicles that are safe and operable we will not be able to continue to conduct academies. This would result in a loss of significant FTE and revenues as well as jeopardize public safety operations in Southeastern New Mexico.

Thank you for your consideration.



# NEW MEXICO JUNIOR COLLEGE

DEPARTMENT OF CRIMINAL JUSTICE

August Fons  
Director  
(505) 392-5603 ext. 266

Law Enforcement  
Dennis Kelley  
(505) 392-5603 ext. 263


Corrections  
Willie Brown  
(505) 392-5603 ext. 264

Paralegal  
Doug Vitt  
(505) 392-5603 ext. 257

January 14, 2004

## MEMORANDUM

TO: Dr. Richard Fleming – Vice President for Instruction

FR: August Fons 

RE: Law Enforcement Vehicles

Mr. Dennis Kelley has checked into various potential sources of used vehicles for use in Police Vehicle Operations training. The agencies he checked with included local municipal and county police/sheriff's departments and New Mexico/Texas Drug Task Forces including Lea, Pecos and Otero Counties.

The drug task forces as well as state law enforcement agencies seize a number of vehicles which are generally used to transport narcotics. Information regarding seized vehicles is as follows:

The majority of seized vehicles fall into one of two categories, either low-end (older, poor condition) or high-end (newer, sport utility or luxury style vehicles), neither of which would be appropriate for use in training. The occasional vehicles that would be suitable for our uses are put into use by the seizing agencies long before they are available at auction. Additionally, these vehicles must be forfeited by court order and can usually only be sold at auction or directly converted to use for narcotics enforcement by the seizing agency.

All of the local and county municipal agencies explained that that tightening budgets have resulted in one of two options. When a vehicle is removed from police service it is being transferred to another department that does not need a vehicle with the reliability demanded of a vehicle for emergency operations. If the vehicle is in such poor condition that it can no longer be used even by another department they are auctioning them off simply to use the funds to upgrade the current agency fleet (paint, decals, etc.). This is a somewhat new practice as the old thinking was that auctioning the vehicles was not worth the time and trouble however, it seems to be the result of budget restrictions being experienced by local agencies.

The Hobbs Police Department, who were providing older vehicles for our use in training, explained that they would no longer be able to do so for the reason mentioned above.

Mr. Bill Rash has explained that the vehicles that we are currently using for training are in extremely poor mechanical condition and that despite maintenance he cannot reasonably assure the safe operation of these vehicles in a high speed pursuit training environment. He has suggested that we look for used Chevrolet Caprices and/or Ford Crown Victoria's that have less than 50,000 miles and are in good condition.

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 1/12/04

Candidate's name Shyla McGill

Position title Coordinator of Learning Assistance

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 March 1, 2004 Standard contract length  12 mos.  9 mos.  other

Funding source institutional funds

Paid advertising beyond \*standard Chronicle for Higher Education website  
(\* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range \$27,807 to \$34,758 Recommended annual salary \$35,000 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 100% 1-2042-13-370

Recommended and approved by:

Marilyn Jackson  
Supervisor  
Richard Fleming  
Vice President

Marilyn Jackson  
Dean/Director  
Steve McClellan  
President

Selection Committee Members:

Linda Newman  
April Burt  
Dr. Patty Emmerich  
Charlotte Schmitz  
Kathy Lewis

Comments:

Marilyn Jackson  
Kathy Lewis

Shyla McGill exceeds the position requirements. She has a Masters' Degree and six years experience as a coordinator of a learning assistance center.

## **ABBREVIATED RESUME**

### **Position**

Coordinator of Learning Assistance Center

### **Personal Data**

Name: Shyla G. McGill

### **Education**

B.F.A., University of Nebraska, Lincoln, NE, 1978

M.A., University of Nebraska, Lincoln, NE, 1988

### **Professional Experience**

Columbia College, Chicago, IL Professor of Math and Science and Math and Science Learning Center Director	6/97 to Present
Northwestern University, Evanston, IL Gifted Students Saturday Program	1998
Harold Washington College, Chicago IL Adjunct Math Faculty	9/94 to 8/97
Chicago City Colleges, Roosevelt University, Robert Morris, Chicago, IL Oakton Community College, Des Plains, IL Olivet Nazarene University, Kankakee, IL Adjunct Math Instructor and Tutor	1994 to 1997
R. J. Daley College, Chicago, IL Adjunct Math Faculty	10/93 to 6/96
Saint James Catholic School, Chicago, IL Seventh Grade Teacher	1993 to 1994
Asset Allocation & Polysystems, Chicago, IL Actuarial Supervisor/Actuarial Assistant	1989 to 1994

### **Certifications/Organizations/Awards**

Teaching Excellence Award Winner, Columbia College, 2000  
Competent Toastmaster Award, Toastmasters International, 2001  
Wrote and copyrighted Basic Math Skills Workbook for Developmental Classrooms, 2003  
Illinois Chapter of National Association of Developmental Education, 2002-2004



# New Mexico Junior College Career Opportunities

## Position Announcement • October 2003

**Position Title:** Coordinator of Learning Assistance Center

**Position Description:** The Coordinator of Learning Assistance Center shall be responsible to the Dean of Transitional Studies. The duties and responsibilities shall be, but are not limited to, the following: (1) manage/supervise the Learning Assistance Center; (2) assist students with basic skills (reading, writing, basic math) on a drop-in basis (this could be other classes where reading for content and/or vocabulary is the issue); (3) teach two classes in reading, writing, and/or Freshman Seminar; (4) provide small group/individual student supplemental instruction as requested by faculty; (5) advise students on improved study methods and/or test anxiety; (6) serve as a resource to faculty for selection/integration of computer assisted instruction media in basic skills classes; (7) present short workshop sessions to students on various topics; (8) train and supervise student assistants; (9) promote the use of skill strengthening media in the learning center; (10) assume other professional responsibilities associated with learning assistance; (11) accept other duties as assigned by the Dean of Transitional Studies; and (12) nothing contained herein shall limit the President in assigning the employee to any college activity for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Bachelor's degree in a related field from a regionally accredited institution is required. Teaching experience in basic skills required. Community college teaching experience in developmental or adult basic education preferred. Certification in reading desirable. Experience in working with bilingual students desirable. Must be committed to excellence in instruction and willing to work with other instructors in coordinating learning assistance. May need to be flexible in setting work hours. Computer proficiency required.

**Salary/Benefits:** This is a 12-month professional position with a starting salary range of \$27,807 to \$34,758 commensurate with education and experience. The successful applicant may have the option of teaching evening classes for income above his/her salary. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

**Application Deadline:** November 21, 2003, at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

**"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: lbrown@nmjc.cc.nm.us

## APPLICANT LIST

**Position:** Coordinator of Learning Assistance Center

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Weaver, Vicki	No	No	
Wilmeth, Michele	No	No	
Garcia, Norma	No	No	
Chaffin, Anne	Yes	No	
Germany, Pia	No	No	
Sinclair, Ian	No	No	
Evans, Derelle	No	No	
McGill, Shyla	Yes	Yes	Start date pending board approval
Benson, Tammie	Yes	No	
Eggleton, Travis	No	No	
Anagnostis, Christopher	No	No	
Ingrahm, Donald	No	No	
Cofer, Gregory	No	No	
Cofer, Laura	No	No	
Hutchins, Gina	Yes	No	
Sigler, Donald	No	No	
Reiff II, Francis	No	No	