NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, July 17, 2008
Zia Room - Library
4:00 p.m.

AGENDA

A. Welcome
   Larry Hanna

B. Adoption of Agenda
   Larry Hanna

C. Approval of Minutes of May 28 & June 27, 2008
   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 Lea Power Partners Request
   Steve McCleery
   6. Consideration of Retirement Resolution
   Steve McCleery
   7. Consideration of Bid #1015 – Prefabricated Engineered Metal Building
   Josh Morgan
   8. Consideration of RFP #99 – Professional Design Services for a Master Plan
      for the Western Heritage Museum & Lea County Cowboy Hall of Fame
      Josh Morgan
   9. Personnel Consideration - Professor of Nursing
      John Gratton
   10. Personnel Consideration – WHM Education & Events Coordinator
      Calvin Smith
   11. Personnel Consideration – Western Heritage Museum Curator
      Calvin Smith
   12. Personnel Consideration - Administrative Secretary Financial Aid
      Regina Organ
   13. Personnel Consideration - Institutional Effectiveness Assistant
      Agustin Dorado

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

MAY 28, 2008

MINUTES

The New Mexico Junior College Board met on Wednesday, May 28, 2008, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mr. Phillip Jones; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner. Not present: Ms. Patricia Chappelle and Mrs. Mary Lou Vinson.

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

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

Dr. McCleery presented different options for 2008/2009 Employee Compensation. After much discussion, Mr. Kesner made a motion to utilize the $258,400 allocation for compensation and the institutional allocation of $50,000 to bring all employees to minimum; then provide a salary increase for all employees based on Public Sector’s recommendation; then apply the $35,000 approved at the April board meeting to all support staff. Mr. Black seconded the motion and the motion carried unanimously.

The next regular board meeting was scheduled for June 19, 2008, beginning at 4:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board meeting adjourned.
The New Mexico Junior College Board met on Friday, June 27, 2008, 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; and Mr. Guy Kesner. Not present was Mrs. Yvonne Williams.

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

Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the amended agenda was unanimously adopted.

Upon a motion by Mr. Kesner, seconded by Mr. Jones, the Board unanimously approved the minutes of May 15, 2008. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the approval of the May 28, 2008 minutes was tabled.

Under President's Report, Dr. McCleery presented a letter from Phi Theta Kappa recognizing the Psi Theta Chapter of Phi Theta Kappa Honor Society at New Mexico Junior College as a “1 Star Chapter.” He reported on the 1971 National Track team reunion held on campus and gave special thanks to Charley Carroll, Buddy Bascom, Vicki Vardeman, Amanda Weir, and LaRae Barbe for their efforts, as well as the NMJC Foundation for the backpacks. Jeff Shrader made a Lea Power Partners/Hobbs Generating Station presentation. He requested that the Board consider supporting the resolution to grant the requested tax abatement along with Lea County and the Hobbs Schools.

Under New Business, Cindy Bryan with Accounting & Consulting Group presented the Audit Report. Upon a motion by Ms. Chappelle, seconded by Mr. Kesner, the board unanimously approved the audit as presented.
Dan Hardin presented the May financial reports and with a motion by Mr. Kesner, seconded by Mr. Black, the Board unanimously approved the expenditures for May, 2008.

Dr. McCleery presented a five year capital plan to be submitted to the Higher Education Department. The plan for New Mexico Junior College follows the strategic and master plans and includes thirteen projects. Upon a motion by Ms. Chappelle, seconded by Mr. Jones, the Board unanimously approved the plan.

Charley Carroll presented a list of equipment to be sold at the next auction. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board unanimously approved the list of items to be auctioned off.

Dr. McCleery recommended Mr. Lance Caviness as a new member of the Western Heritage Museum Advisory Board. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the board unanimously accepted the recommendation.

Dr. McCleery presented three recommendations for 2008/2009 Employee Compensation. After much discussion and upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board approved recommendation #2. The vote was as follows: Mr. Jones – yes; Mr. Hanna – yes; Mr. Black – yes; Mrs. Vinson – yes; Ms. Chappelle – yes; and Mr. Kesner – no.

Dr. McCleery recommended a $2,000 stipend for each employee employed as of June 30, 2008, for the 2008-2009 school year. The stipend will be paid over 24 pay periods and will be separate from the base employee contract amount. New employees beginning July 1, 2008 will receive a $1,500 stipend pro-rated according to their hire date. $677,950 will be transferred from reserves to cover the cost. Upon a motion by Mr. Kesner, seconded by Mrs. Vinson, the board unanimously approved the stipend, as well as transferring the funds from reserves.

Dr. McCleery recommended Mr. Larry Sanderson for the Director of Institutional Effectiveness position at an annual salary of $66,100. Upon a motion by Mr. Jones, seconded by Mr. Black, the Board unanimously approved the employment of Mr. Sanderson, effective July 1, 2008.
John Gratton recommended Mr. Brian Kirby for the Professor of English position at a nine month salary of $41,961. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Kirby, effective August 11, 2008.

Dr. Gratton recommended Mr. Dale Kenison for the Professor of Biology position at a nine month salary of $54,207. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Kenison, effective August 11, 2008.

Dr. Gratton recommended Mr. Dustin Kaufman for the Professor of Art position at a nine month salary of $45,636. Upon a motion by Ms. Chappelle, seconded by Mr. Jones, the Board unanimously approved the employment of Mr. Kaufman, effective August 11, 2008.

Dr. Gratton recommended Mr. Jeffery Wall for the Professor of Music position at a nine month salary of $52,074. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Wall, effective August 11, 2008.

Dr. Gratton recommended Mr. Ernest Rockwell for the Professor of History/Government position at a nine month salary of $48,029. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Rockwell, effective August 11, 2008.

Dr. Gratton recommended Mr. Timothy Roberts for the Professor of Ford ASSET Automotive Technology Program position at a nine month salary of $48,871. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Roberts, effective August 11, 2008.

Dr. Gratton recommended Ms. Kayla Schmidt for the Professor of Physical Education/Athletic Trainer position at a nine month salary of $40,092. Upon a motion by Ms. Chappelle, seconded by Mr. Black, the Board unanimously approved the employment of Ms. Schmidt, effective August 11, 2008.

Jeff McCool recommended Mr. Jesse Barron for the Instructional Technology Specialist position at an annual salary of $40,000. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Barron, effective July 1, 2008.
Regina Organ recommended Ms. Telana Davis for the Admission Specialist position at an annual salary of $33,344. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Davis, effective July 1, 2008.

August Fons recommended Mr. Paul Campos for the Advanced Training Coordinator position at an annual salary of $47,666. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Campos, effective July 1, 2008.

Ms. Chappelle 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; Mr. Black – yes; Mrs. Chappelle – yes; Mrs. Vinson – 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.

Upon a motion by Ms. Chappelle, seconded by Mr. Black, the board unanimously voted to give Dr. McCleery a one year employment contract with a salary of $140,000, plus 30 days vacation and a $7,500 expense account.

The next regular board meeting was scheduled for July 17, 2008, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mr. Kesner, the board meeting adjourned at 6:45 p.m.
NEW MEXICO JUNIOR COLLEGE
Vice President for Finance

To: New Mexico Junior College Board Members
From: Dan Hardin
Date: July 10, 2008
RE: Expenditure and Revenue Reports for June

June is the last month of the 2007/2008 fiscal year. The expenditure report represents expenditure totals that include funds expended, but not encumbered. For the month end and yearend closing we release the encumbered funds that do not have invoices to be paid at yearend. The unrestricted expenditures for June 2008 are $1,815,742.00 with the year-to-date expenditures at $21,268,001.00. Not all of the expenditures for 2007/2008 were posted when this report was generated; there are several bills for June that will not be received until after the 10th of July.

In the restricted funds, the Grants remain on track for the year. In the restricted student aid, there were return of funds back to the Department of Education. That is the reason for the credit balance for the monthly expenditures. In Plant funds the encumbrances have been released, but we will roll over the capital funds and encumbrances into the new fiscal year. Overall the total expenses for June are $2,028,191.00 the total expenditures year-to-date are $28,986,916.00.

The revenue report for June 2008 remains strong. Current unrestricted funds for the month are $2,449,867.00 with the year-to-date at $30,563,487.00. We still have one month of Oil and Gas production to post in the 2007/2008 fiscal year. Also, please note the property tax revenue in the amount of $609,064.00 posted in June, bringing the year-to-date total to $3,311,923.00. The revenue for the restricted funds was $253,829.00 for the month and $4,601,336.00 year-to-date. As you know most of the Grants do not end their year in June, so they continue on with their budget year. We will have some remaining restricted student aid revenue to be drawn, but most of the restricted student aid revenue has been posted. We did not have any activity in the plant funds in June. Total revenue for the month was $2,703,696.00 and the year-to-date revenue is $36,740,922.00

Oil and Gas and Oil and Gas Equipment revenue including the accrual for June is $11,280,593.00, at this time we are $6,080,593.00 over the budget for Oil and Gas and Oil and Gas equipment revenue. The Oil & Gas revenue for June will be added to the revenue for 2007/2008.
In the investment report you can see that we have $12,625,000.00 placed in the LGIP at yearend. There is $8,185,290.02 designated as capital projects.

The Business Office has begun working on the yearend processes and getting ready for the audit.

This is the Financial Report for June 2008.
# New Mexico Junior College Expenditure Report

**June 2008**

<table>
<thead>
<tr>
<th>Fund</th>
<th>2006-07</th>
<th>2007-08</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-Date Expensed or Encumbered</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>7,939,711</td>
<td>7,521,600</td>
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<tr>
<td>Academic Support</td>
<td>2,456,857</td>
<td>2,395,318</td>
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<tr>
<td>Student Services</td>
<td>1,351,670</td>
<td>1,319,186</td>
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<td>Institutional Support</td>
<td>3,253,064</td>
<td>2,785,126</td>
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<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>2,905,327</td>
<td>2,855,575</td>
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<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>17,906,629</td>
<td>16,867,905</td>
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<td>Student Activities</td>
<td>204,294</td>
<td>201,569</td>
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<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Public Service</td>
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<td>0</td>
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<td>Internal Service Departments</td>
<td>554,798</td>
<td>452,920</td>
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<td>Student Aid</td>
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<td>588,051</td>
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<td>Auxiliary Enterprises</td>
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<td>Athletics</td>
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<td><strong>Total Current Unrestricted Fund</strong></td>
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<td><strong>CURRENT RESTRICTED FUND</strong></td>
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<td>Grants</td>
<td>1,823,022</td>
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<td>Student Aid</td>
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<td><strong>Total Current Restricted Fund</strong></td>
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<td><strong>PLANT FUNDS</strong></td>
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<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
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<td></td>
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<tr>
<td>Projects from Institutional Funds</td>
<td>12,868,931</td>
<td>2,898,593</td>
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<td>Projects from State GDB Funds</td>
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<td>3,471,457</td>
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<td>Projects from State STB Funds</td>
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<td>0</td>
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<td>Projects from General Fund</td>
<td>735,262</td>
<td>320,474</td>
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<td>Projects from Private Funds</td>
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<td>Projects from State BR&amp;R</td>
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<td>Projects from Auxiliary BR&amp;R</td>
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<td><strong>Subtotal - Capital and BR&amp;R</strong></td>
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<td><strong>Debt Service</strong></td>
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<td><strong>Total Plant Funds</strong></td>
<td>18,240,201</td>
<td>6,924,879</td>
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<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>46,061,443</td>
<td>33,006,965</td>
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</table>
## NEW MEXICO JUNIOR COLLEGE
### Revenue Report
#### June 2008

100% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2006-07</th>
<th>2007-08</th>
<th>Percentage of Budget Received</th>
<th>2006-07</th>
<th>2007-08</th>
<th>Percentage of Budget Received</th>
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<tbody>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>2,647,425</td>
<td>2,791,396</td>
<td>105%</td>
<td>3,132,649</td>
<td>58,632</td>
<td>3,365,249</td>
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<td>State Appropriations</td>
<td>8,800,842</td>
<td>8,933,848</td>
<td>102%</td>
<td>7,990,100</td>
<td>525,942</td>
<td>9,424,951</td>
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<td>AdValorem Taxes - Oil and Gas</td>
<td>4,700,000</td>
<td>9,318,871</td>
<td>196%</td>
<td>5,200,000</td>
<td>1,036,512</td>
<td>11,280,593</td>
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<td>AdValorem Taxes - Property</td>
<td>2,800,000</td>
<td>3,116,517</td>
<td>111%</td>
<td>2,800,000</td>
<td>609,064</td>
<td>3,311,923</td>
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<tr>
<td>Interest Income</td>
<td>185,000</td>
<td>560,380</td>
<td>305%</td>
<td>285,000</td>
<td>26,850</td>
<td>485,520</td>
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<tr>
<td>Other Revenues</td>
<td>225,050</td>
<td>271,151</td>
<td>120%</td>
<td>229,100</td>
<td>136,961</td>
<td>376,378</td>
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<td>Subtotal - Instruction &amp; General</td>
<td>19,358,317</td>
<td>24,892,183</td>
<td>129%</td>
<td>19,636,849</td>
<td>2,393,961</td>
<td>28,244,314</td>
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<td>Student Activities</td>
<td>110,000</td>
<td>104,783</td>
<td>99%</td>
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<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Internal Service Departments</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>2,250,052</td>
<td>2,230,892</td>
<td>99%</td>
<td>2,240,048</td>
<td>52,648</td>
<td>2,130,073</td>
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<td>Athletics</td>
<td>39,100</td>
<td>38,733</td>
<td>99%</td>
<td>189,100</td>
<td>2,358</td>
<td>189,100</td>
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<td>Total Current Unrestricted</td>
<td>21,757,469</td>
<td>27,370,591</td>
<td>126%</td>
<td>22,065,997</td>
<td>2,449,867</td>
<td>30,563,467</td>
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<td><strong>CURRENT RESTRICTED FUND</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Grants</td>
<td>1,820,001</td>
<td>1,281,526</td>
<td>70%</td>
<td>2,060,000</td>
<td>233,829</td>
<td>1,565,470</td>
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<td>Student Aid</td>
<td>4,000,000</td>
<td>3,873,106</td>
<td>93%</td>
<td>4,000,000</td>
<td>0</td>
<td>3,035,858</td>
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<td>Total Current Restricted</td>
<td>5,820,001</td>
<td>4,154,632</td>
<td>85%</td>
<td>6,060,805</td>
<td>253,829</td>
<td>4,601,336</td>
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<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Projects from State GOB Funds</td>
<td>3,420,676</td>
<td>1,494,342</td>
<td>44%</td>
<td>1,840,485</td>
<td>0</td>
<td>1,576,099</td>
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<td>Projects from State STB Funds</td>
<td>735,262</td>
<td>328,474</td>
<td>44%</td>
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<td>Projects from General Fund</td>
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<td>0</td>
<td>0%</td>
<td>518,058</td>
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<td>Projects from Private Funds</td>
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<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Interest Income</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
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<td>0</td>
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<td>Total Plant Funds</td>
<td>4,155,938</td>
<td>1,814,816</td>
<td>44%</td>
<td>4,164,543</td>
<td>0</td>
<td>1,576,099</td>
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<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>31,734,008</td>
<td>34,139,049</td>
<td>108%</td>
<td>32,291,445</td>
<td>2,703,696</td>
<td>36,740,922</td>
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</tbody>
</table>
## NEW MEXICO JUNIOR COLLEGE

**Oil and Gas Revenue Report**  
**June 2008**

100% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales</th>
<th>Distribution</th>
<th>Price per BBL</th>
<th>Lea County BBLs sold</th>
<th>Price per MCF</th>
<th>Lea County MCF sold</th>
<th>Monthly Revenue</th>
<th>2006-07 Variance</th>
<th>Over (Under) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual July</td>
<td></td>
<td>$58.72</td>
<td>2,961,614</td>
<td>$7.64</td>
<td>16,869,487</td>
<td>696,569</td>
<td>350,000</td>
<td>346,569</td>
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<td>Actual August</td>
<td></td>
<td>$62.00</td>
<td>2,625,997</td>
<td>$7.72</td>
<td>16,326,501</td>
<td>688,684</td>
<td>350,000</td>
<td>338,684</td>
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<td>Actual September</td>
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<td>$70.49</td>
<td>2,871,683</td>
<td>$7.46</td>
<td>17,021,482</td>
<td>791,803</td>
<td>350,000</td>
<td>441,803</td>
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<td>Actual October</td>
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<td>$69.64</td>
<td>2,856,842</td>
<td>$7.09</td>
<td>17,070,809</td>
<td>758,237</td>
<td>350,000</td>
<td>408,237</td>
</tr>
<tr>
<td>Actual November</td>
<td></td>
<td>$73.07</td>
<td>2,865,746</td>
<td>$7.17</td>
<td>16,476,858</td>
<td>772,642</td>
<td>350,000</td>
<td>422,642</td>
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<tr>
<td>Actual December</td>
<td></td>
<td>$87.24</td>
<td>2,950,244</td>
<td>$8.67</td>
<td>16,138,751</td>
<td>858,487</td>
<td>350,000</td>
<td>508,487</td>
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<tr>
<td>Actual January</td>
<td></td>
<td>$88.39</td>
<td>3,005,566</td>
<td>$9.46</td>
<td>16,372,597</td>
<td>918,418</td>
<td>350,000</td>
<td>568,418</td>
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<tr>
<td>Actual February</td>
<td></td>
<td>$90.53</td>
<td>2,834,463</td>
<td>$7.81</td>
<td>16,407,788</td>
<td>930,221</td>
<td>350,000</td>
<td>580,221</td>
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<tr>
<td>Actual March</td>
<td></td>
<td>$92.38</td>
<td>2,724,182</td>
<td>$9.51</td>
<td>14,661,007</td>
<td>897,719</td>
<td>350,000</td>
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<td>Actual April</td>
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<td>$101.74</td>
<td>2,813,032</td>
<td>$10.06</td>
<td>16,068,618</td>
<td>944,404</td>
<td>350,000</td>
<td>594,404</td>
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<tr>
<td>Actual May</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,029,988</td>
<td>350,000</td>
<td>679,988</td>
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<tr>
<td>Accrual June</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>350,000</td>
<td>350,000</td>
<td>0</td>
</tr>
</tbody>
</table>

Y.T.D. Production Tax Revenue  
9,637,172  
4,200,000  
5,437,172

Y.T.D. Equipment Tax Revenue  
1,643,421  
1,000,000  
643,421

Total Year-to-Date Oil & Gas and Equipment Tax Revenue  
11,280,593  
5,200,000  
6,080,593

Source: New Mexico Taxation and Revenue Department
## NEW MEXICO JUNIOR COLLEGE
### Schedule of Investments
#### June 2008

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Amount Invested</th>
<th>Date Invested</th>
<th>Maturity Date</th>
<th>Period of Investment (Days)</th>
<th>Account Number</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Mexico Local Government Investment Pool</td>
<td>12,625,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7102-1348</td>
<td>2.41%</td>
<td>23,595</td>
</tr>
</tbody>
</table>

Total investments 12,625,000

### Summary of Current Month's Activity

<table>
<thead>
<tr>
<th>Capital Projects</th>
<th>8,185,290</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserves Invested</td>
<td>4,439,710</td>
</tr>
<tr>
<td>Total LGIP Investment</td>
<td>12,625,000</td>
</tr>
</tbody>
</table>

### Capital Projects

- Technology Upgrade: 6/30/2008
- Workforce Training Center: $413,800.78
- High Tech Safety: $25,337.29
- Vehicles: $13,346.40
- Drawings & Master Plan: $49,474.08
- Baseball Field: $147,216.95
- Dormitory Landscape: $1,622.72
- Millen Fence/Landscape: $139,722.89
- JASI: $167,503.66
- Computer Equipment Rebuild: $12,514.85
- Marketing: $49,927.04
- West Texas ITV: $50,000.00
- Equestrian Center: $468,900.00
- Flooring Repair: $4,783.53
- Student Housing Construction: $1,176,382.29
- Testing Center Remodel: $1,450,000.00
- Frame & Door Replacement: $150,000.00
- Campus Village Development Proj: $21,475.47
- Continuing Education: $16,991.00
- Landscaping: $300,000.00
- Facility Painting: $24,910.92
- Millen Drive Signalization: $95,000.00
- Electrical Upgrade: $543,600.80
- Campus Signage: $38,120.00
- Campus Paving: $223,037.82
- Roof Replacement: $273,331.64
- Interior Lighting-Energy Retrofit: $103,859.62
- WHM-Consultant: $90,000.00
- Workforce Training-Landscape: $300,000.00
- Old Dorms Renovation: $445,336.13
- CDL Truck Driving Program: $43,262.14
- Bulk Fuel: $1,604.31
- Millen Dr. Sewer & Water: $53,405.52
- Board Room: $25,000.00
- Concrete Upgrade: $47,922.91
- Campus Construction: $373,302.96
- Oil & Gas Training Center: $29,824.71
- Workforce Training/Outreach: $3,354.43
- Infrastructure: $19,444.33
- Professional Writing/Publishing: $50,000.00
- Public Sector: $7,351.53
- Campus Security: $100,000.00
- Caster Bleachers: $100,000.00
- Caster Old CHOF Remodel: $300,000.00
- Track/Arena Area Enhancement: $69,875.00
- Roadway Entrance-Rodeo/CDL: $60,000.00
- Lumen Software-Distance Learning: $5,000.00
- Welding Lab: $50,000.00
- Copier Replacement: $12,917.66
- Total: $18,185,290.02

**NOTE:** Capital projects total does not include encumbered funds
RESOLUTION

William D. Rash

WHEREAS, William D. Rash being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 15 years; and

WHEREAS, William D. Rash has served as Warehouseman from 1993 to 1996; and

WHEREAS, William D. Rash has served as part-time Security Officer from 1996 to 2002; and

WHEREAS, William D. Rash has served as part-time Welding Assistant fall semester of 2006; and

WHEREAS, William D. Rash has served as Maintenance III - Plant Warehouseman, Motor Pool from 1996 to present; and

WHEREAS, William D. Rash has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, William D. Rash has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, William D. Rash as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, William D. Rash has elected to retire the 1st day of August, 2008.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to William D. Rash for his service and dedication to New Mexico Junior College.

ADOPTED THIS 17th day of July, 2008.

ATTEST:

[Signatures]

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date July 17, 2008

Candidate's name M. Toy Long

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 *August 11, 2008* 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 $39,290 - $49,112 Recommended annual salary $41,298 Prorated salary ☐ yes ☒ no

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

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Mary Jane Ward – Dean of Careers and Technology

Karen Cummings – Director of Allied Health Fields

Candida Smedley – Professor of Nursing

Delores Thompson – Professor of Nursing

Kimberly Webb – Professor of Nursing

Comments: Ms. Long meets and/or exceeds the minimum requirements for this position.

*Pending background check

rev. 6-28-01
ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: M. Toy Long

Education

A.A.S, New Mexico Junior College, Hobbs, NM, 2001
Major: RN Program

Certificate, New Mexico Junior College, Hobbs NM, 2000
Major: LPN Program

Professional Experience

New Mexico Junior College, Hobbs, NM
Part-time Professor of Nursing

Star Care Home Health, Hobbs, NM
Field Nurse

Lin-Mar, Inc., Hobbs, NM
Case Management Nurse

Lea Regional Medical Center, Hobbs, NM
Operating Room Registered Nurse

Lea County Correctional Facility, Hobbs, NM
Registered Nurse
LPN

Tatum Clinic, Tatum, NM
Registered Nurse

Lea County Detention Facility, Lovington, NM
Director of Nursing

09/2007 to Present
08/2006 to 09/2007
04/2006 to 08/2006
09/2003 to 04/2006
09/2002 to 09/2003
06/2000 to 04/2001
06/2002 to 09/2002
04/2001 to 06/2002

Licenses/Certifications:

New Mexico License No: R48389, Issue Date: 09/19/02, Expiration Date: 09/30/08, Multi-State Privilege
Certified Corrections Health Professional

Organizations:

Student Nurses Association, secretary
American Nurses Association, member
Position Announcement • July 2008

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 of students; 2) evaluation of students enrolled in the Pre-Nursing, Practical Nursing and/or Associate Degree Nursing programs; 3) student advisement and counseling; 4) curriculum update and revision; 5) develop course syllabus each semester; 6) serve on college committees as requested by the administrative team; 7) participate annually in an academic or professional process of continued personal and professional development; 8) actively participate in the institutional goals and objectives designed to support the mission of the college; 9) serve on college committees as assigned; and, 10) 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 nursing (MSN) preferred a Bachelor’s degree in nursing (BSN) and/or an Associate Degree in Nursing (RN) enrolled in a BSN program will be considered. Must pursue and complete a BSN within (3) years and a MSN within five (5) years of employment. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have a current New Mexico or multi-state nursing license in good standing. Prior successful teaching experience preferred and/or a background in nurse aide training, medical-surgical nursing, and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept at any level of the pre-nursing or nursing program as assigned. Computer proficiency required with skills in Microsoft Word, 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:  July 16, 2008 by 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline.

To Apply:  Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and telephone numbers to:

Human Resources
New Mexico Junior College
1 Thunderbird Circle
Hobbs, NM 88240

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“Equal Opportunity Education and Employment”
1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575)492-2793 • Fax: (575)492-2796 • Toll Free: 1-800-657-6260 • E-mail: mhernandez@nmjc.edu
### APPLICANT LIST

**Position:** Professor of Nursing

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long, M. Toy</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: Pending Board approval.</td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date July 10, 2008

Candidate’s name Mary C. Lyle

Position title Western Heritage Museum Education & Events Coordinator

☐ New position ☒ Existing position Classification ☐ Faculty ☒ Professional ☐ Other

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

Effective date of employment *August 1, 2008 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, KLNA Radio & Lubbock TX Workforce Development Website)

---

Posted salary range $27,307 - $34,758 Recommended annual salary $33,554 Prorated salary ☒ yes ☐ no

Account number(s) with respective % allocation(s) 11000 1071 61301 112

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Calvin Smith – Executive Director of Western Heritage Museum/LCCHF

Lisa Seed – Director of Lea County Cowboy Hall of Fame

Terri Blandin – Administrative Secretary – WHM/LCCHF

---

Comments: Ms. Lyle with a B.A. in Fine Arts and more than eighteen years of applicable experience, meets and/or exceeds the minimum requirements for this position.

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*Pending background check
ABBREVIATED RESUME

Position

Western Heritage Museum Education & Events Coordinator

Personal Data

Name: Mary C. Lyle

Education:

(Pending 12/08) M.A., Eastern New Mexico University, Portales, NM
Major: English Literature

B.F.A., University of New Mexico, Albuquerque, NM, 1976
Major: Theatre Arts

Professional Experience

New Mexico Junior College, Hobbs, NM
Adjunct Professor 01/2007 to Present

College of the Southwest, Hobbs, NM
Adjunct Professor 2001 to 2006

Ocotillo Golf Course, Hobbs, NM
Merchandise & Special Events Manager 1988 to 2002

The Embers, Albuquerque, NM
Part-time family business 1976 to 2000

Awards:

Graduate Award for excellence in Literature, 2002-03

Organizations:

Lea County Commission for the Arts, President, 2004-05; Vice President, 2001-03
New Mexico Arts Commission - Panelist for grant awards
Community Players of Hobos – Board member 2001-03, 2007-08; Strategic Planning Committee, 2007
Hobbs Community Task Force – Member
Zia Park/Penn Gaming – Community Outreach Liaison
Position Announcement • June 2008

Position Title: Western Heritage Museum Education and Events Coordinator

Position Description: This position reports to the Executive Director of the Western Heritage Museum and Lea County Cowboy Hall of Fame. Duties and responsibilities shall be, but are not limited to, the following: 1) Plan tours and other programs for museum visitors of all ages; 2) Coordinate with the Lea County Schools to provide educational field trips; 3) Develop curriculum and interpretive material related to temporary and permanent exhibits for student K-12; 4) Serve as on-site lead educator for school groups; 5) Develop and manage schools tour programs; 6) Oversee the docents; 7) Assist the Executive Director in selecting and booking events in the museum; 8) Coordinate the performers and assist with the needs to have successful presentations; 9) Coordinate with the Marketing department to advertise events and exhibits; 10) Work with the Executive Director and Curator to develop and plan exhibits; 11) Assist with installation/deinstallation of exhibits in North and South Galleries; 12) Assist Executive Director with projects and reports as needed; 13) Answer phones, interact with visitors; 14) Participate in a process of continual personal and professional improvements; 15) Actively participate in the institutional goals and objectives designed to support the mission of the college; 16) Serve on college committees as assigned; and, 17) 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: A bachelor’s degree in museum studies and/or three to five years teaching experience preferred. All degrees must be from a regional accredited institution.

Salary/Benefits: This is a twelve-month professional position with a salary range of $27,807 - $34,758 depending upon education and experience. Standard NMJC benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts and/or certifications, and eight (8) personal references with current phone numbers and addresses:

Human Resources
New Mexico Junior College
1 Thunderbird Circle
Hobbs, NM 88240

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APPLICANT LIST

**Position:** Western Heritage Museum Education & Events Coordinator

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lyle, Mary C.</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: Pending Board approval.</td>
</tr>
<tr>
<td>Morton, Betty J.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:  Date  July 10, 2008

Candidate’s name  Erin N. Anderson

Position title  Western Heritage Museum Curator

☐ 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  August 1, 2008  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  $39,290 - $49,112  Recommended annual salary  $40,896  Prorated salary  ☒ yes  ☐ no

Account number(s) with respective % allocation(s)  11000 1071 61301 112

Recommended and approved by:

Supervisor  Dean/Director

Vice President  President

Selection Committee Members:  Calvin Smith – Executive Director of Western Heritage Museum/LCCHF

Lisa Seed – Director of Lea County Cowboy Hall of Fame

Nancy Powell – WHM Education & Events Coordinator

Terri Blandin – Administrative Secretary – WHM/LCCHF

Comments:  Ms. Anderson meets and/or exceeds the minimum requirements for this position.
ABBREVIATED RESUME

Position
Western Heritage Museum Curator

Personal Data
Name: Erin N. Anderson

Education:
(Pending 08/08) M.A., Texas Tech University, Lubbock, TX
Major: Museum Science

B.A., Northern Illinois University, DeKalb, IL
Major: History

Professional Experience
Harper’s Ferry National Historical Park, Harpers Ferry, WV
Graduate Intern, Curatorial Assistant 01/08 to 06/08

Museum of Texas Tech University, Lubbock, TX
Student Worker 07/07 to 12/07
Practicum Student 05/07 to 07/07
Student Worker 08/06 to 07/07

Northern Illinois University, DeKalb, IL
Anthropology Museum Student Worker 04/05 to 07/06
Founders Memorial Library Student Worker 09/02 to 07/06
Part-time ACCESS Mythology Tutor 09/02 to 12/02

Old World Family Names, Bristol Renaissance Faire, Kenosha, WI
Sales Person Summer 2003

Organizations:
American Association of Museums
Museum and Heritage Student Association, Secretary
Sigma Alpha Iota, President, Sergeant-at-Arms

Awards:
Sigma Alpha Iota, Sword of honor
Position Announcement • April 2008

Position Title: Curator

Position Description: The Curator will report to the Executive Director of the Western Heritage Museum and Lea County Cowboy Hall of Fame. Duties and responsibilities include, but are not limited to, the following: (1) Maintain a deep & broad understanding of the region encompassed by Southeastern New Mexico, its prehistory, history & modern influences on society; (2) Maintain the collections of the WHM which includes the Western Heritage Museum (WHM), the Lea County Cowboy Hall of Fame and the SENM Archaeological Center; (3) Develop permanent collections of the records, accessioning and cataloging procedures and associated artifacts, specimens and archives according to professionally acceptable standards; (4) Work with the Complex and NMJC staff enhance the visibility and awareness and thus importance of the collections to the communities represented; (5) Locate and solicit appropriate collections and work with the Complex staff to develop an endowment for care and maintenance of the collections; (6) Work with the Complex staff to create and bring in quality exhibitions and help market those programs to the general public; (7) Arrange for loans from other museums and available resources of significant educational materials for use in public offerings through the Complex; (8) Manage all incoming and outgoing loans including shipping and inventory of traveling exhibitions and/or special presentations; (9) Assist with the publications program produced through the Complex and manage the services offered for reproductions, copies, replicas and other uses of the collections; (10) Work with the Complex staff to encourage and train staff, volunteers, interns, students and Board members to the importance of collections management and uses of the collections; (11) Propose and maintain a departmental budget; (12) Monitor and maintain objects on exhibit and suggest necessary changes to keep the collections safe and secure; (13) Participate in a process of continual personal and professional improvement; (14) Actively participate in the institutional goals and objectives designed to support the mission of the college; (15) Serve on college committees as assigned; and, (16) Nothing contained herein shall limit the President is 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 in Museum Studies desired and a minimum of 5 years experience as a curator and/or collections manager in a mid-sized general museum. The Curator will be responsible for relocating, researching, developing and maintaining the collections which center on regional archaeology, ranching and the petroleum industry.

Salary/Benefits: This is a twelve month, full time position with a salary range of $39,290 to $49,112 depending upon education and experience. Standard NMJC benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received by the deadline.

To Apply: Submit NMJC application form, cover letter, resume, unofficial transcripts and/or certifications, eight references with current addresses and telephone numbers to:

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APPLICANT LIST

**Position:** Western Heritage Museum Curator

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<tr>
<th>Applicant</th>
<th>Interview</th>
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<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Erin N.</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: Pending Board approval.</td>
</tr>
</tbody>
</table>
Memorandum

To: Dr. McCleery
From: Patricia Voight
Date: July 2, 2008
Re: Request Board Approval for Employment of Relative: Administrative Secretary – Financial Aid

After reviewing applications for the Administrative Secretary – Financial Aid position, I would like to recommend Ms. Patricia Voight for the vacancy. Per the 2008-2009 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Ms. Voight is related to Jerry Voight and James Voight.

Pending Board approval, I would like for Ms. Voight to start full time employment on August 1, 2008.

Thank you for your consideration.

Laura Marquez
Director of Financial Aid

LM/sp
Memorandum

To: Dr. McCleery
From: Agustin Dorado
Date: July 2, 2008
Re: Request Board Approval for Employment of Relative: Institutional Effectiveness Assistant

After reviewing applications for the Institutional Effectiveness Assistant position, I would like to recommend Ms. Chloe Ortiz for the vacancy. Per the 2008-2009 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Ms. Ortiz is related to Pilar Ortiz and Raquel Edwards.

Pending Board approval, I would like for Ms. Ortiz to start full time employment on August 1, 2008.

Thank you for your consideration.

Agustin Dorado
Director of Institutional Effectiveness

AD/sp