

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

**Thursday, July 19, 2012**

**Zia Room - Library**

4:00 p.m.

## AGENDA

- |  |                 |
|--|-----------------|
| A. Welcome   | Guy Kesner      |
| B. Adoption of Agenda  | Guy Kesner      |
| C. Approval of Minutes of June 22, 2012                            | Guy Kesner      |
| 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 Watson Hall Lighting                           | Hardin/Carroll  |
| 6. Consideration of Police Academy Vehicles                        | Steve McCleery  |
| 7. Consideration of Retirement Resolution                          | Steve McCleery  |
| 8. Consideration of Employee Handbook                              | Bill Morrill    |
| 9. Personnel Consideration – Director of Financial Aid             | Regina Organ    |
| 10. Personnel Consideration – Director of Adult Basic Education    | Dennis Atherton |
| 11. Personnel Consideration – Professor of Chemistry               | Dennis Atherton |
| 12. Personnel Consideration – Equine Technology Director/Professor | Jeff McCool     |
| F. Public Comments   | Guy Kesner      |
| G. Announcement of Next Meeting                                    | Guy Kesner      |
| H. Closure of Open Meeting   | Guy Kesner      |
| I. Adjournment   | Guy Kesner      |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

JUNE 22, 2012

### MINUTES

The New Mexico Junior College Board met on Friday, June 22, 2012, beginning at 3:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Ron Black; Mr. Zeak Williams; Mrs. Mary Lou Vinson; Mr. Travis Glenn; and Mr. Hector Baeza.

Mr. Kesner called the meeting to order and welcomed visitors and guests present: Lance Crenshaw, News-Sun.

Agenda item F. 10. Personnel Consideration – Professor of Chemistry was tabled. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the agenda was unanimously adopted, with change.

Upon a motion by Mr. Williams, seconded by Ms. Chappelle, the Board unanimously approved the minutes of May 18, 2012.

*Under President's Report*, Dr. McCleery shared the thank you notes from the Legislation Finance Committee and reported there would be additional committee hearings held on campus in the fall. He introduced Dr. Dennis Atherton, Vice President for Instruction. Dr. McCleery reminded the Board of the HED meeting in Albuquerque on Monday.

*Under New Business*, Dr. McCleery administered the Oath of Office to Mr. Travis Glenn from Tatum.

Michael Sharp, with Research & Polling, presented Plans A & B for the Board Redistricting. The plans will be available for view and Mr. Sharp will come back to the Board in August for consideration.

Dan presented the May financial reports and with a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the expenditures for May, 2012.

Regina Choate presented Bid #1061 – Janitorial Supplies. The administration recommended acceptance of bids from various vendors, totaling \$152,081.70. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously accepted the recommendation.

Dr. McCleery presented a recommendation to replace the Volleyball Coaching Position with a Performing Arts Position in the budget. Upon a motion by Mr. Glenn, seconded by Mr. Williams, the Board unanimously approved the recommendation.

Calvin Smith presented proposed changes to the current contractual agreement with Museumscapes for Board consideration. The decision was based on the need to meet the immediate needs of the project in order to assure the completion of all of the research, writing and preparation necessary to move forward on each panel, exhibit and module of the South Gallery renovations. Upon a motion by Mrs. Vinson, seconded by Mr. Baeza, the Board unanimously accepted the changes.

August Fons recommended Ms. Erika Casarez for the Recruiter for Automotive Technology position at an annual salary of \$38,392. Upon a motion by Mr. Baeza, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Casarez, effective July 2, 2012.

Bill Morrill recommended Ms. Lorna Jackson for the Director of Del Norte position at an annual salary of \$43,189. Upon a motion by Mr. Glenn, seconded by Mr. Black, the Board unanimously approved the employment of Ms. Jackson, effective July 1, 2012.

Mr. Morrill recommended Mr. Darrell Beauchamp for the Executive Director of the Western Heritage Museum and Lea County Cowboy Hall of Fame position at an annual salary of \$74,797. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Beauchamp, effective July 1, 2012.

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 New Mexico Statutes Annotated 1978. Mr. Williams seconded the motion. The roll call vote was as follows: Mr. Glenn – yes; Mrs. Vinson – yes; Mr. Black - yes; Mr. Kesner - yes; Mr. Baeza - yes; Ms. Chappelle - yes; and Mr. Williams - yes.

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

Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously voted to approve Dr. McCleery's base salary of \$190,000 and increase his expense account by \$7,900 with the new three year contract, as presented.

The next regular board meeting was scheduled for Thursday, July 19, 2012, beginning at 4:00 p.m.

Upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the board meeting adjourned at 5:20 p.m.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### June 2012

100% of Year Completed

Fund	2010-11			2011-12			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	9,317,684	8,211,667	88%	9,063,310	339,757	8,995,686	99%
Academic Support	2,317,545	2,189,320	94%	2,295,951	205,538	2,155,329	94%
Student Services	1,750,937	1,526,437	87%	1,759,856	156,487	1,653,445	94%
Institutional Support	3,142,261	2,807,388	89%	3,153,960	313,341	3,085,429	98%
Operation & Maintenance of Plant	2,721,275	2,663,468	98%	3,327,562	257,656	3,295,854	99%
<b>Subtotal - Instruction &amp; General</b>	<b>19,249,702</b>	<b>17,398,280</b>	<b>90%</b>	<b>19,600,639</b>	<b>1,272,779</b>	<b>19,185,743</b>	<b>98%</b>
Student Activities	0	0	0%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	187,487	152,078	81%	118,734	12,454	93,969	79%
Student Aid	524,551	597,456	114%	716,579	29,766	747,334	104%
Auxiliary Enterprises	1,802,735	1,701,879	94%	2,291,914	162,303	2,526,244	110%
Athletics	1,123,579	1,049,714	93%	1,150,029	66,720	1,240,978	108%
<b>Total Current Unrestricted Fund</b>	<b>22,888,054</b>	<b>20,899,407</b>	<b>91%</b>	<b>23,877,895</b>	<b>1,544,022</b>	<b>23,794,268</b>	<b>100%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,667,926	1,376,799	83%	1,250,226	134,357	1,079,020	86%
Student Aid	5,355,730	5,726,946	107%	5,033,468	6,649	5,077,281	101%
<b>Total Current Restricted Fund</b>	<b>7,023,656</b>	<b>7,103,745</b>	<b>101%</b>	<b>6,283,694</b>	<b>141,006</b>	<b>6,156,301</b>	<b>98%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	17,352,404	6,356,105	37%	12,312,410	102,249	6,714,831	55%
Projects from State GOB Funds	334,542	138,271	41%	351,166	10,834	126,451	36%
Projects from State STB Funds	3,000,000	3,000,000	100%	1,840,824	0	1,840,824	100%
Projects from General Fund	226,847	199,500	88%	24,956	0	12,269	49%
Projects from Private Funds	519,509	127,848	25%	535,093	30,824	521,799	98%
Projects from State ER&R	318,919	206,559	65%	441,780	13,785	259,604	59%
Projects from State BR&R	1,830,699	1,001,515	55%	1,584,709	44,600	601,390	38%
<b>Subtotal - Capital and BR&amp;R</b>	<b>23,582,920</b>	<b>11,029,798</b>	<b>47%</b>	<b>17,090,938</b>	<b>202,292</b>	<b>10,077,168</b>	<b>59%</b>
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>23,582,920</b>	<b>11,029,798</b>	<b>47%</b>	<b>17,090,938</b>	<b>202,292</b>	<b>10,077,168</b>	<b>59%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>53,494,630</b>	<b>39,032,950</b>	<b>73%</b>	<b>47,252,527</b>	<b>1,887,320</b>	<b>40,027,737</b>	<b>85%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**June 2012**

100% of Year Completed

Fund	2010-11			2011-12			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	3,523,000	3,845,940	109%	3,589,200	13,138	3,975,474	111%
State Appropriations	6,290,500	6,377,039	101%	5,505,200	457,184	5,603,846	102%
Advalorem Taxes - Oil and Gas	5,500,000	7,689,223	140%	5,900,000	917,128	10,578,485	179%
Advalorem Taxes - Property	4,129,578	4,196,380	102%	4,905,732	1,134,723	5,205,280	106%
Interest Income	20,000	8,114	41%	20,000	96	1,028	5%
Other Revenues	323,308	611,216	189%	329,471	5,604	370,862	113%
<b>Subtotal - Instruction &amp; General</b>	<b>19,786,386</b>	<b>22,727,912</b>	<b>115%</b>	<b>20,249,603</b>	<b>2,527,873</b>	<b>25,734,975</b>	<b>127%</b>
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	26,436	110%	24,000	5,226	36,078	150%
Auxiliary Enterprises	2,202,000	2,331,693	106%	2,184,000	87,083	2,590,464	119%
Athletics	428,100	247,828	58%	326,200	26,991	324,084	99%
<b>Total Current Unrestricted</b>	<b>22,440,486</b>	<b>25,333,869</b>	<b>113%</b>	<b>22,783,803</b>	<b>2,647,173</b>	<b>28,685,601</b>	<b>126%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,667,926	1,536,020	92%	1,250,226	0	1,067,556	85%
Student Aid	5,355,730	5,426,172	101%	5,033,468	63,536	5,019,993	100%
<b>Total Current Restricted</b>	<b>7,023,656</b>	<b>6,962,192</b>	<b>99%</b>	<b>6,283,694</b>	<b>63,536</b>	<b>6,087,549</b>	<b>97%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	383,833	99,257	26%	0	0	0	0%
Projects from State STB Funds	3,000,000	597,869	20%	1,840,824	1,583,468	1,806,172	98%
Projects from General Fund	312,972	88,850	28%	312,972	0	0	0%
Projects from Private Funds	183,383	416,126	227%	416,000	0	454,626	109%
Interest Income (LGIP)	80,000	18,807	24%	37,000	1,890	26,410	0%
<b>Total Plant Funds</b>	<b>3,960,188</b>	<b>1,220,909</b>	<b>31%</b>	<b>2,606,796</b>	<b>1,585,358</b>	<b>2,287,208</b>	<b>88%</b>
<b>GRAND TOTAL REVENUES</b>	<b>33,424,330</b>	<b>33,516,970</b>	<b>100%</b>	<b>31,674,293</b>	<b>4,296,067</b>	<b>37,060,358</b>	<b>117%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### June 2012

100% 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	2011-12 Original Budget	Variance Over (Under) Budget
Actual	July	\$94.64	2,833,838	\$8.06	14,534,816	818,088	366,666	451,422
Actual	August	\$89.64	2,788,858	\$7.64	14,874,525	905,631	366,666	538,965
Actual	September	\$91.62	2,858,059	\$7.93	15,210,797	763,002	366,666	396,336
Actual	October	\$80.85	2,866,447	\$7.55	14,951,382	721,396	366,666	354,730
Actual	November	\$80.40	2,863,806	\$6.11	14,809,872	732,227	366,666	365,561
Actual	December	\$81.17	2,813,641	\$7.29	13,060,189	821,808	366,666	455,142
Actual	January	\$91.54	2,781,517	\$7.04	13,867,445	829,479	366,666	462,813
Actual	February	\$95.70	3,020,944	\$6.64	14,683,616	858,150	366,666	491,484
Actual	March	\$95.06	2,938,740	\$5.60	14,105,281	886,912	366,666	520,246
Actual	April	\$98.55	3,111,329	\$4.71	14,952,166	915,934	366,666	549,268
Accrual	May					366,666	366,666	0
Accrual	June					366,666	366,666	0
Y.T.D. Production Tax Revenue						8,985,959	4,399,992	4,585,967
Y.T.D. Equipment Tax Revenue						1,592,526	1,500,000	92,526
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>10,578,485</b>	<b>5,899,992</b>	<b>4,678,493</b>

*Source: New Mexico Taxation and Revenue Department*

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### June 2012

100% 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	9,625,000	N/A	N/A	N/A	7102-1348	0.180%	1,890
<b>Total investments</b>	<u>9,625,000</u>						<u>1,890</u>

Summary of Current Month's Activity	
<b>Beginning amount</b>	<b>9,625,000</b>
<b>Plus: deposits</b>	<b>0</b>
<b>Less: withdrawals</b>	<b>0</b>
<b>Capital Projects</b>	<b>6,720,672</b>
<b>Reserves Invested</b>	<b>2,904,328</b>
<b>Total LGIP Investment</b>	<b>9,625,000</b>

<b>Capital Projects</b>	<b>6/30/2012</b>
Vehicles	100,000.00
Campus Facilities Master Plan	25,000.00
Technology Upgrade	354,371.96
JASI	64,192.29
WHM South Gallery	348,079.00
Baseball Field	0.00
Rodeo Arena	23,156.86
Original Entrance Landscaping	679,315.99
Student Housing Construction	536,636.15
Luminis Software	11,568.00
Campus Signage	155,973.40
Campus Paving	55,399.41
Roof Replacement	389,318.95
Interior Lighting-Energy Retrofit	50,617.32
Dorm/Apartment Refurbish	297,149.59
Campus Construction	50,894.57
Maintenance Equipment	8,652.00
Public Sector	1,826.53
Campus Security	78,993.15
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learning	5,000.00
Copier Replacement	150,000.00
Non-Recurring Compensation	218,362.12
Athletics	129,476.93
Student Life Programming	2,440.37
Title V (Institutional)	79,597.97
Warehouse/Cont Ed Remodel	2,449.43
Succession Plan	104,552.25
Energy Technology Equipment	675,394.06
Watson Hall Stage Lighting	100,000.00
WHM Exhibits	178,459.73
Remodel McLean/Mansur/VocB/H	229,049.59
Shade Structure/Landscape AIPP	50,000.00
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	18,163.33
Central Plant Upgrade	14,027.74
Workforce Training Contingency	10,058.01
Banner 8	16,438.77
<b>Total</b>	<b>6,839,659.93</b>

NOTE: Capital projects total does not include encumbered funds

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (575)492-2770  
Fax: (575)492-2768

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To: Board Members  
From: Dan Hardin  
RE: Watson Hall Lighting  
Date: July 11, 2012

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Board Members,

We are asking your approval of the Watson Hall stage lighting project.

In fiscal year 2011, the Board approved and allocated \$100,000.00 to upgrade the stage lighting in Watson Hall.

In the past several months, Dr. Charley Carroll has been negotiating with Service Electric, a CES vendor, to upgrade the dimming and architectural controls, replace the theatrical fixtures, replace and upgrade the house lighting, upgrade the stage area floor boxes, and upgrade the back stage power. Included in the proposal are the engineering fees. The quote for this project is \$281,900.00 plus NM sales taxes.

The project will be funded from the \$100,000.00 Watson Hall Lighting funds and from BR&R funds.

The first step is the engineering and permitting, next is ordering the components, and then the installation phase. Total time to complete this project is approximately 120 days.

Please see the attached proposal from Service Electric.

Respectfully,



Dan Hardin



*Service Electric Co*  
3716 Commercial NE Albuquerque, NM 87107  
505-345-1955 (phone) / 505-345-0593 (fax)

## **Proposal**

SUBMITTED TO: NEW MEXICO JUNIOR COLLEGE      Date: December 29, 2011  
1 THUNDERBIRD CIRCLE      JOB NAME: WATSON HALL DIMMING SYSTEM  
HOBBS, NM 88240      JOB LOCATION: NMJC

ATTENTION: **Mr. Charley Carroll, Ph.D.**      DATE OF PLANS:  
PHONE / FAX: 575-492-2666      ARCHITECT:

**We hereby submit specifications, qualifications & estimates for:**

**COST PROPOSAL FOR REPLACEMENT OF THE DIMMING SYSTEM AND THEATRICAL LIGHTING IN WATSON HALL PER THE SCOPE BELOW:**

**Replacement Dimming & Architectural Controls - Provide and install new 96 unit dimming control panel LEHI #DX2-120 w/96 Dimmers, LEHI CT500 touch screen master control located in control booth, 2 each LEHI CTE-LCD entrance stations w/LCD display and factory startup and onsite training.**

**Theatrical Fixtures - Provide and install 20 each ALT SS-PAR-100-LED Altman Spectra PAR LED RGB, 6 each ALT SS-CYC-100-LED Altman Spectra CYC LED RGB, 20 each RES COEPC10011400 COEMAR LEDKO with all required conduit/wire/racking/wireway/labeling complete for a point to point system from new dimming rack to all theatrical fixtures.**

**House Lighting - Removal of existing fluorescent lighting and replaced with CREE LED down lights with all required conduit and wire. Addition of emergency lighting for exits to meet fire marshal requirements. Replacement of existing exit lights with battery backup units. Replacement of step lights with LED style fixtures. Installation of additional step lights to cover each step of each walkway for a total of 42 step lights (28 replacement and 14 new). Addition of rope lighting for steps on stage. Addition of 4 each recessed down lights under control booth overhang. Change out back stage work lighting.**

**Stage Area - Change out 4 each existing floor boxes with floor pockets with power outlets and microphone outlets.**

**Back Stage - Provide and install a 200 amp disconnect switch on back wall for productions. Power to be tapped off the 400 amp feeder at the dimmer rack.**

**Page Two**

**We will provide factory on-site training for the new system with video tape.**

**All conduit installed on ceiling area will be painted black to hide installation. All removals will be patched and painted to match surrounding area.**

**We have not included any costs associated with upgrades to the sound system nor any provisions for conduits system for future installations.**

**Total Proposal Cost with Engineering Fees \$281,900.00 plus NM Sales tax.**

**Please review and advise if any additional scope of work needs to be addressed concerning the above proposal.**

**Please let me know if you need further breakdown for the above proposal cost.**

**Sincerely,**

**Service Electric**

**RON DOTSON  
Sr. PM/Estimator**

## **Memo**

DATE: July 10, 2012  
TO: New Mexico Junior College Board Members  
FROM: Steve McCleery  
SUBJECT: Purchase of Police Academy Vehicles

Please consider moving \$50,000 from reserves into a vehicle replacement account for purchasing 2 new South Eastern New Mexico Law Enforcement Academy Vehicles. The current academy vehicles are 2004 models.

Thank you for your consideration.

## RESOLUTION

# Lisa J. Seed

- WHEREAS,** **Lisa J. Seed** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for fourteen years; and
- WHEREAS,** **Lisa J. Seed** has served as Assistant Director of Athletic Operations and Booster Club / Community Liaison from 2010 to present; and
- WHEREAS,** **Lisa J. Seed** has served as Director of the Lea County Cowboy Hall of Fame from 2005 to 2010; and
- WHEREAS,** **Lisa J. Seed** has served as the Department Secretary for the Lea County Cowboy Hall of Fame from 1997 to 2005; and
- WHEREAS,** **Lisa J. Seed** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Lisa J. Seed** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Lisa J. Seed** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Lisa J. Seed** has elected to retire the 1st day of August 2012.

**NOW, THEREFORE BE IT RESOLVED** that New Mexico Junior College desires to give special recognition and appreciation to **Lisa J. Seed** for her service and dedication to New Mexico Junior College.

ADOPTED THIS 19th day of July 2012.

ATTEST:

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New Mexico Junior College Board Chairman

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New Mexico Junior College Board Secretary



Enclosed is the draft copy of the 2012-2013 Employee Handbook

Strikeout text – is deleted language

Highlighted text – is new language

Italics strikeout text – moved to different location

Italics underlined text – moved from another location

Highlight yellow – from NMJC and the College Attorney

Please let me know if you have any questions.

Thank you,

Kathy Miller  
Human Resources Office  
505.492.2790

NEW MEXICO JUNIOR COLLEGE  
Changes to the 2010-2011 Handbook for the 2011-2012 Handbook

**Title Page:**

1. Changed date to: July 19, 2012

**Organizational Chart:**

2. 7/2012 update

**NMJC Employee Handbook:**

3. Policy No. 226, delete third paragraph (~~When election to a position shall result in the employee being absent from assigned duties for a period of time considered excessive by the President and the NMJC Board, the employee shall serve “without pay and without prejudice” from the College.~~); add: When performance (or anticipated performance) by an employee of the duties of an elected public office shall require the employee to be absent from his or her assigned duties at the College for any time in excess of the employee’s accrued vacation and accrued personal leave, the employee shall submit a request pursuant to Policy No. 308 for such absences to be treated as a leave of absence without pay. The employee shall not be required to use all accrued vacation and personal leave for elected duties prior to submitting a request under Policy 308; however, a request to take time as unpaid leave pursuant to this policy shall be final and shall not later be re-characterized or compensated as paid leave.

With respect to employees on unpaid leave for the performance of the duties of elected public office, Policy 308 shall be modified and applied as follows: Because absences for purposes of performing the duties an elected official are intermittent in nature, there shall be no limit on the length of time an employee may be on such unpaid leave, so long as all absences are in the course of performing the employee’s duties as an elected public official. An employee returning from such unpaid leave shall be entitled to reinstatement to his or her position to the same extent as persons on leave serving in the Military. An employee on unpaid leave due to the performance of the duties of elected public office shall not have his/her anniversary date adjusted, regardless of the number of days absent on such leave.

4. Policy No. 308, II., add, E. Official duties as an elected public official (duration of official duties while serving as an elected public official). See Policy No. 226.
5. Policy No. 311, first sentence, paragraph one, delete, legal dependent; add, eligible children
6. Policy No. 311, add, new second paragraph, For purposes of this policy, “eligible children” shall include only children of a full-time employee or his/her spouse who, at the time they seek to enroll in a course, are: (1) eligible for coverage under the employee’s medical insurance policy through NMJC; and (2) reside full time at the same residence as the full-time NMJC employee or in NMJC housing.
7. Affirmative Action Policy Statement date (7/19/2012)

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date July 3, 2012

Candidate's name Kerrie L. Mitchell

Position title Director of Financial Aid

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 \* July 20, 2012 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional

Paid advertising beyond \*standard HigherEdJobs.com

(\*Standard: The Hobbs News-Sun, Direct Mail to approximately 40 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$51,552 to 64,440 Recommended annual salary \$59,715 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 3061 61301 124 100%

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
President

**Selection Committee Members:** Dr. Michele Clingman – Dean of Enrollment Management

Terri Davis - Financial Aid Specialist

George Garcia - Database Administrator / Programmer Analyst

Sandy Hardin - Coordinator of Housing

Pat Knapp - Records Administrator

Joshua Morgan - Accountant (Controller)

Jasmin Wright - NMJC Student

Cynthia Zambrelli - Counselor

Comments: Ms. Mitchell with a M.B.A. degree and fifteen years of experience meets and/or exceeds the minimum requirements for this position.

\*pending background check

rev. 6-28-01

## ABBREVIATED RESUME

### **Position**

Director of Financial Aid

### **Personal Data**

Name: Kerrie L. Mitchell

### **Education**

M.B.A., University of the Southwest, Hobbs, NM, 2011

Major: Business Administration

B.A & S., University of the Southwest, Hobbs, NM, 2008

Major: General Business

### **Professional Experience**

University of the Southwest, Hobbs NM

Director of Financial Aid

06/2007 to present

Coordinator of Financial Aid and Admission Operation

06/2006 to 06/2007

Senior Financial Aid Specialist

06/2005 to 06/2006

Assistant to Office of Enrollment Services

06/2004 to 06/2005

Northland Christian School, Houston, TX

08/2000 to 06/2004

Business Office Assistant/HR/Payroll

Country Cottage, El Paso, TX

08/1999 to 07/2000

Sales Clerk

Yesterday's Friends, Jal, NM

1994 to 1999

Small Business Owner

Jal Public Schools, Jal, NM

1998 to 1999

Substitute Teacher

### **Memberships:**

New Mexico Association of Student Financial Aid Administrators (NMAASFAA)

Southwest Association of Student Financial Aid Administrators (SWASFFA)

National Association of Student Financial Aid Administrators (NASFAA)



# New Mexico Junior College Career Opportunities

## Position Announcement • May 2012

**Position Title:** Director of Financial Aid

**Position Description:** The Director of Financial Aid shall be responsible to the Dean of Enrollment Management. The duties and responsibilities of the Director of Financial Aid shall be, but not limited to, the following: 1) Responsible for the implementation of all internal and external student financial assistance programs, including compliance with federal, state and institutional guidelines; 2) Display a high level of effort and commitment to performing work; operate effectively within the organizational structure; demonstrate trustworthiness and responsible behavior; 3) Serve as liaison between NMJC, students, families, faculty and community to ensure positive relations and accurate/current knowledge of financial assistance programs; 4) Advise students and families on financial aid eligibility, responsibilities, program requirements, resources, and budgeting; 5) Analyze student need and package awards, including review of applications for completeness and determination of program best suited to students; 6) Ensure compliance with all appropriate federal, state, local, institutional and private organization policies and regulations regarding student financial assistance programs; 7) Review all applicable legislation and regulations pertaining to financial aid; 8) Direct Financial Aid staff in performance of daily operational duties; 9) Ensure security, confidentiality and safety of financial aid records; 10) Demonstrate an ability to adapt to change in a growing environment serving diverse traditional and nontraditional students; 11) Work closely with Enrollment Management and Business Office staff to reconcile all financial assistance received by students; 12) Prepare reports and statistical data as requested or required by auditors, NMJC administration, federal agencies or private organizations; 13) Serve on college committees as assigned; 14) Participate in a process of continual personal and professional improvement; 15) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, 16) 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 (Master's preferred) from an accredited university in business, education, computer information systems or related field required. Experience as a financial aid officer (including knowledge of organization, policies, procedures and administrative practices generally used in higher education) is preferred. Must be customer service oriented with excellent interpersonal and communication skills and have the ability to deal effectively with various personalities while maintaining confidentiality. Must have a strong working knowledge of the role of financial aid in recruitment and retention. Qualified candidates will possess proficient computer skills with the ability and knowledge to extract and extrapolate data utilizing various software programs (i.e., Microsoft Word, Excel and institutional data bases). Experience in SCT Banner is a plus. Work requires the administration of government, institutional and private financial aid funds, including determining student aid need and eligibility.

**Salary/Benefits:** The Director of Financial Aid is a twelve-month professional position. Starting salary is \$51,552 - \$64,440 depending on 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 the NMJC application form on line at [www.nmjc.edu](http://www.nmjc.edu) (under Employment Opportunities) and attach the following: a letter of application (cover letter), resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and eight references with current addresses and phone numbers.

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

New Mexico Junior College is an Equal Opportunity Affirmative Action Employer and does not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

For information concerning employment, please contact the Human Resources Office at (575) 492-2791. For information concerning section 504 accessibility, contact the Special Needs Coordinator in the Counseling Department at (575) 492-2576.

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# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date July 3, 2012

Candidate's name Rosa H. Gallegos

Position title Director of Adult Basic Education

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 \* July 23, 2012 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Adult Basic Education

Paid advertising beyond \*standard none

(\*Standard: The Hobbs News-Sun, Direct Mail to approximately 40 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$42,311 to 52,889 Recommended annual salary \$48,039 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 41211 2401 61301 105 100%

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
President

**Selection Committee Members:** Dianne Marquez – Dean of Arts, Humanities and Career Technology

Dr. Gayle Abbott – Director of Student Support Services

Juanita Flores – ABE Assessment / Retention Clerk

Jerry Hamm – GED Examiner

Comments: Ms. Gallegos, with a M.A. degree and ten years of experience meets and/or exceeds the minimum requirements for this position.

\*pending background check

rev. 6-28-01

## **ABBREVIATED RESUME**

### **Position**

Director of Adult Basic Education

### **Personal Data**

Name: Rosa H. Gallegos

### **Education**

Ph.D., Texas Tech University, Lubbock, TX, in progress  
Major: Higher Education  
Dissertation Topic: "Latina Administrators in Higher Education"

M.A., Texas Tech University, Lubbock, TX, 2000  
Major: Mass Communications

B.A., Texas Tech University, Lubbock, TX, 1984  
Major: Advertising

### **Professional Experience**

Texas Tech University, Lubbock, TX	
Director of Student Services	01/2009 to 08/2011
Associate Director	01/2004 to 01/2009
Senior Administrator	11/2002 to 11/2004
Graduate Recruitment Coordinator	07/2000 to 11/2002

Bridges Learning Center/International Business College, Lubbock, TX	
Director	08/1998 to 07/2000
ESL/GED Instructor	01/1994 to 01/1996

Educational Opportunity Center, Lubbock, TX	
Financial Advisor	01/1996 to 08/1998

Catholic Family Services	
Immigration Assistant	10/1993 to 01/1994

### **Certifications:**

Provisional Elementary English, 1993



# New Mexico Junior College

## Career Opportunities

### Position Announcement • April 2012

**Position Title:** Director of Adult Basic Education

**Position Description:** This position reports to the Dean of Arts, Humanities and Career Technology. Duties and responsibilities include, but are not limited to, the following: 1) Directs the operation of the Adult Basic Education Programs which includes programs for general education (GED) and English as a second language (ESL); coordinates the various classes and coursework planning within the program; coordinates with external agencies and/or organizations on all matters pertaining to the program; coaches, trains, and supervises assigned employees, or makes effective suggestions and recommendations regarding employment status; and coordinates, schedules, assigns, and reviews the daily work activities of staff; 2) Develops, implements and maintains program budgets; creates, prepares and submits all grant applications/paperwork; monitors and maintains projects ensuring compliance with federal, state and local guidelines; ensures program activities (e.g., expenditures, classes, etc.) meet grant/contract requirements; analyzes and facilitates collection of data; prepares special and recurring reports; regularly evaluates instructors, class and program effectiveness; 3) Develops and modifies curriculum to meet the needs of students; establishes classroom/computer labs and equipment and software updates as needed; supervises preparation and submittal of all purchase requisitions, personnel requisitions and other personnel/financial transactions; and conducts community needs assessment at least once every three years; 4) Represents the program at meetings, conferences and/or seminars; serves on various committees and as a member of professional associations; interacts with administrators, faculty and staff and external constituencies; communicates with instructors and students obtaining feedback; makes on-site visits; observes classroom instruction; and may participate or assist in student/program registration; 5) Serve on college committees as assigned; 6) Performs other duties as assigned or required; 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) 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, preferably in education, required. Master's degree is desirable. All degrees must be from a regionally accredited institution. Teaching experience preferred. Excellent public speaking, supervisory, microcomputer and organizational skills are necessary. Knowledge to include, but are not limited to, the following: management practices and principles, program development and implementation, budget preparation, monitoring and administration, teaching practices including Adult Education programs, community referrals and services, adult learning theory, and public relations/marketing practices and methods. Valid New Mexico or Texas drivers license required.

**Salary/Benefits:** Salary range of \$42,311.00 to \$52,889.00 depending upon experience and qualifications. This is a 12-month professional position funded by a grant. Continued employment will depend on grant funding. Standard NMJC benefits apply.

**Application Deadline:** Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all application materials must be received as soon as possible.

**To Apply:** Submit NMJC application form on line at [www.nmjc.edu](http://www.nmjc.edu) (Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and eight references with current addresses and phone numbers.

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# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date July 13, 2012

Candidate's name Daniel "Clay" Hardin

Position title Director / Professor of Equine Technology

New position  Existing position Classification  Faculty  Professional  Other \_\_\_\_\_

Is candidate related to another NMJC employee?  yes  no If so, to whom Dan Hardin, Sandy Hardin, Sheryl Pounds, Dana Davis

Effective date of employment \*08/13/2012 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 40 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$45,564 to \$56,955 Recommended annual salary \$49,581 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2912 61301 104

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
President

**Selection Committee Members:** Jeff McCool – Dean of Training & Outreach

Philip Berry – Head Rodeo Coach

Terri Blandin – Executive Assistant - Training & Outreach

Michael Rutledge – Director Instructional Technology

Comments: Mr. Hardin with a M.S. in Agriculture Education and more than nine years of applicable experience meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### **Position**

Director / Professor of Equine Technology

### **Personal Data**

Name: Daniel "Clay" Hardin

### **Education**

M.S., Tarleton State University, Stephenville, TX, 2007  
Major: Agriculture Education

B.S., Texas Tech University, Lubbock, TX, 2005  
Major: Agriculture and Applied Economics

A.S., South Plains College, Levelland, TX, 2003  
Major: Agriculture

### **Professional Experience**

New Mexico Junior College, Hobbs, NM 2009 to 2012  
Online Instructor

South Plains College, Levelland, TX 2006 to 2009  
Rodeo Coach/Instructor

High School, Junior High School and Junior Rodeo, Regional Area 2006 to 2012  
Rodeo Judge

Philip Berry Performance Horses, Lovington, NM 1998 to Present  
Horse Training

Bill Gray Calf Horses, Lovington, NM 2004  
Horse Training

Hardin Freeze Branding, Lovington, NM 2001 to Present  
Owner/Operator

### **Organizations:**

Camp Crossfire Youth Camp, Co-Director, 2006 to present



# New Mexico Junior College

## Career Opportunities

### Position Announcement • May 2012

**Position Title:** Director / Professor of Equine Technology

**Position Description:** The Director / Professor of Equine Technology reports to the Dean of Training and Outreach and responsibilities shall be, but are not limited to, the following: (1) teach Equine Technology classes (day and/or evening/s and/or online), as enrollment requires; (2) actively and continually recruit students to the Equine Technology program; (3) serve as an advisor to assigned students; (4) coordinate and host continuing education and workforce development equine workshops / classes; (5) attend orientation meetings and other in-service meetings/workshops, as scheduled; (6) maintain accurate student records; (7) involve oneself in the general recruitment and retention of students for the institution; (8) participate in course, departmental, and institutional assessment as required; (9) assume other professional responsibilities associated with the position of Director / Professor of Equine Technology; (10) participate in a process of continual personal and professional development; (11) actively participate in the institutional goals and objectives designed to support the mission of the college; and (12) 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 Master's degree in a related Equine Technology field is preferred. A Bachelor's degree in a related Equine Technology field is required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Applicant must be committed to excellence in instruction and willing to work as a team with other, full-time divisional instructors and staff.

**NOTE:** Computer proficiency is required.

**Salary/Benefits:** This is a 12 month professional position with a starting salary range of \$45,564 to \$56,955 and is commensurate with education and experience. Standard NMJC benefits apply.

**Application Deadline:** Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all required application materials must be received by 5:00 PM MST Wednesday, June 27, 2012.

**To Apply:** Submit NMJC application form online at [www.nmjc.edu](http://www.nmjc.edu) (under Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), eight references with current addresses and phone numbers including four written letters of reference.

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