

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

**Thursday, July 21, 2016**

**Zia Room – Library**

**3:00 p.m.**

### AGENDA

- |  |                  |
|--|------------------|
| A. Welcome   | Pat Chappelle    |
| B. Adoption of Agenda  | Pat Chappelle    |
| C. Approval of Minutes of June 20, 2016  | Pat Chappelle    |
| D. President's Report  | Kelvin Sharp     |
| 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 NMJC Board Travel to New Orleans for ACCT Training                           | Pat Chappelle    |
| 6. Consideration of Revisions to the NMJC Employee Handbook                                      | Bill Morrill     |
| 7. Personnel Recommendation – Dean for Distance Learning & Professional Studies                  | Dennis Atherton  |
| 8. Personnel Recommendation – Dean for Business, Math & Sciences                                 | Dennis Atherton  |
| 9. Personnel Recommendation – Director/Professor of Equine                                       | Dennis Atherton  |
| 10. Consideration of Employment of Relative – Administrative Assistant for Enrollment Management | Michele Clingman |
| F. Public Comments   | Pat Chappelle    |
| G. Announcement of Next Meeting  | Pat Chappelle    |
| H. Closure of Open Meeting   | Pat Chappelle    |
| I. Adjournment   | Pat Chappelle    |

**NEW MEXICO JUNIOR COLLEGE  
BOARD MEETING  
JUNE 20, 2016  
MINUTES**

The New Mexico Junior College Board met on Monday, June 20, 2016, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Mr. Zeak Williams; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Dorothy Fowler and Jason Farmer, Hobbs News-Sun, Lynda and Brittanee McCleery, Jerri Shields, Ginger Granath and Laurie Bova, Administrator of Veritas Classical Christian Academy, and Abby Granath and Preston Bova, students of Veritas Classical Christian Academy.

Ms. Chappelle asked guests from Veritas Classical Christian Academy to present their request. Mr. Preston Bova and Ms. Abby Granath requested consideration of their private Christian Academy Dual Credit and Concurrent Enrollment classes. Dr. McCleery responded NMJC must follow the standards of the Higher Learning Commission (HLC), and he stated NMJC will work diligently to meet Veritas Classical Christian Academy's request. Additionally, Dr. McCleery reiterated that classes must be college level courses, be vetted by Dr. Atherton, and meet the HLC litmus test.

Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the agenda was unanimously adopted.

Upon a motion by Mr. Black, seconded by Mr. Gomez, the Board unanimously approved the minutes of May 20, 2016.

***Under President's Report***, Mrs. Susan Fine reported the two KNMJ radio station talk shows, "Untucked" with Steve Saucedo and "Lea County" with Lindsay, were nominated for the New Mexico Broadcasters Association Annual Awards. "Lea

County” with Lindsay was the winner in the small media market. The award was presented to the Board.

Dr. McCleery announced that at a recent Hobbs Chamber Banquet, Mr. Steve Saucedo won the Outstanding Young Man Award, Mrs. Courtney Puryear won the Outstanding Young Woman Award, and Mrs. Belinda Morris, spouse of Mr. Richard Morris, won the Outstanding Citizen Award.

Dr. McCleery provided updates of the College National Rodeo Finals held in Casper, Wyoming. He stated NMJC students Wyatt Hayes, Preston Burr and Keely Bonett represented NMJC with an immense amount of class. He reported Preston Burr won 1st in the 3<sup>rd</sup> go round with a 76.5 in saddle bronc and Keely Bonnet and partner Casey Tew set a new CNFR Casper Events Record with a 3.9 in the team roping and won 1<sup>st</sup> in the 3<sup>rd</sup> go round. Dr. McCleery also highly praised Coach Marty Eakins and his family for being such a testament as NMJC representatives.

Dr. McCleery reported the entire Athletic team’s collective GPA for the spring semester was 3.1. Dr. McCleery noted the student athletes and the NMJC Athletic Program is on point for graduation.

Dr. McCleery stated the New Mexico Association of Counties 80<sup>th</sup> Annual Conference is being held on the NMJC campus from June 20<sup>th</sup> through 24<sup>th</sup> in various buildings and rooms. Dr. McCleery applauded the Training & Outreach team and various departments on campus for the wonderful job and the willingness to partner to make the event a success.

Dr. Larry Sanderson provided HLC Planning Updates. A slide presentation and detailed discussion was provided.

***Under New Business,*** Dan Hardin presented the May, 2016 financial reports. Upon a motion by Mr. Black, seconded by Mr. Gomez, the Board unanimously approved the Expenditure Report for May, 2016. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Dr. McCleery presented a request for consideration of waiving tuition and fees for all High School Dual Credit and Concurrent Enrollment for Lea County High School Students, Lea County Home School – High School Students, and Lea County Private School – High School Students. After significant discussion and upon a motion by Mr. Gomez, seconded by Mr. Baeza, the Board unanimously approved the request.

Dr. McCleery presented a request for approval of revisions made to the NMJC Board Policy Manual. In addition, Norma provided redline revisions to Policy No. 504 (Salary, Benefits and Advancement) and Policy No. 703 (College Credits, Articulation with Other Institutions and Graduation Requirements). Mr. Gomez recommended revised language for Appendix A, Community College Act, stating NMJC adheres to the current Community College Act, *Chapter 21-13-1 NMSA 1978*. Upon a motion by Mr. Black, seconded by Mr. Gomez, the Board unanimously approved the revisions.

Mr. Scotty Holloman presented a request for consideration of a Surface Non-Disturbance Agreement (LURC) for approval. Mr. Holloman stated the property selected for the Health, Wellness and Learning Center is owned by NMJC, City of Hobbs, and the schools while the mineral rights are owned by the State Land Office. With the ownership of the mineral rights, the State Land Office has the ability to execute oil and gas leases to producers. This agreement will protect the surface rights and prohibit the State Land Office from drilling on the real estate. Mr. Holloman further stated drilling will be permitted south of the property. After significant discussion and upon a motion by Mr. Black, seconded by Mr. Gomez, the Board unanimously approved the agreement.

Mr. Scotty Holloman presented a request for consideration of Articles of Organization of NMJC Training, LLC for transfer of property on behalf of New Mexico Junior College. After discussion and upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the request.

Mr. Josh Morgan presented a request for consideration of the Annual Capital Asset Inventory Certification. Mr. Morgan noted two items are being requested for removal from the inventory list: 1) Kawasaki Mower reported stolen, and 2)

Cabinets stored at the Western Heritage Museum. The Western Heritage Museum has requested the cabinets be donated to ENMU as part of the request made at the May Board meeting for the transfer of archaeological collections. Upon a motion by Mr. Williams, seconded by Mr. Baeza, the Board unanimously approved the certification of the Annual Capital Asset Inventory Certification and removal of two items.

Mr. Josh Morgan presented RFP #118 – Entertainment Music & Technology Building Renovation. Administration recommended acceptance of the proposal made by Lyness Construction in the amount of \$1,580,812.00. After discussion and questions were answered, and upon a motion by Mr. Glenn, seconded by Mr. Black, the Board unanimously approved the request.

Mr. Josh Morgan requested Agenda item E. 11. - Revisions to the Employee Handbook Policy #220 be tabled. Upon a motion by Mr. Gomez, seconded by Mr. Baeza, the Board unanimously approved the request.

Dr. Larry Sanderson recommended Mrs. Kim Latimer for the Program Planner for Continuing Education and Community Programs position. Mrs. Kim Latimer is currently serving as an interim for this position, and the request is to proceed with a full appointment of Mrs. Kim Latimer to Program Planner. Upon a motion made by Mr. Black, seconded by Mr. Glenn, the Board unanimously approved the request.

Mr. Phillip Roybal recommended Mr. James J. “Jimmy” Durham for the Head Men’s Baseball Coaching position at a 9 month salary of \$60,887.00. Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the employment of James J. Durham, effective August 15, 2016.

Mrs. Kerri Mitchell recommended Mrs. Teisha K. Ford for the Assistant Director of Financial Aid position at a 12 month salary of \$39,773.00. Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the Board unanimously approved the request.

Mr. Phillip Roybal recommended Mr. Deron W. Clark for the Director of Athletics position at a 12 month salary of \$83,981.00. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the request.

Dr. McCleery presented Samuel R. Gilcrease with a Retirement Resolution for sixteen years of service. The Board unanimously adopted the resolution.

Ms. Chappelle presented Dr. Steve McCleery with a Retirement Resolution for thirty-two years of service. The Board unanimously adopted the resolution.

Ms. Chappelle called for comments from the public. Mr. Black read a Proclamation in honor of Dr. McCleery from the State of New Mexico and Lea County Commissioners for his service to Lea County, NMJC and the surrounding communities.

The next regular board meeting was scheduled for Thursday, July 21, 2016 beginning at 3:00 pm.

Mr. Glenn 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. Black seconded the motion. The roll call vote was as follows: Mr. Baeza – yes; Mr. Williams – yes; Mr. Black – yes; Mr. Glenn – yes; Mr. Gomez – yes; and Ms. Chappelle – yes.

Upon re-convening in open meeting, Ms. Chappelle 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 Mr. Williams, the board meeting adjourned at 4:30 pm.

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Pat Chappelle, Chair

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Ron Black, Secretary

# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**

From: Dan Hardin

Date: July 8, 2016

RE: Expenditure and Revenue Reports for June

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June is the last month of the 2015/2016 fiscal year. The expenditure report represents expenditure totals that include funds expended and encumbered. For this report the encumbrances are still included. The unrestricted expenditures for June 2016 are \$2,089,727.00 with the year-to-date expenditures at \$28,102,974.00. Not all of the expenditures for 2015/2016 have been posted when this report was generated; there are several bills for June that will not be received until later on in July. Although, these are not the final numbers for current unrestricted funds, we project that 66% of the total expenses for FY 16 will be spent on salaries and benefits.

Faculty salaries	\$ 5,391,984.00	29%
Professional salaries	\$ 5,085,925.00	27%
Support salaries	\$ 3,363,931.00	18%
Benefits	\$ 4,841,769.00	26%
Total salaries & benefits	\$18,683,609.00	100%

Utility costs account for 4 percent of the unrestricted budget. The utility costs for FY 16 are comparable to FY15. In FY 15, we spent \$1,162,538.00 on utility costs. We expect the final FY 16 utility cost to be around \$1,150,000.00 for the year.

In the restricted funds, the Grants remain on track for the year, with 64% of their budget spent to date. The restricted student aid is directly tied to the pell and loan awards. There are still funds to be drawn in that will be posted in FY 16.

In Plant funds we had expenditures of 140,182.00 for the month, with total year-to-date of \$5,990,902.00. A portion of the \$5,990,902.00 is encumbered funds for the various projects in progress at year end. Overall the total expenses for June are \$2,359,661.00 and the total expenditures year-to-date are \$39,589,170.00.

The revenue report for June 2016 remains positive. Current unrestricted revenue for the month of June was \$2,837,456.00 with the year-to-date at \$30,519,665.00. We still

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have three months of Oil and Gas production to post in the 2015/2016 fiscal year. Also, please note the property tax revenue in the amount of \$1,579,623.00 posted in June, this brings the year-to-date for property tax revenue to \$7,764,858.00. The revenue from restricted funds was \$3,643.00 for the month. Total year-to-date restricted revenue is \$5,389,423.00. Please remember most of the Grants do not end their fiscal year in June, so they continue on with their budget year. We will have some remaining restricted student aid revenue to be drawn. The revenue received in the plant funds was a drawdown from LGIP interest. Total revenue for the month of June was \$2,845,031.00 and the year-to-date revenue for unrestricted, restricted and plant funds is \$36,656,031.00

Oil and Gas and Oil and Gas Equipment revenue of \$9,181,233.00 includes the accrual for April, May and June, at this time the College is \$1,946,233.00 over the budget for Oil and Gas and Oil and Gas equipment revenue. The Oil & Gas revenue in excess of the accrual for April, May and June will be added to the revenue for 2015/2016. We expect that the final revenue for Oil and Gas and Oil and Gas equipment to be close to \$9,500,000.00, which will be 2,200,000.00 over budget.

In the investment report you can see that we have \$10,593,127.00 placed in the LGIP at yearend. There is \$13,864,024.52 designated as capital projects.

The Business Office has been working with the auditors in preparing reports for the yearend and getting ready for the audit.

This is the Financial Report for June 2016 .

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### June 2016

100% of Year Completed

Fund	2014-15			2015-16			
	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	11,018,956	10,023,380	91%	10,779,949	739,457	9,743,844	90%
Academic Support	2,424,460	2,416,863	100%	2,593,505	415,024	2,690,635	104%
Student Services	2,074,588	1,926,554	93%	2,036,525	180,540	2,007,009	99%
Institutional Support	4,746,075	4,343,755	92%	4,905,100	369,206	4,701,363	96%
Operation & Maintenance of Plant	3,808,548	3,887,168	102%	3,847,038	266,530	3,933,190	102%
<b>Subtotal - Instruction &amp; General</b>	<b>24,072,627</b>	<b>22,597,720</b>	<b>94%</b>	<b>24,162,117</b>	<b>1,970,757</b>	<b>23,076,041</b>	<b>96%</b>
Student Activities	0		0%	0	0		0%
Research	0		0%	0	0		0%
Public Service	0		0%	0	0		0%
Internal Service Departments	150,266	154,064	103%	155,121	(23,814)	120,670	78%
Student Aid	868,551	879,309	101%	733,309	93,573	846,948	115%
Auxiliary Enterprises	1,884,288	2,139,827	114%	2,519,579	(7,751)	2,469,868	98%
Athletics	1,425,760	1,487,500	104%	1,582,870	56,962	1,589,447	100%
<b>Total Current Unrestricted Fund</b>	<b>28,401,492</b>	<b>27,258,420</b>	<b>96%</b>	<b>29,152,996</b>	<b>2,089,727</b>	<b>28,102,974</b>	<b>96%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,496,540	1,591,543	64%	3,014,797	122,700	1,920,616	64%
Student Aid	5,033,468	3,622,519	72%	3,641,528	7,052	3,574,678	98%
<b>Total Current Restricted Fund</b>	<b>7,530,008</b>	<b>5,214,062</b>	<b>69%</b>	<b>7,045,554</b>	<b>129,752</b>	<b>5,495,294</b>	<b>78%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	8,757,760	4,949,182	57%	5,199,396	110,190	4,128,583	79%
Projects from State GOB Funds	3,050,000	2,811,681	92%	1,389,694		317,875	23%
Projects from State STB Funds	0		0%			553,777	0%
Projects from General Fund	0	20,737	0%	0			0%
Projects from Private Funds	0		0%	0			0%
Projects from State ER&R	332,720	329,631	99%	332,720	3,096	117,340	35%
Projects from State BR&R	597,281	456,486	76%	835,068	26,896	873,327	105%
Subtotal - Capital and BR&R	<b>12,737,761</b>	<b>8,567,717</b>	<b>67%</b>	<b>7,756,878</b>	<b>140,182</b>	<b>5,990,902</b>	<b>77%</b>
<b>Debt Service</b>							
Revenue Bonds	276,000	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>13,013,761</b>	<b>8,567,717</b>	<b>66%</b>	<b>7,756,878</b>	<b>140,182</b>	<b>5,990,902</b>	<b>77%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>48,945,261</b>	<b>41,040,199</b>	<b>84%</b>	<b>43,955,428</b>	<b>2,359,661</b>	<b>39,589,170</b>	<b>90%</b>

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### June 2016

100% of Year Completed

Fund	2014-15			2015-16			
	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	3,684,200	3,937,322	107%	3,692,200	43,975	3,976,335	108%
State Appropriations	6,047,200	6,189,466	102%	6,129,500	510,799	6,192,798	101%
Advalorem Taxes - Oil and Gas	7,235,000	11,826,562	163%	7,235,000	547,729	9,181,233	127%
Advalorem Taxes - Property	6,003,500	7,406,600	123%	6,853,725	1,579,623	7,764,858	113%
Interest Income	4,000	3,026	76%	4,000	51	513	13%
Other Revenues	368,161	480,924	131%	330,105	22,104	398,872	121%
<b>Subtotal - Instruction &amp; General</b>	<b>23,342,061</b>	<b>29,843,900</b>	<b>128%</b>	<b>24,244,530</b>	<b>2,704,281</b>	<b>27,514,609</b>	<b>113%</b>
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	27,000	21,104	78%	27,000	2,267	12,916	48%
Auxiliary Enterprises	2,251,000	2,496,109	111%	2,288,000	90,135	2,503,445	109%
Athletics	483,400	493,413	102%	487,200	40,773	488,695	100%
<b>Total Current Unrestricted</b>	<b>26,103,461</b>	<b>32,854,526</b>	<b>126%</b>	<b>27,046,730</b>	<b>2,837,456</b>	<b>30,519,665</b>	<b>113%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,157,859	1,606,383	139%	2,055,881	499	1,935,708	94%
Student Aid	5,033,468	3,541,114	70%	4,989,673	3,144	3,453,715	69%
<b>Total Current Restricted</b>	<b>6,191,327</b>	<b>5,147,497</b>	<b>83%</b>	<b>7,045,554</b>	<b>3,643</b>	<b>5,389,423</b>	<b>76%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,300,000	2,234,869	0%	5,000,000		665,322	0%
Projects from State STB Funds	0		0%	0	0	52,878	0%
Projects from General Fund	0		0%	0			0%
Projects from Private Funds	0		0%	0			0%
Interest Income (LGIP)	10,000	20,750	208%	10,000	3,932	28,743	287%
<b>Total Plant Funds</b>	<b>3,310,000</b>	<b>2,255,619</b>	<b>68%</b>	<b>5,010,000</b>	<b>3,932</b>	<b>746,943</b>	<b>15%</b>
<b>GRAND TOTAL REVENUES</b>	<b>35,604,788</b>	<b>40,257,642</b>	<b>113%</b>	<b>39,102,284</b>	<b>2,845,031</b>	<b>36,656,031</b>	<b>94%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### June 2016

100% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2015-16 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$45.16	5,898,788	\$2.85	17,668,988	720,659	465,000	255,659
Actual	August	\$35.51	6,117,230	\$2.76	17,591,052	678,487	465,000	213,487
Actual	September	\$40.02	6,000,461	\$2.81	17,818,034	679,100	465,000	214,100
Actual	October	\$40.75	6,059,129	\$2.75	18,623,279	704,218	465,000	239,218
Actual	November	\$36.54	5,895,503	\$2.56	17,591,186	594,349	465,000	129,349
Actual	December	\$29.81	5,565,429	\$2.41	15,996,106	489,235	465,000	24,235
Actual	January	\$25.60	5,776,954	\$2.18	15,894,801	426,723	465,000	(38,277)
Actual	February	\$25.37	5,345,690	\$2.09	16,448,866	379,449	465,000	(85,551)
Actual	March	\$30.65	6,199,048	\$2.02	18,685,606	544,160	465,000	79,160
Accrual	April					465,000	465,000	0
Accrual	May					465,000	465,000	0
Accrual	June					465,000	465,000	0
Y.T.D. Production Tax Revenue						6,611,380	5,580,000	1,031,380
Y.T.D. Equipment Tax Revenue						2,569,853	1,655,000	914,853
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>9,181,233</u>	<u>7,235,000</u>	<u>1,946,233</u>

*Source: New Mexico Taxation and Revenue Department*

**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**June 2016**

100% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	10,593,127	7102-1348	0.210%	3,932
Plus deposits	0			
Less withdrawals	0			
<b>Total LGIP investments</b>	<u><b>10,593,127</b></u>			<u><b>3,932</b></u>

Capital Projects	6/30/2016
Vehicles	50,000.00
Technology Upgrade	554,710.00
JASI	6,737.36
WHM South Gallery	266,594.43
Baseball Field	23,362.95
Rodeo	58,823.93
Luminis Software	2,993.00
Landscaping	298,306.33
Campus Signage	601.67
Dorm/Apartment Refurbish	436,427.97
Campus Construction	277,918.89
Oil & Gas Training	159,700.08
Public Sector	9,227.00
Campus Security	135,582.90
Lumens Software-Distance Learnng	5,000.00
Copier Replacement	274.00
Non-Recurring Compensation	152,169.10
Athletics	42,991.36
Student Life Programming	20,432.28
Warehouse/Cont Ed Remodel	669.00
Succession Plan	52,014.15
WHM Exhibits	31,064.39
Mansur Hall Upgrades	15,861.02
Senior Warm Water Wellness Ctr	5,000,000.00
Driving Range Upgrades	200,000.00
Entertainment Technology	2,363,954.03
Cafeteria Upgrade	213,738.32
Channel 19 Upgrade	32,719.62
FERPA & Title IX	8,564.50
Equestrian Center	3,000,000.00
Bob Moran Upgrades	60,914.39
Turf Replacement	82,781.47
WHM Titanic Exhibit	70,454.86
HVAC Software-Central Plant	200,000.00
Busing Support for Recruiting	6,000.00
HED Faculty Development	20,000.00
Workforce Training Contingency	3,435.52
<b>TOTAL</b>	<b>13,864,024.52</b>

## **Memo**

DATE: July 15, 2016  
TO: Mary Lou Vinson, Manny Gomez, Travis Glen, Zeak Williams, Hector Baeza, Ron Black  
FROM: Pat Chappelle, Board Chair – New Mexico Junior College  
SUBJECT: Board Travel Out-of-State

As per the New Mexico Junior College Board Policy Handbook – Board Travel Policy No. 301, I am seeking your approval for the NMJC Board Members to travel to New Orleans, LA to attend the American Association of Community College Trustees (ACCT) Annual Conference.

As you know, ACCT is the professional organization that represents community college board members. Additionally, the ACCT Board Training and expertise in community college issues will serve the NMJC Board extremely well as we forge a new era with a new president.

If more than three NMJC Board members are attending the ACCT Conference, we will need to publish a notice that a possible quorum will exist and no business will be transacted. If you plan to attend the annual ACCT Conference, please let Norma know as soon as possible.

Thank you for your consideration.



NEW MEXICO JUNIOR COLLEGE

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**Bill Morrill**

Director of Administrative Services

July 13, 2016

To: NMJC Board  
Dr. Kelvin Sharp

Fr: Bill Morrill 

Re: NMJC Employee Manual

I am asking for the NMJC Board to approve the revisions to the New Mexico Junior College Employee Manual for the 2016—2017 year. I have attached copies of the proposed changes to this document and will be more than happy to answer any questions/concerns you might have.

## NMJC Employee Handbook Changes

2016-2017

Page 1	New Date  <b>07-21-2016</b>
Page 7	Definitions  Spouse—a husband or wife, as defined or recognized under state/ <b>federal</b> law for purposes of marriage, including common law marriage in states where recognized.
Page 10	Updated Organizational Chart
Policy 206	Employment Procedures, Regulation, Policies and General Information  Section 1.  D.     add (removed old section D)  <b>Degrees and credits shall be from colleges and universities which were accredited when degrees or credits were earned for the course work to apply to the schedule. For the purposes of educational achievement, only degrees conferred from institutions regionally or nationally accredited by accreditation agencies recognized and approved by the U.S. Department of Education shall be recognized. Degrees conferred from foreign institutions must go through an equivalency process by an equivalency accrediting agency.</b>  E.     add (remove old section E)  <b>Individuals being considered for faculty employee positions or current faculty must have at a minimum a Master’s Degree in subject matter or a Master’s Degree in a different field with a minimum of 18 hours of Master’s level class’ in the subject matter they are to provide formal instruction in. Any exceptions to this rule must be approved by the Vice President of Instruction. In order to avoid confusion, all graduate hours applied under this provision shall be reviewed by the appropriate Dean and Vice President of Instruction prior to the faculty member being offered a teaching position for the college.</b>
Policy 218	Tobacco products (add)  <b>This policy also prohibits the use of E-Cigarettes and vapor pens inside a NMJC College building or College vehicle.</b>
Policy 220	Travel Policy (add)

All NMJC Employee travel, for college related activities, must be pre-approved and the proper travel forms completed prior to the employee making the trip. Prior to utilizing or checking out a college vehicle, the appropriate request form must be signed and delivered to the NMJC Motor Pool. All NMJC Employees are required to sign a “Waiver release and indemnification agreement for travel in a personal vehicle being used for NMJC Business.” The form must have all required signatures before the employee uses their personal vehicle. After the form has been completed and all signatures obtained it will be kept in the Human Resources office. This form is good for only one year from the date it was signed by the employee and supervisors.

When multiple employees are going on the same trip every effort should be made to travel in the same vehicle and combine expenses. Employees who opt to travel separately and take a personal vehicle will be reimbursed mileage at the discretion of their supervisor.

Policy 227 Appearance and Public Relations (add)

Within these general boundaries, there shall be specified clothing not to be worn by office employees, professional staff and faculty while on duty--t-shirts, shorts, mini-skirts, sweat pants and/or nylon wind suits, tank/halter tops, sun dresses, and jeans (blue/black/white/red/colored).

However, Fridays are may be designated as jean days by the President.

Policy 240 Change heading for this policy from Employee Evaluations to Annual Goal Setting Session

Policy 243 ~~Support/Maintenance Employees:~~ Time Reporting (add)

Support, maintenance and designated professional employees under the provision of the Fair Labor Standards Act (FLSA) shall be required to report all time worked. Currently, our method of recording is by use of a time report form. Each support, maintenance and designated professional employees shall accurately record his/her time when reporting for work, when on his/her lunch period, when he/she leaves for the day, any overtime, compensation time or holidays.

Policy 245 Support, Maintenance Employees and certain Professional Employees: Overtime/Compensatory Time

Overtime is computed on a weekly not daily basis. NMJC employees that fall under this category must have permission from their supervisor prior to working overtime hours. Failure to do so will result in discipline up to and including termination of employment.

Any request to take compensatory time in lieu of overtime pay shall be in writing. The employee must be permitted to use comp time on the date requested unless doing so would “unduly disrupt” the operations of NMJC.

All overtime worked and compensatory time taken shall be approved in advance by the employee's supervisor and the **appropriate Vice President**.

Professional employees, **that don't fall under this section**, shall be responsible for ensuring that the requirements of the FLSA are met with respect to all **support/maintenance** employees under **the respective supervisor** **their supervision**.

Policy 303 Sick Leave Policy (strike the following)

No other custodial employees, **including supervisors who work part or all of the night shift**, are eligible for the incentive.

Policy 310 Tuition and Fee Privileges (add)

**Due to recent changes in the transferring of Physical Education Courses from Instruction to Continuing Education Department employees, or approved dependents, as stated in this policy will still be able to use their tuition free credit hours to participate as they have in the past.**

Page 126 Affirmative Action Policy Statement

**Add Dr. Kelvin Sharp signature and date**

Page 135 Sexual Harassment Policy (add/remove the following)

IV. Policies and Procedures for Employees

Charges of sexual harassment shall be made **no later than sixty (60) days** **as soon as possible** after the alleged occurrence.

V. Policies and Procedures for Students

Charges of sexual harassment shall be made **no later than sixty (60) days** **as soon as possible** after the alleged occurrence.

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date July 13, 2016

Candidate's name Stephanie K. Ferguson

Position title Dean of Distance Learning and Professional Studies

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 \*8/1/2016      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funding

Paid advertising beyond \*standard HigherEdJobs.com

(\*Standard: The Hobbs News-Sun, NMJC Website)

Posted salary range \$62,811 to \$94,216      Recommended annual salary \$72,266      Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2910 61301 115 100%

Recommended and approved by:

  
\_\_\_\_\_  
Supervisor

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

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

  
\_\_\_\_\_  
President

- Selection Committee Members:** Delores Thompson – Director of Nursing - Chairperson  
Dr. Dennis Atherton – Vice President of Instruction  
Sherhil Alcos – Distance Learning Instructional Designer  
Steven Blandin – Director of Instructional Technology  
Courtney Puryear – Director of Energy Programs  
Carol Marquez – Administrative Secretary – Auto Tech/AVHS

Comments: Dr. Ferguson, with a Ph.D. in Special Education/Gifted Studies and more than fourteen years of applicable experience,  
meets and/or exceeds the minimum requirements for this position.

\*pending background check

## ABBREVIATED RESUME

### Position

Dean of Distance Learning and Professional Studies

### Personal Data

Name: Stephanie K. Ferguson

### Education

Ph.D., The University of Southern Mississippi, Hattiesburg, MS, 2002  
Major: Special Education/Gifted Studies

M.Ed., Southeastern Louisiana University, Hammond, LA, 1998  
Major: Curriculum & Instruction/Secondary Gifted Education

B.S.Ed., Millersville University of Pennsylvania, Millersville, PA, 1989  
Major: Secondary English Education

### Professional Experience

University of the Southwest, Hobbs, NM 07/2015 to Present  
Director of Instructional Design and Academic Support, Program Director for Special Education and Educational Diagnostics, Coordinator of Special Programs – School of Education, Title IX Coordinator and Adjunct Faculty

University of Phoenix, Phoenix, AZ 11/2009 to Present  
Enhanced Faculty/Lead Faculty ACCESS Program, Certified Advanced Facilitator Online, Online Faculty for School of Advanced Studies, Dissertation Chair and Committee Member  
Practitioner Faculty and Online Education Faculty 2002 to 2003

Mary Baldwin College, Staunton, VA  
Executive Director of Early College Program 07/2011 to 06/2015  
Director of Program for Exceptionally Gifted 07/2005 to 06/2015  
Adjunct Faculty – Supervision of Student Teaching, Education on campus and online, Psychology and Leadership Studies 2007 to 2015

University of Virginia, Charlottesville, VA  
Lecturer/General Faculty – Curry School of Education, Graduate School 2012 to 2013  
Director of Saturday and Summer Enrichment Programs 01/2005 to 06/2007

University of Arizona South, Sierra Vista, AZ 07/2003 to 01/2005  
Assistant Professor and Coordinator of Secondary Education

University of South Florida, Tampa, FL 2002 to 2003  
Online Lecturer for Gifted Education

Cochise College, Douglas, AZ Associate Professor of English and Associate Online Faculty	08/2002 to 07/2003
Southeastern Louisiana University, Hammond, LA Gifted Education Online Lecturer and Gifted Education Visiting Assistant Professor	2001 to 2003
The University of Southern Mississippi, Hattiesburg, MS Gifted Studies Instructor, Graduate Research Assistant, Administrative Intern	1999 to 2001
Franklinton Junior High School, Franklinton, LA Guidance Director/Secondary English, Spanish and Gifted Teacher Teacher of the Gifted, grades 6-8	1998 to 2000 1996 to 1998

**Licenses - Certifications:**

Louisiana Teaching Certificate – Type A, English and Academically Gifted  
 Pennsylvania Teaching Certificate – Type 61, English  
 Advanced Facilitator Certification, University of Phoenix - 2012  
 Title IX Investigator Certification - 2015  
 Blackboard – GUI Administrator Certification – 2015

**Professional Associations:**

Appointment to NCATE/CAEP Board of Reviewers (2009)  
 Sigma Delta Tau Honor Society  
 Phi Delta Kappa Honor Society

**Honors and Awards:**

Outstanding Service to Gifted Children Honor Roll (SENG) - 2012  
 WalMart Foundation Teacher of the Year (2000)  
 Fulbright Memorial Fund Teacher Scholar – Japan - 1999  
 State of Louisiana’s Outstanding Character Educator, 1<sup>st</sup> Place – 1999; Honorable Mention - 2000

**Publications:**

Reeves, D., & Ferguson, S.A.K. (2011) Building support for gifted children and your local parent group.  
 In J. Robbins (Ed.), *Parent groups; Starting and sustaining support for gifted children*. [E-Book]  
 Waco, TX: Prufrock Press.

Ferguson, S.A.K. (2004). *Social and emotional teaching strategies*. Waco, TX: Prufrock Press.

Karnes, F.A., & Nugent, S.A., (2003) *Profiles of influence in gifted education: Historical perspectives and future directions*. Waco, TX: Prufrock Press.



# New Mexico Junior College

## Career Opportunities

### Position Announcement • June 2016

**Position Title:** Dean of Distance Learning and Professional Studies

**Position Description:** The Dean of Distance Learning and Professional Studies reports to the Vice President for Instruction. The duties and responsibilities shall be, but are not limited to, the following: Manage all aspects of the division including: 1. Coordinate and supervise all activities within the instructional sector including off-campus offerings; 2. Recommend to the V. P. for Instruction concerning all matters related to the operation of the instructional sector; 3. Advise the V. P. for Instruction in matters of policy concerning the instructional sector; 4. Manage all part-time instructors; 5. Evaluate all professional, classified and faculty staff members within the instructional sector; 6. Coordinate and supervise the financial matters of the instructional sector and make recommendations to the V.P. for Instruction concerning the instructional budget; 7. Provide in-service orientation and training for professional staff members and assist the professional, classified, and faculty staff members within the instructional sector with the improvement of instruction, through the Professional Development Plan (PDP); 8. Participate in the recruitment and employment of professional, classified and faculty staff members, full-time and part-time, within the instructional sector and make recommendation of candidates to the VP for Instruction; 9. Recommend full-time and part-time teaching assignments; 10. Participate in the pre-enrollment activities of the college; 11. Assist with the preparation of the college catalog and other publications related; 12. Supervise and keep all records for the instructional sector including a current equipment inventory; 13. Furnish the college bookstore manager with lists of text-books and other instructional materials to be used; 14. Supervise and assist in the making recommendations concerning secretarial/clerical personnel; 15. Accept other duties as assigned by the Vice President; 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:** A Master's degree is required. Experience in Distance Learning is preferred. All degrees must be in hand at time of hire and must be from regionally accredited institutions. Teaching experience at the community college or university level is preferred. Previous community college administrative experience is preferred. Computer proficiency is required.

**Salary/Benefits:** This is a full-time, exempt, twelve-month administrative position. Salary range is \$62,811 to \$94,216 commensurate with education and experience. Standard employee benefits apply.

**Application Deadline:** Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of complete applications by qualified applicants.

**To Apply:** Submit 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), your resume, unofficial transcripts for **all** degrees listed on resume (official transcripts required prior to employment), three references with current addresses and phone numbers.

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

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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 7, 2016

Candidate's name Elizabeth D. Crandall

Position title Dean of Business, Math and Sciences

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 8/1/2016 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funding

Paid advertising beyond \*standard HigherEdJobs.com  
(\*Standard: The Hobbs News-Sun, NMJC Website)

Posted salary range \$74,662 to \$111,994 Recommended annual salary \$79,000 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2801 61301 115 100%

**Recommended and approved by:**

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

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

Selection Committee Members: Dianne Marquez– Dean of Arts and Humanities

Dr. Dennis Atherton – Vice President of Instruction

Dr. Steve Hill – Dean of Distance Learning & Professional Studies

Dr. Walter Journigan – Professor of Psychology

Marcia Galyean – Administrative Assistant – Business, Math & Science

Comments: Dr. Crandall, with an Ed.D in Educational Leadership and more than twenty-three years of applicable experience, meets and/or exceeds the minimum requirements for this position.

## ABBREVIATED RESUME

### **Position**

Dean of Business, Math and Sciences

### **Personal Data**

Name: Elizabeth D. Crandall

### **Education**

Ed.D., Arkansas State University, Jonesboro, AR, 2015

Major: Educational Leadership

S.C.C.T., Arkansas State University, Jonesboro, AR, 2009

Major: Specialist in Community College Teaching

A.A.S., University of Arkansas Community College, Batesville, AR, 2001

Major: Computer Networking

M.T., St. Vincent's Medical Center, Bridgeport, CT, 1983

Major: Medical Technology

M.S., University of Connecticut, Storrs, CT, 1982

Major: Zoology

B.S., University of West Florida, Pensacola, FL, 1979

Major: Biology

A.A., Palm Beach Junior College, Lake Worth, FL, 1976

Major: Biology

### **Professional Experience**

University of Arkansas Community College at Batesville, Batesville, AR                      08/1997 to Present  
Lead Life Science Professor

Lyon College, Batesville, AR    08/1995 to 07/1997  
Environmental Science, Biology, Microbiology & Chemistry Visiting Instructor

Harding University, Searcy, AR    1996 to 1997  
Anatomy and Physiology Adjunct Instructor

Arkansas State University at Beebe, Searcy, AR    1995  
Biology Adjunct Instructor

Crowley's Ridge College, Paragould, AR    08/1991 to 06/1995  
Human Anatomy & Physiology, Biology, Physical Science, & Chemistry Assistant Professor

Palm Beach Community College, Central Campus, Lake Worth, FL                                      1990 to 1991  
Chemistry, Environmental Conservation and Biology Adjunct Professor

Palm Beach Community College, North Campus, Palm Beach Gardens, FL                      01/1986 to 06/1991  
Biology, Environmental Conservation, Physical Science and Microbiology Assistant Science Professor

JFK Memorial Hospital, Lake Worth, FL    1983 to 1985  
Clinical Microbiologist and Instructor

**Licenses:**

Medical Technologist (ASCP) MT154324

**Professional Memberships:**

American Society of Clinical Pathologists (ASCP)  
Human Anatomy and Physiology Society (HAPS)

**Awards:**

NISOD Excellence Award, 2006  
AATYC Outstanding Faculty Award, 2005  
Outstanding Faculty Award, University of Arkansas at Batesville, 2005  
Who's Who Among American Teachers, 2002-2007  
Who's Who Among American Science Teachers, 1999  
Outstanding Faculty Award, Crowley's Ridge College, 1995  
Outstanding Phi Theta Kappa Advisor Award, Palm Beach CC, North Campus, 1989

**Presentations:**

"Curriculum Alignment of Introductory Biology in AR Community Colleges," ACC Conference, 2015  
"Anatomy and Physiology Survival Series, an update," AATYC Annual Conference, 2014  
"Anatomy and Physiology Survival Series," AATYC Annual Conference, 2012  
"Real Life Outcomes for Real Life Curriculum," AATYC Annual Conference, 2011  
Program Learning Outcomes Workshops. Presented to the Division of Arts and Humanities, and the Division of Math and Science, April, 2015.  
"Meet with Your Division" presentations at Student Orientation, 2012-present  
"Developing Learning Outcomes for Curriculum and Programs." Seminar for faculty at University of Arkansas Community College at Batesville, 2010  
"Careers in Sciences." UACCB Career Day, October, 2004-2007  
"The Career Pathway Model of Palm Beach Community College." UACCB, In-Service Professional Development and in-house report, August, 2006  
"Collaborative and Active Learning in Life Sciences." University of Arkansas Community College at Batesville Brown Bag Lunch, Fall, 2004

**Leadership Roles**

- Lead Life Science Faculty, 1997 to present
- Chair of Faculty Senate Faculty Affairs Committee, 2013 - 2015
- President Faculty Senate, 2012-2013; Vice President, 2011-2012
- Faculty Representative on Chancellor's Advisory Committee, 2010
- Mentor new University of Arkansas Community College Life Science faculty, 1997 to present
- Co-Chair of Web Page Design Committee, 2001 - 2003
- Assessment Coordinator at University of Arkansas Community College at Batesville, 1997-2014



# New Mexico Junior College

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## Career Opportunities

### Position Announcement • May 2016

**Position Title:** Dean of Business, Math and Sciences

**Position Description:** The Dean of Business, Math and Sciences reports to the Vice President for Instruction. The duties and responsibilities shall be, but are not limited to, the following: Manage all aspects of the division including: 1. Coordinate and supervise all activities within the instructional sector including off-campus offerings; 2. Recommend to the V. P. for Instruction concerning all matters related to the operation of the instructional sector; 3. Advise the V. P. for Instruction in matters of policy concerning the instructional sector; 4. Manage all part-time instructors; 5. Evaluate all professional, classified and faculty staff members within the instructional sector; 6. Coordinate and supervise the financial matters of the instructional sector and make recommendations to the V.P. for Instruction concerning the instructional budget; 7. Provide in-service orientation and training for professional staff members and assist the professional, classified, and faculty staff members within the instructional sector with the improvement of instruction, through the Professional Development Plan (PDP); 8. Participate in the recruitment and employment of professional, classified and faculty staff members, full-time and part-time, within the instructional sector and make recommendation of candidates to the VP for Instruction; 9. Recommend full-time and part-time teaching assignments; 10. Participate in the pre-enrollment activities of the college; 11. Assist with the preparation of the college catalog and other publications related; 12. Supervise and keep all records for the instructional sector including a current equipment inventory; 13. Furnish the college bookstore manager with lists of text-books and other instructional materials to be used; 14. Supervise and assist in the making recommendations concerning secretarial/clerical personnel; 15. Accept other duties as assigned by the Vice President; 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:** A Master's degree is required. A Master's degree in one of the supervised disciplines is preferred. All degrees must be in hand at time of hire and must be from regionally accredited institutions. Teaching experience at the community college or university level is preferred. Previous community college administrative experience is preferred. Computer proficiency is required.

**Salary/Benefits:** This is a full-time, exempt, twelve-month administrative position. Salary range is \$74,662 to \$111,994 commensurate with education and experience. Standard employee benefits apply.

**Application Deadline:** June 3, 2016, 5:00 p.m. Interviews will be conducted by a selection committee and will commence upon receipt of complete applications by qualified applicants.

**To Apply:** Submit 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), your resume, unofficial transcripts for **all** degrees listed on resume (official transcripts required prior to employment), three 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 18, 2016

Candidate's name Shanna H. LaCount

Position title Director / Professor of Equine

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, Clay Hardin

Effective date of employment \*08/15/2016 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard HigherEdJobs.com  
(\* Standard: The Hobbs News-Sun, NMJC Website)

Posted salary range \$55,516 to \$83,274 Recommended annual salary \$ 64,880 Prorated salary  yes  no

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

**Recommended and approved by:**

Supervisor \_\_\_\_\_  
*Dennis Atherton*  
Vice President

*Kevin W Sharp*  
Dean/Director  
President

Selection Committee Members: Dr. Dennis Atherton – Vice President for Instruction

Dr. Kelvin Sharp – President

Marty Eakin – Head Rodeo Coach

J.E. Teague – Board Member WHM /LCCHF

Comments: Dr. LaCount with a Doctorate in Veterinary Medicine and more than seven and one half years of applicable experience meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### **Position**

Director / Professor of Equine

### **Personal Data**

Name: Dr. Shanna H. LaCount

### **Education**

D.V.M., Colorado State University, Fort Collins, CO, 2011  
Major: Veterinary Medicine and Biomedical Sciences

B.S., New Mexico State University, Las Cruces, NM, 2007  
Major: Animal Science

### **Professional Experience**

HD Veterinary Services, LLC, Lovington, NM June 1, 2012 to Present  
Veterinarian/Owner

Above and Beyond Pet Care Hospital, Lubbock, TX 10/2014 to Present  
Associate Veterinarian

Equine Sports Medicine and Surgery, Weatherford, TX 06/01/2011 to 05/31/2012  
Intern Veterinarian

Brock Veterinary Clinic, Lamesa, TX Summers 2008 & 2009  
Veterinary Technician/Extern

Equine Sports Medicine and Surgery, Sunland Park, NM 2/2006 to 08/2006  
Veterinary Technician/ICU Technician

New Mexico State University, La Cruces, NM 08/2006 to 05/2007  
Academic Research and Teaching Assistant

### **Licenses/Certifications:**

New Mexico License of Veterinary Medicine  
Texas License of Veterinary Medicine  
Certified in Animal Acupuncture

### **Publications:**

**Hardin SN, Potts LB, Waggoner JW, Loest C, and Turner JL.** Dietary Capsaicin Does Not Alter Synovial Concentrations of Prostaglandin E2 or the Acute Phase Response in Aged Horses after Antigenic Challenge. *Journal of Equine Veterinary Science*. 2007; 27(11): 494-497  
Presented at Equine Science Symposium; Baltimore, Maryland, June 2007

### **Organizations:**

American Association of Equine Practitioners, 2007 to present  
AVMA Member, 2007 to present  
New Mexico State 4-H Program – 1992 - 2004



# New Mexico Junior College

## Career Opportunities

**Position Announcement • May 2016** (revised 5/2016)

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

**Position Description:** The Director / Professor of Equine reports to the Dean of Distance Learning and Professional Studies and responsibilities shall be, but are not limited to, the following: (1) teach Equine classes (day and/or evening/s and/or on-line) as enrollment requires; (2) actively and continually recruit students to the Equine 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; (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; (12) care and management of livestock; (13) maintain and care of facilities and arenas; and (14) 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 field is preferred. A Bachelor's degree in a related Equine 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. Knowledge, skills and abilities: (1) knowledge of proper methods of caring, feeding and keeping of horses; (2) knowledge of on-line education delivery methods, practices, and software; (3) knowledge of marketing and promotional methods and techniques; (4) knowledge and experience in western horsemanship, horse training and equine management; (5) skills in establishing and maintaining contact with equine industry professionals to stay current on industry demand and to establish effective working relationships. (6) skills in project management; (7) Ability to manage and develop growth on the NMJC Equine Program; (8) ability to manage Course/Program Assessment; (9) ability to manage budget and allocations; (10) ability to operate a personal computer and related software, and standard office equipment; and (11) the ability to promote and maintain the mission and vision of NMJC and the NMJC Equine Program. NOTE: **Computer proficiency is required.**

**Salary/Benefits:** This is a 12 month professional position with a starting salary range of \$55,516 to \$83,274 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 Friday, June 24, 2016.

**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), and three references with current addresses and phone numbers.

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

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## Memorandum

**To:** Dr. Sharp  
**From:** Dr. Michele Clingman  
**Date:** July 13, 2016  
**RE:** Request Board Approval for Employment of Relative: Administrative Assistant – Enrollment Management

After reviewing applications for the Administrative Assistant – Enrollment Management, I would like to recommend Ms. Sonya Agnew for the vacancy. Per the 2014-2015 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Ms. Agnew is related to Clint Agnew, Public Safety Officer.

Pending Board approval, I would like for Ms. Agnew to start full-time employment on Monday, July 25, 2016, if the background check has been completed.

Thank you for your consideration.



Dr. Michele Clingman  
Dean of Enrollment Management