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
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 andBrittanee 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 Saucedea 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 Sauceda 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 3rd 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 1st in the 3rd 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 80th Annual Conference is being held on the NMJC campus from June 20th through 24th 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.

_________________________  ____________________________
Pat Chappelle, Chair        Ron Black, Secretary
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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty salaries</td>
<td>$5,391,984.00</td>
<td>29%</td>
</tr>
<tr>
<td>Professional salaries</td>
<td>$5,085,925.00</td>
<td>27%</td>
</tr>
<tr>
<td>Support salaries</td>
<td>$3,363,931.00</td>
<td>18%</td>
</tr>
<tr>
<td>Benefits</td>
<td>$4,841,769.00</td>
<td>26%</td>
</tr>
<tr>
<td>Total salaries &amp; benefits</td>
<td>$18,683,609.00</td>
<td>100%</td>
</tr>
</tbody>
</table>

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
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

<table>
<thead>
<tr>
<th>Fund</th>
<th>2014-15</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expended or Encumbered</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>11,018,956</td>
<td>10,023,380</td>
</tr>
<tr>
<td>Academic Support</td>
<td>2,424,460</td>
<td>2,416,863</td>
</tr>
<tr>
<td>Student Services</td>
<td>2,074,588</td>
<td>1,926,554</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>4,746,075</td>
<td>4,343,755</td>
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<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>3,808,548</td>
<td>3,887,168</td>
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<tr>
<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>24,072,627</td>
<td>22,597,720</td>
</tr>
<tr>
<td>Student Activities</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Internal Service Departments</td>
<td>150,266</td>
<td>154,064</td>
</tr>
<tr>
<td>Student Aid</td>
<td>868,551</td>
<td>879,309</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,884,288</td>
<td>2,139,827</td>
</tr>
<tr>
<td>Athletics</td>
<td>1,425,760</td>
<td>1,487,500</td>
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<tr>
<td><strong>Total Current Unrestricted Fund</strong></td>
<td>28,401,492</td>
<td>27,258,420</td>
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<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>2,496,540</td>
<td>1,591,543</td>
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<tr>
<td>Student Aid</td>
<td>5,033,468</td>
<td>3,622,519</td>
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<tr>
<td><strong>Total Current Restricted Fund</strong></td>
<td>7,530,008</td>
<td>5,214,062</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from Institutional Funds</td>
<td>8,757,760</td>
<td>4,949,182</td>
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<tr>
<td>Projects from State GOB Funds</td>
<td>3,050,000</td>
<td>2,811,681</td>
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<td>Projects from State STB Funds</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Projects from General Fund</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Projects from Private Funds</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Projects from State ER&amp;R</td>
<td>332,720</td>
<td>329,631</td>
</tr>
<tr>
<td>Projects from State BR&amp;R</td>
<td>597,281</td>
<td>456,486</td>
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<tr>
<td><strong>Subtotal - Capital and BR&amp;R</strong></td>
<td>12,737,761</td>
<td>8,567,717</td>
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<tr>
<td>Debt Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>276,000</td>
<td>0</td>
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<tr>
<td><strong>Total Plant Funds</strong></td>
<td>13,013,761</td>
<td>8,567,717</td>
</tr>
<tr>
<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>48,945,261</td>
<td>41,040,199</td>
</tr>
</tbody>
</table>
## Revenue Report
### June 2016

100% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2014-15</th>
<th>2015-16</th>
<th>Percentage of Budget Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revenue</td>
<td>Revenue Received</td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>3,684,200</td>
<td>3,937,322</td>
<td>107%</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>6,047,200</td>
<td>6,189,466</td>
<td>102%</td>
</tr>
<tr>
<td>Advalorem Taxes - Oil and Gas</td>
<td>7,235,000</td>
<td>11,826,562</td>
<td>163%</td>
</tr>
<tr>
<td>Advalorem Taxes - Property</td>
<td>6,003,500</td>
<td>7,406,600</td>
<td>123%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>4,000</td>
<td>3,026</td>
<td>76%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>368,161</td>
<td>480,924</td>
<td>131%</td>
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<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>23,342,061</td>
<td>29,843,900</td>
<td>128%</td>
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<tr>
<td>Student Activities</td>
<td>0</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>27,000</td>
<td>21,104</td>
<td>78%</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>2,251,000</td>
<td>2,496,109</td>
<td>111%</td>
</tr>
<tr>
<td>Athletics</td>
<td>483,400</td>
<td>493,413</td>
<td>102%</td>
</tr>
<tr>
<td>Total Current Unrestricted</td>
<td>26,103,461</td>
<td>32,854,526</td>
<td>126%</td>
</tr>
<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,157,859</td>
<td>1,606,383</td>
<td>139%</td>
</tr>
<tr>
<td>Student Aid</td>
<td>5,033,468</td>
<td>5,541,114</td>
<td>139%</td>
</tr>
<tr>
<td>Total Current Restricted</td>
<td>6,191,327</td>
<td>5,147,497</td>
<td>83%</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Rep.</td>
<td>3,300,000</td>
<td>2,234,869</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from General Fund</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from Private Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Interest Income (LGIP)</td>
<td>10,000</td>
<td>20,750</td>
<td>208%</td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>3,310,000</td>
<td>2,255,619</td>
<td>68%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>35,604,788</td>
<td>40,257,642</td>
<td>113%</td>
</tr>
</tbody>
</table>
## NEW MEXICO JUNIOR COLLEGE
### Oil and Gas Revenue Report
#### June 2016

100% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales Distribution</th>
<th>Price per BBL</th>
<th>Lea County BBLs sold</th>
<th>Price per MCF</th>
<th>Lea County MCF sold</th>
<th>Monthly Revenue 2015-16</th>
<th>Variance Over (Under)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual July</td>
<td>$45.16</td>
<td>5,898,788</td>
<td>$2.85</td>
<td>17,668,988</td>
<td>720,659</td>
<td>255,659</td>
</tr>
<tr>
<td>Actual August</td>
<td>$35.51</td>
<td>6,117,230</td>
<td>$2.76</td>
<td>17,591,052</td>
<td>678,487</td>
<td>213,487</td>
</tr>
<tr>
<td>Actual September</td>
<td>$40.02</td>
<td>6,000,461</td>
<td>$2.81</td>
<td>17,818,034</td>
<td>679,100</td>
<td>214,100</td>
</tr>
<tr>
<td>Actual October</td>
<td>$40.75</td>
<td>6,059,129</td>
<td>$2.75</td>
<td>18,623,279</td>
<td>704,218</td>
<td>239,218</td>
</tr>
<tr>
<td>Actual November</td>
<td>$36.54</td>
<td>5,895,503</td>
<td>$2.56</td>
<td>17,591,186</td>
<td>594,349</td>
<td>129,349</td>
</tr>
<tr>
<td>Actual December</td>
<td>$29.81</td>
<td>5,565,429</td>
<td>$2.41</td>
<td>15,996,106</td>
<td>489,235</td>
<td>24,235</td>
</tr>
<tr>
<td>Actual January</td>
<td>$25.60</td>
<td>5,776,954</td>
<td>$2.18</td>
<td>15,894,801</td>
<td>426,723</td>
<td>(38,277)</td>
</tr>
<tr>
<td>Actual February</td>
<td>$25.37</td>
<td>5,345,690</td>
<td>$2.09</td>
<td>16,448,866</td>
<td>379,449</td>
<td>(85,551)</td>
</tr>
<tr>
<td>Actual March</td>
<td>$30.65</td>
<td>6,199,048</td>
<td>$2.02</td>
<td>18,685,606</td>
<td>544,160</td>
<td>79,160</td>
</tr>
</tbody>
</table>

| 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
Y.T.D. Equipment Tax Revenue: 2,569,853

Total Year-to-Date Oil & Gas and Equipment Tax Revenue: 9,181,233

Source: New Mexico Taxation and Revenue Department
# NEW MEXICO JUNIOR COLLEGE
## Schedule of Investments
### June 2016

100% of Year Completed

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Amount Invested</th>
<th>Account Number</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Mexico</td>
<td>10,593,127</td>
<td>7102-1348</td>
<td>0.210%</td>
<td>3,932</td>
</tr>
<tr>
<td>Plus deposits</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less withdrawals</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total LGIP investments</td>
<td>10,593,127</td>
<td></td>
<td></td>
<td>3,932</td>
</tr>
</tbody>
</table>

**Capital Projects**

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

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.

E.  add (remove old section E)

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.

Policy 218  Tobacco products (add)

This policy also prohibits the use of E-Cigarettes and vapor pens inside a NMJC College building or College vehicle.

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 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 employee 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’s 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)

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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

Dean/Director

Vice President

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.

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*pending background check

rev. 6-28-01
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 2001 to 2003  
Gifted Education Online Lecturer and Gifted Education Visiting Assistant Professor

The University of Southern Mississippi, Hattiesburg, MS 1999 to 2001  
Gifted Studies Instructor, Graduate Research Assistant, Administrative Intern

Franklinton Junior High School, Franklinton, LA 1998 to 2000  
Guidance Director/Secondary English, Spanish and Gifted Teacher  
Teacher of the Gifted, grades 6-8 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, 1st Place – 1999; Honorable Mention - 2000

**Publications:**

  In J. Robbins (Ed.), Parent groups; Starting and sustaining support for gifted children. [E-Book]  
  Waco, TX: Prufrock Press.


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: 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 (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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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.
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

Dean/Director

Vice President

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 Galvayen – 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
  Lead Life Science Professor 08/1997 to Present

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

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

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

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

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

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

JFK Memorial Hospital, Lake Worth, FL
  Clinical Microbiologist and Instructor 1983 to 1985
University of Connecticut, Storrs, CT 1980 to 1981

Teaching Assistant

**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 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
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
“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
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 (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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“Equal Opportunity Education and Employment”
1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (505) 492-2790 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: kmiller@nmjc.edu
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

(4* 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

Dean/Director

Vice President

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  

rev. 6-28-01
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
   Veterinarian/Owner
   June 1, 2012 to Present

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

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

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

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

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

Licenses/Certifications:
New Mexico License of Veterinary Medicine
Texas License of Veterinary Medicine
Certified in Animal Acupuncture

Publications:

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
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 (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.
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.

[Signature]

Dr. Michele Clingman
Dean of Enrollment Management