NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, July 24, 2003
Zia Room - Library
4:00 p.m.

AGENDA

A. Welcome

B. Adoption of Agenda

C. Approval of Minutes of June 19 & July 10, 2003

D. Correspondence

E. President’s Report

F. New Business
   1. Monthly Expenditures Report
   2. Monthly Revenue Report
   3. Oil and Gas Revenue Report
   4. Schedule of Investments
   5. Consideration of Removal of Major & Minor Inventory
   6. Consideration of Research Policy and Procedures
   7. Consideration of Employee Handbook change
   9. Consideration of Staff Wellness Program
  10. Retirement Resolution
  11. Personnel Consideration – Director of Learning and Assessment
  12. Personnel Consideration – Professor of AVHSHO/AH

G. Public Comments

H. Announcement of Next Meeting

I. Adjournment

Larry Hanna
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Pat Chappelle
Steve McCleery
Dan Hardin
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   Larry Hanna
NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JUNE 19, 2003

MINUTES

The New Mexico Junior College Board met on Thursday, June 19, 2003, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Phillip Jones; Mr. John Hice, Jr.; Ms. Pat Chappelle; Mrs. Yvonne Williams; Mr. Guy Kesner; and Mr. Wade Cavitt. Not present was Mr. Larry Hanna.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Beth Hahn, Hobbs News Sun; Slick Duncan, NMJC Foundation; and Lynda McCleery.

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

Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously approved the minutes of May 15, 2003.

Under Correspondence, Mr. Jones read a thank-you card from Mary Jane Ward, Caton Middle School in Eunice, expressing her appreciation to Charley Carroll for his recent custodian workshop.

Under President's Report, Dr. McCleery reported that the Commission on Higher Education last week approved the budget and the capital projects will be presented next week. The Jal election is scheduled for October 28, 2003. Rich Fleming informed the board that Dr. McCleery received the Paul Harris Fellow Award today at Rotary Club.

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

Donna Richards presented Re-award RFP #77 – Preparation of Mailing List, Labeling, Printing, and Mailing of NMJC Class Schedules. The RFP was originally awarded to RSG Industrial Printing whose pricing did not include postage, as specified in the RFP. The administration recommends awarding the proposal to OakCreek Printing whose proposal conforms to the specifications issued by NMJC. Upon a motion by Mr. Kesner, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Ms. Richards presented Bid #935 – Re-roof for T-Bird and Zia Hall Dormitories on the NMJC Campus. The administration recommended acceptance of the bid from G & G Roofing, Inc. in the amount of $146,500 for the re-roofing of the NMJC dormitories.
using the built-up 4-ply roof system. Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Ms. Richards presented Bid #936 – Purchase of Hon Workstations and Furniture for New Mexico Junior College. The administration recommended acceptance of the bid from Sav-On Ltd. in the amount of $14,148.68 for workstations and furniture for the Criminal Justice department. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously accepted the recommendation.

Rich Fleming recommended Ms. Jonna Lindsey-Marion for the Professor of Nursing position with a nine-month salary of $31,250. Upon a motion by Mr. Cavitt, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Marion, effective August 11, 2003.

Dr. McCleery recommended that Jose Rivero be employed as a groundskeeper. Mr. Rivero is related to criminal justice department secretary Ms. Mary Ann Rivero. Upon a motion by Mr. Cavitt, seconded by Mr. Kesner, the board unanimously accepted the recommendation.

Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously voted to table the Consideration of Long Term Lease Agreement with NMJC Foundation.

Ms. Chappelle called for comments from the community. There being none, the next regular board meeting was scheduled for July 17, 2003, beginning at 4:00 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Kesner, seconded by Mr. Cavitt, the board meeting adjourned at 5:05 p.m.

__________________________
CHAIRMAN

__________________________
SECRETARY
NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JULY 10, 2003

MINUTES

The New Mexico Junior College Board met on Thursday, July 10, 2003, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mr. Phillip Jones; Mr. John Hice, Jr.; Mrs. Yvonne Williams; and Mr. Guy Kesner. Not present were Ms. Pat Chappelle and Mr. Wade Cavitt.

Mr. Hanna called the meeting to order and welcomed everyone present.

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

Under New Business, Rich Fleming recommended Ms. Charlotte Schmitz for the Professor of Mathematics position with a nine-month salary of $31,500. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Schmitz, effective August 11, 2003. Dr. Fleming recommended Ms. Jennifer Cain for the Professor of English position with a nine-month salary of $32,000. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Cain, effective August 11, 2003. Dr. Fleming recommended Ms. Susan Waters for the Professor of English position with a nine-month salary of $35,000. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Waters, effective August 11, 2003.

Upon a motion by Mr. Hice, seconded by Mr. Jones, the board meeting adjourned at 4:10 p.m.

__________________________
CHAIRMAN

__________________________
SECRETARY
May 12, 2003

Dr. Steve McCleery
New Mexico Jr. College
5317 North Lovingston Hwy
Hobbs, NM 88240

Ref. Wellness Program

Dear Dr. McCleery,

I am writing you on behalf of the New Mexico Jr. College Support Maintenance Council. The Council is in unanimous support of the Wellness Program. We want to encourage support staff, faculty and professional staff to participate and “get healthy”. Through the one hour a week release time that is proposed, we can establish a start for NMJC employees receive health information and exercise. We believe employees will contribute more of their time to exercise and proper diet; in turn this could help reduce sick time, create good morale and reduce work related injuries. Thank you for your time in presenting and believing in this program.

Sincerely,

Past Officers

Robert Wingo, President
Barbara Hicks, Vice President
Kim Birmingham, Secretary

Present Officers

Bill Rash, President
Randy Johns, Vice President
Shirley Conder, Secretary
New Mexico Junior College
Welfare Committee
July 15, 2003

Re: NMJC Wellness Program

Greetings,

We unanimously support the NMJC Wellness Program being submitted by the Support Staff and Maintenance. We feel that this will be a worthwhile addition the college non-compensatory plan.

Thank You

Robert Guthrie
Chairman, Welfare Committee
Memo

DATE: July 17, 2003
TO: New Mexico Junior College Board Members
FROM: Steve McCleery
SUBJECT: Ground Lease Agreement/Update

The attorneys are still working on the details of the Ground Lease between New Mexico Junior College and the Limited Liability Company of the New Mexico Junior College Foundation for campus housing. The approval of the Ground Lease has been removed from the NMJC Board agenda for the July Board meeting, and we will revisit the issue at a special meeting or at the August Board meeting.

Thank you.
March 17, 2003

Steve McLeery, EdD
President
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

Dear Dr. McLeery:

It is my pleasure to inform you that the Board of Commissioners approved the continuing accreditation of your nursing program at their meeting on February 26, 2003. The Commission approved the associate degree program for continuing accreditation, removed the warning, and scheduled the next evaluation visit for Fall 2010. The details of the accreditation visit and the decision put forth by the Commission have been sent to the head of your nursing program.

The National League for Nursing Accrediting Commission, and its predecessor, the National League for Nursing, have stood for standards of excellence for all types of nursing education for over 50 years. By choosing to be accredited by NLNAC, you and your faculty have demonstrated your commitment to the highest standards of nursing education. Your successful accreditation shows that your school does indeed meet these high standards.

Congratulations on this outstanding achievement. We look forward to continued successes for your nursing program.

If I or the staff can be of any assistance to you please do not hesitate to contact me.

Sincerely,

Barbara Grumet
Executive Director
State of New Mexico
Office of the Governor

February 28, 2003

Ms. Karen Cummings
3225 Cibola
Hobbs, NM 88240

Dear Karen,

I am pleased to take this opportunity to appoint you as a member of the Board of Nursing and do authorize and empower you to execute and fulfill the duties of that office according to law, and to hold said office with the rights and emoluments thereto legally appertaining unto you. I am confident you will be a valuable member of this board/commission and will fulfill your responsibilities with integrity and dedication.

Thank you for your willingness to serve the State of New Mexico through my administration.

Sincerely,

Bill Richardson
Governor of New Mexico

Attest:

Rebeca Vigil-Giron
Secretary of State
May 28, 2003

Dr. Steve McCleery, President
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

Dear Dr. McCleery,

Please accept this letter of commitment from the NMJC Del Norte Center in providing use of this facility as outlined in the document being prepared for the purposes of the proposed NMJC Wellness Program. The staff members at the NMJC Del Norte Center believe there is a lot of merit to beginning a wellness program involving all employees of New Mexico Junior College and we will do whatever we can to assist in this endeavor. We support the NMJC Wellness Program and hope that others will help to make this concept a reality. Imagine the benefits that fitness and wellness will bring to our organization if we can get all employees to participate. The possibilities are endless!

Sincerely,

Jeff McCool
Director, NMJC Del Norte Center
May 15, 2003

Dr. Steve McCleery, President
New Mexico Junior College
5317 Lovington Hwy.
Hobbs, NM 88240

Dear Dr. McCleery,

Please accept this letter of commitment from the Physical Education Department in providing instruction and campus facility use pertaining to individual fitness, exercise equipment, and fitness facilities as needed for the proposed staff wellness program – physical fitness component.

NMJC – Staff participants will be provided with the education and opportunity to:
- Develop an understanding of fitness and its effects of the body
- Develop and maintain a program of fitness
- Develop and understand components of fitness
- Develop and understand the various types of exercise/athletic equipment
- Develop and understand the importance and use of fitness facilities resources
- Develop and understand the values of fitness relating to physical, mental, and social growth.

NMJC – Staff participants will have available physical fitness:
- Individual and group lab testing and classroom activities
- Weight training facilities/activities
- Cardiovascular facilities/activities
- A variety of fitness facilities resource.

Again, the Physical Education Department Professors and Caster Activity Center Personel are excited about being a part of the NMJC – Staff Wellness Program, and the opportunities/benefits it can provide to the staff of New Mexico Junior College.

If we can be of further assistance, please do not hesitate to call on us.

Sincerely,

[Signature]

Richard Morris
Director of Athletics,
Chairman of Physical Education Department
NMJC Wellness Program

Mission Statement
The mission of the NMJC Campus Wellness Program is to promote organizational and individual wellness among members of the campus community through education and prevention.

Goals and Objectives
- Reduce Absenteeism (Sick Leave)
- Keep our medical claims utilization increase at national trends or below
- Keep our workers’ compensation utilization increase at national trends or below
- Increase preventative care usage of those employees who are covered by our health insurance plan
- Enhance NMJC’s image

Program Outline
- Each regular full-time employee who signs up for this program will be able to take one hour each week from work to participate in a physical activity.
- Each participant can use Caster Activity Center, the NMJC Del Norte Center, the NMJC Track, and the Lea County Walking and Jogging Path.
- Signup will be three times per year: summer, fall, and spring.
- Each campus department will handle signup, and the regular full-time employee and his or her supervisor will sign all forms. All records will be submitted to and maintained at the NMJC Del Norte Center.
- Each participant will be required to sign in and out at either Caster Activity Center or the NMJC Del Norte Center even when using the NMJC Track or the Lea County Walking and Jogging Path. The only exception will be the night crew; they will have to sign in and out at the warehouse or at the NMJC Del Norte Center since Caster Activity Center is closed during the time they work.
- Participants will be required to attend a wellness seminar before they can start the program.

What is Wellness?
Wellness is discovering one’s highest potential by striving to reach an optimal state of mind, body and spirit.

The six dimensions of the wellness model are:

1. Social: wellness fosters social growth, the ability to communicate and interact with others, the ability to recognize people's interdependence, and the importance of serving one's community.
2. Occupational: wellness focuses on enrichment through work, and academic and career choices necessary to fulfill career goals, and the means by which to develop skills necessary to reach those goals.
3. **Spiritual:** wellness develops inner peace and security, obtaining spiritual strength and a healthful sense of self.
4. **Physical:** wellness emphasizes healthful living and lifestyle choices.
5. **Intellectual:** wellness stimulates the desire to learn, increases awareness and curiosity, and creates and maintains the value of education and learning.
6. **Emotional:** wellness develops emotional health and maturity and promotes a positive attitude and self-image.

**Vision Statement**

The vision is to foster adoption of a wellness culture across the NMJC campus, and to offer such benefits as improved health, greater feelings of well being, heightened personal performance, reduced sick leave, and reduced medical expenditures.

- Hours are as follows: (weekdays only)
  - Night Crew--6 am to 7 am
  - Maintenance--3 pm to 4 pm
  - Support--4 pm to 5 pm
  - Security--Last hour of shift
  - Professional (must be coordinated with supervisor)
  - Faculty (must schedule an office hour)

The minimum that each employee can take is 20 minutes, and that can be used with the lunch hour or in the afternoon. Each participant can do this three times during the week but cannot take more than one hour from work each week.

This program is designed to give each participating employee a chance to take an hour from work each week to engage in an activity.

During this hour, the employee may utilize Caster Activity Center, the NMJC Del Norte Center, the NMJC Track, and the Lea County Walking and Jogging path.

Sign up for the program will be during fall, spring and summer I registrations. This program is optional. Newly hired regular full-time personnel will have to wait 90 days before they are eligible for the program. All records will be housed at the NMJC Del Norte Center. Hard copies will be kept for one year and then destroyed. Electronic copies will be stored permanently.

Both Centers will be open and available for use from 12 pm to 5 pm Monday-Friday for all groups except security and night custodial crew. Their time of use will be determined by their schedule and the Centers’ open hours.

It is recommended that a person engage in activity for a minimum of three hours each week. The college is giving the employee one hour but is asking the employee to give back two hours for this program to be successful. A participant may choose to schedule an Independent Program (on one’s own) by engaging in a physical activity three hours per week or by joining a Physical Fitness class that is offered by New Mexico Junior College. (See Table 1)

There are many Physical Fitness classes offered by New Mexico Junior College. Most classes have openings between 4 pm to 6 pm, as well as other times during the day. New
Mexico Junior College offers a benefit that allows the full-time employee to take three credit courses per semester, tuition free.

In a world where healthcare costs are taking an increasing bite out of budgets, implementation of programs that yield a reduction in these costs, or at least contain them, are no longer elective, but rather a necessary consideration for a financially prudent organization. A well-designed wellness/fitness program with a strong nutritional and fitness lifestyle emphasis will directly meet this need.

Management's goal in a productive wellness program must be viewed through the perspective of increased employee productivity, improved employee morale with respect to their relationship to the organization, decreased utilization of employer subsidized health benefits, and decreased employee absenteeism due to health related causes.

Obviously, an improvement in any of these areas will have a positive financial impact on the organization. The benefit from the employee's standpoint is improved health and energy levels, decreased body fat, and a more youthful, fit body. The most productive way to achieve both management's and the employee's goals is through a program that will provide the individual employee with an awareness of his or her current physical condition, an understanding of the benefits of attaining a "more fit" lifestyle, a plan that will permit the achievement of the necessary changes to physical condition that can be readily applied in the context of the employee's life, and a tracking system that will provide constructive feedback.

**Corporate Fitness Makes a Bottom Line Impact**

- **Reduced Absenteeism** - Dupont reduced absenteeism by 47.5% over six years for the corporate fitness program participants. Health Behavior, March 1992.

- **Reduced Health Care Costs** - Steel Case showed that medical claims costs were 55% lower for corporate fitness program participants than non-participants over a six-year period - an average of $478.61 for participants vs. $868.88 for non-participants. The American Journal of Health Promotion, September/October, 1991.

- **Reduced Turnover** - The Canadian Life Assurance Company found turnover among fitness program participants was 32.4% lower over a seven-year period compared with non-participants. Canadian Journal of Public Health, January/February, 1988.

- **Positive Return on Investment** - Blue Cross Blue Shield of Indiana found that its corporate fitness program had a 250% return on investment; $2.51 for every $1 invested over a five-year period. American Journal of Health Promotion, March/April, 1991.

- **Sick Leave Use Reduced** - The Travelers Corporation reported that its health promotion yielded a 19% reduction in sick leave use over the four-year study with a $3.40 return for every dollar spent, yielding a total corporate savings of $146 million in benefits costs. Wellness Councils of America (WELCOA), 1992.

- **Lower Health Care Expenditures** - Superior Coffee and Foods, a subsidiary of Sara Lee reports that the wellness program for its 1200 employees showed 22%
fewer hospital admissions, 29% shorter hospital stays, and 42% lower expenses per admission when compared to other divisions. Long-term disability costs were down by 40%. Wellness Councils of America (WELCOA), 1992.

The volume of data supporting the benefits to organizations that have initiated corporate wellness programs is overwhelming. When viewed from a cost benefit standpoint, an effective wellness program will always handsomely reward the organization as well as the individual participants.
New Mexico Junior College
Wellness Program Participation Sign up

☐ Spring  ☐ Summer  ☐ Fall

Date: ____________________________

Name: ____________________________

Department: _______________________

E-Mail: ____________________________

NMJC Wellness Program purpose: To provide 1 hour per week release time for NMJC employees to exercise.

Times and days need to be worked out with Supervisor.

Employees may use Caster Activity Center, the Lea County Walking and Jogging Path, the NMJC Del Norte Center, and/or the NMJC Track. (Please see guidelines for available times)

Informed Consent Waiver

I, the undersigned, wish to participate in the Wellness Program as offered by NMJC. I certify that I am physically able to participate in any activities in which I will take part. I also certify that I will use good judgment while exercising and will not overexert. I recognize that I am responsible for knowledge of my own state of health.

I realize that any time one engages in physical activity there are inherent dangers. I therefore accept any and all responsibility and assume the risk of any and all injury or damage to my person that may arise, whether directly or indirectly, as a result of my participation in the Wellness Program. I hereby release and hold harmless from any liability whatsoever the NMJC, as well as its affiliates, directors, officers, employees, and representatives.

I also agree to abide by the guidelines as established by the NMJC Wellness Program with the understanding that violation of such rules may result in withdrawal of or my privileges to utilize the Wellness Program facilities or to engage in the prescribed Wellness Program.

I certify that I understand and agree to the contents of this waiver.

Signed ____________________________ Date ____________________________

Supervisor Approval ____________________________
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Course #</th>
<th>Course Title</th>
<th>Time</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 101</td>
<td>Intro to Exercise</td>
<td>PY 111H</td>
<td>Fitness for Life</td>
<td>8-8:50</td>
<td>MWF</td>
</tr>
<tr>
<td></td>
<td>FOR CREDIT</td>
<td>PY 111H</td>
<td>Fitness for Life</td>
<td>11-11:50</td>
<td>MWF</td>
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<td>(offered fall and spring only)</td>
<td>PY 111H</td>
<td>Fitness for Life</td>
<td>12-12:50</td>
<td>MWF</td>
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<td>PY 111H</td>
<td>Fitness for Life</td>
<td>11-11:15</td>
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<td></td>
<td></td>
<td>PY 111L</td>
<td>Circuit Weight Training</td>
<td>11-11:50</td>
<td>MWF</td>
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<td></td>
<td></td>
<td>PY 111N</td>
<td>Techniques of Beginning Racquetball</td>
<td>11-12:15</td>
<td>TuTh</td>
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<td></td>
<td></td>
<td>PY 111S</td>
<td>Body Shaping/Fitness</td>
<td>4-5:15 (E)</td>
<td>TuTh</td>
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<td></td>
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<td>Fitness</td>
<td>PY 121D</td>
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<td>8-9:15</td>
<td>TuTh</td>
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<td></td>
<td>Program</td>
<td>PY 121D</td>
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<td>11-12:15</td>
<td>TuTh</td>
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<td></td>
<td></td>
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<td>Techniques of Intermediate Racquetball</td>
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<td></td>
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<td>8-8:50</td>
<td>MWF</td>
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<td></td>
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<td>PY 131G</td>
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<td>8-9:15</td>
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<td>MWF</td>
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<td></td>
<td></td>
<td>PY 131J</td>
<td>Aqua Fitness</td>
<td>8-9:15</td>
<td>TuTh</td>
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</table>
Steve McCleery

From:    Shoolaw@aol.com
Sent:    Wednesday, June 11, 2003 2:01 PM
To:      smccleery@nmjc.cc.nm.us
Subject: Re: NMJC Wellness Program Documents

Steve,

What a great idea! I have reviewed the documents which I approve. The college's liability exposure likely would be premises conditions or negligent supervision for allowing someone who is obviously endangering himself to participate in the program. I think the benefits far exceed the limited exposures which are generally covered by the college's general liability policy.

The original documents may be picked up at any time. Please let me know if you have other questions.

Very truly yours,

Bill Shoobridge
May 20, 2003

Mr. Richard Morris
New Mexico Junior College
5317 Lovington Highway
Hobbs, New Mexico 88240

Re: Approval of NMJC Wellness Program Participation Sign In Form

Dear Mr. Morris:

I have reviewed the Informed Consent Waiver form for participation in the Wellness Program. The document is acceptable. No written agreement can relieve the college for injuries caused by the college's negligent acts. Nevertheless, I do not have any problem with the agreement. The document does encourage compliance with safety guidelines.

Please let me know if you have further questions.

Very truly yours,

[Signature]

WILLIAM G. W. SHOOBRIDGE

/yj
President’s Report  
July 24, 2003

- Richard Morris - Academic All Americans

- Karen Cummings - Nursing Update

- Cc Nelson and Janice Spence - Jim Spence Golf Tournament

- Robert Dunsing - Enrollment Update

- Steve Davis - Smart Classroom Update

- Steve McCleery - Board Training with Wayne Newton - September 11 or September 25, 2003

- Steve McCleery - Capital Project Update
  - Student Center
  - Western Heritage
  - Doms
  - Circle Drive
  - SCT-Banner

- Larry Hanna - ACCT Annual Convention September 17-20
To: New Mexico Junior College Board Members  
From: Dan Hardin  
Date: July 11, 2003  
RE: Expenditure and Revenue Reports for June

June represents the last month of the fiscal year. The expenditure report represents expenditure totals that include funds expended, but not encumbered. For the month-end and yearend closing we released all of the encumbered funds that did not have invoices to be paid at yearend. This will give a better picture of actual expenditures for the year. As a result of releasing the encumbered funds, which in May was over $1,750,000.00, you will see some areas that have credit balances for the month. This yearend we have several large purchase orders in progress, such as the JASI (Joint Administrative Software Initiative), Western Heritage Center, smart classrooms, and campus facilities master plan. In July, when we open the new year, we will re-encumber funds on the outstanding purchase orders.

The budget for unrestricted funds is $15,791,636.00, and the expenditures for unrestricted funds is $15,637,511.00 or approximately 99% of the projected budget. We will have more items to be posted to the expense accounts before we completely close out the year, but we feel confident that we will not go over the total budgeted amount.

In the last Board meeting a question was raised concerning Auxiliary Enterprises. Auxiliary Enterprises consist of the Bookstore, Housing, and the Food Service. The total 2002-2003 budget for Auxiliary Enterprises is $1,315,353.00, while the expenses through June are $1,628,213.00. As has been noted in the past, the amount of expenditures over the budget in the Bookstore area are fringe benefits, charge outs, and cost of goods sold. The concern relates to the greater increase to the expenditure side than on the revenue side of the picture. The revenue side of Auxiliary Enterprises increased from a budget of $1,663,000.00 to the end of June total of $1,790,540.00. In reviewing the difference in the increase of the expense side as compared to the increase of the revenue side of the income and expense statement, the expense side increased by $312,860.00 and the revenue side increased by $127,540.00. The expense side has $153,019.69 in fringe benefits and CHE required interdepartmental charge out costs that were not budgeted. The remaining difference is due to the increase in the size of the inventory in the Bookstore.
Increase in Auxiliary Enterprises expenses $312,860.00
Increase in Auxiliary Enterprises revenue -127,540.00
Fringes and charge outs -153,019.69
Bookstore Inventory increase 2002 to 2003 -28,592.00
Net Difference 3,708.31

Hopefully, this gives you a better understanding of the difference the Auxiliary Enterprises increase in expense as compared to the increase in revenue.

For the 2003-2004 budget we have included budgets for interdepartmental charge outs, so the expense report will give you a better comparison of budget to expenses.

In restricted funds, we updated the budgets for the grants. The year end for grants is different than for the college and their budgets change during the year. Expenditures for Grants through June 30 is $2,258,481.00. Student Aid is also drawdown funds, and we only estimate the budget for restrictive student aid. For June we updated the restrictive Student Aid budget to the amount that has been drawn down. As you can see, the school has funded $6,770,797.00 in Grants and Student Aid over the year.

Plant funds expended for the year consist of technology upgrades, high tech start up, campus master plan, baseball field improvements, completion of the Caster Activity HVAC upgrade, circle drive and dorm recreation area projects. A total of $1,754,982.00 has been expended in 2002-2003.

GOB expenditures involve the JASI administrative software, smart classrooms, and the Western Heritage Center. A total of $1,441,379.00 was expended on these GOB projects.

Charley Carroll continues to do a great job of completing BR&R projects across campus, with $403,150.00 expended for 2002-2003.

The Revenue picture ends up strong for the year. Oil and Gas should finish the year at least $1,360,000.00 over the projected budget. We accrued the June oil and gas income at $321,000.00, but are waiting until August to see what the final oil and gas income is for June. Property taxes ended up $504,794.00 over the projected budget for the year. All other areas met or exceeded the projected budget.

We sent $750,000.00 to LGIP in June, bringing the total LGIP investment to $8,225,000.00. Capital projects at the end of June totaled $6,354,745.65, which is 77% of investments.

Along with the end of June and the yearend comes the start of the audit process. We have been meeting with the accountants to prepare for the audit. The auditors will start their field work on July 28th. They will continue field work until the middle of September. The audit is due to the State Auditor by November 15, 2003 and will be presented to the Board sometime in January or February of 2004.

This is the Financial Report for June 2003.
# New Mexico Junior College Expenditure Report
## June 2003

<table>
<thead>
<tr>
<th>Fund</th>
<th>2001-02</th>
<th>2002-03</th>
</tr>
</thead>
<tbody>
<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>5,980,600</td>
<td>5,706,932</td>
</tr>
<tr>
<td>Academic Support</td>
<td>1,021,222</td>
<td>1,162,139</td>
</tr>
<tr>
<td>Student Services</td>
<td>1,194,494</td>
<td>1,330,973</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>2,461,574</td>
<td>2,185,032</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>1,943,012</td>
<td>1,557,442</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>12,600,902</td>
<td>12,052,518</td>
</tr>
<tr>
<td>Student Activities</td>
<td>165,817</td>
<td>166,480</td>
</tr>
<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Service</td>
<td>5,650</td>
<td>5,059</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>300,815</td>
<td>232,667</td>
</tr>
<tr>
<td>Student Aid</td>
<td>146,092</td>
<td>168,646</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,286,820</td>
<td>1,624,168</td>
</tr>
<tr>
<td>Athletics</td>
<td>593,066</td>
<td>659,818</td>
</tr>
<tr>
<td>Total Current Unrestricted Fund</td>
<td>15,081,162</td>
<td>14,909,356</td>
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<tr>
<td><strong>Current Restricted Fund</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>2,236,954</td>
<td>2,365,793</td>
</tr>
<tr>
<td>Student Aid</td>
<td>3,300,000</td>
<td>3,956,792</td>
</tr>
<tr>
<td>Total Current Restricted Fund</td>
<td>5,536,954</td>
<td>6,322,585</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>Anonymous Grant</td>
<td>250,000</td>
<td>230,000</td>
</tr>
<tr>
<td>Projects from Institutional Funds</td>
<td>3,325,000</td>
<td>996,169</td>
</tr>
<tr>
<td>Projects from State GDB Funds</td>
<td>1,900,000</td>
<td>791,124</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>143,891</td>
<td>143,891</td>
</tr>
<tr>
<td>Projects from Other State Funds</td>
<td>6,163</td>
<td>6,163</td>
</tr>
<tr>
<td>Projects from State B R &amp; R</td>
<td>345,546</td>
<td>248,697</td>
</tr>
<tr>
<td>Projects from Auxiliary B R &amp; R</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Subtotal - Capital and BR&amp;R</td>
<td>5,570,600</td>
<td>2,436,644</td>
</tr>
<tr>
<td><strong>Debt Service</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>1,470,813</td>
<td>1,488,662</td>
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<tr>
<td>Total Plant Funds</td>
<td>7,041,413</td>
<td>3,924,706</td>
</tr>
<tr>
<td><strong>Grand Total Expenditures</strong></td>
<td>27,659,529</td>
<td>25,156,647</td>
</tr>
</tbody>
</table>
# NEW MEXICO JUNIOR COLLEGE
## Revenue Report
### June 2003

<table>
<thead>
<tr>
<th>Fund</th>
<th>2001-02</th>
<th></th>
<th>2002-03</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date Revenue</td>
<td>Percentage of Budget Received</td>
<td>Original Budget</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>1,244,954</td>
<td>1,277,512</td>
<td>103%</td>
<td>1,277,050</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>7,494,100</td>
<td>7,494,399</td>
<td>100%</td>
<td>7,376,100</td>
</tr>
<tr>
<td>Advalorem Taxes - Oil and Gas</td>
<td>2,874,085</td>
<td>4,671,428</td>
<td>142%</td>
<td>2,949,084</td>
</tr>
<tr>
<td>Advalorem Taxes - Property</td>
<td>1,900,000</td>
<td>1,632,270</td>
<td>96%</td>
<td>1,800,000</td>
</tr>
<tr>
<td>Interest Income</td>
<td>75,000</td>
<td>122,697</td>
<td>164%</td>
<td>50,000</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>294,400</td>
<td>381,919</td>
<td>130%</td>
<td>401,308</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>13,882,539</td>
<td>15,180,325</td>
<td>109%</td>
<td>13,853,542</td>
</tr>
<tr>
<td>Student Activities</td>
<td>43,400</td>
<td>42,803</td>
<td>99%</td>
<td>43,400</td>
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<tr>
<td>Public Service</td>
<td>0</td>
<td>4,508</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>14,000</td>
<td>25,039</td>
<td>179%</td>
<td>10,000</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,528,300</td>
<td>1,784,632</td>
<td>117%</td>
<td>1,663,000</td>
</tr>
<tr>
<td>Athletics</td>
<td>35,100</td>
<td>34,678</td>
<td>99%</td>
<td>35,400</td>
</tr>
<tr>
<td>Total Current Unrestricted</td>
<td>15,503,399</td>
<td>17,071,895</td>
<td>110%</td>
<td>15,605,342</td>
</tr>
<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>2,236,954</td>
<td>1,858,076</td>
<td>83%</td>
<td>2,845,425</td>
</tr>
<tr>
<td>Student Aid</td>
<td>3,336,485</td>
<td>3,913,346</td>
<td>117%</td>
<td>3,716,407</td>
</tr>
<tr>
<td>Total Current Restricted</td>
<td>5,573,439</td>
<td>5,771,422</td>
<td>104%</td>
<td>6,559,832</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td>250,000</td>
<td>250,000</td>
<td>100%</td>
<td>250,000</td>
</tr>
<tr>
<td>Anonymous Grant</td>
<td>1,500,000</td>
<td>416,485</td>
<td>28%</td>
<td>1,212,900</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>143,891</td>
<td>143,891</td>
<td>100%</td>
<td>6,163</td>
</tr>
<tr>
<td>Projects from Other State Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Interest Income</td>
<td>50,000</td>
<td>105,807</td>
<td>212%</td>
<td>105,700</td>
</tr>
<tr>
<td>Subtotal - Capital &amp; BR&amp;R</td>
<td>1,700,054</td>
<td>922,346</td>
<td>54%</td>
<td>1,318,600</td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>73,164</td>
<td>32,100</td>
<td>44%</td>
<td>0</td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>1,773,218</td>
<td>954,446</td>
<td>54%</td>
<td>1,318,600</td>
</tr>
<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>22,849,996</td>
<td>23,797,753</td>
<td>104%</td>
<td>23,483,774</td>
</tr>
</tbody>
</table>
# NEW MEXICO JUNIOR COLLEGE
## Oil and Gas Revenue Report
### June 2003

**100% of Year Completed**

<table>
<thead>
<tr>
<th>Month of Sales</th>
<th>OIL Distribution</th>
<th>Price per BBL</th>
<th>Lea County BBLs sold</th>
<th>Price per MCF</th>
<th>Lea County MCF sold</th>
<th>Monthly Revenue</th>
<th>2002-03 Original Budget</th>
<th>Variance Over (Under) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>May July</td>
<td></td>
<td>$25.54</td>
<td>3,213,428</td>
<td>$2.93</td>
<td>17,624,734</td>
<td>298,995</td>
<td>208,257</td>
<td>90,738</td>
</tr>
<tr>
<td>June August</td>
<td></td>
<td>$22.24</td>
<td>3,318,541</td>
<td>$2.13</td>
<td>19,075,363</td>
<td>253,965</td>
<td>208,257</td>
<td>45,708</td>
</tr>
<tr>
<td>July September</td>
<td></td>
<td>$25.14</td>
<td>3,177,774</td>
<td>$2.68</td>
<td>18,025,220</td>
<td>297,407</td>
<td>208,257</td>
<td>89,150</td>
</tr>
<tr>
<td>August October</td>
<td></td>
<td>$25.38</td>
<td>3,265,406</td>
<td>$2.98</td>
<td>18,326,173</td>
<td>274,752</td>
<td>208,257</td>
<td>66,495</td>
</tr>
<tr>
<td>September November</td>
<td></td>
<td>$26.85</td>
<td>3,146,407</td>
<td>$2.91</td>
<td>18,237,192</td>
<td>303,776</td>
<td>208,257</td>
<td>95,519</td>
</tr>
<tr>
<td>October December</td>
<td></td>
<td>$28.54</td>
<td>3,100,449</td>
<td>$3.32</td>
<td>17,416,828</td>
<td>314,617</td>
<td>208,257</td>
<td>106,360</td>
</tr>
<tr>
<td>November January</td>
<td></td>
<td>$27.26</td>
<td>3,140,732</td>
<td>$3.61</td>
<td>17,233,713</td>
<td>274,945</td>
<td>208,257</td>
<td>66,688</td>
</tr>
<tr>
<td>December February</td>
<td></td>
<td>$29.07</td>
<td>2,933,725</td>
<td>$3.82</td>
<td>16,449,536</td>
<td>329,343</td>
<td>208,257</td>
<td>121,086</td>
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<tr>
<td>January March</td>
<td></td>
<td>$28.05</td>
<td>3,142,368</td>
<td>$4.15</td>
<td>16,323,850</td>
<td>379,484</td>
<td>208,257</td>
<td>171,227</td>
</tr>
<tr>
<td>February April</td>
<td></td>
<td>$31.24</td>
<td>3,146,949</td>
<td>$4.79</td>
<td>16,378,639</td>
<td>374,220</td>
<td>208,257</td>
<td>165,963</td>
</tr>
<tr>
<td>March May</td>
<td></td>
<td>$34.56</td>
<td>2,875,463</td>
<td>$5.48</td>
<td>15,066,921</td>
<td>436,833</td>
<td>208,257</td>
<td>228,576</td>
</tr>
<tr>
<td>April June</td>
<td></td>
<td>$31.44</td>
<td>3,172,202</td>
<td>$6.51</td>
<td>17,842,439</td>
<td>321,000</td>
<td>208,257</td>
<td>112,743</td>
</tr>
</tbody>
</table>

| Y.T.D. Production Tax Revenue | 3,859,337 | 2,499,084 | 1,360,253 |
| Y.T.D. Equipment Tax Revenue | 738,508   | 450,000   | 288,508   |
| Total Year-to-Date Oil & Gas and Equipment Tax Revenue | 4,597,845 | 2,949,084 | 1,648,761 |

*Source: New Mexico Taxation and Revenue Department*

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month. June is based on the prior eleven months average.
# NEW MEXICO JUNIOR COLLEGE
## Schedule of Investments
### June 2003

| Financial Institution                     | Amount Invested | Date Invested | Maturity Date | Period of Investment (Days) | Account Number | Interest Rate | Interest Earned |
|-------------------------------------------|-----------------|---------------|---------------|-----------------------------|----------------|--------------|----------------|-----------------|
| State of New Mexico Local Government Investment Pool | 8,225,000       | N/A           | N/A           | N/A                         | 7102-1348      | 1.73%        | 11,390          |
| **Total Investments**                     | **8,225,000**   |               |               |                             |                |              | **11,390**      |

## Summary of Current Month’s Activity

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning amount</td>
<td>7,475,000</td>
</tr>
<tr>
<td>Plus: deposits</td>
<td>750,000</td>
</tr>
<tr>
<td>Less: withdrawals</td>
<td>0</td>
</tr>
<tr>
<td><strong>Capital Projects</strong></td>
<td>6,354,746</td>
</tr>
<tr>
<td>Reserves Invested</td>
<td>1,870,254</td>
</tr>
<tr>
<td>Total LGIP Investment</td>
<td>8,225,000</td>
</tr>
</tbody>
</table>

## Capital Projects

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Upgrade</td>
<td>335,651.56</td>
</tr>
<tr>
<td>Workforce Training Center</td>
<td>1,191,750.14</td>
</tr>
<tr>
<td>High Tech Start Up</td>
<td>202,143.08</td>
</tr>
<tr>
<td>Docutech</td>
<td>175,000.00</td>
</tr>
<tr>
<td>Vehicles</td>
<td>175,000.00</td>
</tr>
<tr>
<td>CISCO Networking Equipment</td>
<td>4,188.53</td>
</tr>
<tr>
<td>Western Heritage Center</td>
<td>500,000.00</td>
</tr>
<tr>
<td>Drawings and Master Plan</td>
<td>94,794.00</td>
</tr>
<tr>
<td>Baseball Field</td>
<td>214,702.22</td>
</tr>
<tr>
<td>Rodeo Arena</td>
<td>13,843.53</td>
</tr>
<tr>
<td>Dormitory Landscape</td>
<td>46,012.37</td>
</tr>
<tr>
<td>Caster Activity Center HVAC</td>
<td>0.00</td>
</tr>
<tr>
<td>Circle Drive</td>
<td>186,885.10</td>
</tr>
<tr>
<td>Dorm Construction</td>
<td>1,600,000.00</td>
</tr>
<tr>
<td>Lea County Beautification</td>
<td>37,500.00</td>
</tr>
<tr>
<td>Roadway Parking Lot Seal Coat</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Dorm Recreation Area</td>
<td>143,789.32</td>
</tr>
<tr>
<td>RR&amp;R Carryover</td>
<td>19,539.49</td>
</tr>
<tr>
<td>Water Rights</td>
<td>48,246.81</td>
</tr>
<tr>
<td>Firing Range Upgrade</td>
<td>1,564.13</td>
</tr>
<tr>
<td>Millen Fence/Landscape</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Ben Alexander Student Center</td>
<td>750,000.00</td>
</tr>
<tr>
<td>JASI</td>
<td>466,135.37</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6,354,745.65</td>
</tr>
</tbody>
</table>

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

TO:   Dr. Steve McCleery, President
      Charley Carroll, Director of Physical Plant
      Dan Hardin, Vice President for Finance
      Bill Morrill, Director of Security

FROM: Joy Ainsworth, Inventory Control Specialist

DATE: July 1, 2003

RE:   Removal of Major & Minor Inventory

Gentlemen,

Please find attached a final list of items that need to be removed from our Inventory for 02-03 fiscal year. The ACCEL inventory was removed per Marilyn Jackson. ENMU-R has taken over that program and all inventory was purchased with ACCEL grant money. In the comments section you will find the reasons for removal. With your approval I will send this list to the first available Board Meeting for Board approval and then to Santa Fe.

Please call me with any questions.

Dr. Steve McCleery

Charley Carroll

Dan Hardin, Vice President for Finance

Bill Morrill, Director of Security

7-8-03
Date

7-1-03
Date

7-1-03
Date

7-1-03
Date
<table>
<thead>
<tr>
<th>NMJC NO</th>
<th>OLD</th>
<th>DESCRIPTION</th>
<th>SERIAL NO</th>
<th>ACC. NO</th>
<th>ACQ. DATE</th>
<th>ACQ. VALUE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>G30937</td>
<td>NA</td>
<td>Gateway CPU - Pentium 400</td>
<td>12954741</td>
<td>3-2741-43-600</td>
<td>2/22/1999</td>
<td>$ 1,863.00</td>
<td>ACCEL</td>
</tr>
<tr>
<td>G30938</td>
<td>NA</td>
<td>Gateway 17 Monitor*</td>
<td>17004A949200</td>
<td>3-2741-43-600</td>
<td>2/22/1999</td>
<td>$</td>
<td>ACCEL</td>
</tr>
<tr>
<td>G30939</td>
<td>NA</td>
<td>Gateway CPU - Pentium 400</td>
<td>12954745</td>
<td>3-2741-43-600</td>
<td>2/22/1999</td>
<td>$ 1,863.00</td>
<td>ACCEL</td>
</tr>
<tr>
<td>G30940</td>
<td>NA</td>
<td>Gateway 17 Monitor*</td>
<td>17004A950135</td>
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TOTAL VALUE $ 122,755.29
MEMO

To:    New Mexico Junior College Board
From:  Steve McCleery
Date:  July 14, 2003
Re:    Research Policy and Procedures

The policy and procedures for conducting research involving human subjects are intended to insure that college staff and students who may be affected by the research can be certain that the research is sound and does not violate board policy, college operating procedures, or federal regulations concerning protection of human rights. Following board approval, this policy will become part of the board policy handbook.

Bill Shoobridge has reviewed the attached policies and procedures. Mr. Shoobridge is comfortable with the wording and has no recommendations for change. In addition, the Human Subjects In Research Reference Manual is attached. This manual will be given to all researchers who are approved to do research involving NMJC staff or students.
To: NMJC Faculty and Staff

From: Lisa Brown LB

Date: July 25, 2003

Re: 2003-04 Employee Handbook Revision

The NMJC Board approved a change to the 03-04 Employee Handbook on July 24, 2003. The change is on page 19 C.1, Professional Staff, and is as follows: the words "additional semester hours or" were stricken from the text. Please insert the attached page into your 03-04 Employee Handbook and discard the corresponding page.

Thank you.
C. **Professional**

1. Salary adjustments based on degrees earned shall be made only at the beginning of the contract year following completion (not at midyear).

2. Appropriate Supervisor shall be notified, prior to annual budget preparation, of any course work that shall qualify a professional employee for advancement on the salary plan for the coming year. Approval shall be transmitted to the Human Resources Office for the Professional employee’s personnel file.

3. These provisions shall not imply nor guarantee the expectation of continued employment with the College.

D. **Support/Maintenance**

1. Increment adjustments shall be granted to individual employees upon the satisfactory completion of college course work directly related to his/her current work assignment. For a course to be considered for a salary increment:
   a. Employee shall initiate and obtain pre-approval of the course from his/her appropriate supervisor prior to enrolling in the course by demonstrating the relationship and/or value of the course to the employee’s current work assignment. (Note: Only course work taken on an employee’s own time shall be considered for a salary increment. Course work taken on a released time basis shall not be eligible.)
   b. Employee’s appropriate supervisor shall submit a written confirmation of the course work to the Human Resources Office prior to the first day of class.
   c. Salary increments shall go into effect at the beginning of the next fiscal year following successful completion of the course (not at mid-year). A grade of “C” or better shall be earned in the course. In these cases where salary increments are granted for classes satisfactorily completed, one shall not expect additional increments for having completed an associate’s or bachelor’s degree using the same college hours for which he/she is already being compensated.

2. These provisions shall not imply nor guarantee the expectation of continued employment with New Mexico Junior College.

**ACCIDENTS AND EMERGENCIES**

Occasionally emergencies occur in which an employee shall need to take the
Memo

DATE:    July 17, 2003
TO:      New Mexico Junior College Board Members
FROM:    Steve McCleery
SUBJECT: Handbook Change

During the spring review of the New Mexico Junior College Employee Handbook, the administration recommended recognizing and rewarding Professional Staff for additional degrees. The attached document indicates the NMJC Board approved wording. The administration recommends striking, “additional semester hours”, and leaving the words “degrees earned.” The change is congruent with the administration’s original intent.
C. **Professional**

1. Salary adjustments based on additional semester hours or degrees earned shall be made only at the beginning of the contract year following completion (not at midyear).

2. Appropriate Supervisor shall be notified, prior to annual budget preparation, of any course work that shall qualify a professional employee for advancement on the salary plan for the coming year. Approval shall be transmitted to the Human Resources Office for the Professional employee's personnel file.

3. These provisions shall not imply nor guarantee the expectation of continued employment with the College.

D. **Support/Maintenance**

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2. These provisions shall not imply nor guarantee the expectation of continued employment with New Mexico Junior College.

**ACCIDENTS AND EMERGENCIES**

Occasionally emergencies occur in which an employee shall need to take the
Memo

DATE: July 17, 2003
TO: New Mexico Junior College Board Members
FROM: Steve McCleery
SUBJECT: Energy/Facility Management Systems Replacement Proposal

Attached is a copy of the proposal to replace the Facility Management Systems on the campus of New Mexico Junior College. Our current system is antiquated and in need of repair. For the past twenty-five years, we have worked with Energy Control Inc. in the automation and facility management on our campus. Over the course of the past several years, many of the aging systems have begun to fail, and we are experiencing considerable down time in regard to heating and cooling of campus facilities. Energy Control Inc. completed a study and drawings, and the cost of the project is $690,443.63. The project funds will come from 2002 Statewide General Obligation Infrastructure Funds.

You will also find an attached Facility Management System (FMS) Maintenance Agreement. Bill Shoobridge reviewed the contract and the appropriate changes have been made. The first year of the maintenance contract will be paid from 2002 Statewide General Obligation Infrastructure Funds. For the 2004-2005 year, operational funds will be budgeted to cover the Maintenance Contract.

It is the recommendation of the administration that you accept both of the Proposals.
ENERGY / FACILITY MANAGEMENT SYSTEMS QUOTATION

June 5, 2003

Customer: New Mexico Junior College
Proposal: ID: 03-0605 – NMJC Energy / FMS
(Hereinafter referred to as “Customer”)

Address: 5317 Lovington Highway
City: Hobbs State: NM Zip: 88240 FAX: (505) 392 5530

1. TERM: The term of the Energy / Facility Management System agreement, between Energy Control Inc. (Hereinafter referred to as “ECI”) and the Customer, shall be for the period necessary to complete the installation and shall include a 24 month service contract.

2. PRICE: ECI’s Energy / Facility Management System agreement will provide the full turnkey installation of the systems as outlined in the Energy Study presented on June 2, 2003:

PROJECT

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TAX AND FEES

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CES Fee: $ 6,836.08

TOTAL: $690,443.63

Proposal Terms: Project to be procured through Cooperative Educational Services
Payment Terms: Payment for Materials upon arrival and Monthly Progress Payments based upon completion, NET 30 DAYS upon receipt of invoice at the beginning of each month

3. SCOPE OF WORK We are pleased to quote the following project:

BID INCLUDES:
1) FMS System as outlined in the System Energy Efficiency Audit dated 6/2/03 on a building by building basis. Turnkey installation of the access system hardware and software.
2) VFD Motor controls as outlined in the System Energy Efficiency Audit dated 6/2/03.
3) Loop Flow Metering as outlined in the System Energy Efficiency Audit dated 6/2/03.
4) Dorm Auto Changeover as outlined in the System Energy Efficiency Audit dated 6/2/03.
5) NMJC will use existing Campus Software and personal computer (PC).

BID EXCLUDES:
1) Personal Computer.
2) Line voltage wiring.
This proposal expires on: July 5, 2003

The Terms and Conditions set forth on the following pages and are expressly incorporated herein as Pages 5 and 6 form an integral part of this Agreement and are expressly incorporated herein.

4. EXECUTABLE CONTRACT The College may accept this contract by having a member of the management team authorized to enter into agreements sign below.

Accepted: ____________________________ Submitted by: John J. McGowan

(Full legal name of Customer)

Signature

Title

Date ____________________________

Address 5317 Lovington Highway P.O. Box 6907
Hobbs, NM 88240 Albuquerque NM 87197

Phone (505) 890 2888
FACILITY MANAGEMENT SYSTEM (FMS) MAINTENANCE AGREEMENT

June 5, 2003

ATTN: Charley Carroll
Customer: New Mexico Junior College
(Hereinafter referred to as "Customer")
Proposal: ID: 03-0605 – NMJC FMS SERVICE
Address: 5317 Lovington Highway
City: Hobbs State: NM Zip: 88240 FAX: (505) 392 5530

1. TERM: The term of the FMS Service agreement, between Energy Control Inc. (Hereinafter called "ECI") and the Customer, shall be 24 months commencing on July 1, 2003 with service through June 30, 2003. The contract shall automatically renew for additional year(s), but pricing is subject to adjustment upon renewal. The customer shall receive written notice of adjustment forty-five (45) days before the end of the contract. During this term either party may cancel this contract for cause with 90 day notice.

2. SERVICE: ECI’s FMS Service agreement includes all facilities controlled by the TAC/CSI system.
   a) FMS SERVICES to be provided at the New Mexico Junior College (NMJC) Campus
      1. FMS (Facility Management System) tasks performed by ECI full time System Operator:
         a) DAILY INSPECTIONS: ECI will conduct daily review of FMS on-line including interrogate system status, review alarm/trouble logs and record major problems.
         b) WEEKLY INSPECTIONS: ECI will conduct periodic electronic inspections of mechanical rooms and, when repair work necessitates visiting those areas, sensors will be calibrated as part of this work. Problem equipment will be set up for intensive investigation and service to eliminate reporting problems. Equipment that has failed or is not working properly will be repaired or replaced (see limits of liability following).
         c) New Mexico Junior College FMS alarms will be reported to ECI’s Monitoring center. Staff will be notified of deficiencies or problems as soon as practical after the occurrence.
         d) As appropriate ECI will note system problems, and assign ECI and NMJC staff for repair, calibration and maintenance.
         e) ECI will notify NMJC prior to repairing, replacing, maintaining or calibrating ECI provided equipment, which may or may not be covered under this contract.
      2. FMS REPAIR MATERIAL: All FMS repair material necessary for TAC hardware and firmware upkeep and maintenance will be provided at List Price less 53% (CES Pricing). Work shall be completed on campus approval and invoiced under separate purchase order at a labor rate of $65/hr.
      3. FMS SOFTWARE UPDATES/MODIFICATION: ECI provides minor upgrades as outlined at no cost. Major software updates (.20) will be provided upon approval for a separate fee.
      4. EMERGENCY SERVICE: ECI personnel will be available twenty-four (24) hour call-out for all major system shutdown and emergency service calls with prior notice from NMJC.
      5. NMJC Staff will be offered training at no cost in ECI’s offices for the term of this agreement
   b. Site Visit: Contract includes one (1) site visit per year not to exceed 8 hours during normal working hours. Added site visits during regular hours will be billed at Regular labor rate plus 4 hours Travel Time and Mileage. After hours will be billed at ECI rate x 1.5 plus 4 hours Travel Time and Mileage.

TOTAL PROPOSED MONTHLY CONTRACT AMOUNT: $2,000.00/month (Plus Tax)
TERMS: NET 30 DAYS upon receipt of invoice at the beginning of each month
3. ITEMS NOT COVERED UNDER THIS CONTRACT:
   1. This agreement limits liability for repair or replacement of FMS components by ECI to material that is under warranty or covered by an extended equipment assurance program.
   2. MAJOR FMS SOFTWARE PROGRAM MODIFICATIONS: Any major changes to operating software for controllers or the Central Host System and associated equipment other than as outlined under 2.a.3.
   3. Damage due to causes not under the direct control of ECI or acts of God.
   4. Upgrade of Systems is quoted under a separate proposal.
   5. Non-TAC equipment, no longer under manufacturer warranty is not included (i.e. VFD, Valves, etc.)

4. SCOPE OF SERVICE SUMMARY
ECI and the Customer agree that checked services will be provided at above location(s) for ECI installed control equipment (hereinafter called "Equipment") according to the Terms & Conditions herein.
Type of Service Checked is provided

X Facility Management System
Control Maintenance & Optimization

☐ HVAC Maintenance

System Components Checked are Covered

X Direct Digital Control System   ___ Temperature Controls   ___ Host Computer Software
___ Predictive Maintenance   ___ Water Treatment   ___ Electrical Equipment
___ Air Conditioning (Chiller/Tower)   ___ Heating   ___ FMS Network

This proposal expires on: February 16, 2003

The Terms and Conditions set forth in this Agreement as Pages 5 and 6 are expressly incorporated herein and form an integral part of this Agreement.

Submitted by: John J. McGowan

Accepted:

__________________________
(Full legal name of Customer)

__________________________
Signature

__________________________
Title

__________________________
Date

Address 5317 Lovington Highway
Hobbs, NM 88240

Approved:

__________________________
Energy Control Inc.

__________________________
Signature

__________________________
Title

__________________________
Date

P.O. Box 6907
Albuquerque NM 87197
Phone (505) 890 2888
Memo

DATE:    July 17, 2003
TO:      New Mexico Junior College Board Members
FROM:    Steve McCleery
SUBJECT: Staff Wellness Program

Attached you have a copy of a recommendation from the Support and Maintenance Staff for a New Mexico Junior College Employee Wellness Program. I asked the Support and Maintenance Personnel to get approvals and buy-in from the NMJC Welfare Committee, Jeff McCool - Director of Del Norte Fitness Center, and Richard Morris - Department Chair for Physical Education. Bill Shoobridge has also reviewed the document and the release form. As you can see, the Welfare Committee, Richard Morris, and Jeff McCool have endorsed the Wellness Program. As well, Bill Shoobridge is comfortable with the concept, proposal, and release form. It is the recommendation of the administration that the Board approve the proposal.

Thank you for your consideration.
NMJC Wellness Program

Mission Statement
The mission of the NMJC Campus Wellness Program is to promote organizational and individual wellness among members of the campus community through education and prevention.

Goals and Objectives
- Reduce Absenteeism (Sick Leave)
- Keep our medical claims utilization increase at national trends or below
- Keep our workers’ compensation utilization increase at national trends or below
- Increase preventative care usage of those employees who are covered by our health insurance plan
- Enhance NMJC’s image

Program Outline
- Each regular full-time employee who signs up for this program will be able to take one hour each week from work to participate in a physical activity.
- Each participant can use Caster Activity Center, the NMJC Del Norte Center, the NMJC Track, and the Lea County Walking and Jogging Path.
- Signup will be three times per year: summer, fall, and spring.
- Each campus department will handle signup, and the regular full-time employee and his or her supervisor will sign all forms. All records will be submitted to and maintained at the NMJC Del Norte Center.
- Each participant will be required to sign in and out at either Caster Activity Center or the NMJC Del Norte Center even when using the NMJC Track or the Lea County Walking and Jogging Path. The only exception will be the night crew; they will have to sign in and out at the warehouse or at the NMJC Del Norte Center since Caster Activity Center is closed during the time they work.
- Participants will be required to attend a wellness seminar before they can start the program.

What is Wellness?
Wellness is discovering one’s highest potential by striving to reach an optimal state of mind, body and spirit.

The six dimensions of the wellness model are:

1. **Social**: wellness fosters social growth, the ability to communicate and interact with others, the ability to recognize people's interdependence, and the importance of serving one's community.
2. **Occupational**: wellness focuses on enrichment through work, and academic and career choices necessary to fulfill career goals, and the means by which to develop skills necessary to reach those goals.
3. **Spiritual:** wellness develops inner peace and security, obtaining spiritual strength and a healthful sense of self.

4. **Physical:** wellness emphasizes healthful living and lifestyle choices.

5. **Intellectual:** wellness stimulates the desire to learn, increases awareness and curiosity, and creates and maintains the value of education and learning.

6. **Emotional:** wellness develops emotional health and maturity and promotes a positive attitude and self-image.

**Vision Statement**

The vision is to foster adoption of a wellness culture across the NMJC campus, and to offer such benefits as improved health, greater feelings of well being, heightened personal performance, reduced sick leave, and reduced medical expenditures.

- Hours are as follows: (weekdays only)
  - Night Crew--6 am to 7 am
  - Maintenance--3 pm to 4 pm
  - Support--4 pm to 5 pm
  - Security--Last hour of shift
  - Professional (must be coordinated with supervisor)
  - Faculty (must schedule an office hour)

The minimum that each employee can take is 20 minutes, and that can be used with the lunch hour or in the afternoon. Each participant can do this three times during the week but cannot take more than one hour from work each week.

This program is designed to give each participating employee a chance to take an hour from work each week to engage in an activity.

During this hour, the employee may utilize Caster Activity Center, the NMJC Del Norte Center, the NMJC Track, and the Lea County Walking and Jogging path.

Sign up for the program will be during fall, spring and summer I registrations. This program is optional. Newly hired regular full-time personnel will have to wait 90 days before they are eligible for the program. All records will be housed at the NMJC Del Norte Center. Hard copies will be kept for one year and then destroyed. Electronic copies will be stored permanently.

Both Centers will be open and available for use from 12 pm to 5 pm Monday-Friday for all groups except security and night custodial crew. Their time of use will be determined by their schedule and the Centers’ open hours.

It is recommended that a person engage in activity for a minimum of three hours each week. The college is giving the employee one hour but is asking the employee to give back two hours for this program to be successful. A participant may choose to schedule an Independent Program (on one’s own) by engaging in a physical activity three hours per week or by joining a Physical Fitness class that is offered by New Mexico Junior College. (See Table 1)

There are many Physical Fitness classes offered by New Mexico Junior College. Most classes have openings between 4 pm to 6 pm, as well as other times during the day. New
Mexico Junior College offers a benefit that allows the full-time employee to take three credit courses per semester, tuition free.

In a world where healthcare costs are taking an increasing bite out of budgets, implementation of programs that yield a reduction in these costs, or at least contain them, are no longer elective, but rather a necessary consideration for a financially prudent organization. A well-designed wellness/fitness program with a strong nutritional and fitness lifestyle emphasis will directly meet this need.

Management's goal in a productive wellness program must be viewed through the perspective of increased employee productivity, improved employee morale with respect to their relationship to the organization, decreased utilization of employer subsidized health benefits, and decreased employee absenteeism due to health related causes.

Obviously, an improvement in any of these areas will have a positive financial impact on the organization. The benefit from the employee's standpoint is improved health and energy levels, decreased body fat, and a more youthful, fit body. The most productive way to achieve both management's and the employee's goals is through a program that will provide the individual employee with an awareness of his or her current physical condition, an understanding of the benefits of attaining a "more fit" lifestyle, a plan that will permit the achievement of the necessary changes to physical condition that can be readily applied in the context of the employee's life, and a tracking system that will provide constructive feedback.

**Corporate Fitness Makes a Bottom Line Impact**

- **Reduced Absenteeism** - Dupont reduced absenteeism by 47.5% over six years for the corporate fitness program participants. Health Behavior, March 1992.

- **Reduced Health Care Costs** - Steel Case showed that medical claims costs were 55% lower for corporate fitness program participants than non-participants over a six-year period - an average of $478.61 for participants vs. $868.88 for non-participants. The American Journal of Health Promotion, September/October, 1991.

- **Reduced Turnover** - The Canadian Life Assurance Company found turnover among fitness program participants was 32.4% lower over a seven-year period compared with non-participants. Canadian Journal of Public Health, January/February, 1988.

- **Positive Return on Investment** - Blue Cross Blue Shield of Indiana found that its corporate fitness program had a 250% return on investment; $2.51 for every $1 invested over a five-year period. American Journal of Health Promotion, March/April, 1991.

- **Sick Leave Use Reduced** - The Travelers Corporation reported that its health promotion yielded a 19% reduction in sick leave use over the four-year study with a $3.40 return for every dollar spent, yielding a total corporate savings of $146 million in benefits costs. Wellness Councils of America (WELCOA), 1992.

- **Lower Health Care Expenditures** - Superior Coffee and Foods, a subsidiary of Sara Lee reports that the wellness program for its 1200 employees showed 22%
fewer hospital admissions, 29% shorter hospital stays, and 42% lower expenses per admission when compared to other divisions. Long-term disability costs were down by 40%. Wellness Councils of America (WELCOA), 1992.

The volume of data supporting the benefits to organizations that have initiated corporate wellness programs is overwhelming. When viewed from a cost benefit standpoint, an effective wellness program will always handsomely reward the organization as well as the individual participants.
New Mexico Junior College
Wellness Program Participation Sign up

☐ Spring  ☐ Summer  ☐ Fall

Date: __________________________

Name: __________________________

Department: ______________________

E-Mail: __________________________

NMJC Wellness Program purpose: To provide 1 hour per week release time for NMJC employees to exercise.

Times and days need to be worked out with Supervisor.

Employees may use Caster Activity Center, the Lea County Walking and Jogging Path, the NMJC Del Norte Center, and/or the NMJC Track. (Please see guidelines for available times)

Informed Consent Waiver

I, the undersigned, wish to participate in the Wellness Program as offered by NMJC. I certify that I am physically able to participate in any activities in which I will take part. I also certify that I will use good judgment while exercising and will not overexert. I recognize that I am responsible for knowledge of my own state of health.

I realize that any time one engages in physical activity there are inherent dangers. I therefore accept any and all responsibility and assume the risk of any and all injury or damage to my person that may arise, whether directly or indirectly, as a result of my participation in the Wellness Program. I hereby release and hold harmless from any liability whatsoever the NMJC, as well as its affiliates, directors, officers, employees, and representatives.

I also agree to abide by the guidelines as established by the NMJC Wellness Program with the understanding that violation of such rules may result in withdrawal of or my privileges to utilize the Wellness Program facilities or to engage in the prescribed Wellness Program.

I certify that I understand and agree to the contents of this waiver.

Signed __________________________ Date __________________________

Supervisor Approval ____________________________________________
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Time</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 101</td>
<td>Intro to Exercise</td>
<td></td>
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<tr>
<td></td>
<td>FOR CREDIT</td>
<td></td>
<td></td>
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<td></td>
<td>(offered fall and spring only)</td>
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<tr>
<td></td>
<td>Personal Fitness Program</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PY 111H</td>
<td>Fitness for Life</td>
<td>8-8:50</td>
<td>MWF</td>
</tr>
<tr>
<td>PY 111H</td>
<td>Fitness for Life</td>
<td>11-11:50</td>
<td>MWF</td>
</tr>
<tr>
<td>PY 111H</td>
<td>Fitness for Life</td>
<td>12-12:50</td>
<td>MWF</td>
</tr>
<tr>
<td>PY 111H</td>
<td>Fitness for Life</td>
<td>11-12:15</td>
<td>TuTh</td>
</tr>
<tr>
<td>PY 111L</td>
<td>Circuit Weight Training</td>
<td>11-11:50</td>
<td>MWF</td>
</tr>
<tr>
<td>PY 111N</td>
<td>Techniques of Beginning Racquetball</td>
<td>11-12:15</td>
<td>TuTh</td>
</tr>
<tr>
<td>PY 111S</td>
<td>Body Shaping/Fitness</td>
<td>4-5:15 (E)</td>
<td>TuTh</td>
</tr>
<tr>
<td>PY 121D</td>
<td>Conditioning Step/Aerobics</td>
<td>8-8:50</td>
<td>MWF</td>
</tr>
<tr>
<td>PY 121D</td>
<td>Conditioning Step/Aerobics</td>
<td>8-9:15</td>
<td>TuTh</td>
</tr>
<tr>
<td>PY 121D</td>
<td>Conditioning Step/Aerobics</td>
<td>11-12:15</td>
<td>TuTh</td>
</tr>
<tr>
<td>PY 121N</td>
<td>Techniques of Intermediate Racquetball</td>
<td>11-12:15</td>
<td>TuTh</td>
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<tr>
<td>PY 131G</td>
<td>Weight Training</td>
<td>8-8:50</td>
<td>MWF</td>
</tr>
<tr>
<td>PY 131G</td>
<td>Weight Training</td>
<td>8-9:15</td>
<td>TuTh</td>
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<td>PY 131G</td>
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<td>12-12:50</td>
<td>MWF</td>
</tr>
<tr>
<td>PY 131J</td>
<td>Aqua Fitness</td>
<td>8-9:15</td>
<td>TuTh</td>
</tr>
</tbody>
</table>
RESOLUTION

Steven M. Davis

WHEREAS, Steven M. Davis being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 25 years, and

WHEREAS, Steven M. Davis has served as Professor of Psychiatric Nursing from 1978-1983, and

WHEREAS, Steven M. Davis has served as Professor of Nursing from 1983-1994, and

WHEREAS, Steven M. Davis has served as Director of Allied Health Fields from 1994-2000, and

WHEREAS, Steven M. Davis has served as Interim Dean of Business and Technology from 1999-2000, and

WHEREAS, Steven M. Davis has served as Dean of Business and Technology from 2000-2003, and

WHEREAS, Steven M. Davis has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, Steven M. Davis has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College, and

WHEREAS, Steven M. Davis as a staff member, has always reflected a favorable image for New Mexico Junior College, and

WHEREAS, Steven M. Davis has elected to retire the 1st day of August, 2003.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to Steven M. Davis for his service and dedication to New Mexico Junior College.


ATTEST:

New Mexico Junior College Board Chairman

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

The following candidate is being recommended for employment as follows: Date 7/16/03

Candidate's name  Marilyn A. Dill

Position title  Director of Learning and Assessment

☑ 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  8/4/03  Standard contract length  ☑ 12 mos.  ☐ 9 mos.  ☐ other

Funding source  NMJC Operating Budget

Paid advertising beyond *standard  Community College Times
(*)Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)


Posted salary range  $40,272-50,340    Recommended annual salary  $50,000    Prorated salary  ☑ yes  ☐ no

Account number(s) with respective % allocation(s)  1-2042-14128 (100%)

Recommended and approved by:

Supervisor – Dr. Richard Fleming  7-16-03

Dean/Director – Dr. Steve McCleery

Vice President – Dr. Richard Fleming  7-16-03

President – Dr. Steve McCleery

Selection Committee Members:  Mickey D. Best, Dean of Arts and Sciences  

Marilyn Jackson, Dean of Transitional Studies  

Qing Yu, Educational Technology Specialist  

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

Position

Director of Learning and Assessment

Personal Data

Name: Marilyn A. Dill

Education

B.S., Oklahoma State University, Stillwater, OK, 1972

Professional Experience

Pettigrew & Associates, Hobbs, NM
Administrative Support

Hobbs Municipal Schools, Hobbs, NM
Part-time Substitute Teacher

Crowley Community College, Arkansas City, KS
Associate Dean of Instruction
Instructor, Business and Office Technology

Winfield High School, Winfield, KS
Instructor, Business and Office Technology

Certifications/Organizations/Awards

Vocational Certification
Southwest Symphony Governing Board
Main Street Hobbs Education Committee
National Institute of Staff and Organizational Development (NISOD), 5 years
Master Teacher Award, 1993
Kansas Community Colleges’ representative to the Kansas Board of Regents
Arkansas City, Kansas Chamber of Commerce Diversity University Planning Committee, 2000
P.E.O. Chapter HK, Past President and various other offices
Delta Kappa Gamma
Position Announcement • May 2003

Position Title: Director of Learning and Assessment

Position Description: The Director of Learning and Assessment reports to the Vice President for Instruction. The duties and responsibilities shall be, but are not limited to, the following: Provide leadership for the development and implementation of a college-wide assessment plan in conjunction with college constituencies. Design, plan and initiate professional development and learning activities that enable faculty and staff to facilitate student learning. Provide assistance in the management and development of distance learning activities (ITV and WebCT). Serve on college committees as assigned. Accept other duties as assigned by the Vice President for Instruction. Nothing contained herein shall limit the President in assigning the employee to any college activity for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A minimum of a master’s degree in an academic discipline is required. A doctorate is preferred. All degrees must be from a regionally accredited institution. A minimum of three years full-time teaching, preferably at a community college, is required. Must have knowledge of assessment techniques and strategies as well as experience in conducting professional development activities. Excellent oral/written communications required. Computer proficiency required. Experience in the development of online courses is desirable.

Salary/Benefits: This is a 12-month professional position with a starting salary range of $40,272 to $50,340 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: June 13, 2003, at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

Lisa Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, sex, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-5389 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us
The following candidate is being recommended for employment as follows: Date 7-14-03

Candidate's name Irma Maldonado

Position title Professor of Area Vocational High School Health Occupations (80%)/Allied Health (20%)

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

Is candidate related to another NMJC employee? ☑ yes ☐ no If so, to whom Pilar Ortiz - Hardware/Software Specialist

Effective date of employment 8-11-03 Standard contract length ☑ 12 mos. ☐ 9 mos. ☐ other

Funding source NMJC Operating Budget

Paid advertising beyond *standard None

(* Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lea County Workforce Development Website)

Posted salary range 27,128 - 40,693 Recommended annual salary $28,500.00 Prorated salary ☑ yes ☐ no

Per Faculty Salary Schedule

Account number(s) with respective % allocation(s) 1-2011-11-525 (80%); 1-2011-11-515 (20%)

Recommended and approved by:

Mary Jane Ward

Supervisor

Mary Jane Ward

Dean/Director

Richard Frenney

Vice President

President

Selection Committee Members: Davis, Steve

Ward, Mary Jane

Comments: Ms. Maldonado meets the requirements for the position as identified in the May 2003 position announcement.
ABBREVIATED RESUME

Position

Professor of Area Vocational High School Health Occupations (80%)/Allied Health (20%)

Personal Data

Name: Irma Maldonado

Education

A.A.S., New Mexico Junior College, Hobbs, NM, 1998

Professional Experience

Lin-Mar Inc., Hobbs, NM
Registered Nurse Case Manager/Assistant Training Supervisor 09/01 to Present

City of Lubbock Health Department, Lubbock, TX
County Surveillance Registered Nurse 05/01 to 7/01

Covenant Medical Center, Lubbock, TX
Oncology Unit Staff Nurse 06/98 to 05/01

Southwest Hematology Oncology Clinic, Lubbock, TX
PRN Clinic Office Nurse 06/98 to 05/01

Licenses/Certifications

New Mexico Board of Nursing License # R47273
Board of Nurse Examiners for the State of Texas License # 653915
Chemotherapy Certified
CPR ASHI Instructor Certified
First Aid ASHI Instructor Certified

Awards

Medical/Surgical Employee of the Month, 11/2000
Service and Justice Awards with Covenant Medical Center
Position Announcement • May 2003

Position Title: Professor of Area Vocational High School Health Occupations (80%)/Allied Health (20%)

Position Description: Reports to the Dean of Business and Technology Division/Coordinator of the Area Vocational High School and the Director of Allied Health. This person is responsible for teaching theory and skills in Health Occupations to students enrolled in the college sponsored Area Vocational High School and Certified Nursing Assistants course. Skill areas include health career exploration, health and first aid, body structure and function, applied skills, and basic health assistant skills. This skill development includes classroom and a lab (hands-on) approach with students receiving practical experience at the local hospital and other health agencies.

Qualifications: Minimum of three years experience in a patient-care setting. Bachelor's degree in nursing preferred; however, will consider an individual with an Associate's Degree in Nursing. All degrees must be from a regionally accredited institution. Candidates must hold, or have the ability to obtain, a New Mexico nursing license. Computer proficiency highly desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail. Starting date is August 11, 2003.

To Apply: Submit NMJC application form, letter of application, copy of New Mexico nursing license, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

Lisa Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

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