

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

**Thursday, July 24, 2014**

**Zia Room – Library**

**4:00 p.m.**

### AGENDA

- |   |                   |
|---|-------------------|
| A. Welcome  | Guy Kesner        |
| B. Adoption of Agenda   | Guy Kesner        |
| C. Approval of Minutes of June 26, 2014                                       | Guy Kesner        |
| D. New Business   |                   |
| 1. Consideration of District III Board Member                                 | Guy Kesner        |
| 2. Oath of Office   | Steve McCleery    |
| 3. Re-organization of Board   | Steve McCleery    |
| 4. Monthly Expenditures Report  | Dan Hardin        |
| 5. Monthly Revenue Report   | Dan Hardin        |
| 6. Oil and Gas Revenue Report   | Dan Hardin        |
| 7. Schedule of Investments  | Dan Hardin        |
| 8. Donation of LCDEC Computers (information only)                             | Joshua Morgan     |
| 9. Consideration of RFP #113 – Professional Legal Services                    | Joshua Morgan     |
| 10. Consideration of WHM/LCCHF Advisory Board Members                         | Darrell Beauchamp |
| 11. Personnel Consideration – Vice President for Student Services             | Steve McCleery    |
| 12. Personnel Consideration – Director of Cosmetology/Coord. of Early College | Dennis Atherton   |
| 13. Personnel Consideration – Learning Center Tutoring Specialist             | Dennis Atherton   |
| 14. Personnel Consideration – Learning Center Tutoring Specialist             | Dennis Atherton   |
| 15. Personnel Consideration – Professor of Nursing                            | Dennis Atherton   |
| 16. Personnel Consideration – Public Safety Officer                           | Dennis Kelley     |
| 17. Personnel Consideration – Assistant Director of Bookstore Services        | Dan Hardin        |
| 18. Personnel Consideration – Professor of Physical Education/Head Golf Coach | Jeremy Capo       |
| 19. Retirement Resolution   | Steve McCleery    |
| E. Public Comments  | Board Chair       |
| F. Announcement of Next Meeting   | Board Chair       |
| G. Closure of Open Meeting  | Board Chair       |
| H. Adjournment  | Board Chair       |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

JUNE 26, 2014

### MINUTES

The New Mexico Junior College Board met on Thursday, June 26, 2014, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Travis Glenn; Mrs. Mary Lou Vinson; Mr. Ron Black; and Mr. Hector Baeza. Not present was Mr. Zeak Williams.

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

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

Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the minutes of May 22, 2014.

*Under President's Report*, Larry Sanderson presented the Summer 2013 Transitional Studies Students - Report of Outcomes. Dennis Atherton discussed the Early College Initiative of dual credit classes and helping students make the transition into college after high school. Dale Gannaway introduced Tyler Hockenberry, an upper level student at Wichita State University, who is interning this summer with the New Horizons Foundation.

*Under New Business*, Dan Hardin presented the May financial reports and with a motion by Ms. Chappelle, seconded by Mr. Glenn, the Board unanimously approved the expenditures for May, 2014.

Joshua Morgan presented a list of all inventory of chattels and equipment valued over \$5,000 for certification. Upon a motion by Mrs. Vinson, seconded by Mr. Black, the Board unanimously approved the certification.

Charley Carroll presented a proposal to trade-in or sell through public auction six vehicles from the motor pool, with notice being sent to the Office of the State Auditor and the Higher Education Department. Upon a motion by Mr. Black, seconded by Mr. Glenn, the Board unanimously approved the proposal.

Dan Hardin presented a request to upgrade and expand Bob Moran Hall to create 36 new beds for the law enforcement academy and move an additional \$275,000 from reserves for this project. Upon a motion by Mrs. Vinson, seconded by Mr. Baeza, the Board unanimously approved the request.

Larry Sanderson presented a proposal for the Board to approve a 50% reduction in tuition (not including fees) for all classes starting at 5 pm or later for the fall 2014 and spring 2015 semesters. The purpose is to re-invigorate evening classes. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the request.

Phillip Roybal recommended Mr. Michael Neita for the Director of Upward Bound position at an annual salary of \$53,034. Upon a motion by Mr. Baeza, seconded by Mr. Glenn, the Board unanimously approved the employment of Mr. Neita, effective August 1, 2014.

Dennis Atherton recommended Ms. Cammie Armstrong for the Professor of Nursing position at a nine month salary of \$52,370. Upon a motion by Mr. Black, seconded by Mr. Glenn, the Board unanimously approved the employment of Ms. Armstrong, effective August 11, 2014.

Dr. Atherton recommended Ms. Kathleen Ferrell for the Director of Adult Basic Education position at an annual salary of \$52,557. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the employment of Ms. Ferrell, effective July 1, 2014.

Jeff McCool recommended Mr. Gregory O'Brien for the Director/Professor of Entertainment Technology position at an annual salary of \$74,902. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. O'Brien.

As a result of moving out of his represented district, Mr. Kesner resigned from the Board. The next regular board meeting was scheduled for Thursday, July 17, 2014, beginning at 4:00 p.m.

Ms. Chappelle moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of New Mexico Statutes Annotated 1978. Mrs. Vinson seconded the motion. The roll call vote was as follows: Mr. Glenn – yes; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Vinson – yes; Mr. Baeza – yes; and Mr. Kesner – yes.

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

Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the board meeting adjourned at 6:40 p.m.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### June 2014

100% of Year Completed

Fund	2012-13			2013-14			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	9,317,382	8,697,331	93%	10,385,270	809,387	9,755,479	94%
Academic Support	2,254,790	2,129,458	94%	2,351,773	233,126	2,298,544	98%
Student Services	1,781,086	1,683,573	95%	1,907,090	175,776	1,779,192	93%
Institutional Support	3,294,499	3,413,326	104%	4,484,157	372,869	4,158,833	93%
Operation & Maintenance of Plant	3,575,369	3,444,698	96%	3,784,460	332,197	3,770,734	100%
<b>Subtotal - Instruction &amp; General</b>	<b>20,223,126</b>	<b>19,368,386</b>	<b>96%</b>	<b>22,912,750</b>	<b>1,923,355</b>	<b>21,762,782</b>	<b>95%</b>
Student Activities	0	0	0%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	145,914	124,238	85%	199,571	(24,357)	165,814	83%
Student Aid	758,551	804,593	106%	743,551	20,631	874,177	118%
Auxiliary Enterprises	1,900,967	2,024,918	107%	2,157,160	37,221	2,205,969	102%
Athletics	1,192,082	1,176,996	99%	1,310,434	84,573	1,353,483	103%
<b>Total Current Unrestricted Fund</b>	<b>24,220,640</b>	<b>23,499,131</b>	<b>97%</b>	<b>27,323,466</b>	<b>2,041,423</b>	<b>26,362,225</b>	<b>96%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,280,443	982,984	77%	1,157,859	78,918	873,617	75%
Student Aid	5,033,468	3,978,141	79%	5,042,997	(370)	4,387,325	87%
<b>Total Current Restricted Fund</b>	<b>6,313,911</b>	<b>4,961,125</b>	<b>79%</b>	<b>6,200,856</b>	<b>78,548</b>	<b>5,260,942</b>	<b>85%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	4,540,676	4,448,863	98%	19,440,981	98,996	6,135,586	38%
Projects from State GOB Funds	0	0	0%	3,324,582	0	2,968,923	0%
Projects from State STB Funds	613,341	52,152	9%	1,487,000	32,550	1,487,000	0%
Projects from General Fund	15,250	31,897	209%	416,293	0	36,420	7%
Projects from Private Funds	0	27,224	0%	0	0	0	0%
Projects from State ER&R	212,852	229,143	108%	671,725	12,940	504,518	44%
Projects from State BR&R	891,122	841,533	94%	1,003,998	70,428	854,884	56%
Subtotal - Capital and BR&R	6,273,241	5,630,812	90%	26,344,579	214,914	11,987,331	46%
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>6,273,241</b>	<b>5,630,812</b>	<b>90%</b>	<b>26,344,579</b>	<b>214,914</b>	<b>11,987,331</b>	<b>46%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>36,807,792</b>	<b>34,091,068</b>	<b>93%</b>	<b>59,868,901</b>	<b>2,334,885</b>	<b>43,610,498</b>	<b>73%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**June 2014**

100% of Year Completed

Fund	2012-13			2013-14			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	3,507,607	3,838,493	109%	3,709,533	44,053	3,914,507	106%
State Appropriations	5,888,800	5,989,296	102%	5,933,300	490,950	6,067,965	102%
Advalorem Taxes - Oil and Gas	10,341,431	9,853,187	95%	13,213,681	1,251,691	13,120,716	99%
Advalorem Taxes - Property	5,255,000	5,956,931	113%	5,655,732	1,214,095	6,669,661	118%
Interest Income	5,000	2,255	45%	5,000	249	2,082	42%
Other Revenues	292,526	430,390	147%	356,361	(6,045)	260,203	73%
<b>Subtotal - Instruction &amp; General</b>	<b>25,290,364</b>	<b>26,070,552</b>	<b>103%</b>	<b>28,873,607</b>	<b>2,994,993</b>	<b>30,035,134</b>	<b>104%</b>
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	14,286	34,543	242%	24,000	1,957	27,357	114%
Auxiliary Enterprises	2,352,933	2,339,136	99%	2,330,704	42,218	2,493,659	107%
Athletics	327,961	327,961	100%	330,900	27,425	332,535	100%
<b>Total Current Unrestricted</b>	<b>27,985,544</b>	<b>28,772,192</b>	<b>103%</b>	<b>31,559,211</b>	<b>3,066,593</b>	<b>32,888,685</b>	<b>104%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,290,682	1,099,718	85%	1,179,460	86,900	971,870	82%
Student Aid	5,033,468	3,854,932	77%	5,033,468	86,609	4,257,608	85%
<b>Total Current Restricted</b>	<b>6,324,150</b>	<b>4,954,650</b>	<b>78%</b>	<b>6,212,928</b>	<b>173,509</b>	<b>5,229,478</b>	<b>84%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	3,300,000	192,947	193,947	0%
Projects from State STB Funds	34,652	34,652	100%	1,487,000	0	1,487,000	100%
Projects from General Fund	60,000	0	0%	0	0	0	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income (LGIP)	18,800	17,916	95%	30,000	1,324	13,647	45%
<b>Total Plant Funds</b>	<b>113,452</b>	<b>52,568</b>	<b>46%</b>	<b>4,817,000</b>	<b>194,271</b>	<b>1,694,594</b>	<b>35%</b>
<b>GRAND TOTAL REVENUES</b>	<b>34,423,146</b>	<b>33,779,410</b>	<b>98%</b>	<b>42,589,139</b>	<b>3,434,373</b>	<b>39,812,757</b>	<b>93%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### June 2014

100% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2013-14 Original Budget	Variance Over (Under) Budget
Actual	July	\$78.08	3,279,028	\$4.85	14,257,158	876,131	400,000	476,131
Actual	August	\$101.07	3,476,512	\$5.42	14,665,344	954,096	400,000	554,096
Actual	September	\$98.84	3,762,573	\$5.45	14,007,090	1,125,403	400,000	725,403
Actual	October	\$95.40	3,762,573	\$5.33	14,009,326	1,088,774	400,000	688,774
Actual	November	\$85.92	3,557,485	\$5.01	11,154,125	1,116,908	400,000	716,908
Actual	December	\$90.13	3,923,578	\$5.26	14,457,089	975,616	400,000	575,616
Actual	January	\$86.42	4,119,290	\$5.78	14,875,094	1,077,205	400,000	677,205
Actual	February	\$86.78	4,180,229	\$6.48	15,047,473	1,007,147	400,000	607,147
Actual	March	\$89.97	4,259,131	\$5.43	15,804,432	1,023,905	400,000	623,905
Actual	April					1,250,041	400,000	850,041
Accrual	May					400,000	400,000	0
Accrual	June					400,000	400,000	0
Y.T.D. Production Tax Revenue						11,295,226	4,800,000	(6,495,226)
Y.T.D. Equipment Tax Revenue						1,825,490	1,655,000	(170,490)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>13,120,716</u>	<u>6,455,000</u>	<u>(6,665,716)</u>

Source: New Mexico Taxation and Revenue Department

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### June 2014

100% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,589,592	7102-1348	0.016%	1,324
Plus deposits	0			
Less withdrawals	0			
<b>Total LGIP investments</b>	<u><b>9,589,592</b></u>			<u><b>1,324</b></u>

Capital Projects	6/30/2014
Vehicles	63,589.92
Technology Upgrade	202,610.29
JASI	49,968.04
WHM South Gallery	265,613.43
Baseball Field	30,162.95
Rodeo Arena	69,598.44
Original Entrance Landscaping	0.00
Luminis Software	2,993.00
Campus Signage	2,801.67
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	470,220.89
Campus Construction	404,518.77
Maintenance Equipment	3,452.01
Public Sector	0.00
Campus Security	100,956.69
Track/Arena Area Enhancement	15,294.58
Lumens Software-Distance Learnng	5,000.00
Non-Recurring Compensation	552,169.10
Athletics	1,543.04
Student Life Programming	16,222.61
Warehouse/Cont Ed Remodel	1,640.92
Succession Plan	108,152.25
Energy Technology Equipment	560,947.97
WHM Exhibits	73,598.78
Mansur Hall Upgrades	164,085.66
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	6,345.00
Track Upgrades	85,091.44
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	500,000.00
Cosmetology Remodel	700,000.00
Equine Program	15,107.75
Entertainment Technology	1,300,215.30
New Horizons Resources	450,000.00
Channel 19 Upgrade	25,000.00
FERPA & Title IX	18,229.50
Professional Development HS	14,036.29
Equestrian Center	3,000,000.00
Bob Moran Upgrades	825,000.00
Campus/Hospital Fencing	200,000.00
Turf Replacement	200,000.00
Watson Hall Theater	300,000.00
Infrastructure Upgrade	1,473,937.50
Workforce Training Contingency	5,906.54
<b>Total</b>	<b>14,011,392.59</b>

NOTE: Capital projects total does not include encumbered funds

# NEW MEXICO JUNIOR COLLEGE BUSINESS OFFICE

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (575) 492-2769  
Fax: (575) 492-2768

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To: NMJC Board Members  
From: Josh Morgan  
RE: Donation of LCDEC Computers  
Date: July 17, 2014

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Board Members,

In 2009, the Lea County Distance Education Consortium, with J.F. Maddox Foundation and New Mexico Junior College's financial support, purchased computers to be used in the high schools throughout Lea County as well as in New Mexico Junior College and Eastern New Mexico University. A 30-year equipment replacement schedule was established to ensure that LCDEC would be fiscally responsible for consortium operations and equipment and to ensure LCDEC stays up-to-date with current technology.

Per LCDEC's contractual agreement with J.F. Maddox Foundation, LCDEC was scheduled in 2014 to replace the 5-year-old computers in all eight labs. In March 2014, LCDEC purchased 206 computers to replace the computers purchased in 2009. These computers were purchased from LCDEC's sinking fund which is comprised of annual operating dues from Eunice, Hobbs, Jal, Lovington, and Tatum High Schools and NMJC and ENMU.

LCDEC has upheld its fiscal and technology requirements for 2014 per the contract, but we realized the computers purchased in 2009 can still serve some of the Lea County schools elsewhere in their districts. Each site was contacted about their interest in receiving these computers. Eunice, Jal, Lovington, and Tatum High Schools indicated they would be interested to receive these computers. Below is a breakdown of how many computers each site will receive:

Eunice – 50 computers

Jal – 50 computers

Lovington – 50 computers

Tatum – 50 computers

The placement and use of donated computers will be at the sole discretion of the school districts to best serve their needs. LCDEC has taken the necessary steps to ensure each donated computer has been formatted in an appropriate manner to remove all LCDEC/NMJC software to eliminate the risk of violating any licensing agreements.

Below is a list of all computers from the NMJC inventory listing which will be donated.

Thank you.





H10542	HP Compaq dc7900 Ultra Slim Dsktop #1	LHS1	2UA9270MWL	07/21/2009	1,083.00
H10543	HP Compaq dc7900 Ultra Slim Dsktop #1	LHS1	2UA9270MXO	07/21/2009	1,083.00
H10544	HP Compaq dc7900 Ultra Slim Dsktop LHS # 1	LHS1	2UA9270MXZ	07/21/2009	1,083.00
H10545	HP Compaq dc7900 Ultra Slim Dsktop LHS #2	LHS2	2UA9270MWC	07/21/2009	1,083.00
H10546	HP Compaq dc7900 Ultra Slim Dsktop LHS #2	LHS2	2UA9270MXC	07/21/2009	1,083.00
H10547	HP Compaq dc7900 Ultra Slim Dsktop LJS #2	PL210	2UA9270MX8	07/21/2009	1,083.00
H10548	HP Compaq dc7900 Ultra Slim Dsktop Lhs #1	LHS1	2UA9270MWY	07/21/2009	1,083.00
H10549	HP Compaq dc7900 Ultra Slim Dsktop LHS #2	LHS2	2UA9270MVS	07/21/2009	1,083.00
H10550	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MXB	07/21/2009	1,083.00
H10551	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MYD	07/21/2009	1,083.00
H10552	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MY1	07/21/2009	1,083.00
H10553	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MYR	07/21/2009	1,083.00
H10554	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MYS	07/21/2009	1,083.00
H10556	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MY9	07/21/2009	1,083.00
H10557	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MXW	07/21/2009	1,083.00
H10558	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MXT	07/21/2009	1,083.00
H10559	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MRJ	07/21/2009	1,083.00
H10560	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MYD	07/21/2009	1,083.00
H10561	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MRN	07/21/2009	1,083.00
H10562	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MYC	07/21/2009	1,083.00
H10563	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MYQ	07/21/2009	1,083.00
H10564	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MYB	07/21/2009	1,083.00
H10565	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA0270MXN	07/21/2009	1,083.00
H10566	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MYK	07/21/2009	1,083.00
H10567	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MYN	07/21/2009	1,083.00
H10568	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MY6	07/21/2009	1,083.00
H10569	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MYJ	07/21/2009	1,083.00
H10570	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA920MY5	07/21/2009	1,083.00
H10571	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MYH	07/21/2009	1,083.00
H10572	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MY7	07/21/2009	1,083.00
H10573	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MXS	07/21/2009	1,083.00
H10574	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MYG	07/21/2009	1,083.00
H10575	HP Compaq dc7900 Ultra Slim Desktop w/	WF103	2UA9270MT4	07/21/2009	1,083.00
H10576	HP Compaq dc7900 Ultra Slim Desktop w/	PL224	2UA9270MVT	07/21/2009	1,083.00
H10577	HP Compaq dc7900 Ultra Slim Desktop w/	ENMU	2UA9270MW2	07/21/2009	1,083.00
H10578	HP Compaq dc7900 Ultra Slim Desktop w/	PL210	2UA9270MWZ	07/21/2009	1,083.00
H10579	HP Compaq dc7900 Ultra Slim Desktop w/	WF103	2UA9270MWZ	07/21/2009	1,083.00

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #113

Professional Legal Services

BOARD DOCUMENTS

Date: July 24, 2014  
Prepared by: Josh Morgan  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On June 15, 2014, a legal notice was sent to the following newspaper requesting sealed proposals for professional legal services:
  - 1) Hobbs News Sun
2. Two proposals were submitted in compliance with the opening date and time.
3. No bidders were present at the opening.
4. The Business Office Evaluation Committee has evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The law firms responding to the RFP were:

Maddox, Holloman & Kirksey, P.C., Hobbs, NM  
Gary Don Reagan, P.A., Hobbs, NM

The proposals were evaluated by an evaluation committee, comprised of Dr. Steve McCleery, President; Dan Hardin, Vice President of Finance; Bill Morrill, Director of Administrative Services, and Josh Morgan, Accountant, Controller. See Page 4 for the Evaluation Criteria Summary.

The Administration recommends acceptance of the proposal of Maddox, Holloman & Kirksey, P.C. for professional legal services. Professional services will be provided according to the attached rate schedule, plus gross receipts taxes. The term of the contract shall initially be for one (1) year from the date of contract award by the NMJC Board, with an option to extend the contract an additional three (3) years one year at a time, if mutually agreeable with NMJC and the attorney. The contract may be terminated by either party without cause, upon thirty (30) days written notice.

Source of Funding: FY 2014/2015 Legal Consultant  
Account Number: 11000-1025-71251-131  
Budget: \$30,000 - Expenditures will be based on actual hours  
billed

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

Company Responding	Avg. Hourly Rate	Points Section I	Points Section II	Points Section III	Points Section IV	Points Section V	Total Points Awarded
Gary Don Reagan, P.A.	\$240.00	98	458	99	96	172	923
Maddox, Holloman & Kirksey, P.C.	\$207.50	100	488	100	100	200	988

Evaluation of Proposal Received:

- Section I: General Qualifications 100 Points
- Section II: Special Qualifications 500 Points
- Section III: Ability to Perform Legal Services for New Mexico Junior College Without Conflict of Interest 100 Points
- Section IV: Ability to Meet Specified Office Hours and Location 100 Points
- Section V: Hourly Billing Rates 200 Points

**TOTAL MAXIMUM EVALUATION POINTS 1000 Points**

NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS

Request for Proposals #113

**Scope**

New Mexico Junior College (NMJC) is seeking to enter into a contract for professional legal services with a practicing attorney, currently licensed and in good standing with the State of New Mexico (hereinafter referred to as the "Attorney"). The scope of services to be provided will include, but not be limited to, providing research, issuance of opinions, preparation and/or review of contracts and other legal documents, and representing the college on multiple legal and personnel issues and in official capacity.

The Attorney shall make NMJC's business a priority and shall dedicate the appropriate amount of time necessary to respond to the President's (or his designee) or NMJC Board's requests for services.

**Term of contract**

The term of this contract shall be for one (1) year from the date of contract award by the NMJC Board, with an option to extend the contract an additional three(3) years one year at a time, if mutually agreeable with NMJC and the successful vendor. The contract will prohibit the Attorney under contract from engaging in litigation against NMJC. This contract may be terminated by either party without cause, upon thirty (30) days written notice.

**Contents of Proposal**

This section contains specifications and relevant information offerors should use for the preparation of their proposals.

Offerors should respond as described to each specification. The responses along with the required supporting material will be evaluated and awarded points accordingly.

Include evidence of experience, licensing, and other information as follows:

**A. General Qualifications**

1. Educational background
2. Legal experience, including names, addresses and dates of previous employers and firm associations.
3. Possession of a current license to practice law in the State of New Mexico. The Attorney must be in good standing with the State of New Mexico licensing agency. Proof of licensure and license number must be included with the written proposal.

4. Provide proof of current Professional Liability Insurance coverage in the minimum amounts of \$500,000 for each claim and \$1,000,000 aggregate. Include a copy of the current renewal certificate or policy declarations page. If selected, the Attorney must be willing to provide New Mexico Junior College a certificate of insurance reflecting the above minimum limits.

**B. Special Qualifications**

1. Provide a detailed resume describing particular expertise and special resources of benefit to New Mexico Junior College. Examples include:
  - a. Special training and/or experience of relevance to New Mexico Junior College, especially in higher education issues.
  - b. Evidence of knowledge and experience in Federal and State statutes relating to laws governing public governmental entities.
  - c. Knowledge of and direct experience in contracts.
  - d. Knowledge of and direct experience in personnel law.
  - e. Knowledge of and direct experience in workers compensation issues.
  - f. Knowledge of and direct experience in litigation.
  - g. Any other areas of relevance to NMJC operations and issues.
2. Continuing Professional Education
  - a. Include a current list of continuing professional education courses completed, with dates, over the last three (3) years.

**C. Conflict of Interest**

1. Identify and describe any areas of possible conflict of interest.

**D. Office Hours / Location**

1. The Attorney must be accessible and available to New Mexico Junior College during normal, regular business hours by maintaining an office within Lea County, New Mexico (open no less than 30 hours per week) during the normal working days of Monday through Friday.



Western Heritage Museum  
& Lea County Cowboy Hall of Fame  
1 Thunderbird Circle  
Hobbs, NM 88240  
575-393-6730

June 27, 2014

Dr. Steve McCleery  
President  
New Mexico Junior College  
1 Thunderbird Circle  
Hobbs, NM 88240

Dear Dr. McCleery;

The Advisory Board of the Western Heritage Museum and Lea County Cowboy Hall of Fame has invited two individuals to serve as members of our board of directors. At our meeting on June 10, 2014, these two individuals were approved as new members by our board. They have accepted the responsibility and are prepared to begin their service.

The two new members are:

- Nancy Sexton, who will be replacing outgoing member Perry Robinson; and
- Guy Kesner, who we seek to move from an appointment position (by the NMJC board) to one of the Museum board's open positions.

We hereby request approval by the New Mexico Jr. College Board of Trustees of these two appointments to our board. Additionally, the New Mexico Jr. College Board may need to consider the appointment of one of its members to serve on the Museum Advisory Board, if Mr. Kesner's service does not meet the Board's requirements.

Thank you for your consideration of this request. Please let me know what additionally needs to be done to complete this process.

Sincerely yours,

Darrell Beauchamp  
Executive Director

Cc: Ray Battaglini, Chairman, Western Heritage Museum Advisory Board  
Jim Davis, Chairman, Lea County Cowboy Hall of Fame Board of Directors

## **Memo**

DATE: July 16, 2014  
TO: New Mexico Junior College Board Members  
FROM: Steve McCleery  
SUBJECT: Vice President for Student Services

As you know, Phillip Roybal has served as the Acting Vice President for Student Services for the past year. Based on Mr. Roybal's performance as Acting Vice President, I am recommending Mr. Roybal for Vice President for Student Services.

Thank you for your consideration.

July 8, 2014

To: NMJC Board Members

Fr: Dr. Dennis Atherton

Re: Employment of Dr. Steve Hill

This past August we brought in Dr. Steve Hill to fill a vacancy as the Director of Cosmetology. His initial employment was to be 4 to 6 months in length and was intended to provide us with the opportunity to look at what changes we needed to make. Dr. Hill's part time employment extended from the initial 4 to 6 months to a full year.

After examining his leadership skills and ability to run this program but to also handle other positions on the campus, we would like to make him a full time employee. His new title would change from being the Director of Cosmetology to the Director of Cosmetology/Coordinator of Early College. This position would not only be responsible for the Cosmetology program but would also include a large amount of work dealing with Early College.

Some of his new duties would include the following:

**Tracking Early College Students:**

- a. Tracking students by coordination with staff of the Academic Success Center
- b. Tracking students by coordination with the Director of Instructional Technology
- c. Coordinate and communicate with the public schools through their contact information, especially when dealing with established rules and regulations such as, but not limited to:
  1. NMJC discipline policy for plagiarism to insure that ISD staff is on board with the process and we are meshing with their policies
  2. ISD guidelines for reporting Mid Term grades to correct contact person at each ISD campus
  3. Coordinate and communicate with appropriate school personnel, such as High School Principals and Senior Counselors

**Track Student Outcomes:**

- a. As measured by
  1. Academic improvement
  2. High School Completion
  3. Admission to college
  4. Graduating from high school and success and completion in college

These are just a few of the new responsibilities we want to add to Dr. Hill's job duties here at the college.

During the past year he has done a phenomenal job and things are running extremely well in Cosmetology. Dr. Hill has a great deal of experience in supervision and the running of programs. Some of these include the following:

Texas Tech University—Adjunct Professor and Student Teacher Supervisor  
Wayland Baptist University—Adjunct Professor and Student Teacher Supervisor  
University of the Southwest—Adjunct Professor and Graduate programs online  
University of the Southwest—Dean of Enrollment Services  
Great Lakes Academy—Superintendent of special needs school  
Mexia ISD—High School Principal  
Seminole ISD—Assistant Superintendent of Support Services

Dr. Hill has over 24 years of experience in education and higher education. He also received his Ed.D from Baylor University in 2000, his Masters from Texas Tech in 1974 and his Bachelors from West Texas A&M in 1967.

With board approval, we would like to change him from the part time Director of Cosmetology to a full time position as Director of Cosmetology/Coordinator of Early College effective immediately. His salary would be \$68,640. Although this is a change in title, it is not a new position for the college. Dr. Hill is presently filling the position of the Director of Cosmetology which has been vacant for the past year.

I would be happy to answer any questions you might have and seek your approval to fill this position immediately. Thank your for your consideration.

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date July 7, 2014

Candidate's name Amanda D. Thompson

Position title Learning Center Tutoring Specialist (two positions available)

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 08/01/2014 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard HigherEdJobs.com.

(\*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)

Posted salary range \$30,693 to \$38,367 Recommended annual salary \$ 36,543 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2104 61301 123

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

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

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

\_\_\_\_\_  
President

**Selection Committee Members:** Mary Ann Cohen – Coordinator of Learning Assistance Center

Dr. Kay Goad – Professor of Biology

Susan Waters – Professor of English

Comments: Ms. Thompson with a B.S. in Microbiology and more than six years of applicable experience meets and/or exceeds  
the minimum requirements for this position.

## ABBREVIATED RESUME

### **Position**

Learning Center Tutoring Specialist

### **Personal Data**

Name: Amanda D. Thompson

### **Education**

B.S., Texas Tech University, Lubbock, TX, 2013

Major: Microbiology

Minor: Chemistry

A.A. and A.S. New Mexico Junior College, Hobbs, NM, 2009

Major: General Studies

### **Professional Experience**

New Mexico Junior College, Hobbs, NM

Part-time tutor math, science and English

03/2014 to present

Part-time tutor math, science and English

10/2009 to 01/2014

Student Worker

08/2004 to 05/2005

Hobbs Family Inn, Hobbs, NM

09/2007 to 06/2008

Desk Clerk

Domino's Pizza, Hobbs, NM

09/2006 to 05/2007

Part-time delivery driver



# New Mexico Junior College

## Career Opportunities

### Position Announcement • May 2014

**Position Title:** Learning Center Tutoring Specialist (two positions available)

**Position Description:** The Learning Center Tutoring Specialist is responsible to the Coordinator of Learning Assistant Center. General duties and responsibilities include, but are not limited to, the following: 1) Meet the tutoring and learning needs of students; 2) Develop and maintain an engaging and welcoming Academic Success Center atmosphere for students; 3) Develop and maintain a continuous improvement model for capturing and fostering student success; 4) Assist the Coordinator in providing support for all activities associated with the center, including retention activities; 5) Keeps the Coordinator informed of all aspects of the job responsibilities; 6) Assist the Coordinator with meetings, classes, workshops/seminars, conferences, and campus-sponsored or community organization events; assist with student orientation; 7) Maintain a working knowledge of all aspects of the ASC, including Early College and Dual Credit/ITV; coaches, trainers, and assigned employees; 8) Manage own work priorities. The ASC Learning Center Tutoring Specialist may supervise or provide direction to part-time staff and student workers; assist the Coordinator with quality control (e.g. be available for students.); 9) Conduct individual and small group tutoring; 10) Coordinates with classroom professors to develop real-time tutoring; 11) Attends classes with students as assigned; 12) Completes appropriate paperwork and assist Coordinator in updating databases and spreadsheets; assist Coordinator in preparation of routine statistical reports; 13) Ensures all students receive high quality customer service; wait on students/visitors and be of service to the public; 14) Assist with student's audio/visual needs; 15) assembles and/or compiles a variety of data from office records for incorporation into reports; extracts and provides factual information using a variety of identifiable sources; 16) Develop and maintain a strong working relationship with the college community; 17) Accepts other duties as assigned by the Coordinator; 18) Actively participates in the institutional goals and objectives designed to support the mission of the college; 19) Participate in a process of continual personal and professional improvement; 20) Serve on college committees as assigned and 21) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Bachelor's degree preferred. All degrees must be from a regionally accredited institution. Must have excellent public speaking, organizational and time management skills, the ability to handle interpersonal interactions at all levels and handle highly sensitive situations, must have excellent customer service skills with the ability to maintain a friendly attitude and work effectively with students, faculty and staff and the public, and the ability to follow detailed instructions required for maintenance of accurate records. Knowledge of classroom instruction and management and supplemental instruction models and best practices highly desirable. Knowledge of standard office practices, policies and procedures, including computer proficiency in word processing and spreadsheets, and on-line application systems (SKYPE) required.

**Salary/Benefits:** This is a twelve month professional position. Salary range is \$30,693 to \$38,367 and is 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 completed applications by qualified candidates. To ensure consideration, all application materials must be received as soon as possible.

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

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

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# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date July 7, 2014

Candidate's name Aaron M. Prebenda

Position title Learning Center Tutoring Specialist (two positions available)

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 \* 08/01/2014 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard HigherEdJobs.com.

(\*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)

Posted salary range \$30,693 to \$38,367 Recommended annual salary \$ 42,102 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2104 61301 123

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

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

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

\_\_\_\_\_  
President

**Selection Committee Members:** Mary Ann Cohen – Coordinator of Learning Assistance Center

Dr. Kay Goad – Professor of Biology

Susan Waters – Professor of English

Comments: Mr. Prebenda with a B.A. in Political Science and more than seven years of applicable experience meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### **Position**

Learning Center Tutoring Specialist

### **Personal Data**

Name: Aaron M. Prebenda

### **Education**

B.A., The American University, Washington, DC, 2007  
Major: Political Science

### **Professional Experience**

Score at the Top, Wellington, FL  
Assistant Director/Master Tutor 04/2013 to present

S-Solutions, Bangkok, Thailand  
Assistant Manager/Curriculum Developer 05/2010 to 02/2013

Chulalongkorn University, Pathumwan, Thailand  
Contract TOEFL/CU-TEP Instructor 05/2010 to 05/2012

Elite Educational Institute, Bangkok, Thailand  
Director of Education 02/2009 to 05/2010

YBM ECC Language Academy, Suji, South Korea  
Project Assistant 11/2007 to 12/2008

E. Bo Young, Suji, South Korea  
TOEFL Teacher and International College Admissions Consultant 11/2007 to 11/2008

Marine Fish Conservation Network, Washington, DC  
Media/Communications Intern 05/2006 to 05/2007

### **Honors and Certificates**

Cum Laude honors from The American University, 2007  
TEFL/TESOL Target Learner Certificate – 120 Hour International Standard  
T&T Teacher Training Academy – Bangkok, Thailand, 2009  
NTA Tutor Trainer Certificate, National Tutoring Association, pending completion 6/2014

### **Volunteer**

Global Vision International, Ecuador, 2002

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date July 17, 2014

Candidate's name Belinda L. Rincones

Position title Professor of Nursing

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

Is candidate related to another NMJC employee?  yes  no If so, to whom \_\_\_\_\_

Effective date of employment \*August 11, 2014 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Nursing Expansion Funds

Paid advertising beyond \*standard HigherEdJobs.com, New Mexico Nurse – Nursing News & Views

(\*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)

Posted salary range \$43,369 to \$54,211 Recommended annual salary \$56,461 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2544 61101 102 100%

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

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

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

\_\_\_\_\_  
President

**Selection Committee Members:** Delores Thompson – Director of Nursing

Debbie Cates – Professor of Nursing

Misty Stine – Professor of Nursing

Kim Webb – Professor of Nursing

Comments: Ms. Rincones with a M.S.N. and twenty-four years of experience meets and/or exceeds the minimum requirements for this position.

\*pending background check

## ABBREVIATED RESUME

### **Position**

Professor of Nursing

### **Personal Data**

Name: Belinda L. Rincones

### **Education**

M.S.N., Lubbock Christian University, Lubbock, TX, 2012  
Major: Nursing

B.S.N, Eastern New Mexico University, Portales, NM, 2010  
Major: Nursing

R.N., Methodist School of Nursing, Lubbock, TX, 1992

### **Professional Experience**

Denver City Independent School District, Denver City, TX 08/2012 to Present  
School Nurse

Yoakum County Hospital, Denver City, TX 06/2008 to 08/2012  
Director of Nursing

Lamb Healthcare Center, Littlefield, TX 09/1992 to 06/2009  
Charge Nurse

Spade Independent School District, Spade, TX 05/2004 to 05/2006  
Part-time School Nurse

### **Licenses/Certifications:**

Texas License No: RN-584361, Issue Date: 02/2014, Expiration Date: 02/2018,  
Type: Compact

CPR

Trauma Nursing Core Course

Neonatal Resuscitation Program

### **Organizations/Honors:**

Graduated Cum Laude from Eastern New Mexico University  
Certificate of Merit, Methodist School of Nursing, 1991 & 1992  
Academic Achievement, Methodist School of Nursing, 1992  
National Honor Society



# New Mexico Junior College

## Career Opportunities

### Position Announcement • March 2014

**Position Title:** Professor of Nursing (two positions available)

**Position Description:** This position reports to the Director of Nursing. Duties and responsibilities include, but are not limited to, the following: 1) classroom instruction, clinical and laboratory supervision for associate degree nursing students; 2) evaluation of students enrolled in associate degree nursing courses; 3) associate degree nursing students advisement and counseling; 4) associate degree nursing students curriculum update and revision; 5) development of associate degree nursing students course syllabus each semester; 6) serve on college committees as assigned; 7) participate annually in an academic or professional process of continued personal and professional development; 8) actively participate in the institutional goals and objectives designed to support the mission of the college; and 9) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

**Qualifications:** Master's Degree in nursing (MSN) preferred. Bachelor's degree will be considered. Must pursue and complete a MSN within five (5) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and must obtain or have a current New Mexico or multi-state nursing license in good standing. Prior successful teaching experience at the college level preferred. Candidates should be able to work within a team teaching concept. Computer proficiency required with skills in Microsoft Word, Power Point, and Canvas proficiency desirable.

**Salary/Benefits:** Salary is based on the NMJC nursing faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position funded by a grant. Continued employment will depend on grant funding. Standard NMJC benefits apply.

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

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

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

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# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date July 14, 2014

Candidate's name Clinton D. Agnew

Position title Public Safety Officer

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

Is candidate related to another NMJC employee?  yes  no If so, to whom \_\_\_\_\_

Effective date of employment August 1, 2014 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional

Paid advertising beyond \*standard None

(\*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website)

Posted salary range \$39,290 to 49,112 Recommended annual salary \$52,000.00 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 3101 61301 133 100%

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

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

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

\_\_\_\_\_  
President

**Selection Committee Members:** Dennis Kelley – Director of Public Safety

Demetrio Romero – Public Safety Supervisor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: Mr. Agnew with more than ten years of experience meets and/or exceeds the minimum requirements for this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ABBREVIATED RESUME**

### **Position**

Public Safety Officer

### **Personal Data**

Name: Clinton D. Agnew

### **Professional Experience**

Tactical Security Systems, Hobbs, NM

Facility Security Manager

04/2013 to Present

Security Watch Commander

02/2011 to 4/2013

Security Shift Supervisor

04/2009 to 02/2011

Security Officer

11/2006 to 04/2009

Families & Youth, Inc., Las Cruces, NM

10/2002 to 10/2006

Behavior Management

### **Certifications**

EMT-B Basic Training, Eastern New Mexico State University, 2006



# New Mexico Junior College

## Career Opportunities

### Position Announcement • June 2014

**Position Title:** Public Safety Officer

**Abbreviated Position Description:** This position reports to the Public Safety Supervisor and the Director of Public Safety. Duties and responsibilities shall be, but are not limited to, the following: 1) Patrols the campus on foot or patrol unit to check for the general security of the campus. 2) Checks doors and windows of all buildings and secures said buildings. 3) Observes activity and traffic in assigned area to enforce college rules/regulations. 4) Assists person on the campus that require directions. 5) Responds to alarms and calls and takes action based on call type. 6) Completes a daily turnover report of activities to supervisor. 7) Ability to conduct complex investigations and complete reports as a result of criminal and policy violations. 8) May be assigned specific tasks or duties as deemed necessary. 9) Maintains security of the dormitories; monitors student activity outside the dormitories and reports incidents to supervisor. 10) Must be able to assist with training of other college employees in a variety of topics. 11) Must be able to satisfactorily complete Title VII and Title IX training and be able to investigate incidents of this nature. 12) Must be able to attend and satisfactorily complete training relating to Active Shooter and other advanced courses and convey the material learned in the courses to others on the campus. 13) May serve on various campus committees as assigned. 14) Must be willing to work shift work including holidays, weekends and special events as needed. 15) Performs other duties as assigned or required, 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:** 1) Must have appropriate credentials, and keep the credentials current, to legally be able to carry a college issued firearm and be able to meet State of New Mexico Law Enforcement firearms qualification standards. The actual approval to carry the weapon on the campus would solely rest on the approval of the President of the college. 2) Must maintain knowledge of current Law Enforcement Standards on Use of Force guidelines. 3) Must have a minimum of High School Diploma. College hours or degrees are preferred. 4) Must be well versed in State of New Mexico Criminal Code and have ability to properly classify criminal matters under the Federal Bureau of Investigation UCR guidelines. 5) Must possess and continue to possess a New Mexico or Texas Driver's License. 6) Must have ability to analyze situations quickly and objectively to determine and take emergency action, identify potential hazards and take preventive action up to and including the use of deadly force. 7) Must have the ability to use a variety of office equipment, including computer proficiency in word processing in order to prepare clear and concise reports.

**Salary/Benefits:** This is a twelve month professional position. Salary range is \$39,290 to \$49,112 depending upon education and experience. Standard NMJC employee benefits apply.

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

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

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

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# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date July 8, 2014

Candidate's name Julie Buchanan

Position title Assistant Director of Bookstore Services

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 \* 08/01/2014 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funding

Paid advertising beyond \*standard HigherEdJobs.com

(\*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)

Posted salary range \$27,807 to 34,758 Recommended annual salary \$38,185.00 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 12005 4040 61301 201

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

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

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

\_\_\_\_\_  
President

**Selection Committee Members:** Robert Adams – Director of Bookstore Services  
Terri Blandin – Executive Assistant – Training and Outreach  
Marcia Galyean – Administrative Assistant – Business, Math & Sciences  
Jose Flores – Programmer Analyst/Webmaster  
Roene Neu – Professor of Geology

Comments: Ms. Buchanan, with more than nineteen years of applicable experience, meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### **Position**

Assistant Director of Bookstore Services

### **Personal Data**

Name: Julie Buchanan

### **Education**

Certificate, Front Range Community College, Aurora, CO, 2005  
Major: Educational Interpreting Program

### **Professional Experience**

Hobbs Municipal Schools Sign Language Interpreter Substitute Teacher	1/2000 to Present 8/1997 to 12/1999
Scentsy, Hobbs, NM Independent Consultant	11/2010 to Present
Walgreen's Pharmacy, Hobbs, NM Customer Service	5/2010 to 10/2010
Childcare Provider, Hobbs, NM Home based child care provider	3/1995 to 8/1997
Oil Company, Hobbs, NM Site Manager	1987 to 1995
Quick Stop, Hobbs, NM Clerk	1985 to 1987

### **Certifications:**

New Mexico State Certified Sign Language Interpreter, 8/2005 to present

### **Organizations:**

National Educational Interpreting Association (NEIA) State Representative – 2006-2007



# New Mexico Junior College

## Career Opportunities

Position Announcement • June 2014

**Position Title:** Assistant Director of Bookstore Services

**Position Description:** Position Description: The Assistant Director of Bookstore Services, under the direction of the Bookstore Director, supervises bookstore customer services to New Mexico Junior College students, staff, faculty and local patrons. Duties and responsibilities shall be, but are not limited to, the following: 1) Assists the Bookstore Director in ensuring that all bookstore employees are productive and receiving the necessary guidance; coaches, reviews, and supervises assigned employees, or makes effective suggestions and recommendations regarding employment status; assists with the planning and coordination of the activities of the bookstore staff; assists with the training of bookstore staff to ensure smooth and continuous operation of the bookstore operation. 2) Researches, plans and creates marketing displays for the bookstore, stocks shelves/merchandise, and assists customers in locating needed items; processes sales transactions. Collects and disburses funds as appropriate for the transaction; assigns and leads the daily work activities of part-time and student workers. 3) Opens the store on a regular basis which includes; starts up the bookstore network initializes the Point of Sale system, prepares cash drawers, ensures security systems are in place and operating, and makes the store generally ready to receive customers. 4.) Closes the store on a regular basis which includes; ensures all customers have been properly serviced; ensures the store is clean of customers; locks and secures the bookstore against unauthorized entry; prepares daily End-of-Day reports; shuts down the Point of Sale System, performs data back-up routines and secures the bookstore network. 5) Prepares the daily deposit; conducts periodic and annual inventory checks; updates merchandise records on the On-Line Network; adds or subtracts items from the real-time inventory system and On-Line Network, calculates retail pricing, marks and/or labels items and stocks those items to ensure they are available to the customers. 6) Processes bills for payment and balances accounts for the specific areas for which they are buying; processes through various databases and the Point of Sale (POS) system supply orders from College departments; processes orders, issues purchase orders, receives inventory, prices, charges to account, and prepares the order for pick-up; processes received and returned merchandise; reconciles requisitions for payment of all invoices and travel; and ensures that records for transactions, packing slips, invoices, purchase orders, deposits and requisitions are properly prepared and that a filing system of such are maintained in an auditable and accountable manner. 7) Utilizes various techniques (catalog, salesman, internet, etc.) to locate and process purchase orders. 8) In charge of the bookstore when the Director is absent and must have the ability to make sound decisions during the Directors absence. 9) May serve on various campus committees as assigned. 10) Performs other duties as assigned or required. 11) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Bachelor's degree from a regionally accredited institution is preferred with suitable experience in retail, sales, marketing and purchasing. A certified Store Professional Certification by the National Association of College Stores is preferred. Relevant work experience and certifications may be substituted for the degree. Must be able to demonstrate a detail oriented work history, must be computer (including Macintosh) and network literate. Must be customer service oriented. Must be able to create and work a marketing plan. Experience in the development of File Maker Pro databases is highly desirable. Note: Computer proficiency is required.

**Salary/Benefits:** The Assistant Director of Bookstore Services is a twelve-month professional position. Starting salary is \$27,807 to \$34,758 depending upon education and experience. Standard NMJC benefits apply.

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

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

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

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

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

**"Equal Opportunity Education and Employment"**

One Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2790 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: [kmillier@nmjc.edu](mailto:kmillier@nmjc.edu)

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 7/9/2014

Candidate's name James R. Berry

Position title Professor of Physical Education/Head Golf Coach

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 \*8/11/2014 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard HigherEdJobs.com; NCAA The Market – Careers in College Athletics

(\*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website & Lubbock TX Workforce Development Website)

Posted salary range \$35,595 to \$44,493 Recommended annual salary \$46,200 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2821 61101 101 100%

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

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

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

\_\_\_\_\_  
President

**Selection Committee Members:** Jeremy Capo – Director of Athletics - Chairperson

Phillip Roybal – Vice President for Student Services

Kelly Hollady – Dean of Business, Math and Sciences

Jeff McCool – Dean of Training and Outreach

Joshua Simpson – Professor of Physical Education/Head Baseball Coach

Willy Miller – Executive Assistant to the Vice President for Student Services

Comments: Mr. Berry with a Bachelor's degree in Exercise Science and six and one half years of applicable experience, meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### **Position**

Professor of Physical Education/Head Golf Coach

### **Personal Data**

Name: James R. Berry

### **Education**

B.S., Colorado State University, Pueblo, CO, 2013  
Major: Exercise Science, Health Promotion and Recreation

### **Professional Experience**

All American Gateway Tour, Scottsdale, AZ Professional Golfer	10/2013 to 04/2014
Colorado State University – Pueblo, Pueblo, CO Assistant Men’s Golf Coach	08/2013 to 10/2013
CUS-Pueblo Strength and Conditioning Internship	01/2013 to 07/2013
Pueblo Golf and Country Club, Pueblo, CO Assistant Golf Professional	05/2010 to 08/2012
APA Industries/Beach Products, Phoenix, AZ Project Manager	08/2006 to 12/2009
Troon North Golf Club Assistant Golf Professional	04/2004 to 07/2006
United Airlines, Traverse City, MI Customer Service Representative Agent and Head Trainer	01/2001 to 10/2003

### **Awards and Recognitions:**

Graduated Magna Cum Laude, 2013  
2013 Male Student Athlete of the Year – CSU – Pueblo  
2013 Capitol One Academic All-American  
CSU – Pueblo - Men’s Golf team captain – 2011-2013  
Academic All-Athletic Conference  
2012 Ping Golf Coaches Team

### **Publications:**

Houston Chronicle – Live Healthy - Nutrition – Do Walnuts and Almonds Help to Burn Fat?  
<http://livehealthy.chron.com/walnuts-almonds-burn-fat-7667.html>



# New Mexico Junior College

## Career Opportunities

**Position Announcement** • April 2014

**Position Title:** Professor of Physical Education/Head Golf Coach

**Position Description:** The position is responsible to the Vice President for Student Services, Dean of Business, Math & Sciences and the Director of Athletics. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) Head Golf Coach duties and responsibilities; (3) serve as a sponsor for student groups as assigned; (4) post and maintain supervisor approved office hours per week; (5) assume other professional responsibilities associated with the position of professor and coach; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; (8) actively participate in student recruiting and retention goals and objectives designed to support the mission of the college; (9) serve on college committees as assigned; and, (10) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Master's degree in Physical Education from a regionally accredited institution or Master's degree in a related field with a minimum of 18 graduate hours in the teaching field preferred or member of the PGA of America, Bachelor's degree required. Successful community college teaching experience is preferred. Applicant must be committed to the excellence in instruction and willing to work with other full-time instructors and staff in coordinating the offerings and providing substitute instruction when needed. NOTE: Computer and social media proficiency is required.

**Salary/Benefits:** Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position plus applicable Coaching stipend. Standard employee benefits apply. The successful applicant may have the option of teaching during the summer terms for income above his/her base salary.

**Application Deadline:** Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position starts August 11, 2014. To ensure consideration, all application materials must be received as soon as possible.

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

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# RESOLUTION

## Patsy G. Lewis

- WHEREAS,** Patsy G. Lewis, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for twenty-five years; and
- WHEREAS,** Patsy G. Lewis has served as Professor of Writing in Transitional Studies from 2007 to 2014; and
- WHEREAS,** Patsy G. Lewis has served as Professor of Reading/Writing in Transitional Studies from 2002 to 2007; and
- WHEREAS,** Patsy G. Lewis has served as Executive Secretary to the Vice President for Instruction from 1991 to 2002; and
- WHEREAS,** Patsy G. Lewis has served as Educational Secretary - Arts and Sciences for Instruction from 1989 to 1991; and
- WHEREAS,** Patsy G. Lewis has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** Patsy G. Lewis has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** Patsy G. Lewis as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** Patsy G. Lewis, has elected to retire the 1st day of July 2014.

**NOW, THEREFORE BE IT RESOLVED** that Patsy G. Lewis, be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 24th day of July, 2014.

ATTEST: \_\_\_\_\_  
New Mexico Junior College Board Chairman



\_\_\_\_\_  
New Mexico Junior College Board Secretary