NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, June 26, 2014
Zia Room – Library

4:00 p.m.

AGENDA

A. Welcome Guy Kesner

B. Adoption of Agenda Guy Kesner

C. Approval of Minutes of May 22, 2014 Guy Kesner

D. President’s Report Steve McCleery

E. New Business 
   1. Monthly Expenditures Report Dan Hardin
   3. Oil and Gas Revenue Report Dan Hardin
   4. Schedule of Investments Dan Hardin
   5. Consideration of Annual Fixed Asset Inventory Certification Joshua Morgan
   6. Consideration of NMJC Motor Pool Inventory Charley Carroll
   7. Consideration of Bob Moran Upgrade and Expansion Steve McCleery
   8. Consideration of Evening College Tuition Proposal Larry Sanderson
   9. Personnel Consideration – Director of Upward Bound Phillip Roybal
  10. Personnel Consideration – Professor of Nursing Dennis Atherton
  11. Personnel Consideration – Director of Adult Basic Education Dianne Marquez
  12. Personnel Consideration – Director/Professor of Entertainment Technology Jeff McCool

F. Public Comments Guy Kesner

G. Announcement of Next Meeting Guy Kesner

H. Closure of Open Meeting Guy Kesner

I. Adjournment Guy Kesner
The New Mexico Junior College Board met on Thursday, May 22, 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; Mr. Zeak Williams; and Mr. Hector Baeza.

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

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

Upon a motion by Mrs. Vinson, seconded by Mr. Baeza, the Board unanimously approved the minutes of April 17, 2014.

Under President’s Report, Jill Henning along with SkillsUSA students expressed appreciation to the Board for their continued support.

Under New Business, Dan Hardin presented the April financial reports and with a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the expenditures for April, 2014. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the Fiscal Watch Reports.

Mr. Hardin presented the Five Year Capital Plan to be submitted to the New Mexico Higher Education Department. Upon a motion by Mr. Glenn, seconded by Mr. Black, the Board unanimously approved the plan.

Dr. McCleery presented a request for a modified summer work week. If approved, some employees will work Monday through Thursday, 10 hours per day and other employees will work Tuesday through Friday, 10 hours per day to ensure offices
are covered. The modified schedule will begin June 1, 2014 and end July 31, 2014 and should be approved by the appropriate Vice President or President. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the request.

Dr. McCleery presented the NMJC Master Landscaping Plan for Board consideration. The NMJC staff will work toward the completion of the plan over the course of the next 3-5 years. Upon a motion by Mr. Glenn, seconded by Mr. Williams, the Board unanimously approved the plan.

Regina Choate presented a request to purchase a freightliner in the amount of $119,625 from Lonestar Freightliner Group. The freightliner will be used in Training and Outreach for training exercises. Upon a motion by Mr. Baeza, seconded by Ms. Chappelle, the Board unanimously approved the request.

Jeff McCool presented a request to purchase a driving simulation system from Doron Precision Systems in the amount of $222,495. The simulator will be used in the training programs funded by the TAACCCT grant. Upon a motion by Mr. Baeza, seconded by Mr. Williams, the Board unanimously approved the request.

Dean McCool recommended Ms. Jai Oyler for the Director of TAACCCT Grant Program position at an annual salary of $60,000. Upon a motion by Mr. Baeza, seconded by Mr. Glenn, the Board unanimously approved the employment of Ms. Oyler, effective June 2, 2014.

Kerri Mitchell recommended Ms. Darcie Capo for the Assistant Director of Financial Aid position at an annual salary of $43,894. Upon a motion by Mr. Baeza, seconded by Mr. Glenn, the Board unanimously approved the employment of Ms. Capo, effective June 23, 2014.

Dr. McCleery presented retirement resolutions for Donald Worth, James Ross Black, and Patricia “Sue” Black.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, June 26, 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. Mr. Black seconded the motion. The roll call vote was as follows: Mr. Glenn – yes; Ms. Chappelle – yes; Mr. Black – yes; Mr. Williams – 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 Mr. Baeza, seconded by Mr. Williams, the board meeting adjourned at 6:20 p.m.
## NEW MEXICO JUNIOR COLLEGE

**Expenditure Report**

**May 2014**

92% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2012-13</th>
<th>2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-Date Expended or Encumbered</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>8,638,205</td>
<td>8,033,553</td>
</tr>
<tr>
<td>Academic Support</td>
<td>2,247,244</td>
<td>1,927,764</td>
</tr>
<tr>
<td>Student Services</td>
<td>1,704,267</td>
<td>1,538,947</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>3,137,158</td>
<td>3,096,825</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>3,232,175</td>
<td>3,120,307</td>
</tr>
<tr>
<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>18,959,049</td>
<td>17,717,396</td>
</tr>
<tr>
<td>Student Activities</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>81,772</td>
<td>124,621</td>
</tr>
<tr>
<td>Student Aid</td>
<td>543,551</td>
<td>762,983</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,780,078</td>
<td>1,926,691</td>
</tr>
<tr>
<td>Athletics</td>
<td>1,150,211</td>
<td>1,107,363</td>
</tr>
<tr>
<td><strong>Total Current Unrestricted Fund</strong></td>
<td>22,514,661</td>
<td>21,639,054</td>
</tr>
<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,280,443</td>
<td>880,787</td>
</tr>
<tr>
<td>Student Aid</td>
<td>5,033,468</td>
<td>3,956,602</td>
</tr>
<tr>
<td><strong>Total Current Restricted Fund</strong></td>
<td>6,313,911</td>
<td>4,837,389</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from Institutional Funds</td>
<td>15,392,280</td>
<td>4,381,410</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>3,300,000</td>
<td>57,800</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>521,652</td>
<td>34,652</td>
</tr>
<tr>
<td>Projects from General Fund</td>
<td>289,520</td>
<td>29,782</td>
</tr>
<tr>
<td>Projects from Private Funds</td>
<td>27,485</td>
<td>27,224</td>
</tr>
<tr>
<td>Projects from State ER&amp;R</td>
<td>568,173</td>
<td>225,843</td>
</tr>
<tr>
<td>Projects from State BR&amp;R</td>
<td>1,047,058</td>
<td>841,533</td>
</tr>
<tr>
<td><strong>Subtotal - Capital and BR&amp;R</strong></td>
<td>21,146,168</td>
<td>5,598,244</td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Plant Funds</strong></td>
<td>21,146,168</td>
<td>5,598,244</td>
</tr>
<tr>
<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>49,974,740</td>
<td>32,074,687</td>
</tr>
</tbody>
</table>
# Revenue Report
## May 2014

92% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2012-13 Final Budget</th>
<th>2012-13 Year-to-date Revenue</th>
<th>Percentage of Budget Received</th>
<th>2013-14 Budget</th>
<th>2013-14 Year-to-date Revenue</th>
<th>Percentage of Budget Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>3,684,200</td>
<td>3,812,635</td>
<td>103%</td>
<td>3,684,200</td>
<td>55,397</td>
<td>105%</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>5,888,800</td>
<td>5,498,566</td>
<td>93%</td>
<td>5,933,300</td>
<td>490,950</td>
<td>94%</td>
</tr>
<tr>
<td>Advalorem Taxes - Oil and Gas</td>
<td>6,100,000</td>
<td>9,065,605</td>
<td>149%</td>
<td>6,455,000</td>
<td>1,028,007</td>
<td>184%</td>
</tr>
<tr>
<td>Advalorem Taxes - Property</td>
<td>5,255,000</td>
<td>4,067,213</td>
<td>77%</td>
<td>5,655,732</td>
<td>934,893</td>
<td>96%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>5,000</td>
<td>2,009</td>
<td>40%</td>
<td>5,000</td>
<td>207</td>
<td>37%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>292,526</td>
<td>286,735</td>
<td>98%</td>
<td>356,361</td>
<td>35,007</td>
<td>75%</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>21,225,526</td>
<td>22,732,763</td>
<td>107%</td>
<td>22,089,593</td>
<td>2,544,461</td>
<td>122%</td>
</tr>
<tr>
<td>Student Activities</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>24,000</td>
<td>31,626</td>
<td>132%</td>
<td>24,000</td>
<td>13,835</td>
<td>106%</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>2,198,000</td>
<td>2,270,391</td>
<td>103%</td>
<td>2,213,000</td>
<td>320,463</td>
<td>111%</td>
</tr>
<tr>
<td>Athletics</td>
<td>326,200</td>
<td>300,778</td>
<td>92%</td>
<td>330,900</td>
<td>27,719</td>
<td>92%</td>
</tr>
<tr>
<td>Total Current Unrestricted</td>
<td>23,773,726</td>
<td>25,335,558</td>
<td>107%</td>
<td>24,657,493</td>
<td>2,906,478</td>
<td>121%</td>
</tr>
<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,290,682</td>
<td>980,819</td>
<td>76%</td>
<td>1,179,460</td>
<td>75,596</td>
<td>75%</td>
</tr>
<tr>
<td>Student Aid</td>
<td>5,033,468</td>
<td>3,918,684</td>
<td>78%</td>
<td>5,033,468</td>
<td>91,898</td>
<td>83%</td>
</tr>
<tr>
<td>Total Current Restricted</td>
<td>6,324,150</td>
<td>4,899,503</td>
<td>77%</td>
<td>6,212,928</td>
<td>167,494</td>
<td>81%</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td>3,300,000</td>
<td>0</td>
<td>0%</td>
<td>3,300,000</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>521,652</td>
<td>34,652</td>
<td>7%</td>
<td>1,487,000</td>
<td>0</td>
<td>466,116</td>
</tr>
<tr>
<td>Projects from General Fund</td>
<td>285,495</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from Private Funds</td>
<td>6,126</td>
<td>3,750</td>
<td>61%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Interest Income (LGIP)</td>
<td>30,000</td>
<td>16,490</td>
<td>55%</td>
<td>30,000</td>
<td>1,215</td>
<td>41%</td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>4,143,273</td>
<td>54,892</td>
<td>1%</td>
<td>4,817,000</td>
<td>1,215</td>
<td>10%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>34,241,149</td>
<td>30,289,953</td>
<td>88%</td>
<td>35,687,421</td>
<td>3,075,187</td>
<td>99%</td>
</tr>
</tbody>
</table>
### NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
May 2014

92% of Year Completed

<table>
<thead>
<tr>
<th>Month</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>Original Budget</th>
<th>Variance Over (Under)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>$78.08</td>
<td>3,279,028</td>
<td>$4.85</td>
<td>14,257,158</td>
<td>876,131</td>
<td>400,000</td>
<td>476,131</td>
</tr>
<tr>
<td>August</td>
<td>$101.07</td>
<td>3,476,512</td>
<td>$5.42</td>
<td>14,665,344</td>
<td>954,096</td>
<td>400,000</td>
<td>554,096</td>
</tr>
<tr>
<td>September</td>
<td>$98.84</td>
<td>3,762,573</td>
<td>$5.45</td>
<td>14,007,090</td>
<td>1,125,403</td>
<td>400,000</td>
<td>725,403</td>
</tr>
<tr>
<td>October</td>
<td>$95.40</td>
<td>3,762,573</td>
<td>$5.33</td>
<td>14,009,326</td>
<td>1,088,774</td>
<td>400,000</td>
<td>688,774</td>
</tr>
<tr>
<td>November</td>
<td>$85.92</td>
<td>3,557,485</td>
<td>$5.01</td>
<td>11,154,125</td>
<td>1,116,908</td>
<td>400,000</td>
<td>716,908</td>
</tr>
<tr>
<td>December</td>
<td>$90.13</td>
<td>3,923,578</td>
<td>$5.26</td>
<td>14,457,089</td>
<td>975,616</td>
<td>400,000</td>
<td>575,616</td>
</tr>
<tr>
<td>January</td>
<td>$86.42</td>
<td>4,119,290</td>
<td>$5.78</td>
<td>14,875,094</td>
<td>1,077,205</td>
<td>400,000</td>
<td>677,205</td>
</tr>
<tr>
<td>February</td>
<td>$86.78</td>
<td>4,180,229</td>
<td>$6.48</td>
<td>15,047,473</td>
<td>1,007,147</td>
<td>400,000</td>
<td>607,147</td>
</tr>
<tr>
<td>Actual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,023,905</td>
<td>400,000</td>
<td>623,905</td>
</tr>
<tr>
<td>Accrual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>400,000</td>
<td>400,000</td>
<td>0</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>400,000</td>
<td>400,000</td>
<td>0</td>
</tr>
<tr>
<td>Accrual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>400,000</td>
<td>400,000</td>
<td>0</td>
</tr>
<tr>
<td>Accrual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>400,000</td>
<td>400,000</td>
<td>0</td>
</tr>
<tr>
<td>Accrual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>400,000</td>
<td>400,000</td>
<td>0</td>
</tr>
</tbody>
</table>

Y.T.D. Production Tax Revenue 10,045,185 4,800,000 (5,245,185)

Y.T.D. Equipment Tax Revenue 1,823,840 1,655,000 (168,840)

Total Year-to-Date Oil & Gas and Equipment Tax Revenue 11,869,025 6,455,000 (5,414,025)

**Source:** New Mexico Taxation and Revenue Department
NEW MEXICO JUNIOR COLLEGE  
Schedule of Investments  
May 2014

92% of Year Completed

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Amount Invested</th>
<th>Account Number</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Mexico</td>
<td>9,589,592</td>
<td>7102-1348</td>
<td>0.104%</td>
<td>1,185</td>
</tr>
<tr>
<td>Plus deposits</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less withdrawals</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total LGIP investments</td>
<td>9,589,592</td>
<td></td>
<td></td>
<td>1,185</td>
</tr>
</tbody>
</table>

Capital Projects 5/31/2014

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles</td>
<td>13,589.92</td>
</tr>
<tr>
<td>Technology Upgrade</td>
<td>102,167.47</td>
</tr>
<tr>
<td>JASI</td>
<td>53,998.94</td>
</tr>
<tr>
<td>WHM South Gallery</td>
<td>266,243.43</td>
</tr>
<tr>
<td>Baseball Field</td>
<td>30,162.95</td>
</tr>
<tr>
<td>Rodeo Arena</td>
<td>75,718.85</td>
</tr>
<tr>
<td>Original Entrance Landscaping</td>
<td>0.00</td>
</tr>
<tr>
<td>Luminis Software</td>
<td>2,993.00</td>
</tr>
<tr>
<td>Campus Signage</td>
<td>2,801.67</td>
</tr>
<tr>
<td>Roof Replacement</td>
<td>27,382.26</td>
</tr>
<tr>
<td>Dorm/Apartment Refurbish</td>
<td>0.00</td>
</tr>
<tr>
<td>Campus Construction</td>
<td>5,260.30</td>
</tr>
<tr>
<td>Maintenance Equipment</td>
<td>3,452.01</td>
</tr>
<tr>
<td>Public Sector</td>
<td>0.00</td>
</tr>
<tr>
<td>Campus Security</td>
<td>956.69</td>
</tr>
<tr>
<td>Track/Area Area Enhancement</td>
<td>15,294.58</td>
</tr>
<tr>
<td>Lumens Software-Distance Learning</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Non-Recurring Compensation</td>
<td>552,169.10</td>
</tr>
<tr>
<td>Athletics</td>
<td>1,543.04</td>
</tr>
<tr>
<td>Student Life Programming</td>
<td>16,222.61</td>
</tr>
<tr>
<td>Warehouse/Cont Ed Remodel</td>
<td>1,640.92</td>
</tr>
<tr>
<td>Succession Plan</td>
<td>108,152.25</td>
</tr>
<tr>
<td>Energy Technology Equipment</td>
<td>548,390.00</td>
</tr>
<tr>
<td>WHM Exhibits</td>
<td>84,098.78</td>
</tr>
<tr>
<td>Mansur Hall Upgrades</td>
<td>200,000.00</td>
</tr>
<tr>
<td>Senior Warm Water Wellness Ctr</td>
<td>1,500,000.00</td>
</tr>
<tr>
<td>Paradigms Users Fees</td>
<td>6,345.00</td>
</tr>
<tr>
<td>Track Upgrades</td>
<td>35,170.85</td>
</tr>
<tr>
<td>Driving Range Upgrades</td>
<td>200,000.00</td>
</tr>
<tr>
<td>Lockheed Martin Nuclear Training</td>
<td>500,000.00</td>
</tr>
<tr>
<td>Cosmetology Remodel</td>
<td>400,000.00</td>
</tr>
<tr>
<td>Equine Program</td>
<td>19,734.75</td>
</tr>
<tr>
<td>Entertainment Technology</td>
<td>300,215.30</td>
</tr>
<tr>
<td>Channel 19 Upgrade</td>
<td>25,000.00</td>
</tr>
<tr>
<td>PERPA &amp; Title IX</td>
<td>18,229.50</td>
</tr>
<tr>
<td>Professional Development HS</td>
<td>14,036.29</td>
</tr>
<tr>
<td>Equestrian Center</td>
<td>3,000,000.00</td>
</tr>
<tr>
<td>Bob Moran Upgrades</td>
<td>500,000.00</td>
</tr>
<tr>
<td>Infrastructure Upgrade</td>
<td>1,473,937.50</td>
</tr>
<tr>
<td>Workforce Training Contingency</td>
<td>5,938.21</td>
</tr>
<tr>
<td>Total</td>
<td>10,115,846.17</td>
</tr>
</tbody>
</table>

NOTE: Capital projects total does not include encumbered funds
To: NMJC Board Members

From: Joshua Morgan

RE: Annual Fixed Asset Inventory Certification

Date: June 20, 2014

As directed by the New Mexico Junior College Board of Directors, the Office of the Vice President of Finance has supervised this year’s annual inventory of chattels and equipment valued at over $5,000.00. In accordance with generally accepted auditing procedures, and in order to meet the annual requirements for certification as specified in State Statute 12-6-10, we hereby certify the over $5,000.00 property listing for New Mexico Junior College.

______________________________  ________________________________
Guy Kesner                        Joshua Morgan
Board Chair                       Accountant/Controller
New Mexico Junior College         New Mexico Junior College
N18002 DigiServe FC
N17964 Combo walkin coolerfreen with freight & CES fee
N17963 2005 Chevrolet Suburban SUV
N17970 Model 92BD/2401 lawn mower
G31917 Pinnase M-Serial Engra
N17992 Hitachi CF-X995W Projector
N17994 Sony 12005s Portable Flw
G31916 Digital Metallurgy Microscope
N17986 Video surveillance pkg, for Literacy Center
G31927 hunter id force measurement
N18067 Canon MS 300 film scanner
N18426 Video system for student center
N18432 Avaya 8550, Call Xpress, Call Acclg phone system
N18217 24 Point Power over ethernet micraspec remote manage
N18131 W-33750-48PS-S CATALYST 10/100/1000POE+405m STAND IMAGE
N18132 W-33750-48PS-S CATALYST 10/100/1000POE+405m STAND IMAGE
N18134 W-33750-48PS-S CATALYST 10/100/1000POE+405m STAND IMAGE
N18434 Bookstore interior casework & store fixtures
N18435 24x48 Return
N18419 24x36 Corner
N18193 Desk 60 x 30
N18180 Office Furniture/CE Dean
N18251 Linear wall for displays
N18280 Pro Point P660 Message Prot server
N18201 Aerial man lift for main dept
G31939 Digital Ultra sonc Fog Detector
G31941 Nikon Microscope
N18233 2007 Blue Bird Bus
G31938 Blake Lathe Shop Account 8995
N18472 IP Media Proc Circuit Pack TN2302 (Not taggable-acid card)
N18439 Batch of 714XL AirFeed Folder
N18682 Security Cameras for New Apartments
N18854 CAT 3750 48 10/100 with GBIC SLOTS POE
N18494 2007 Freighter FLD120SC
N18492 Light Therapy Unit
N18799 520 multilaser 30ml scanner
N18622 GM4100 11” tow mower
N18765 Custom Techline Podium Wipuflown drawer
N18766 Custom Techline Podium Wipuflown drawer
N18767 Custom Techline Podium Wipuflown drawer
N18804 Spacesaver Rolling System
N18803 Spacesaver Filing System
G31965 Custom Techline Podium Wipuflown drawer
G50016 IDS Advanced Package (3 Pieces)
G50004 Gloch 9mm System Control Handgun for the FTS
N18810 Transformer-not taggable
N18801 2007 Ford Crown Victoria cars
N18302 2007 Ford Crown Victoria cars
N18586 Video Edit Suite Eqptmnt-Multiple Items (4 legs tag)
N18555 Wheel Alignment System
N18860 320 Multilaser 20ml Scanner (located outside WM18)
N18882 2002 Freightliner 34,500; 1995 flatbed trailer 9,500.00
N18939 Cisco Catalyst 6500E Firewall Security System
N18900 Vison 1624 Trophy Pro
N18887 2007 Chevrolet Impalas
N18888 2007 Chevrolet Impalas
N18889 2007 Chevrolet Suburban

AC111 FUY795029 12/16/2004 14,915.00 Vice President of Finance,
BA166 NA 12/20/2004 13,828.04 Vice President of Finance,
WMPORT 1GNE162959192876 01/14/2005 22,600.00 Director of Physical Plant,
WM118 5421399 02/15/2005 13,943.87 Director of Physical Plant,
AC105E 052218 03/10/2005 10,820.12 Dean of Arts, Humanities & Career Technology,
WH101 G4L102046 03/19/2005 5,999.00 Dean of Arts, Humanities & Career Technology,
DW104 1200B000092243 03/23/2005 7,051.37 Dean of Public Safety & Industry,
DW114 611728 03/25/2005 10,787.48 Dean of Public Safety & Industry,
LC114 10/04/2005 13,219.00 Director of Physical Plant,
PD224 EP0307 06/14/2005 6,658.00 Director of Library Services,
PL101 C5302296 07/06/2005 157,949.18 Vice President of Finance,
BA100 07/06/2005 315,265.29 Director of CIS,
MC103 06JG5500204 07/30/2005 13,219.00 Director of Physical Plant,
BM171 MC25496305700960D5 08/14/2005 6,229.00 Director of CIS,
BA215 CAT0092N2RP 08/19/2005 5,124.00 Director of CIS,
BA130 CAT0926216G 08/19/2005 5,124.00 Director of CIS,
BA135 CAT0926235G 08/19/2005 5,124.00 Director of CIS,
BA104 08/20/2005 99,387.63 Vice President of Finance,
BA224 08/31/2005 5,604.00 Dean of Enrollment Management,
BA104 08/31/2005 35,770.24 Dean of Enrollment Management,
BA104 09/02/2005 5,734.40 Director of Physical Plant,
WF139 M800H8205 09/29/2005 5,017.25 Dean of Training and Outreach,
HC118 11/11/2005 49,619.00 Director of Museum,
MC103 12/12/2005 6,750.00 Director of CIS,
WM102 Z-45-005993 12/16/2005 24,000.00 Director of Physical Plant,
DW104 9255 01/04/2006 7,470.00 Dean of Physical Safety & Industry,
DW114 051031388 04/06/2006 11,246.11 Dean of Physical Safety & Industry,
WMPORT 1BAMBNX27F239572 04/24/2006 127,610.00 Director of Physical Plant,
DW102 32482 05/20/2006 12,712.24 Dean of Physical Safety & Industry,
MC103 06/04/2006 40,149.49 Director of CIS,
AP101 06/04/2006 5,996.00 Director of Physical Plant,
PF158 CAT11821Z1AV 07/03/2006 70,359.79 Director of Administrative Services,
WMPORT 1FUAJLCK57D7X0027 07/15/2006 5,266.90 Director of CIS,
CA128 79182 08/04/2006 86,500.00 Director of Physical Plant,
IC116 09/08/2006 8,130.00 Director of Athletics,
CA148 09/09/2006 53,911.67 Director of Museum,
CA145 09/09/2006 35,911.67 Director of Museum,
CA144 09/09/2006 6,439.85 Director of Physical Plant,
BA136 12/07/2006 16,439.85 Director of Physical Plant,
JS118 NA 01/01/2007 19,648.00 Director of Physical Plant,
BM101 01/10/2007 19,648.00 Director of Physical Plant,
WMPORT 2FAFP73V677X132414 02/22/2007 26,851.01 Director of Institutional Effectiveness,
WMPORT 2FAFP73V87X13145 03/14/2007 22,124.00 Director of Physical Safety & Industry,
DC122 AP8846 04/02/2007 5,264.00 Director of Physical Plant,
ETC1 1FUJBBG2XFLF2180 07/22/2007 44,000.00 Director of Training and Outreach,
MC103 SMG1124NTVC 08/04/2007 184,288.35 Director of CIS,
AC310 08/31/2007 12,259.00 Vice President of Finance,
CG100 09/10/2007 17,300.00 Director of Physical Plant,
WMPORT 2GWA85GK479204782 09/10/2007 17,300.00 Director of Physical Plant,
CG100 09/20/2007 22,200.00 Director of Physical Plant,
N19008 AC105 W608538 12/22/2008 5,234.76 Dean of Arts, Humanities & Career Technology.
N19007 PL120 231349-001 12/14/2008 5,213.56 President.
N18008 WMPORT 2C3KA43D95H1565495 01/23/2009 22,000.00 Director of Physical Plant.
N18007 RP100 2C3KA43D95N157372 01/23/2009 22,000.00 Director of Physical Plant.
N16007 RG100 RW50G100015972 01/30/2009 35,934.24 Director of Athletics, C1237.
N15006 RC105A USE322M524 06/09/2008 5,471.00 Director of CIS.
N15005 D1123 D0609550T-0101NN028 06/17/2009 5,370.00 Director of Del Norte.
N14005 D1123 D0609550T-0101NN031 06/17/2009 5,370.00 Director of Del Norte.
N13004 D1123 D0514750900004N38 06/17/2009 5,495.00 Director of Del Norte.
N12003 D1123 D0514750900004N39 06/17/2009 5,495.00 Director of Del Norte.
N11002 RG100 4G588 06/30/2008 14,458.88 Director of Athletics.
N10001 CP100 SQVM-330180 07/23/2009 178,000.00 Director of Physical Plant, 09/03/2009 713,967.94 Dean of Training and Outreach.
N09001 CG100 AL1419 09/14/2009 7,029.00 Dean of Public Safety & Industry.
N08001 MC103 USE490N9C0 10/13/2009 5,232.01 Director of CIS.
N07001 MC103 USE490N68X 10/13/2009 5,232.01 Director of CIS.
N06001 MC103 USE490N8B2 10/13/2009 6,688.00 Director of CIS.
N05001 MC103 USE424N4DK 10/20/2009 5,818.05 Director of CIS.
N04001 MC103 USE424N4DH 10/20/2009 5,818.05 Director of CIS.
N03001 OC100 005359 12/22/2008 32,005.38 Dean of Training and Outreach.
N02001 MC103 USE070N177 03/10/2010 5,423.00 Director of CIS.
N01001 MC103 USE070N177 01/04/2010 6,904.95 Director of CIS.
N00001 MC103 USE070N177 03/08/2010 9,342.03 Director of CIS.
N50001 WP100 FP100 03/26/2010 20,861.00 Dean of Training and Outreach.
N40001 TM300 04/09/2009 6,567.00 Director of CIS, 06/30/2009 5,740.00 Director of Training and Outreach.
N30001 TM300 05/11/2010 8,400.00 Director of Physical Plant.
N20001 TM300 04/09/2009 6,567.00 Director of Training and Outreach.
N10001 TM300 09/29/2010 26,667.00 Director of Physical Plant.
N00001 TP101 Engraved N19145 06/30/2010 33,792.69 Director of Library Services.
N50001 TP101 Engraved TAG NUMBER ON UNIT 09/29/2010 20,610.00 Director of Library Services.
N40001 TP101 Engraved TAG NUMBER ON UNIT 06/30/2010 30,239.79 Director of Library Services.
N30001 TP101 Engraved TAG NUMBER ON UNIT 06/30/2010 41,247.22 Director of Library Services.
N20001 TP101 Engraved TAG NUMBER ON UNIT 06/30/2010 42,504.94 Director of Library Services.
N10001 TP101 Engraved TAG NUMBER ON UNIT 06/30/2010 71,594.95 Director of Library Services.
N00001 TP101 Engraved TAG NUMBER ON UNIT 06/30/2010 73,301.60 Director of Library Services.
N50001 TP101 Engraved TAG NUMBER ON UNIT 06/30/2010 80,055.34 Director of Library Services.
N40001 TP101 Engraved TAG NUMBER ON UNIT 06/30/2010 155,575.78 Director of Library Services.
N30001 TP101 Engraved TAG NUMBER ON UNIT 06/30/2010 12,225.00 Director of Library Services.
N20001 TP101 Engraved TAG NUMBER ON UNIT 07/29/2010 26,667.00 Director of Physical Plant.
N10001 TP101 Engraved TAG NUMBER ON UNIT 08/03/2010 43,383.00 Dean of Public Safety & Industry.
N00001 TP101 Engraved N19143 08/10/2010 8,144.63 Director of Library Services.
N50001 TP101 Engraved N19146 08/13/2010 7,955.00 Director of Library Services.
N40001 TP101 Engraved N19148 08/19/2010 8,889.44 Director of Library Services.
N19320 WC5335PT (WC5335 PRINTR/Tandem) PL115 AE9882023 03/28/2013 7,927.00 Vice President of Finance,
N19321 WC5335PT (WC5335 PRINTR/Tandem) JS136A AE3682194 03/28/2013 7,927.00 Vice President of Finance,
N19322 WC5335PT (WC5335 PRINTR/Tandem) BM135 AE9882037 03/28/2013 7,927.00 Vice President of Finance,
N19323 WC5335PT (WC5335 PRINTR/Tandem) BA210 AE9882017 03/28/2013 7,927.00 Vice President of Finance,
N19324 WC5335PT (WC5335 PRINTR/Tandem) TTC103 AE9882014 03/28/2013 7,927.00 Vice President of Finance,
N19325 WC5335PT (WC5335 PRINTR/Tandem) WP1132 AE9882228 03/28/2013 7,927.00 Vice President of Finance,
N19326 Instaill a CCTV system with existing and new SJ100 ENGRAVED N19298 ON IT HAD NO SIN 04/04/2013 5,812.94 Dean of Administrative Services,
N19300 24 equipment fit trailer WMPORT 1192326 05/23/2013 5,950.00 Director of Physical Plant,
N19301 Super Z, 31HP Kawasaki FX/60”, Suspension Seat, WMPORT 12051372 06/24/2013 12,906.66 Director of Physical Plant,
N19302 WC5335PT PRINTR/Tandem per Proposal did 6-25-13 WMPORT 13052904 07/08/2013 7,927.00 Hardin, Dan,
N19303 Super Z MD Kawasaki FX 850 Part #92145 08/03/2013 11,580.58 Director of Physical Plant,
N19304 Volvo Cold Pan Serving Counters - Model # 98708 BA157 D246-00621442-001 09/12/2013 16,482.24 Vice President of Finance,
N19305 Volvo Cold Pan Serving Counters - Model # 98708 BA157 D246-00621442-002 09/12/2013 16,482.25 Vice President of Finance,
N19306 FM-250 Automated baseball practice machine BBSTOR 0513-078245-1-024 09/17/2013 14,475.00 Director of Athletics,
N19307 Clark C25 LP Forklift WMPORT P232L-0065-9862CNF 10/02/2013 25,660.00 Director of Physical Plant,
N19308 Sharp 80” LED TV/MON w/Chief Cart BM116 309825931 10/03/2013 5,450.76 Director of CIS,
N19309 Sharp 80” LED TV/MON w/Chief Cart BM116 309825932 10/03/2013 5,450.76 Director of CIS,
N19310 Sharp 80” LED TV/MON w/Chief Cart BM116 309825938 10/03/2013 5,450.76 Director of CIS,
N19311 Sharp 80” LED TV/MON w/Chief Cart BM116 309825936 10/03/2013 5,450.76 Director of CIS,
N19312 HP ProLiant DL 380e Gen7 Server BM116 A0P760W E20294 10/03/2013 5,619.26 Director of CIS,
N19313 HP ProLiant DL 380e Gen7 Server MC103 M1Q3380CSV 03/28/2014 5,265.00 Director of CIS,
N19314 3D AV Rover with accessories WMPORT 2004255 10/03/2013 15,000.00 Dean of Training and Outreach,
N19315 DVR for Security Building CL103 40455673022110102 10/03/2013 17,167.39 Dean of Administrative Services,
N19316 DVR for WHM HC108B 40455673022110136 10/03/2013 17,167.40 Dean of Administrative Services,
N19317 DFS100 Nuvera 100 Mainframe AC113A TB7-0008561 10/03/2013 150,849.12 Vice President of Finance,
N19318 DFS100 Nuvera 100 Mainframe WMPORT 2CN920-13DODG568238 10/12/2013 45,731.99 Director of Physical Plant,
N19319 John Deere XUV 8550 Camo WMPORT FY788823 10/17/2013 19,952.00 Director of Physical Plant,
N19320 Refurbished EMSCO 80 Unit OC100 1M0855DSJDM62013 10/31/2013 11,524.00 Dean of Training and Outreach,
N19321 D Co Centaur x Server ETC2 DF-80-109-48 11/01/2013 19,131.22 Dean of Training and Outreach,
N19322 D Co Centaur x Server MC103 CYW027991 11/11/2013 5,857.68 Director of CIS,
N19323 Market Forge Sterilizer HH136 75037 12/03/2013 13,500.31 Dean of Business, Math & Science,
N19324 Vulcan Convection Steamer BM126 46-301825 12/13/2013 7,841.68 Vice President of Finance,
N19325 Shelving for CD and DVD Collection PL103 None 12/13/2013 5,009.80 Director of Library Services,
N19326 2014 Starcraft Alstar XL Shuttle Bus WMPORT EEA23802 03/31/2014 79,482.00 Director of Physical Plant,
N19327 2014 Starcraft Alstar XL Shuttle Bus WMPORT EEA23803 03/31/2014 84,460.00 Director of Physical Plant,
N19331 500 barrel steel tank ET2C ST500-443 04/16/2014 9,500.00 Dean of Training and Outreach,
N19332 500 barrel steel tank ET2C ST500-467 04/16/2014 9,500.00 Dean of Training and Outreach,
N19333 6’ x 15’ Horizontal Separator WP100 ET2C ST500-442 04/16/2014 11,586.00 Dean of Training and Outreach,
N19334 500 barrel steel tank WP100 ET2C ST500-442 04/16/2014 12,376.00 Dean of Training and Outreach,
N19335 Freightliner M2 maintenance truck WMPORT 1FVACWCOEHEFY2567 04/30/2014 89,957.00 Director of Physical Plant,
N19336 Vulcan VCA60 Electric Convection Oven BA162 54-1069580 05/08/2014 6,612.00 Vice President of Finance,
N19337 2012 Dragon air ride 130 BBL vac trailer with WP100 ETC2 05/21/2014 42,600.00 Dean of Training and Outreach,
N19338 Allmand NLPRO11 Vertical Light Tower WP100 ETC2 05/28/2014 10,766.00 Dean of Training and Outreach,
N19339 Polaris R14RH45AA 2014 RGR-400 WP100 ETC2 05/30/2014 8,354.00 Director of Athletics,
N19340 Equipment for high pressure wellhead WP100 ETC2 06/04/2014 18,357.69 Dean of Training and Outreach,
To: New Mexico Junior College Board  
From: Charley Carroll  
Re: NMJC Motor Pool Vehicles  
Date: June 12, 2014  

Board Members,  

New Mexico Junior College is seeking Board Approval to trade-in or sell through public auction the following vehicles from the NMJC Motor Pool. Upon approval by the NMJC Board a letter from the Business Office will be sent to the Office of the State Auditor and the Higher Education Department notifying them of our intent to trade-in or sell through public auction. New Mexico Junior College will wait a minimum of 30-days from the date of notice to OSA and HED to proceed with vehicle disposal.

G18893  1995 Chevrolet pickup  vin# 1GCEC14H8SZ142291  mileage 45,124  
G32298  1997 Chevrolet pickup  vin# 1GCCS144XV8156128  mileage 37,123  
G45556  2001 Chevrolet van  vin# 1GAHG39R711120352  mileage 133,355  
G45557  2001 Chevrolet van  vin# 1GAHG39R911124029  mileage 107,309  
G59924  2005 Chrysler 300  vin# 2C3JA53G95H591959  mileage 156,255  
G66080  2007 Bluebird bus  vin# 1BABNBXA27F239572  mileage 131,947  

Respectfully,  
Charley Carroll
To: New Mexico Junior College Board members
From: Dan Hardin
RE: Bob Moran Upgrade and Expansion
Date: June 16, 2014

Board members,

During the Board budget workshop, we discussed the conversion of the high bay area in Bob Moran Hall to housing accommodations for the Law and Corrections Academy cadets. This 3,200 square feet area will house 36 beds along with a commons area, washer and drier facilities, separate heating and air conditioning, and the expansion of 600 square feet for shower and rest room facilities. This creation of dedicated housing for the Law and Corrections Academies will closer reflect the State Law Enforcement Training Academy in Santa Fe and appropriately creating a paramilitary environment as opposed to a College dormitory setting. In April of 2014, the Board approved $500,000.00 for this project. The Administration is asking for an additional $275,000.00 to complete this project.

Attached for your review is the Capital Projects Summary Transmittal for the Higher Education Department Capital Projects committee. The project is scheduled to be presented to the HED Capital Projects committee at the July 9th capital projects committee hearing. The additional $275,000.00 will cover the furniture, security system, and a portion of the 600 square feet addition to the building.

Upon your approval of this project and moving an additional $275,000.00 from reserves to this project, and HED’s approval of this project in July, Dr. Carroll will begin pulling permits and moving forward to start this project in July. Donner Plumbing a CES vendor will be the General Contractor.

This will be a positive move for the Law and Corrections Academies and for the NMJC housing area.

Respectfully,

[Signature]

Dan Hardin
TO: NMJC Board Members and Dr. Steve McCleery
FROM: Larry Sanderson
DATE: June 19, 2014
RE: Request for Approval of Evening College Tuition Proposal

NMJC has a long history of meeting the needs of working adults who are seeking to improve their personal and professional opportunities. Whether through technical education such as welding or automotive or through traditional academic courses, working students are on a mission to move themselves forward.

Like most community colleges, The JC seeks to meet the needs of working adults through a variety of course offerings presented through a number of modes of delivery: traditional classroom, Internet-enhanced, ITV, and fully online courses. Courses are offered during the day, at night, occasionally on weekends and in a variety of locations. The challenge for the college is to balance these offerings and plan for the most effective means of delivery that meets the needs of all students.

Over the past 10-15 years, one place where we have fallen behind in our ability to meet the needs of students is in our night classes.

**Evening College**

Virtually every community college in our region has a robust night program. At one time, NMJC likewise had a strong evening program with high levels of student enrollment. Over the years, for a variety of reasons, our offerings and student participation have declined. Consider, between Fall 2006 and Fall 2013, the number of evening sections declined from 106 to 70 and student enrollment dropped by over 30% (despite the fact that our college enrollment increased).

<table>
<thead>
<tr>
<th>Sections Made</th>
<th>Fall 2006</th>
<th>Fall 2010</th>
<th>Fall 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Enrolled</td>
<td>1,414</td>
<td>1,254</td>
<td>981</td>
</tr>
<tr>
<td>Average Section Size</td>
<td>13.3</td>
<td>14.7</td>
<td>14</td>
</tr>
<tr>
<td>Student Credit Hours</td>
<td>3,283</td>
<td>2,633</td>
<td>2,243</td>
</tr>
</tbody>
</table>

In 2009, I reported to the Board on a comparison of colleges and how our credit hour generation compared to those colleges (NMJC, Arizona Western, Central New Mexico, and Clovis Community College):
These comparisons remain fundamentally unchanged to this day with the exception that Arizona Western and CNM have developed stronger online offerings.

No one factor explains our shift away from a strong night enrollment. As with any complex market, shifting institutional priorities, and changing student needs, many factors influence success and failure of an activity. In our case, factors driving our shift in evening enrollments include:

1. Shifting core faculty assignments to meet demand for day and online classes. Thus, we worked to meet evening course demands through greater use of adjunct faculty.
2. An ever-present challenge of identifying, training, and retaining qualified adjunct faculty.
3. The advent of online courses put pressure on faculty loads, offered students an alternative means of scheduling their courses, and created a somewhat false sense of meeting student needs (in some cases, student choice of online was not by desire as much as last resort). One result was a subtle decline in the number of courses we offered, or felt we had to offer.
4. During this same period, student preferences shifted. For instance, students developed a strong sense of one-night, one-class as their preferred mode of evening college scheduling.

Our Opportunity

The average NMJC student is a part-time student who is 29 years old and is working part or full time. We know from research that over 17,000 adults in Lea County are over the age of 25, have a high school diploma (or GED), and have either not gone to college or taken some classes short of an Associate Degree. When we look to Gaines, Andrews, and Yoakum Counties in Texas, this figure grows to 35,000+ adults who have every reason to consider classes at NMJC.

We have a very substantive opportunity to grow college enrollment and better meet the needs of working students if we can revitalize and re-build our Evening College programs.

Re-establishing our Evening College as a vital part of NMJC offerings will involve very deliberate actions on our part. Our plan includes:
• Evaluating course offerings with the intent of making sure that we are offering the range of academic courses needed to support an evening student from initial enrollment through graduation/completion. A student has to be able to count on the fact that they can complete their program/degree at night if that is their preferred mode of attendance.
• Revitalizing our night business curriculum. Throughout our community conversations for the Degree Qualifications Profile (DQP) project, we heard business leaders tell us that the college was falling short in business offerings (particularly at night). We are adding core business courses each night for the new Evening College.
• Student support services will be enhanced (counseling, food services, etc.) in the evenings.
• Ongoing evaluation of enrollments, offerings, student satisfaction, and student outcomes to determine if we are meeting student needs with the changes and how we can continue to adjust our offerings to meet future student needs.

Our clear challenge is to re-establish ourselves in the evening market and to re-build community awareness of our offerings. To this end, we are requesting your support for a two-year plan to develop NMJC Evening College as a destination program for working adults.

Requested Board Action

We are asking for the Board to approve a one year adjustment in posted tuition for all courses starting at 5PM or later. Specifically, we ask that the Board approve a 50% reduction in tuition (not including fees) for all classes starting at 5PM or later. We request that this approval be for the Fall 2014 and Spring 2015 semesters. We are planning for this to be a two year effort but we are requesting formal approval only for the first year with the expectation that we will report data on enrollments and student outcomes following the Spring 2015 semester. At that time we anticipate, given success, that we will request a one year extension of the program.

It is important to note that we fully expect some students to shift from day courses and online courses to take advantage of this opportunity. At the same time, our clear objective is to increase overall college enrollment by bringing in more students and to support the success of those students as they seek to complete their college education.

Expected Outcomes (which will be tracked and reported quarterly)

1. We look for growth in night credit enrollment (measured in credit hours, number of students enrolled, and sections offered).
2. We look for overall growth in college credit enrollment (measured in credit hours and number of students enrolled).
3. We look for growth of business course enrollments college-wide.
4. Over time we hope to grow the graduation and completion rate for those programs and degrees offered through night courses.

Thank you for your consideration of our request.
The following candidate is being recommended for employment as follows:  

Candidate’s name  Michael G. Neita  

Position title  Director of Upward Bound  

☐ 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  Upward Bound  

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  $41,279 - $51,599  

Recommended annual salary  $53,034  

Prorated salary  ☑ yes  ☐ no  

Account number(s) with respective % allocation(s)  41133 3024 61301 123  

Recommended and approved by:  

Supervisor  Dean/Director  

Vice President  President  

Selection Committee Members:  

Dr. Gayle Abbott – Director of Student Support Services  

Kennedy Alila – Professor of Chemistry  

Michelle Cortez – Administrative Secretary – Upward Bound  

Elena Dominguez – Upward Bound Academic Coordinator  

Eric Garcia – Resident Hall Supervisor  

Stacey Jackson – Accounts Receivable/Head Cashier  

Dianne Marquez – Dean of Arts and Humanities  

Comments:  Mr. Neita, with a M.U.A. in Urban Affairs and seventeen years of experience meets and/or exceeds the minimum requirements for this position.  

*Pending background check

rev. 6-28-01
Position

Director of Upward Bound

Personal Data

Name: Michael G. Neita

Education

M.U.A., Boston University, Boston, MA, 2003
   Major: Urban Affairs

B.A., University of Massachusetts, Boston, MA, 1999
   Major: Community Planning

   New Directors of TRIO Programs

Certificate, University of West Indies, Mona, Jamaica, 1989
   Social Work

Professional Experience

Cambridge Academic Group, Inc., Boston, MA
   Director/Consultant 08/2007 to Present

Research Foundation, CUNY, Queens, NY
   Director of Upward Bound 06/2010 to 12/2012

Roxbury Community College, Boston, MA
   Director of Upward Bound 04/2001 to 08/2007
   Academic Advisor 09/2000 to 04/2001

Boston Center for Youths & Families, Boston, MA
   Human Service Advocate 04/2001 to 04/2002

Action for Boston Community Development, Inc. Boston, MA
   Health Educator 07/1992 to 09/1999

Social Action Center, Kingston, Jamaica
   Youth Development Officer 10/1980 to 02/1990

Organizations:

Founding Member, Board of Directors, Immigrant Workers’ Resource Center, Boston, MA 1993-1995
Member, International Society for Technology in Education, Washington, DC 2005 to present
Member, Boston University Alumni Association and UMass Boston Alumni Association
Position Title: Director of Upward Bound Program

Position Description: The Director of Upward Bound Program reports to the Vice President for Student Services. The Upward Bound Program is a component of the federal TRIO Program to assist low income/first generation 9th through 12th graders to graduate from high school and enter post-secondary education. The Director is responsible for the overall implementation of the Upward Bound Program, the day to day operations of the projects including planning, implementing and supervising of staff, overseeing the budget, developing educational programs (tutoring, college/field trips, Academic Saturday classes and summer programs), preparing monthly and annual institutional and federal reports, working with key personnel in area of high schools to identify potential students, working with parents and developing assessment and monitoring vehicles to track the 50 participants via the submission of the Annual Performance Report. This position is grant funded through the US Department of Education and grant writing experience is a plus. Director should be able to guide potential college students through the process of financial aid, scholarships, enrollment and college success. All NMJC employees are encouraged to: 1) participate in a process of continual personal and professional improvement; 2) actively participate in the instructional goals and objectives designed to support the mission of the college; and, 3) serve on college committees as assigned and 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 from a regionally accredited institution in education, psychology or related field is required. Qualified applicant should have prior experience with educational programs. Bilingual in English/Spanish is an asset. Prior TRIO experience preferred.

Salary/Benefits: This is a 12-month professional position funded by a grant. Continuation of the position depends on grant funding. Salary range is $41,279 to $51,599 commensurate with education and experience. Standard NMJC benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form on line at 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.

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.
## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

<table>
<thead>
<tr>
<th>Candidate’s name</th>
<th>Cammie J. Armstrong</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position title</td>
<td>Professor of Nursing</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ New position</td>
<td>☐ Existing position</td>
</tr>
<tr>
<td>Is candidate related to another NMJC employee?</td>
<td>☐ yes</td>
</tr>
<tr>
<td>Effective date of employment</td>
<td>August 11, 2014</td>
</tr>
<tr>
<td>Funding source</td>
<td>Nursing Expansion Funds</td>
</tr>
<tr>
<td>Paid advertising beyond *standard</td>
<td>HigherEdJobs.com, New Mexico Nurse – Nursing News &amp; Views</td>
</tr>
<tr>
<td>(*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)</td>
<td></td>
</tr>
<tr>
<td>Post salary range</td>
<td>$43,369 to $54,211</td>
</tr>
<tr>
<td>Account number(s) with respective % allocation(s)</td>
<td>11000 2544 61101 102</td>
</tr>
</tbody>
</table>

Recommended and approved by:

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Dean/Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President</td>
<td>President</td>
</tr>
</tbody>
</table>

**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. Armstrong with a B.S.N. and pending M.S.N and four years of experience meets and/or exceeds the minimum requirements for this position.
ABBREVIATED RESUME

**Position**

Professor of Nursing

**Personal Data**

Name: Cammie J. Armstrong

**Education**

M.S.N., University of Phoenix, Phoenix, AZ, pending 09/2014  
Major: Nursing Education

B.S.N, Texas Tech University, Lubbock, TX, 2011  
Major: Nursing

A.A.S, New Mexico Junior College, Hobbs, NM, 2010  
Major: Nursing

**Professional Experience**

Gentiva Hospice, Hobbs, NM 01/2013 to Present  
On-call Registered Nurse

Good Life Senior Center, Hobbs, NM 05/2013 to 10/2013  
Registered Nurse

Nor Lea General Hospital, Lovington, NM 11/2010 to 12/2012  
PRN Medical Surgical, PACU, Chemotherapy Certified Nurse

Lea Regional Medical Center, Hobbs, NM 07/2010 to 11/2010  
Newborn Nursery Registered Nurse

Rockytop Dairy 2003 to 2007  
Owner/Operator

**Licenses/Certifications:**

New Mexico License No: RN-71524, Issue Date: 07/02/2010, Expiration Date: 07/31/2014,  
Type: Multi-state Compact  
Emergency Nursing Pediatric – EMS Region III  
Trauma Nursing Core Course, Emergency Nurses Association  
Deputy Medical Investigator Designate – Home Health/Hospice

**Organizations/Honors:**

Graduated Magna Cum Laude from Texas Tech University
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 (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

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.
**NEW MEXICO JUNIOR COLLEGE**  
**Personnel Recommendation for Board Consideration**

The following candidate is being recommended for employment as follows:  
Date June 16, 2014  

Candidate’s name  
Kathleen J. Ferrell  

Position title  
Director of Adult Basic Education  

- [ ] New position  
- [ ] Existing position  
Classification:  
- [ ] Faculty  
- [x] Professional  
- [ ] Other  

Is candidate related to another NMJC employee?  
- [ ] yes  
- [x] no  
If so, to whom  

Effective date of employment  
July 1, 2014  
Standard contract length:  
- [x] 12 mos.  
- [ ] 9 mos.  
- [ ] other  

Funding source  
Adult Basic Education  

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

Posted salary range  
$42,311 to 52,889  
Recommended annual salary  
$52,557  
Prorated salary:  
- [ ] yes  
- [x] no  

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

Recommended and approved by:  

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Dean/Director</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vice President</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Selection Committee Members:**  
Dianne Marquez – Dean of Arts and Humanities  
Alma Casarez – ABE Assistant  
Patsy Lewis – Professor of Reading/Writing – Transitional Studies  
Andrika Ruiz – ABE Assessment / Retention Clerk  
Ruth Wong – Professor Education/Transitional Studies Reading  

Comments:  
Ms. Ferrell with a B.S. degree and twelve years of experience meets and/or exceeds the minimum requirements for this position.
Position

Director of Adult Basic Education

Personal Data

Name: Kathleen J. Ferrell

Education

B.S., University of the Southwest, Hobbs, NM, 1995
   Major: Elementary and Secondary Education/Mathematics

A.A., New Mexico Junior College, Hobbs, NM, 1990
   Major: General Studies

License, Coleta’s School of Beauty, Hobbs, NM, 1982
   Major: Cosmetology

Professional Experience

New Mexico Junior College, Hobbs, NM 03/2011 to Present
   Part-time ABE Math Instructor

Designs by Kathleen, Longview, TX 02/2010 to 05/2010
   Self Employed

Presser Construction, Diana, TX 07/2009 to 11/2009
   Secretary

New Diana ISD, Diana, TX 07/2008 to 08/2009
   9th Grade Math Teacher

East Texas Council on Alcohol and Drug Abuse, Longview, TX 05/2004 to 08/2008
   Education Specialist

Southwest Inventory, Diana, TX 2001 to 2004
   Assistant Inventory Clerk

Lakeview Baptist Assembly, Lone Star, TX 1998 to 2001
   Part-time Secretary/Housekeeper/Dining Coordinator

Hobbs Municipal Schools, Hobbs, NM 1995 to 1998
   7th Grade Math Teacher

House of Huber, Hobbs, NM 1982 to 1995
   Stylist/Owner

Certifications / Licenses:

New Mexico Department of Education
Texas Department of Education
Cosmetologist/Operator
Position Title: Director of Adult Basic Education

Position Description: This position reports to the Dean of Arts and Humanities. Duties and responsibilities include, but are not limited to, the following: 1) Directs the operation of the Adult Basic Education Programs which includes programs for general education (GED) and English as a second language (ESL); coordinates the various classes and coursework planning within the program; coordinates with external agencies and/or organizations on all matters pertaining to the program; coaches, trains, and supervises assigned employees, or makes effective suggestions and recommendations regarding employment status; and coordinates, schedules, assigns, and reviews the daily work activities of staff; 2) Develops, implements and maintains program budgets; creates, prepares and submits all grant applications/paperwork; monitors and maintains projects ensuring compliance with federal, state and local guidelines; ensures program activities (e.g., expenditures, classes, etc.) meet grant/contract requirements; analyzes and facilitates collection of data; prepares special and recurring reports; regularly evaluates instructors, class and program effectiveness; 3) Develops and modifies curriculum to meet the needs of students; establishes classroom/computer labs and equipment and software updates as needed; supervises preparation and submittal of all purchase requisitions, personnel requisitions and other personnel/financial transactions; and conducts community needs assessment at least once every three years; 4) Represents the program at meetings, conferences and/or seminars; serves on various committees and as a member of professional associations; interacts with administrators, faculty and staff and external constituencies; communicates with instructors and students obtaining feedback; makes on-site visits; observes classroom instruction; and may participate or assist in student/program registration; 5) Serve on college committees as assigned; 6) Performs other duties as assigned or required; 7) Participate annually in an academic or professional process of continued personal and professional development; 8) Actively participate in the institutional goals and objectives designed to support the mission of the college; 9) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor’s degree, preferably in education, required. Master’s degree is desirable. All degrees must be from a regionally accredited institution. Teaching experience preferred. Excellent public speaking, supervisory, microcomputer and organizational skills are necessary. Knowledge to include, but are not limited to, the following: management practices and principles, program development and implementation, budget preparation, monitoring and administration, teaching practices including Adult Education programs, community referrals and services, adult learning theory, and public relations/marking practices and methods. Valid New Mexico or Texas driver license required.

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

Application Deadline: Thursday, May 8, 2014 at 5:00 p.m. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. Position starts June 1, 2014.

To Apply: Submit NMJC application form on line at 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.

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"
1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2793 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail:kmiiller@nmjc.edu
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:  Date  June 18, 2014

Candidate’s name  Gregory A. O’Brien

Position title  Director / Professor of Entertainment Technology

☑ 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  **Pending**  Standard contract length  ☑ 12 mos.  ☐ 9 mos.  ☐ other

Funding source  Institutional Funds


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

Posted salary range  $55,516 to $69,395  Recommended annual salary  $ 74,902.00  Prorated salary  ☐ yes  ☑ no

Account number(s) with respective % allocation(s)  11000 2913 61301 104

Recommended and approved by:

Supervisor  Dean/Director

Vice President  President

Selection Committee Members:  Jeff McCool – Dean of Training & Outreach
  Dr. Dennis Atherton – Vice President for Instruction
  Dan Hardin – Vice President for Finance
  Dale Gannaway – Executive Director New Horizons Resources
  Don Caldwell – Cactus Theatre, Lubbock, Texas
  Jeff Little- Professor and Self Employee Musician / Performing Artist
  Mike Gallagher – Lea County Manager

Comments:  Mr. O’Brien with a M.S. in Music Technology Education and more than thirty-three years of applicable experience meets and/or exceeds the minimum requirements for this position.

**Pending background check and hire date is undecided**
Position
Director / Professor of Entertainment Technology

Personal Data
Name: Gregory A. O’Brien

Education
M.S., Indiana University, Purdue School of Engineering and Technology, Indianapolis, IN, 2009
   Major: Music Technology
B.S., West Virginia Institute of Technology, Montgomery, WV, 1995
   Major: Electronic Engineering
   Minor: Music
A.A.S., Hocking Technical College, Nelsonville, OH, 1983
   Major: Electronics Engineering Technology
Certificate, Meigs Vocational School, Pomeroy, OH, 1980
   Major: Communications and Broadcast Electronics

Professional Experience
Full Spectrum Sound, Shade, OH
   Owner and Operator 1998 to Present
V.A.S.T., Shade, OH
   Founding Partner 08/1995 to Present
Hocking College, Nelsonville, OH
   Instructor Audio Production/Broadcast Engineering/Electronics Engineering 01/1999 to 06/2008
Ben Franklin Career Center, Dunbar, WV
   Instructor 08/1998 to 12/1998
State of Delaware Ferris School for Boys, Wilmington, DE
   Technology Education Instructor 12/1996 to 04/1998
West Virginia Institute of Technology, Montgomery, WV
   Student Work-study / Electronic Technician 1993 to 1995
Oceanside Unified School District, Oceanside, CA
   Electronics Maintenance Technician and Vocational ROP Electronics Instructor 05/1986 to 04/1992

Awards:
Indiana University School of Music – Magna Cum Laude

Publications:
Thesis: “The measured effects of simple and complex waves both digital and analogue when used in a transduced and transmitted wave application of forced resonance to human biological and stress hormonal systems.”
Product reviews and technical applications for Guitar Digest
Bio-resonance Sound Therapy Student Guidebook
Position Announcement • October 2013

Position Title: Director / Professor of Entertainment Technology

Position Description: The Director/Professor of Entertainment Technology shall be responsible to the Dean of Training and Outreach. The duties and responsibilities of the Director/Professor of Entertainment Technology shall be, but not limited to the following: A. To satisfactorily perform the job of Director/Professor of Entertainment Technology for New Mexico Junior College. B. General duties and responsibilities: 1. Develop the Entertainment Technology curriculum; 2. Recruit students to the program; 3. Teach Entertainment Technology classes; 4. Work with the Lea County Event Center staff / Commissioners in the development of an Entertainment Technology Program lab; 5. Work with the NMJC Director of Physical Plant in the development of the Entertainment Technology classrooms and labs; 6. Create industry and community partners; 7. Lead and initiate a systematic effort that emphasizes Entertainment Technology student graduation; 8. Promote academic excellence within the Entertainment Technology Program; 9. Oversee the Entertainment Technology operating budget; 10. Oversee Entertainment Technology Faculty; 11. Attend all required meetings; 12. Seek opportunities to promote NMJC and the Entertainment Technology Program; 13. Work with the local media and the NMJC communication department to promote the Entertainment Technology Program; 14. Participate, both as a professional and a representative of New Mexico Junior College, in community affairs; 15. Attend all College required meetings and abide by and support the NMJC Employee Handbook; 16. Promote the mission and the vision of the College; 17. Participate annually in an academic or professional process of continued personal and professional development; and 18. 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: At least fifteen years of related experience is preferred. The successful candidate must have good public relations skills, ability to handle multi-task situations and ability to work in a fast paced operation on a daily basis. Additionally, the successful candidate will have a broad general knowledge and /or experience in many areas of the Entertainment and Music Industry including audio lighting and production, concert and event production, studio recording, independent and major recording labels, music and production contracts and contract riders, songwriting and copyright, music publishing, entertainment business, entertainment marketing, and entertainment law. The successful candidate will possess leadership and communication skills to develop the entertainment technology program and the ability to create industry and community partners. Experience and knowledge of Entertainment Technology curriculum development and Entertainment Technology facility development, and a Bachelor’s degree is preferred.

Salary/Benefits: This is a 12-month professional/faculty position. Salary is competitive and commensurate with relevant experiences and degrees. Standard NMJC benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form on line at 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.

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.