

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Tuesday, June 29, 2004

Zia Room - Library

4:00 p.m.

## AGENDA

- |   |               |
|---|---------------|
| A. Welcome  | Larry Hanna   |
| B. Adoption of Agenda   | Larry Hanna   |
| C. Approval of Minutes of May 20, 2004                                    | Larry Hanna   |
| D. President's Report   | Dr. McCleery  |
| E. Closure of Open Meeting  | Larry Hanna   |
| F. New Business   |               |
| 1. Monthly Expenditures Report  | Dan Hardin    |
| 2. Monthly Revenue Report   | Dan Hardin    |
| 3. Oil and Gas Revenue Report   | Dan Hardin    |
| 4. Schedule of Investments  | Dan Hardin    |
| 5. Consideration of Bid #953 – Windows for the NMJC Dormitories           | Frank Collins |
| 6. Consideration of Capital Project Requests                              | Dr. McCleery  |
| 7. Consideration of President's Contract                                  | Dr. McCleery  |
| 8. Consideration of Retirement Resolutions                                | Dr. McCleery  |
| 9. Personnel Consideration – Department Secretary Human Resources         | Dr. McCleery  |
| 10. Personnel Consideration – Dean of Continuing Education/Workforce Dev. | Dr. McCleery  |
| 11. Personnel Consideration – Professor of PE/Cross Country & Track Coach | Mickey Best   |
| G. Public Comments  | Larry Hanna   |
| H. Announcement of Next Meeting   | Larry Hanna   |
| I. Adjournment  | Larry Hanna   |

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# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

MAY 20, 2004

### MINUTES

The New Mexico Junior College Board met on Thursday, May 20, 2004, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Yvonne Williams; Mr. Wade Cavitt; and Mr. John Hice, Jr. Not present was Mr. Guy Kesner.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Vange Perryman, Hobbs News Sun.

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

Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the minutes of April 19, 2004.

Under *President's Report*, Sam Gilcrease reported on the recent automotive competition. Sam Oswald, along with JoAnn Thomas and Billy Cummings, presented a \$50,000 gift from Hospice for nursing scholarships.

Mr. Cavitt 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 the New Mexico Statutes Annotated 1978. Ms. Chappelle seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Ms. Chappelle – yes; Mr. Hice – yes; Mr. Hanna – yes; Mr. Cavitt – yes; Mrs. Williams – yes.

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

Under *New Business*, Dan Hardin presented the April financial reports and with a motion by Mr. Cavitt, seconded by Mr. Hice, the board unanimously approved the expenditures for April 2004. After discussion of the required CHE Fiscal Watch Reports and upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board unanimously approved the Summary of Operating and Plant Funds and Cash Analysis, as well as the balance sheet.

Dr. McCleery presented a request from Ruidoso Downs regarding the transfer of a liquor license for the race track. The board has no objection to the request and upon a motion

by Mr. Cavitt, seconded by Mr. Hice, the board unanimously authorized Dr. McCleery and Chairman Hanna to inform the Lea County Board of County Commissioners.

Richard Fleming presented a request for tuition waivers for Hobbs Police Department officers attending the law enforcement academy. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the request to include all of Lea County.

Matt McKim and Dan Kemme presented the construction documents for the Ben Alexander Student Center and the Western Heritage Center for board consideration. Upon a motion by Ms. Chappelle, seconded by Mr. Hice, the board unanimously approved the documents as presented.

Dr. McCleery presented a grant contract for the Western Heritage Museum grant from the J. F. Maddox Foundation. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the contract as presented.

Frank Collins presented Request for Proposals #79 – Purchase and Installation of Copiers for NMJC. The administration recommended acceptance of the pricing structure submitted by Benchmark Business Solutions for \$217,982. Upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Mr. Collins presented Request for Proposals #84 – Audit Services. The administration recommended acceptance of the professional services of Johnson, Miller & Company for audit services for the 2003/2004 fiscal year at an annual cost of \$36,630. The college may opt to renew the contract annually for up to two additional years. The total multi-year cost is \$114,720. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Mr. Collins presented Bid #949RB – Purchase of a Road Grader. The administration recommended acceptance of the bid from James Cecil Auctioneers for \$16,500. Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Consideration of Bid #950 – Police Pursuit Vehicles for Law Academy was tabled.

Mr. Collins presented Bid #951 – Materials for the Construction of Horse Stalls. The administration recommended acceptance of the bid for materials for the construction of horse stalls from Steel Depot for \$14,489.09. Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Upon a motion by Ms. Chappelle, seconded by Mr. Hice, the board unanimously voted to renew Dr. McCleery's employment contract for one year. His salary for the 2004/2005 fiscal year will be considered at next month's board meeting.

Consideration of Retirement Resolutions was tabled.

Richard Fleming recommended Ms. Terry Holloman for the Professor of Reading and Writing in Transitional Studies position at a nine month salary of \$31,500. Upon a motion by Mr. Hice, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Holloman, effective August 16, 2004.

Mr. Hanna called for comments from the community. There being none, the next regular board meeting was scheduled for June 23, 2004, beginning at 4:00 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board meeting adjourned at 6:30 p.m.

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CHAIRMAN

ATTEST: \_\_\_\_\_  
SECRETARY

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Dan Hardin  
Date: June 18, 2004  
RE: Expenditure and Revenue Reports for May 2004

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The total year-to-date funds expended and/or encumbered through the month of May is \$25,655,085.00 of which \$1,373,793.00 are encumbered funds.

The total current unrestricted fund expenditures for Current Unrestricted Funds through May are \$15,726,088.00, which is 95% of the projected budget. As you review the expenditures for current unrestricted funds please keep in mind that the expenditure total includes fringe benefits and encumbrances. At the end of June all encumbrances will be released for the 2003/2004 fiscal year, encumbrances will be placed back as of July 1<sup>st</sup> on the accounts that have outstanding Purchase Orders for 2004/2005. We will continue to monitor the budgets for each of the departments. In June we will be making some budget adjustments from areas that have budget savings into areas that are over budget.

Restricted funds for the year is \$6,229,200.00. The Grants appear to be running less than we did last year, but we do not have the Accel program in 03/04 as we have had in years past. With that consideration the Grants and the restricted Student Aid are tracking as normal.

Expenditures in the Plant Funds have been mainly for the JASI project, the Student Center, and the Western Heritage Center.

Total year-to-date expenditures through May 2004 is \$25,655,085.00.

Revenue through May 2004 is \$25,140,397.00. Unrestricted revenue is \$17,207,056.00, which is over the budgeted revenue by \$268,627.00. Tuition and fee revenue is below our expectations mainly in the course fee projections. We lowered the projected budget for course fees for the 2004/2005 budget. All other unrestricted areas have or will meet revenue projections for the year. Grant, Student Aid, and Plant funds are drawdown funds after expenditures are made.

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In May \$500,000.00 was brought in for cash flow purposes, lowering the amount in LGIP investments from \$10,125,000.00 to \$9,625,000.00. Capital projects total \$5,339,890.19, which is 55% of the funds invested.

Oil and Gas revenue remains strong, with oil and gas revenue for April at \$371,127.00. Oil and Gas revenue is \$880,767.00 over the budget for the year with two months revenue remaining.

We go live with the finance piece of the Banner software on July 1<sup>st</sup>. The business office personnel have spent a great deal of time in training, creating new tables and crosswalks. Bill Kunko and the computer services staff have been also put in many hours creating interfaces and attending technical and finance training sessions. The technical people are also attending the training sessions for the student and financial aid modules.

This concludes the Financial Report for May 2004.

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**May 2004**

92% of Year Completed

Fund	2002-03			2003-04			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
Instruction and General:							
Instruction	4,812,332	5,614,199	117%	6,469,404	791,542	5,738,168	89%
Academic Support	911,970	1,161,671	127%	1,308,171	83,613	1,145,724	88%
Student Services	1,069,344	1,361,748	127%	1,480,107	108,825	1,371,951	93%
Institutional Support	3,726,901	2,237,323	60%	2,169,551	193,749	2,155,184	99%
Operation & Maintenance of Plant	1,748,024	1,678,956	96%	1,932,913	157,829	1,980,174	102%
Subtotal - Instruction & General	12,268,571	12,053,897	98%	13,360,146	1,335,558	12,391,201	93%
Student Activities	290,976	326,918	112%	315,714	84,019	387,910	123%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	683,216	234,194	34%	420,854	207	578,413	137%
Student Aid	281,479	217,810	77%	179,889	2,986	256,080	142%
Auxiliary Enterprises	1,197,047	1,569,991	131%	1,457,789	39,265	1,466,908	101%
Athletics	568,428	626,808	110%	698,906	51,499	589,810	84%
Total Current Unrestricted Fund	15,289,717	15,029,618	98%	16,433,298	1,513,534	15,670,322	95%
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,783,775	2,064,832	74%	2,013,499	153,639	1,612,494	80%
Student Aid	3,964,907	4,397,484	111%	4,180,325	21,204	4,616,706	110%
Total Current Restricted Fund	6,748,682	6,462,316	96%	6,193,824	174,843	6,229,200	101%
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	5,944,312	1,754,982	30%	6,363,403	40,576	840,550	13%
Projects from State GOB Funds	2,029,012	1,441,379	71%	5,226,697	40,791	2,576,690	49%
Projects from State STB Funds	0	0	0%	1,980,000	0	103,481	0%
Projects from State E R & R	0	0	0%	270,971	0	0	0%
Projects from State B R & R	443,286	403,150	91%	390,082	15,032	234,842	60%
Projects from Auxiliary BR&R	35,986	33,221	92%	19,539	0	3,839	20%
Subtotal - Capital and BR&R	8,452,596	3,632,732	43%	14,250,692	96,399	3,759,402	26%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	8,452,596	3,632,732	43%	14,250,692	96,399	3,759,402	26%
<b>GRAND TOTAL EXPENDITURES</b>	<b>30,490,995</b>	<b>25,124,666</b>	<b>82%</b>	<b>36,877,814</b>	<b>1,784,776</b>	<b>25,658,924</b>	<b>70%</b>



**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**May 2004**

92% of Year Completed

Fund	2002-03			2003-04			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	1,356,355	1,274,866	94%	1,653,150	11,181	1,556,976	94%
State Appropriations	7,376,100	6,761,513	92%	7,684,800	619,358	7,178,229	93%
Advalorem Taxes - Oil and Gas	2,949,084	4,214,226	143%	3,409,779	373,044	4,384,424	129%
Advalorem Taxes - Property	1,800,000	1,852,265	103%	2,000,000	242,396	1,936,499	97%
Interest Income	50,000	51,807	104%	50,000	4,492	34,047	68%
Other Revenues	307,700	399,502	130%	316,500	21,548	286,120	90%
<b>Subtotal - Instruction &amp; General</b>	<b>13,839,239</b>	<b>14,554,179</b>	<b>105%</b>	<b>15,114,229</b>	<b>1,272,019</b>	<b>15,376,295</b>	<b>102%</b>
Student Activities	43,400	47,258	109%	47,500	(8)	47,198	99%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	10,000	13,674	137%	13,000	9,125	19,120	147%
Auxiliary Enterprises	1,663,000	1,740,529	105%	1,728,300	41,543	1,732,397	100%
Athletics	35,400	31,944	90%	35,400	2,875	32,046	91%
<b>Total Current Unrestricted</b>	<b>15,591,039</b>	<b>16,387,584</b>	<b>105%</b>	<b>16,938,429</b>	<b>1,325,554</b>	<b>17,207,056</b>	<b>102%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,347,254	1,398,366	60%	2,013,499	70,366	1,179,297	59%
Student Aid	3,716,407	4,158,534	112%	4,180,325	(953)	4,577,288	109%
<b>Total Current Restricted</b>	<b>6,063,661</b>	<b>5,556,900</b>	<b>92%</b>	<b>6,193,824</b>	<b>69,413</b>	<b>5,756,585</b>	<b>93%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from State GOB Funds	1,212,900	791,136	65%	4,593,986	222,113	1,898,794	41%
Projects from State STB Funds	0	0	0%	2,000,000		165,653	8%
Projects from Other State Funds	0	0	0%	680,399	0	0	0%
Interest Income	105,700	96,659	91%	100,000	10,728	112,309	112%
<b>Total Plant Funds</b>	<b>1,318,600</b>	<b>887,795</b>	<b>67%</b>	<b>7,374,385</b>	<b>232,841</b>	<b>2,176,756</b>	<b>30%</b>
<b>GRAND TOTAL REVENUES</b>	<b>22,973,300</b>	<b>22,832,279</b>	<b>99%</b>	<b>30,506,638</b>	<b>1,627,808</b>	<b>25,140,397</b>	<b>82%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### May 2004

92% 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	2002-03 Original Budget	Variance Over (Under) Budget
Actual	July	\$26.85	2,991,006	\$4.48	16,317,305	343,217	239,507	103,710
Actual	August	\$25.32	3,451,574	\$5.26	15,862,113	337,799	239,507	98,292
Actual	September	\$25.39	3,597,704	\$4.80	17,349,678	321,605	239,507	82,098
Actual	October	\$30.08	3,068,996	\$4.56	17,740,094	427,926	239,507	188,419
Actual	November	\$26.37	2,877,972	\$4.52	16,425,079	297,713	239,507	58,206
Actual	December	\$28.16	3,127,825	\$4.39	17,293,973	341,121	239,507	101,614
Actual	January	\$29.63	2,987,545	\$4.25	16,321,118	309,412	239,507	69,905
Actual	February	\$30.37	3,173,669	\$4.74	17,433,910	356,805	239,507	117,298
Actual	March	\$32.33	3,170,048	\$5.64	17,607,065	408,619	239,507	169,112
Accrual	April	\$34.66	3,116,817	\$4.69	14,688,289	371,127	239,507	131,620
Accrual	May					239,507	239,507	0
	June						239,507	(239,507)
Y.T.D. Production Tax Revenue						3,754,851	2,874,084	880,767
Y.T.D. Equipment Tax Revenue						629,573	535,695	93,878
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>4,384,424</b>	<b>3,409,779</b>	<b>974,645</b>

**Source: New Mexico Taxation and Revenue Department**

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month. May is the monthly budget amount.

**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**May 2004**

92% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,625,000	N/A	N/A	N/A	7102-1348	1.81%	15,199
<b>Total investments</b>	<u>9,625,000</u>						<u>15,199</u>

Summary of Current Month's Activity	
Beginning amount	10,125,000
Plus: deposits	0
Less: withdrawals	(500,000)
Capital Projects	5,339,890
Reserves Invested	4,285,110
Total LGIP Investment	9,625,000

Capital Projects	5/30/2004
Technology Upgrade	118,230.20
Workforce Training Center	1,191,750.14
High Tech Start Up	201,296.00
Docutech	175,000.00
Vehicles	33,708.49
CISCO Networking Equipment	4,188.53
Western Heritage Center	500,000.00
Drawings and Master Plan	44,963.70
Baseball Field	75,371.74
Rodeo Arena	6,642.03
Dormitory Landscape	45,900.93
Lea County Beautification	0.00
Circle Drive	93,632.64
Dorm Construction	0.00
Roadway Parking Lot Seal Coat	50,000.00
Dorm Recreation Area	117,238.41
BR&R Carryover	19,539.49
Water Rights	9,465.59
Firing Range Upgrade	5,559.66
Millen Fence/Landscape	100,000.00
Ben Alexander Student Center	2,365,438.94
JASI	181,963.70
<b>Total</b>	<b>5,339,890.19</b>

NOTE: Capital projects total does not include encumbered funds

**Invitation to Bid # 953**

**Purchase & Installation Of Windows  
For The NMJC Dormitories**

**BOARD DOCUMENTS**

**Date: June 22, 2004  
Prepared by: Frank D. Collins  
Coordinator of Purchasing**

## NEW MEXICO JUNIOR COLLEGE

### BOARD DOCUMENTS

#### General Information

1. On June 3, 2004, legal notices were sent out to three newspapers requesting sealed bids for the purchase and installation of windows for NMJC dormitories:
2. Hobbs Daily News Sun  
Las Cruces Sun News  
Lovington Leader
3. Bid packets were sent to three potential bidders. The bid was also posted on the college website.
4. One bidder submitted a bid within the time frame specified by the bid package.
5. The Business Office and Maintenance Department have evaluated the bid received. Their recommendation is shown on Page 3.

**NEW MEXICO JUNIOR COLLEGE**

**BOARD DOCUMENTS**

**Evaluation and Recommendations**

The bidder responding to Invitation to Bid #953 was City Glass & Mirror, Hobbs NM.

The Administration recommends acceptance of the bid for \$56,947.48. The cost breakdown is shown on page 4.

Source of Funding: - Institutional Capital Projects: Dormitories

Account #: 9-2729-05-013    \$56,947.48

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #953 - Bid Price Form

The undersigned as an authorized representative of the company whose information is contained herein and on page 6, proposes to provide all labor, supplies, and equipment to install one hundred and ten (110) windows at the Thunderbird Hall and Zia Hall as stipulated by the specifications on pages A through E. You may review the project area by contacting Charley Carroll, Director of Physical Plant or Phillip Ingram, Maintenance Foreman, (505) 392.5530, extension #637 and (505) 392.3972, respectively.

Indicate cost of Materials and Supplies: \$ 34,067.00

Indicate cost of Labor: \$ 21,346.00

Gross Receipts Tax: \$ 1,307.44

Indicate cost of Permits: \$ 227.04

Indicate any other costs associated with this project: \$             
(Please explain and describe in detail below):

Any Special Equipment required for this project? Yes  No

(Please explain and describe in detail below):  
Indicate the cost of special equipment:  
\$           

TOTAL COST OF THE PROJECT: \$ 56,947.48

Name of Company: CITY GLASS + MIRROR

Signature of Authorized Representative: Dennis Johnson

Date: 6-14-04

Phone Number: 505-392-5593

**DON YOUNG COMPANY, INC.**  
**REPLACEMENT WINDOWS: MODEL 8200 DH - C50**  
**SINGLE HUNG REPLACEMENT WINDOW/DH - C50**

**IS/TECHNICAL SUPPORT**  
**Specification**

**GENERAL:** Single Hung Replacement Window with thermal break DH - C50, complete with hardware and weather seal as manufactured by Don Young Company, Inc. shall meet or exceed the performance requirements of Section 2 and 3 of ANSI/AAMA 101-85 DH-C 50, specifications for Aluminum Single Hung series windows.

**MATERIALS:**

**A. ALLOYS-**Aluminum shall be of commercial quality and of proper alloy for window construction free from defects impairing strength and durability. All extruded sections shall be of 6063-T5 aluminum alloy.

**B. WINDOWS MEMBERS -** Main frame and sash members shall have a nominal thickness of .062". Sill frame members shall have a nominal thickness of .078". Main frame shall be 2 3/4" in depth. Insert members shall be 1.062" in depth. All thermally broken frame and sash members shall utilize high density, low thermal conductive poured polyurethane structural thermal material; and shall structurally combine the inner and outer frame and sash sections. Two piece snap-together thermally broken surround (optional) and mullions shall have a nominal thickness of .062". NOTE: This is a pure thermally divided window (not a thermally stitched or connected window).

**C. FASTENERS -** All screws shall be stainless steel or other non-corrosive metal compatible with aluminum.

**D. HARDWARE -** Hardware having component parts which are exposed shall be of aluminum, stainless steel or other non-corrosive materials compatible with aluminum.

**E. WEATHERSTRIPPING -** Weatherstripping shall conform to AAMA 701.2. Weatherstripping of the two sides of operating sash (facing outwards) shall be high density pile with mylar fin seal (except bottom rail of bottom sash shall have two vinyl bulb weatherstripping).

**CONSTRUCTION**

**A. ASSEMBLY -** The windows shall be assembled in a secure and workmanlike manner, the frames permitting vertical movement of lower sash. Main frame shall be butt construction mechanically joined from correctly machined and fabricated sections. Corner joints of main frame shall be secured by means of SSSM screws into integral screw ports. The main frame at the junction of the sill and frame heights shall be sealed on the outside with a good grade of sealant, meeting AAMA specification 802.3. Frame sill shall provide free drainage to the outside by means of a tapered sill surface.

**B. SASH -** Sash members shall be butt type joined at corners with screws in integral screw ports which can easily be removed for repair or glazing. Sash shall interlock in the closed position. Sash shall be thermally broken as outline in MATERIALS, Section "B" above. Sash will tilt to the inside for easy cleaning. Tilt latches to have safety locking feature.

**C. GLAZING -** Glass shall be factory glazed using extruded aluminum bead for inside glazing conjunction with a back bedding compound. Standard factory glazing shall be SSB or DSB (as size requires or as specified). Depth of dual glazing is 3/4" over-all.

**D. BALANCES -** Spiral sash balances of appropriate size and capacity to hold a sash stationary at any open position shall be used for the weight of the sash to be counter-balanced. All sash balances shall be easily removable from the inside.

**E. HARDWARE -** Locking arrangement at the meeting rail shall be cam type giving positive lock. It shall provide reasonable security against forced entry.

**F. AIR INFILTRATION AND WATER RESISTANCE -** Air infiltration shall be in accordance with ASTM-283-83 and shall not exceed 0.06 CFM/FT of CL. Water resistance shall be in accordance with ASTM E-331-83.

**G. FINISH -** Electrostatically applied acrylic enamel finish shall be provided by manufacturer. Other aluminum finishes available.

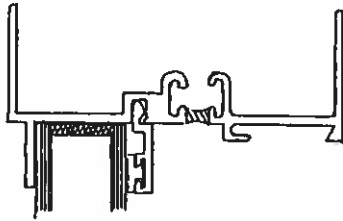
**H. SCREENS -** Full screens or half screens (as specified) shall have rolled aluminum frames with corners firmly joined. Frames shall be of sufficient rigidity to lie flat against windows and to prevent excessive bow in frame members. Screen cloth shall be fiberglass, held securely by a vinyl spline. Charcoal aluminum wire optional.

**ERECTION: (By Others)**

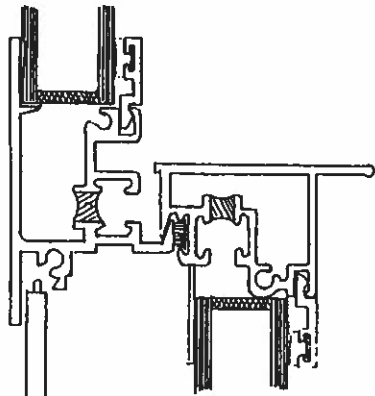
Windows shall be installed square, plumb and level in a secure and workmanlike manner to assure neat and weather tight construction in accordance with manufacturer's recommendations. General contractor shall be responsible for protection of windows during the course of construction and for cleaning all portions of windows after painting and finishing of building is completed. Mastic or caulking compound shall be supplied by others and applied neatly to provide a water tight installation. Final adjustment shall be made by erectors to hold main frame in plumb position.



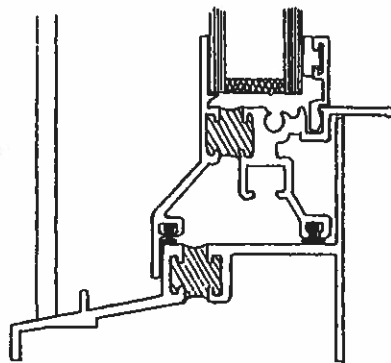
head



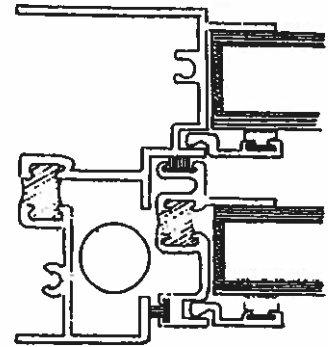
meeting rail



sill



jamb



nts

**AIR PRESSURE**

**POUNDS PER SQ. FT. = WIND SPEED**

30 PSF = 103 M.P.H.

35 PSF = 118 M.P.H.

40 PSF = 126.9 M.P.H.

45 PSF = 134 M.P.H.

50 PSF = 143 M.P.H.

55 PSF = 147 M.P.H.

60 PSF = 154 M.P.H.

70 PSF = 167 M.P.H.

75 PSF = 173 M.P.H.

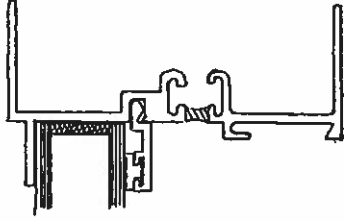
80 PSF = 179 M.P.H.

85 PSF = 184 M.P.H.

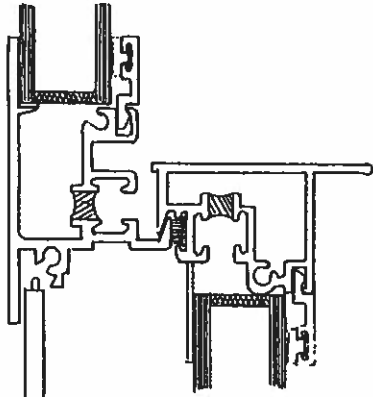
90 PSF = 189 M.P.H.

100 PSF = 199 M.P.H.

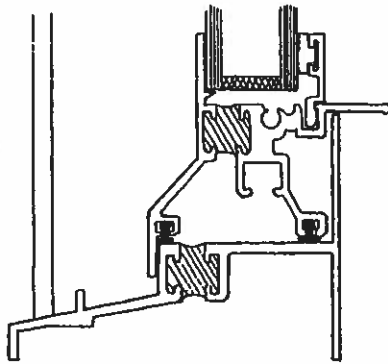
head



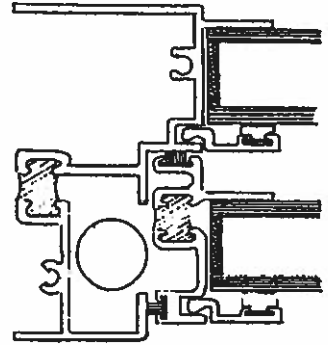
meeting rail



sill



jamb



nts

**AIR PRESSURE**

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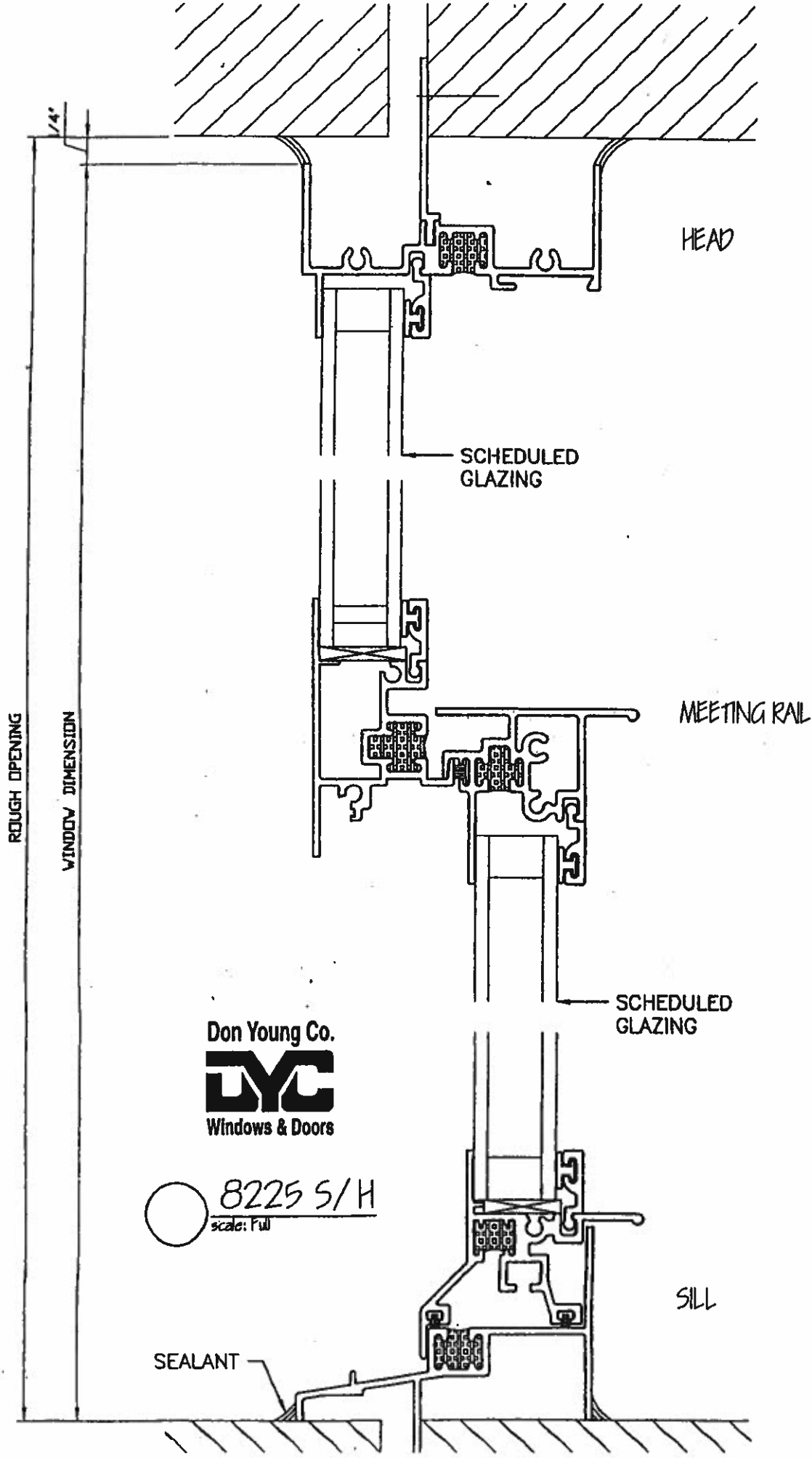
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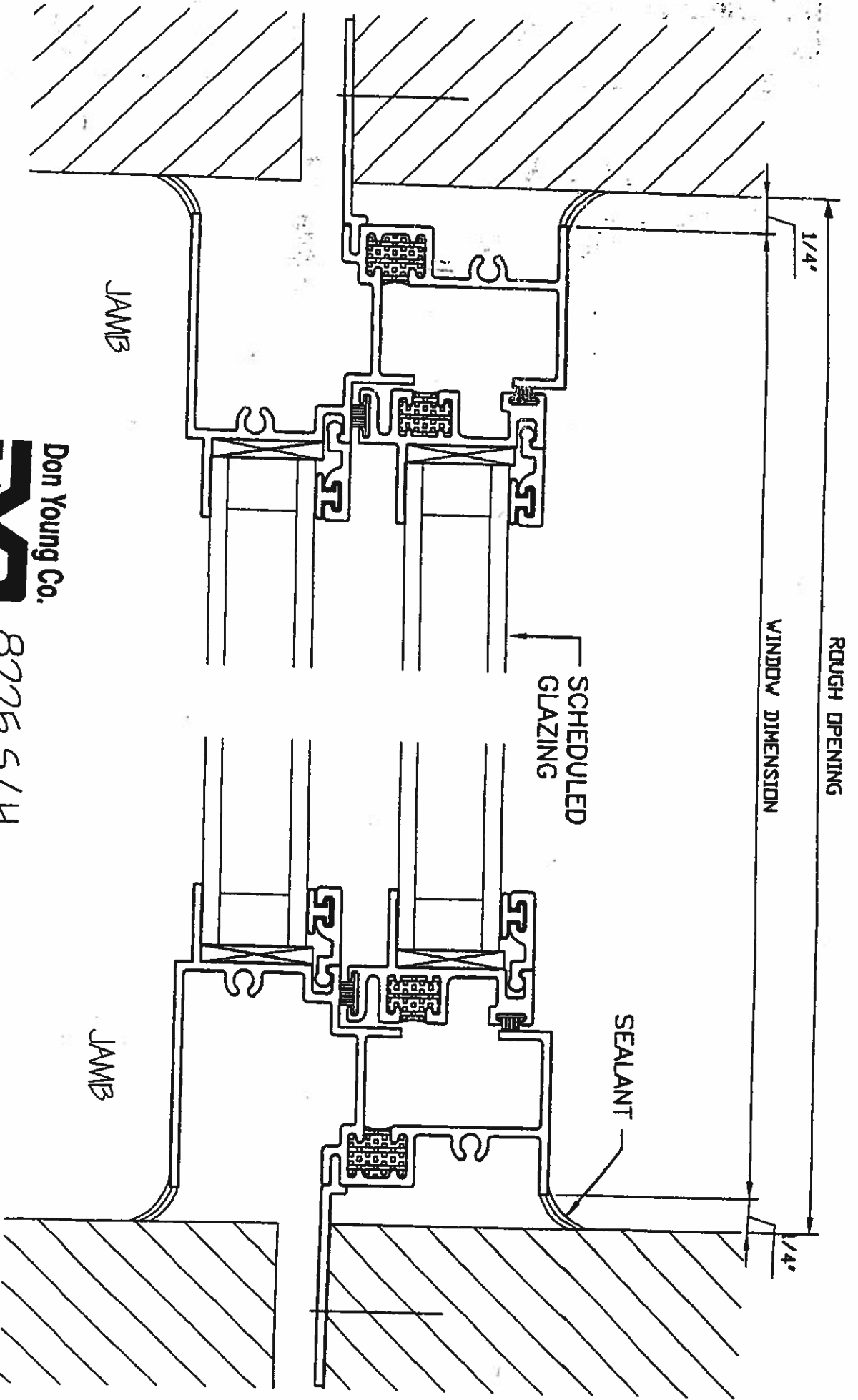
90 PSF = 189 M.P.H.

100 PSF = 199 M.P.H.



Don Young Co.  
**DYC**  
Windows & Doors

○ 8225 S/H  
scale: Full



Don Young Co.  
**DYC**  
 Windows & Doors

8225 S/H  
 scale: Full

**NEW MEXICO COMMISSION ON HIGHER EDUCATION**  
**1068 Cerrillos Rd., Santa Fe, NM 87501-4295**

**CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET**

Check the appropriate boxes below for materials accompanying this Summary Sheet and prepare the necessary attachments. You may attach extra pages if needed. When Commission action is requested, completed material must be received by the CHE staff at least 30 calendar days before the Commission meeting at which approval is to be requested.

1. Institution New Mexico Junior College Date June 9, 2004
2. Project title Testing Center remodel into classrooms
3. Location Campus of NMJC, second floor of Pannell Library
4. CHE meeting date when project consideration is requested August 19, 2004
5. Contact person Dan Hardin Phone 505-392-5210
6. Required forms for project categories:
  - Construction, Alterations, or Demolition (All Forms)
  - Planning Forms (1, 1-A, 4, 5, 6)
  - Property Acquisition (Forms 1, 1-A, 3, 4, 5, 6)
7. A site plan of the proposed project. Attach this as **Exhibit 1**. (Required for final project approval.)
8. Completed design development drawings of the project, including elevations and floor plans with each space numbered and identified as to use. Attach this as **Exhibit 2**. (Required for final project approval.)
9. Form 1 – Project Information
10. Form 1-A – Institutional General Information. Project Schedule
11. Form 2 – Space Information
12. Form 3 – Estimated Utilities Costs
13. Form 4 – Proposed Project Costs
14. Form 5 – Proposed Project Square Footage and Funding Sources
15. Form 6 – Certification by Governing Board

**NEW MEXICO COMMISSION ON HIGHER EDUCATION**  
**FORM 1: PROJECT INFORMATION**

**Institution:** New Mexico Junior College

**Original:**  **Date:** June 9, 2004

**Revision:**  **Date:** \_\_\_\_\_

**Project title:** Testing Center remodel into classrooms

**Description:** *(Describe the location, size of the project in gross square feet (GSF), its contents, general nature of space/use and any special characteristics.)*

The Testing Center is currently housed on the second floor of the Pannell Library. Upon completion of the NMJC Ben Alexander Student Center remodel and addition, the Testing Center will be moved to the new addition of the Ben Alexander Student Center. This will allow for the proposed project remodel of 7215 square feet of the old Testing Center site in the Library into classrooms, offices, storage, and lobby space. In the remodel of the Testing Center, 4,903.58 square feet will be converted to classroom space, 1,287.30 square feet into offices, 388.70 square feet into storage area, and 635.42 into lobby area.

This project will allow New Mexico Junior College in increase the amount of needed classroom space.

**Rationale:** *(Describe the project's merits, how the project satisfies institutional goals/mission/need/program growth. State the consequences, if any, of the project not receiving approval.)*

In the Strategic Plan for New Mexico Junior College, Vision statement 7 states the college will continue to provide modern and clean facilities, as well as provide a plan for maintaining the campus and buildings for future growth. This project will remodel and upgrade an existing area in the Library and provide classroom space for current need and future growth. The project will follow the CHE preference of remodeling existing space instead of building a new building. This project will give the campus 5 (five) new classrooms and the supporting office space for instructors.

The consequence of not having this project approved is first not meeting the need for classroom space, second it does not meet the need for future growth, third the college will have 7,215 square feet of relatively unusable space.

**NEW MEXICO COMMISSION ON HIGHER EDUCATION  
FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION**

Institution: New Mexico Junior College

Original:  Date: June 9, 2004

Revision:  Date: \_\_\_\_\_

Project title: Testing Center remodel into classrooms

Current Total On-Campus Enrollment	
Head Count: <u>3440</u>	FTE: <u>1777</u>
<u>0%</u> Growth from previous year	_____ % Average growth in previous 10-year period

Current Total Off-Campus Enrollment (Distance Ed., etc.)	
Head Count: <u>1085</u>	FTE: <u>108.5</u>
<u>38.8%</u> Growth from previous year	<u>67%</u> Average growth in previous 10-year period

Tuition		
Current Tuition Per Credit Hour: <u>\$17.00</u>	Current Tuition Per Semester: <u>\$204.00</u>	
Month/year per semester tuition was last increased: <u>August/2003</u>	Amount of last per semester tuition increase: <u>\$4.00</u>	<u>30%</u> Change from last increase

Program Enrollment Being Served by this Project	
Head Count: _____	FTE: _____
_____ % Growth from previous year	_____ % Average growth in previous 10-year period

Bonding Information (to be completed if local bond proceeds are used for project funding)	
Assessed Valuation: _____	Month/year of most recent local bond issue: _____/_____
Outstanding Debt: _____	
Available Capacity: _____	

Project Schedule	
Month/year proposed construction start date: <u>January/2003</u>	Month/year proposed construction completion date: <u>June/2006</u>

**NEW MEXICO COMMISSION ON HIGHER EDUCATION  
FORM 2: SPACE INFORMATION**

**Institution:** New Mexico Junior College

**Original:**  **Date:** June 9, 2004

**Revision:**  **Date:** \_\_\_\_\_

**Project title:** Testing Center remodel into classrooms

List the net assignable square feet (NASF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in "Postsecondary Education Facilities Inventory and Classification Manual" published by the U.S. Department of Education.

<b>CLASSIFICATION CODE</b>	<b>TYPE OF SPACE</b>	<b>NASF</b>	<b>% OF TOTAL</b>
100	Classroom	4,903.58	68%
200	Laboratory		
300	Office	1,287.30	18%
400	Study		
500	Special		
600	General		
700	Support	388.70	5%
800	Health		
900	Residential		
	Other (hallways, stairs, toilet rooms, tare, etc.)	635.42	9%
	<b>TOTALS</b>	<b>7,215</b>	<b>100%</b>



**NEW MEXICO COMMISSION ON HIGHER EDUCATION  
FORM 3: ESTIMATED UTILITIES COST**

Institution: New Mexico Junior College

Original:  Date: June 9, 2004

Revision:  Date: \_\_\_\_\_

Project title: Testing Center remodel into classrooms

This form is designed to estimate the project's effect on current utilities costs.

FORMULA	CURRENT EXPENSES	PROJECTED ANNUAL EXPENSES AFTER COMPLETION	DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -)
Eligible GSF: <u>7,215</u> x \$3.75	\$27,056.25	\$27,056.25	\$0

**NEW MEXICO COMMISSION ON HIGHER EDUCATION  
FORM 4: PROPOSED PROJECT COSTS**

Institution: New Mexico Junior College

Original:  Date: June 9, 2004

Revision:  Date: \_\_\_\_\_

Project title: Testing Center remodel into classrooms

**I. PROJECT BUDGET**

EXPENDITURES	ORIGINAL SUBMISSION		BUDGET REVISION
	NEW CONSTRUCTION	ALTERATIONS	
<b>A. BUILDING COST</b>			
1. General		698,619.38	
2. Mechanical/Plumbing		139,723.87	
3. Electrical		93,149.25	
4. Special Systems (voice, data, other)			
5. Code Compliance (hazmat abatement, ADA, etc.)			
<b>BUILDING COST SUBTOTAL</b>			
<b>B. Built-in Equipment</b>			
<b>C. Site Development</b>			
1. Utilities, Infrastructure			
2. Landscaping/Site Improvements			
3. Demolition			
<b>TOTAL CONSTRUCTION COST (T.C.C.)</b>		931,492.50	
<b>D. Construction Contingency (not more than 5% New Const., 10% Renov. of T.C.C.)</b>		75,000.00	
<b>E. Professional Fees</b>			
1. Architectural/Engineering		75,757.50	
2. Constr. Administration			
3. Admin./Surveys/Testing			
<b>F. Movable Equipment</b>			
<b>G. Other (site acquisition, etc.)</b>			
<b>H. Art in Public Places (1% of State Appropriation)</b>			
<b>TOTAL PROJECT BUDGET</b>		<b>\$1,082,250.00</b>	

**NEW MEXICO COMMISSION ON HIGHER EDUCATION  
FORM 5: PROPOSED PROJECT SQUARE FOOTAGE  
AND FUNDING SOURCES**

Institution: New Mexico Junior College

Original:  Date: June 9, 2004

Revision:  Date: \_\_\_\_\_

Project title: Testing Center remodel into classrooms

<b>COSTS PER GROSS SQUARE FOOT (GSF)</b>			
	<b>Cost (Items A-C on Form 4)</b>	<b>GSF</b>	<b>Cost per GSF</b>
New Construction			
Alterations	931,492.50	7,215 sq feet	129.10

<b>RATIO OF NET ASSIGNABLE TO GROSS SQUARE FEET (NASF/GSF)</b>			
	<b>NASF (same as total from Form 2)</b>	<b>GSF</b>	<b>RATIO NASF/GSF (%)</b>
New Construction			
Alterations	6,579.58	7,215 sq feet	91%

<b>FUNDING SOURCE</b>		
Enter the source of funding for the project. Total must match the total project budget on Form 4.		
<b>Funding Source</b>	<b>Original Submission</b>	<b>Budget Revision</b>
State Appropriations (specify fiscal year and source)		
2005/2006		
State GOB, STB, or General Funds	\$811,000.00	
Other Sources (specify)		
NMJC Institutional Funds 2005/2006	\$270,687.50	
<b>Total</b>	<b>\$1,082,687.50</b>	

**NEW MEXICO COMMISSION ON HIGHER EDUCATION  
FORM 6: CERTIFICATION BY GOVERNING BOARD**

Institution: New Mexico Junior College

Original:  Date: June 9, 2004

Revision:  Date: \_\_\_\_\_

Project title: Testing Center remodel into classrooms

**ORIGINAL CERTIFICATION**

I hereby certify that, on the basis of this information contained in Forms 1 through 5 for approval of capital projects and the attached preliminary floor plans, elevations and site plan, if appropriate, the Governing Board approved the original submission of this project, at its meeting held on June 29, 2004.

Signed:

\_\_\_\_\_  
President

**REVISED SUBMISSION CERTIFICATION**

I hereby certify that the Governing Board approved this Revised Submission at its meeting on \_\_\_\_\_, 200\_\_\_\_\_.

Signed:

\_\_\_\_\_  
President

**EMPLOYMENT AGREEMENT**

This Agreement effective the \_\_\_\_\_ day of \_\_\_\_\_, between New Mexico Junior College (hereinafter referred to as "College"), and Dr. Steve McCleery (hereinafter referred to as "McCleery"), WITNESSETH:

WHEREAS, College desires to employ McCleery in the capacity of President of New Mexico Junior College and McCleery desires to attain such position;

NOW, THEREFORE, it is mutually agreed as follows:

1. Employment. College agrees to employ McCleery and McCleery accepts employment as President of New Mexico Junior College to perform such functions, duties and responsibilities as imposed upon him from time to time by the laws of the State of New Mexico relating to the organization and operation of community colleges, as well as such duties and functions as are now or may hereafter be imposed from time to time by action of the College Board. McCleery shall be responsible for interpreting and enforcing the College Employee Handbook.

2. Term. The term of this Agreement is for one (1) year effective \_\_\_\_\_, and terminating \_\_\_\_\_. It is specifically understood between the parties that nothing contained in this Agreement shall be construed to guarantee or imply an expectation of continued employment with the College beyond the term of this contract.

3. Compensation. College shall pay to McCleery a total compensation of (\$ \_\_\_\_\_), payable in twelve (12) equal installments. Said monthly payment shall be less taxes and deductions for benefits. McCleery shall have all fringe benefits afforded other college employees.

4. Travel. The parties acknowledge that McCleery will be required to travel on College business from time to time. A college vehicle has been assigned to McCleery for his use on college business. All travel outside Lea County, New Mexico must be approved by the Chairman of the Board or such other person as designated by the Chairman. All approved travel expenditures, regardless of funding source, shall be reimbursed in accordance with the current rates in the New Mexico Per Diem and Mileage Act. McCleery shall be reimbursed for travel as any other employee of the College. McCleery may travel to and from work in his assigned College vehicle.

5. Vacation. McCleery shall receive fifteen (15) days paid vacation. The time of such vacation is to be determined between the Chairman of the Board and McCleery. McCleery shall be given credit for accrual of vacation days previously earned as any other employee of the College.

6. Sick Leave. McCleery is entitled to receive all accumulated sick leave as any other employee of the College.

7. Employee Handbook. It is specifically agreed between the parties that the employee handbook does not apply to McCleery unless otherwise provided for in this Agreement. McCleery's entire employment relationship with the College is solely governed by the provisions of this Agreement.

8. Holiday Leave. McCleery shall be entitled to all official school holiday leave as any other employee of the College.

9. Group Health Insurance, Group Life Insurance and Disability Income Plan. McCleery shall be entitled to participate in the group health insurance, group life insurance, accidental death insurance program and disability income plan, as any other employee of the College.

10. New Mexico Educational Retirement Board. McCleery may participate as a regular member in salary deduction payments as required by the New Mexico Educational Retirement Board. New Mexico Junior College does not participate in Social Security payroll deductions. McCleery will be eligible to participate in any retirement plan, if established by the College, as any other employee of the College.

11. Employment of Relatives. Employment of relatives by McCleery shall be done only with approval of the Board of the College.

12. Health and Personal Emergency Leave. McCleery may take leave without pay under the terms and conditions established in the Family and Medical Leave Act. McCleery's leave of absence without pay will be treated as any other employee of the College. McCleery shall be allowed up to (2) two working days for personal leave without a deduction in pay for reasons other than health.

13. Workers' Compensation. McCleery is an "employee" of the College and he is provided coverage for on the job injuries within the meaning, terms and conditions of the New Mexico Workers' Compensation Act.

14. Jury Duty. If McCleery is subpoenaed for jury duty, he shall be granted temporary leave with pay during the period of jury service. Remuneration to the College for jury duty (exclusive of mileage) shall be submitted by McCleery to the Business Office by the next regular pay period following the jury duty service or receipt of jury duty remuneration, whichever comes first. McCleery shall remit to the Business Office only that portion of jury duty pay attributable to hours compensated by the College.

15. Termination of Agreement. This Agreement may be terminated by the college board with or without cause for any act or event which in the opinion of the college board is detrimental to the general welfare of the College.

If the College terminates the Agreement, at any time during the term of the contract, McCleery shall be paid six months salary in lump sum. McCleery has no right to further liquidated damages for any subsequent years.

Signed this \_\_\_\_ day of \_\_\_\_\_, and effective as of \_\_\_\_\_.

NEW MEXICO JUNIOR COLLEGE

By \_\_\_\_\_  
Larry Hanna, Chairman

Dr. Steve McCleery

## RESOLUTION

# Marilyn S. Jackson

- WHEREAS,** **Marilyn S. Jackson** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 22?? years, and
- WHEREAS,** **Marilyn S. Jackson** has served as Dean of Transitional Studies from 2002-2004, and
- WHEREAS,** **Marilyn S. Jackson** has served as Director of Learning & Career Services from 1995-2002, and
- WHEREAS,** **Marilyn S. Jackson** has served as Professor of Secretarial Science from 1981-1995
- WHEREAS,** **Marilyn S. Jackson** has served as Department Chairperson 1992-1994, and
- WHEREAS,** **Marilyn S. Jackson** has served as President of the New Mexico Business Education Association 1986-1988, and
- WHEREAS,** **Marilyn S. Jackson** has served as Instructor for Continuing Education/Community Service from 1982-1993, and
- WHEREAS,** **Marilyn S. Jackson** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Marilyn S. Jackson** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College, and
- WHEREAS,** **Marilyn S. Jackson** as a staff member, has always reflected a favorable image for New Mexico Junior College, and
- WHEREAS,** **Marilyn S. Jackson** has elected to retire the 1st day of July, 2004.

**NOW, THEREFORE BE IT RESOLVED** that New Mexico Junior College desires to give special recognition and appreciation to **Marilyn S. Jackson** for her service and dedication to New Mexico Junior College.

ADOPTED THIS 29th day of June, 2004.

ATTEST:

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New Mexico Junior College Board Chairman



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New Mexico Junior College Board Secretary



## RESOLUTION

# Diann A. Megert

- WHEREAS,** **Diann A. Megert** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 21 years, and
- WHEREAS,** **Diann A. Megert** has served as Professor of Data Processing/Mathematics/AVHS from 1983-1990, and
- WHEREAS,** **Diann A. Megert** has served as Professor of Computer Science/Mathematics from 1990-2004, and
- WHEREAS,** **Diann A. Megert** has served as Instructor for Continuing Education/Community Service 1995, and
- WHEREAS,** **Diann A. Megert** has served on various committees at New Mexico Junior College and in the community, and
- WHEREAS,** **Diann A. Megert** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College, and
- WHEREAS,** **Diann A. Megert** as a staff member, has always reflected a favorable image for New Mexico Junior College, and
- WHEREAS,** **Diann A. Megert** has elected to retire the 1st day of July, 2004.

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

ADOPTED THIS 29th day of June, 2004.

ATTEST:

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New Mexico Junior College Board Chairman



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New Mexico Junior College Board Secretary

## RESOLUTION

# Steven J. Barslou

- WHEREAS,** Steven J. Barslou being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 20 years, and
- WHEREAS,** Steven J. Barslou has served as Professor of Computer Science from 1984-2004, and
- WHEREAS,** Steven J. Barslou has served as Department Chairperson from 2000-2004, and
- WHEREAS,** Steven J. Barslou has served as Advisor for the Alliance for Minority Participation Mentorship 2001-2003, and
- WHEREAS,** Steven J. Barslou has served as Student Success Facilitator 1995, and
- WHEREAS,** Steven J. Barslou has served as Instructor for Continuing Education/Community Service 1995, and
- WHEREAS,** Steven J. Barslou has served on various committees at New Mexico Junior College and in the community, and
- WHEREAS,** Steven J. Barslou has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College, and
- WHEREAS,** Steven J. Barslou as a staff member, has always reflected a favorable image for New Mexico Junior College, and
- WHEREAS,** Steven J. Barslou has elected to retire the 1st day of July, 2004.

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

ADOPTED THIS 29th day of June, 2004.

ATTEST:

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



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



**Memorandum**

To: Dr. McCleery

From: Lisa Brown, Director of Human Resources LB

Date: June 15, 2004

Re: Request Board Approval for Employment of Relative: Department Secretary – Human Resources

After reviewing applications for the Department Secretary – Human Resources position, I would like to recommend Ms. Sheryl Pounds for the vacancy. Per the 04-05 NMJC Employee Handbook, (policy #203-Employment of Relatives), I am requesting approval from the Board because Ms. Pounds is related to Ms. Sandy Hardin, Department Secretary – Financial Aid (sister), and Mr. Dan Hardin, Vice President for Finance (brother-in-law).

Pending Board approval, I would like for Ms. Pounds to start employment on June 30, 2004. Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-23-04

Candidate's name Lisa R. Hardison

Position title Dean of Continuing Education/Workforce Development

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 July 1, 2004 Standard contract length  12 mos.  9 mos.  other

Funding source NMJC Operating Budget

Paid advertising beyond \*standard The Chronicle of Higher Education

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

Posted salary range \$55,516 to \$69,395 Recommended annual salary \$55,516 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2041-11-540 100%

Recommended and approved by:

Richard Fleming  
Supervisor

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

Richard Fleming 6-23-04  
Vice President

\_\_\_\_\_  
President

- Selection Committee Members: Mickey Best, Dean of Arts and Sciences  
Randy Cook, Program Coordinator/Planner - Cont. Ed./Comm. Svcs.  
Angela McConal, Department Secretary - Cont. Ed./Comm. Svcs.  
Thomas Rice, Coordinator of Events/Audio Visual Services  
Mary Jane Ward, Dean of Business and Technology

Comments: Ms. Hardison meets and/or exceeds the minimum qualifications for this position.

## **ABBREVIATED RESUME**

### **Position**

Dean of Continuing Education/Workforce Development

### **Personal Data**

Name: Lisa R. Hardison

### **Education**

B.S., Lubbock Christian University, Lubbock, TX, 1990

M.A., New Mexico State University, Las Cruces, NM, 2003

### **Professional Experience**

New Mexico Junior College, Hobbs, NM Student Recruiter	08/00 to Present
Arrowhead Mills, Inc., Hereford, TX Product Development Manager	07/97 to 02/00
Dairy Max, Inc, Arlington, TX Marketing Consultant	04/94 to 07/97
Public Health Division-WIC Program, Hobbs, NM Public Health Nutritionist	11/91 to 03/94
Flex Appeal Aerobics, Hobbs, NM Business Co-Owner	11/92 to 12/93

### **Organizations/Awards**

American Association for Family and Consumer Sciences, Business Professional of the Year, 1996

Family and Consumer Science Department "Outstanding Student", 1990

National Council for Marketing and Public Relations, Member

National Council for Marketing and Public Relations, Bronze Medallion Award

New Mexico Education Council, Member

NMJC Campus Ambassadors Student Organization, Founder and Sponsor, 2002 to Present

Rocky Mountain Association for College Admission Counseling, Member



# New Mexico Junior College Career Opportunities

## **Position Announcement • April 2004**

**Position Title:** Dean of Continuing Education/Workforce Development

**Position Description:** The Dean of Continuing Education/Workforce Development reports to the Vice President for Instruction. The duties and responsibilities shall be, but are not limited to, the following: Manage non-credit instruction, events/AV services, distance education, telecollege, internet-based courses and grants. Responsible for working with local business/organizations/governments to develop short-term training programs and working with local and state agencies involved in workforce training. The dean is responsible for administering the division's budget, designing curricula, recommending faculty and staff for employment, maintaining a divisional inventory, designing class schedules and coordinating the utilization of the division's facilities. The dean also serves on college and advisory committees as well as the President's administrative cabinet.

**Qualifications:** A minimum of a master's degree is required. A doctorate is preferred. All degrees must be from a regionally accredited institution. Teaching experience at the community college level and experience managing grants highly desirable. Computer proficiency required.

**Salary/Benefits:** This is a full-time, exempt, twelve month administrative position. Salary range is \$55,516 to \$69,395, commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

**Application Deadline:** May 17, 2004, at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

**To Apply:** Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), three or more letters of reference, and personal statement of community college and position philosophy to:

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

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

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us

## APPLICANT LIST

### Position: Dean of Continuing Education/Workforce Development

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Lloyd, Richard	No	No	
Hall, Jeannette	No	No	Incomplete application materials.
Kim, Yoon Sik	No	No	
Li, Ann	No	No	Incomplete application materials.
Azordegan, S. Marc	No	No	Incomplete application materials.
Raymond, Marthe	No	No	Incomplete application materials.
Howell, Christopher	No	No	
Loyd, Nancy	Yes	No	
Dodds, Laurel	No	No	
Pruitt, Debbie	No	No	
Conley, David	No	No	
Hardison, Lisa	Yes	Yes	Start date: pending Board approval.
Locke, Alfonso	No	No	
Bostic, James	Yes	No	
Atwood, Karen	No	No	Incomplete application materials.
Davis, Henry	No	No	Incomplete application materials.
Whitaker, Ann	No	No	Received after deadline to apply.
Miller, Richard	No	No	Received after deadline to apply.

**Position: Dean of Continuing Education/Workforce Development (Continued)**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Martin, Karen	No	No	Received after deadline to apply.