

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Tuesday, March 14, 2006

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|--|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of February 14, 2006 | Larry Hanna |
| D. President's Report | Steve 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 Building Names | Steve McCleery |
| 6. Consideration of Lea County Cowboy Hall of Fame Agreements | Steve McCleery |
| 7. Consideration of Social Security | Steve McCleery |
| 8. Personnel Consideration – Associate Director of Institutional Effectiveness | Steve McCleery |
| 9. Personnel Consideration – Dean of Math and Sciences | John Gratton |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

FEBRUARY 14, 2006

MINUTES

The New Mexico Junior College Board met on Tuesday, February 14, 2006, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mrs. Patricia Worrell, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black. Not present was Mr. John Hice, Jr.

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

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

The board minutes of January 12, 2006 should have read that Dr. McCleery presented the January financial reports - not Dan Hardin. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the minutes of January 12, 2006, as amended.

Under New Business, David Wheat and Teresa Arsiaga with Johnson & Miller presented the Audit Report. Upon a motion by Mrs. Worrell, seconded by Mr. Black, the board unanimously approved the audit as presented.

Dan Hardin presented the January financial reports and with a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the expenditures for January, 2006. Upon a motion by Mr. Kesner, seconded by Mrs. Worrell, the board unanimously approved the Fiscal Watch Reports.

John Gratton presented the course fees for agriculture courses to begin in the Fall, 2006. Upon a motion by Mrs. Worrell, seconded by Mr. Jones, the board unanimously approved the recommended fees.

Dr. Gratton presented the course fee for Creative Photography for the summer session. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the fee.

Dr. Gratton presented the Summer China Program for board consideration. The estimated total cost for the trip will be \$1,256.99 per student. Upon a motion by Mrs. Worrell, seconded by Mrs. Williams, the board unanimously approved the program.

Dr. Gratton recommended Mr. Cory Hall for the Professor of Physical Education/Assistant Men's Baseball Coach position at a nine salary of \$37,042. Upon a motion by Mrs. Williams, seconded by Mr. Jones, the board unanimously approved the employment of Mr. Hall, effective February 15, 2006.

Dr. Gratton recommended Dr. Marilyn Hayes for the Director of Training Programs position at an annual salary of \$48,148. Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board unanimously approved the employment of Dr. Hayes, effective March 1, 2006.

Regina Organ recommended Mr. Tyler Friend for the Director of Upward Bound Program position at an annual salary of \$42,072. Upon a motion by Mrs. Worrell, seconded by Mrs. Williams, the board unanimously approved the employment of Mr. Friend, effective March 1, 2006.

Dr. McCleery recommended Ms Gina Rascon for a Custodian position. Ms. Rascon is related to Isabela Rascon, Custodian. Upon a motion by Mrs. Worrell, seconded by Mr. Kesner, the board unanimously accepted the recommendation.

Mr. Jones 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. Mrs. Worrell seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mrs. Worrell – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – yes; and Mr. Hanna - yes.

Mr. Kesner made a motion that Linda Neel's contract be non renewed with no other on campus duties required. Mr. Jones seconded the motion and the roll call vote was as follows: Mr. Jones – yes; Mrs. Worrell – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – yes; and Mr. Hanna - yes.

Mr. Hanna called for comments from the public. Don Leach expressed his concerns with the non renewal issue. The next regular board meeting was scheduled for March 14, 2006, beginning at 4:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board meeting adjourned at 5:30 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Dan Hardin
Date: March 8, 2006
RE: Expenditure and Revenue Reports for February 2006

February is the eighth month of the fiscal year or 67% of the 2005/2006 budget. The expenditure report represents expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of February is \$21,906,503.00.

The total current unrestricted fund expenditures for Instruction & General through February are \$12,379,296.00, which is 64% of the projected budget. The expenditures in Instruction and General are normal with most departments within reasonable percentage of expenditures for this time of year. In the departments that are over the 64% expended for the year, each department has seasonal expenses that are usually expended at the beginning of the semester. Student Aid and Athletics all have large expenses at the beginning of each semester. Auxiliary Enterprises have expended 82% of the projected budget. This includes the Bookstore which had \$109,000.00 for furniture and fixtures that was expended in the Bookstore.

The expenditures for the Current Restricted Funds are \$4,408,504.00, which is 71% of the projected budget. Most of the expenditures are in the Student Aid from the Pell and Direct Loans at the start of the Spring Semester. Grants have expended about 55% of the projected budget. Most of the Grants have seven more months in their fiscal year.

Plant funds have expended or encumbered \$5,118,703.00 as we continue have some expenses for the Western Heritage Museum and BR&R projects.

Expenditures and encumbrances through February 2005 were \$21,906,503.00, or 59% of the projected budget.

Revenue received in February 2006 was \$3,274,095.00. In unrestricted revenue we had \$2,529,676.00 in revenue for the month. This was generated from Tuition and Fees of \$339,038.00, the allocation from the state of \$589,542.00, oil and gas and oil and gas equipment tax income of \$1,391,495.00, and property mill levy tax revenue of \$104,188.00. Auxiliary Enterprise revenue was \$48,799.00. In the restricted funds we had revenue of \$621,447.00, which was generated from drawdown in grants and restricted financial aid. In the Plant funds we had a drawdown from GOB funds for construction projects in the amount of \$122,972.00.

Total revenue for February 2006 is \$3,274,095.00, with year-to-date revenue of \$22,659,555.00 or 74% of projected budget.

Oil and Gas revenue remains strong, with the actual revenue through January totaling \$4,798,530.00. This is \$2,835,499.00 over budget projections for the first seven months of the year. Oil and Gas equipment tax has a year-to-date total of \$1,158,333.00, which is \$358,333.00 over the budget for the year.

The investment report shows an ending balance of \$7,625,000.00. Of the \$7,625,000.00 in LGIP, \$2,849,242.12 is designated as capital projects.

This concludes the Financial Report for February 2006.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
February 2006

67% of Year Completed

Fund	2004-05			2005-06			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,649,686	4,074,119	61%	6,473,856	549,658	3,911,321	60%
Academic Support	1,411,428	977,572	69%	1,647,860	135,827	1,222,194	74%
Student Services	1,206,250	881,672	73%	1,172,516	113,576	866,328	74%
Institutional Support	3,534,022	2,102,083	59%	3,829,760	194,177	1,900,721	50%
Operation & Maintenance of Plant	1,952,943	1,356,753	69%	2,150,250	246,976	1,591,764	74%
Subtotal - Instruction & General	14,754,329	9,392,199	64%	15,274,242	1,240,214	9,492,328	62%
Student Activities	127,919	97,233	76%	202,274	23,516	140,560	69%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	1,482,174	810,370	55%	1,015,984	62,626	395,824	39%
Student Aid	331,910	313,105	94%	371,498	9,582	403,662	109%
Auxiliary Enterprises	1,502,675	1,256,332	84%	1,695,745	84,776	1,387,106	82%
Athletics	697,760	522,281	75%	715,560	41,120	559,816	78%
Total Current Unrestricted Fund	18,896,767	12,391,520	66%	19,275,303	1,461,834	12,379,296	64%
CURRENT RESTRICTED FUND							
Grants	1,711,163	777,561	45%	1,558,078	100,266	854,590	55%
Student Aid	4,422,593	4,308,432	97%	4,694,393	94,606	3,553,914	76%
Total Current Restricted Fund	6,133,756	5,085,993	83%	6,252,471	194,872	4,408,504	71%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	8,450,044	5,667,433	0%	5,982,647	256,840	3,757,130	63%
Projects from State GOB Funds	4,549,839	3,350,063	74%	3,980,399	2,416	204,762	5%
Projects from State STB Funds	1,885,297	1,885,297	100%	0	0	0	0%
Projects from General Fund	648,945	648,945	0%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	0	797,177	59%
Projects from State ER&R	359,739	0	0%	76,064	0	0	0%
Projects from State BR&R	480,452	348,988	73%	353,945	0	314,932	89%
Projects from Auxiliary BR&R	46,709	36,005	77%	44,702	0	44,702	100%
Subtotal - Capital and BR&R	17,771,025	11,936,731	67%	11,787,757	259,256	5,118,703	43%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	17,771,025	11,936,731	67%	11,787,757	259,256	5,118,703	43%
GRAND TOTAL EXPENDITURES	42,801,548	29,414,244	69%	37,315,531	1,915,962	21,906,503	59%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
February 2006

67% of Year Completed

Fund	2004-05			2005-06			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,690,200	1,670,295	99%	2,438,985	339,038	2,087,376	86%
State Appropriations	8,089,900	5,556,164	69%	7,553,000	589,542	5,216,919	69%
Advalorem Taxes - Oil and Gas	3,409,779	4,487,507	132%	4,165,200	1,391,495	6,237,296	150%
Advalorem Taxes - Property	2,468,000	1,783,392	72%	2,588,000	104,188	2,036,065	79%
Interest Income	155,871	100,197	64%	120,000	22,287	118,715	99%
Other Revenues	234,500	198,142	84%	209,550	15,209	164,262	78%
Subtotal - Instruction & General	16,048,250	13,795,697	86%	17,074,735	2,461,759	15,860,633	93%
Student Activities	47,800	47,607	100%	120,000	16,126	103,647	86%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	13,433	103%	0	0	0	0%
Auxiliary Enterprises	1,802,550	1,694,767	94%	1,922,200	48,799	1,761,479	92%
Athletics	36,600	23,000	63%	39,600	2,992	23,931	60%
Total Current Unrestricted	17,948,200	15,574,504	87%	19,156,535	2,529,676	17,749,690	93%
CURRENT RESTRICTED FUND							
Grants	1,711,163	953,650	56%	1,558,078	73,546	890,522	57%
Student Aid	4,422,593	3,507,666	79%	4,694,393	547,901	2,546,371	54%
Total Current Restricted	6,133,756	4,461,316	73%	6,252,471	621,447	3,436,893	55%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,612,996	3,403,741	94%	3,968,012	122,972	122,972	3%
Projects from State STB Funds	1,885,297	1,253,626	66%	0	0	0	0%
Projects from General Fund	648,945	655,500	101%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	0	1,350,000	100%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	7,497,238	5,312,867	71%	5,318,012	122,972	1,472,972	28%
GRAND TOTAL REVENUES	31,579,194	25,348,687	80%	30,727,018	3,274,095	22,659,555	74%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

February 2006

67% 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	2005-06 Original Budget	Variance Over (Under) Budget
Actual	July	\$44.01	3,052,684	\$6.29	17,564,482	573,597	280,433	293,164
Actual	August	\$52.41	2,930,766	\$6.09	17,298,452	573,625	280,433	293,192
Actual	September	\$55.96	2,988,008	\$7.52	17,445,111	703,275	280,433	422,842
Actual	October	\$60.41	2,125,044	\$9.19	15,808,585	734,758	280,433	454,325
Actual	November	\$55.49	2,773,696	\$9.16	16,443,523	731,943	280,433	451,510
Actual	December					760,280	280,433	479,847
Actual	January					721,052	280,433	440,619
Accrual	February					280,433	280,433	0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						5,078,963	2,243,464	2,835,499
Y.T.D. Equipment Tax Revenue						1,158,333	800,000	358,333
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						6,237,296	3,043,464	3,193,832

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.

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
February 2006

67% 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	7,625,000	N/A	N/A	N/A	7102-1348	4.09%	22,841
Total Investments	<u>7,625,000</u>						<u>22,841</u>

Summary of Current Month's Activity	
Beginning amount	6,625,000
Plus: deposits	1,000,000
Less: withdrawals	0
Capital Projects	2,849,242
Reserves Invested	4,775,758
Total LGIP Investment	7,625,000

Capital Projects	2/28/2006
Technology Upgrade	94,975.34
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	118,430.00
Western Heritage Museum	0.00
Drawings and Master Plan	0.00
Baseball Field	163,940.14
Rodeo Arena	7,836.78
Dormitory Landscape	27,057.86
Circle Drive	0.00
Roadway Parking Lot Seal Coat	0.00
BR&R Carryover	72,217.73
Millen Fence/Landscape	122,075.97
Ben Alexander Student Center	147,001.86
JASI	206,153.82
Computer Equipment Rebates	631.50
Clerk of the Works	552.74
Marketing	58,986.84
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	0.00
Classroom Furniture Replacement	20,000.00
Campus Village Development Proj	4,285.00
Testing Center	250,000.00
Total	2,849,242.12

NOTE: Capital projects total does not include encumbered funds



Office of the President

NEW MEXICO JUNIOR COLLEGE

Memo

DATE: March 9, 2006
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Consideration of Building Names

As we move closer to the opening of the new campus apartment complex, we need to provide the architect with a board approved name. As you know, Ben Alexander challenged the institution to find naming opportunities for several individuals who had a profound impact on the genesis of the college. I have attached a list of names listed in Ben's original speech.

For the purposes of discussion, I make the following recommendations:

- The entire housing complex should be **Thunderbird Village**
- **John Watson Student Apartments** (New apartment complex)
- **C.M. Burke Hall** (Renaming of Thunderbird Hall)
- **Harold Runnels Hall** (Renaming of Zia Hall)
- **Jack Daniels Conference Room** (The new T-Bird Room)

Thank you for your consideration.

Names from Ben Alexander's 1965 Speech:

C. M. Burke - successful in getting the Hobbs High School Alumni Association organized to support the junior college movement. Also worked in conjunction with Dr. Jack Rogers, the VP of Odessa Junior College, and others in drafting a bill which was introduced in the NM House of Representatives by Representative Morgan Nelson of Chaves County.

Harold Runnels – Lea County Senator (and businessman) worked on bill.

John Watson - After each defeat, and there were many, it would always be John's perseverance and determination that would not let the issue die.

W.G. Donley - participated in the initial phase at the Junior College movement – went to Santa Fe as a lobbyist for several sessions of the legislature and was the executive director of the campaign that resulted in the establishment of the New Mexico Junior College.

Legislators:

George Blocker

Hugh Smith

Frank Bateman

Ray McNeill

Original Planners and Financiers:

Jack Daniels

Smith Collins

Allen Atweil

Glen Houston

Phil McGee

Jim Murry

AB Slaybaugh

Champions of the cause within the other communities:

Tatum: **Allen Church, Dessie Sawyer, Lena Pfeiffer, Mrs. Zach Taylor**

Lovington: **Hobdy Gann, Louie Clark**

Eunice: **JW Caton**

LEA COUNTY COWBOY HALL OF FAME AND WESTERN HERITAGE CENTER

GOALS: The Lea County Cowboy Hall of Fame and Western Heritage Center is a non-profit organization, directed by a thirteen-member board composed of Hall of Fame members and college officials, devoted to honoring persons of ranching heritage for outstanding contributions to Lea County, and hence New Mexico; and to display memorabilia of the honorees for the purpose of perpetuating our western heritage. By collecting and displaying works of art, the dissemination of information concerning the ranch and rodeo cowboy, educating the public, and research in the area of the history of Lea County, the Hall of Fame serves as living memorial to the indomitable spirit of westerners past, present, and future. The exhibits in the Hall of Fame are displayed chronologically to reflect the history of Lea County from earliest times to present day.

The Lea County Cowboy Hall of Fame and Western Heritage Center was incorporated in 1978 as a non-profit organization. The corporation began with 642 charter members who contributed annual dues of \$15.00 each. Immediately upon organization, the LCCHF Board received New Mexico Junior College's support for the effort. College officials were receptive to the idea of a charitable, local history organization which would promote preservation and education activities, but further agreed with the concept of housing a 5,000 square foot museum on the college campus. The museum was officially opened in 1982, and by 1983, there were sufficient exhibits installed to promote public use of the facility. Both the Hall of Fame and New Mexico Junior College have jointly operated a booth at the county fair, and have promoted talks and programs to civic groups, as well as educational and entertaining tours of the museum, including programs on site at public schools in the area. The museum has been moving forward from its inception toward completion of stated goals and purposes.

In 1989, the Lea County Cowboy Hall of Fame and Western Heritage Center, together with New Mexico Junior College began the "Staked Plains Roundup." Somewhere between 1250-1800 people attend "Staked Plains each day. This "Roundup" was an effort to give area cowboy poets, musicians, and other artists an opportunity to share their heartfelt experiences about life on the plains of Eastern New Mexico and West Texas. This joint educational and cultural effort was intended as a focus on the heritage of Lea County. The citizens of Lea County and surrounding counties in New Mexico and West Texas were given an all-day opportunity to hear poems and stories directly from the mouths of those who experienced it. They also saw firsthand, the talents of western artists and craftsmen. This cultural event on the New Mexico Junior College campus became an annual activity for the Western Heritage Center and NMJC. This event is one of the largest, if not the largest, event that occurs on the campus each year.

Induction into the Cowboy Hall of Fame is commemorated with the presentation of the Bronze Cowboy Award, given annually to no more than three men and women whose contributions to ranching and rodeo are outstanding. Memorabilia of all honorees are displayed in the Hall. Membership in the Hall of Fame entitles members to nominate and vote for those they deem most deserving of this recognition. In addition to the Bronze

Cowboy Award, the Board is empowered to present a special recognition award, the Silver Concho, to men and women or animals not eligible for induction, but who deserve to be remembered for their service throughout the county. These well deserving individuals have given enormous contributions to their communities in time and service.

Since its inception, the Cowboy Hall of Fame has given scholarships to deserving students annually, with some students receiving the award two years in succession.

The primary audience is in Southeastern New Mexico and West Texas, but visitors come from all over the country, and even some foreign countries, particularly during soaring events during the summer. Many of the at-risk students in Lea County come to visit the Center during the year and, hopefully, are influenced by the activities, exhibits, and artwork. We believe this project is an integral part of encouraging and enhancing the future heritage of New Mexico. The Cowboy Hall of Fame averages 4,000 visitors per year in all age groups, pre-kindergarten to senior citizens.

Southwest Museum Services

**REPORT ON THE SURVEY RELATED TO THE PROPOSED EXPANSION
OF THE LEA COUNTY COWBOY HALL OF FAME
AND WESTERN HERITAGE CENTER**

November 1999

BACKGROUND

At the request of the Lea County Cowboy Hall of Fame and Western Heritage Center (LCCHF), Southwest Museum Services (SMS) prepared a survey instrument to be sent to residents of Lea County to seek opinions on the proposed expansion of the LCCHF. The survey questions were gleaned from a five-page questionnaire which was originally developed for the 1998 Master Plan. At the request of LCCHF, SMS reduced the questionnaire to two pages and combined it with an introductory letter and self-mailer.

Recipients were selected at random from a list of Lea County residents in proportion to the populations of Eunice, Hobbs, Lovington and Tatum to insure as broad of a county-wide sample as possible. A total of 1,934 surveys were mailed and 118 usable responses were returned, which provided a sampling of 6 percent.

SECTION A: OPINION OF THE LCCHF

Of the respondents, 28 percent indicated that they had never visited the museum; 29 percent had visited it once, and 43 percent had visited it more than once.

Overall, the respondents expressed a high regard for the LCCHF, and strongly endorsed its proposed expansion. Eighty-four percent of those who responded rated the museum's existing program as "very good", 88 percent indicated that they wanted the museum to become a major tourist attraction, 84 percent said they would like to see the museum expand its facilities, and 83 percent said they would like to see it expand its purpose and mission.

Clearly, the strongest support for expansion of the museum's programs came from those who had visited the museum at least once or more. Ninety percent of those who had visited the museum two or more times rated the museum as "Very Good", and none rated it as "Poor." Ninety-six percent indicated that they would like to see the museum become a major tourist attraction, and 88 percent indicated that they would like for it to expand its facilities. Among those who had visited the museum only once, 90 percent indicated that they would like to see it expand its facilities.

Strong support for expansion of the museum also was expressed by those who had never visited the museum. Of this group, 76 percent indicated that they wanted to see the

museum expand its facilities, programs, mission, and purpose, while only 3 percent indicated the opposite. Twenty percent expressed no opinion.

SECTION B: EXPANSION OF THE MISSION AND PURPOSE OF THE LCCHF

Respondents who had visited the museum were asked to comment on what programs they would like to see incorporated into the museum's program as a part of expansion. Nearly three out of four ranked "Expand awareness of the region's history" as the highest choice of expanded programs. The second highest ranking, with 68 percent, was "Educational enhancement for school children," followed by "More coverage of the region's natural history," and "A Children's Discovery Center," with 60 percent each.

The least ranked of the expansion programs were "Food Services" and "Lounge area and lockers for volunteers."

The rankings for expanded programs are as follows:

1. Expand awareness of the region's history
2. Educational enhancement for area school children
3. More coverage of region's natural history
4. A children's Discovery Center
5. Outdoor interpretive exhibits
6. Art gallery for regional artists
7. Preservation of endangered historic structures and/or industrial equipment
8. Community meeting rooms
9. Teaching space for NMJC
10. More emphasis on library/archives/oral history
11. Lounge area and lockers for volunteers
12. Food services

SECTION C: ADDITIONAL EXHIBITS FOR THE LCCHF

Regarding expanded exhibits for the museum, 70 percent of the respondents ranked exhibits on the "History of Lea County Towns" as their highest priority. Second, with 59 percent, were exhibits on "Native Americans of Lea County." Third, with 57 percent, were "Hands-on exhibits about plants and animals."

Lowest ranked exhibits were "Anglo Immigration" and "Spanish Exploration."

The rankings for Additional Exhibits are as follows:

1. History of Lea County Towns
2. Native Americans of Lea County
3. Hands-on exhibit about plants and animals
4. Living history in a dugout

5. Children's exhibit: colonial period
6. Birth of the petroleum Industry
7. Hands-on Geology exhibit
8. Spanish Exploration
9. Anglo immigration from the East.

COMMENTS

Respondents were asked to give comments, observations, and suggestions. Overall, these comments were very positive, especially from those who had visited the museum.

One negative comment is found among those who had never visited the museum. This person expressed concern at having attempted to visit the museum "three or four times," but always found it closed and gave up. Another implied that the county did not need two museums 20 miles apart: "The Lea County Museum in Lovington is doing a good job. We should support them."

Among those who have visited the museum, nearly all comments are positive. More than one expressed that the museum's goal should be to exhibit more diversity: "We need more about African-American History, Hispanic-American History, and Native American History. Show more about culture: it's really more important." Others emphasized that the museum needs to focus primarily on Lea County, but it should not be limited to just ranchers: "There are other persons who have played vital roles in the history of Lea County. That seems to have been overlooked."

All of the comments are attached to this report.

SUMMARY

The survey indicates that there is broad-based support for the LCCHF's efforts to expand its facilities and programs. More than 80 percent indicated that they would like to see the museum expand both its facilities and mission. Moreover, the respondents ranked the county's history first in both Sections B and C. The implication is that the respondents would like to see the museum become a stronger local and regional history museum, with special focus on the people and cities of Lea County.

If there is a central theme to the results of the survey, it is that the museum needs to offer a diverse and broader interpretation of Lea County history than it currently does. There may be a perception within the community that the museum's focus is primarily ranching; if so, then the broadening of the museum's name to include the term "Western Heritage Center" is helpful. Regardless, the museum's administration should proceed with its plan to expand with a confidence that it enjoys the community's support.

Cowboy Hall of Fame Agreement

The following items were agreed upon at the Thursday, July 27, 2005 meeting with members of the New Mexico Junior College Board and Lea County Cowboy Hall of Fame, and Western Heritage Museum. People present included: Guy Kesner – New Mexico Junior College Board, Yvonne Williams – New Mexico Junior College Board, Charley Smith – Western Heritage Museum Advisory Board, Bill Sims – Lea County Cowboy Hall of Fame Board, Jim Davis – Lea County Cowboy Hall of Fame Board, Jay Hudson – Lea County Cowboy Hall of Fame Board, Jeff Medlin – Lea County Cowboy Hall of Fame Board, and Steve McCleery – President, New Mexico Junior College.

1. The Lea County Cowboy Hall of Fame (LCCHOF) has access and maintains oversight of the area designated as Lea County Cowboy Hall of Fame permanent exhibit space.
2. The Lea County Cowboy Hall of Fame will work with the New Mexico Junior College Board and the Western Heritage Museum Advisory Board in the oversight and utilization of the (LCCHOF) space.
3. The Lea County Cowboy Hall of Fame exhibit space will be implemented and maintained with the best possible museum protocols and practice.
4. The Lea County Cowboy Hall of Fame exhibit space will be implemented and maintained with the proper local, state, and federal legal requirements.
5. Lisa Seed will be promoted to the Lea County Cowboy Hall of Fame Director.
6. Lisa Seed, as an employee of New Mexico Junior College, will report administratively to Steve McCleery and be subject to all institutional policies and procedures.
7. Karen Wiley is the Executive Director of the Western Heritage Museum.
8. Karen Wiley, as an employee of New Mexico Junior College, will report administratively to Steve McCleery and be subject to all institutional policies and procedures.
9. The Western Heritage Museum will be implemented and maintained with the best possible museum protocols and practices.
10. The Western Heritage Museum Advisory Board will work with the New Mexico Junior College Board and the Lea County Cowboy Hall of Fame in the oversight and utilization of the (WHC) space.
11. The Western Heritage Museum exhibit space will be implemented and maintained with the proper local, state, and federal legal requirements.
12. The Western Heritage Museum Executive Director and the Lea County Cowboy Hall of Fame Director will work together to establish the following:
 - A. Proper museum protocols
 - B. Ongoing and appropriate levels of communication
 - C. Appropriate utilization of space
 - D. Funding for Museum operations

MEMORANDUM OF UNDERSTANDING

Between

New Mexico Junior College

And

Lea County Cowboy Hall of Fame

(DRAFT)

2-17-06

This MEMORANDUM OF UNDERSTANDING is made and entered into by and between New Mexico Junior College (hereinafter "the College"), acting by and through the New Mexico Junior College Board of Trustees, and the Lea County Cowboy Hall of Fame (hereinafter called "Hall of Fame"), a non-profit corporation chartered and existing under the laws of the State of New Mexico, acting by and through its Chairman:

WHEREAS the Western Heritage Museum, located at 5317 Lovington Highway, Hobbs, New Mexico, is owned by New Mexico Junior College, an entity of the State of New Mexico, and was built using state funds;

WHEREAS the Hall of Fame is a New Mexico non-profit corporation with the purpose of commemorating those cowboys, ranchers, and related individuals who have influenced and enhanced the sport of rodeo, the communities, and the inhabitants of Lea County, New Mexico;

WHEREAS both the College and the Hall of Fame wish to ensure the continuation of the Hall of Fame and its collection for the benefit of the citizens of Lea County and of visitors to the Western Heritage Museum from around the world; and

WHEREAS as a long term loan agreement of Hall of Fame artifacts to the College is in the best interest of the parties and will promote the original vision of the Hall of Fame; and

WHEREAS both the College and the Hall of Fame desire to enter into this Agreement to restate the parties' relationship as set out herein:

Section 1. This Agreement shall continue in force and effect through December 31, 2006.

Section 2. The College and the Hall of Fame agree to a long term loan agreement utilizing the current Hall of Fame Artifacts. Upon the following terms and conditions:

- A. The College will promote and assumes the financial responsibility for the artifacts on loan from the Hall of Fame. The Hall of Fame will coordinate with the College and the Museum the selection of the artifacts to be loaned and displayed.
- B. The College will pay the Hall of Fame a sum of \$12,000 for the use of loaned

artifacts, and the Hall of Fame may use the Museum for meetings and Hall of fame gatherings. All meetings should be coordinated with the Director of the Lea County Cowboy Hall of Fame and the Executive Director of the Western Heritage Museum.

C. The College and the Hall of Fame will work together in promoting the vision and direction for the Western Heritage Museum and Lea County Cowboy Hall of Fame.

D. The Hall of Fame artifacts will be displayed in approximately 5307 square feet.

E. The College anticipates the need to use portions of the aforementioned space from time to time for traveling exhibits on a temporary basis and reserves the rights to do so. In the event the College wishes to make permanent changes in the aforementioned space, it may do so only with the approval of the Hall of Fame, it is being fully understood that approval will not be unreasonably withheld.

F. The parties will work together to promote the entire Museum Facility, realizing that the facility is of mutual benefit to the both parties and the community at large.

E. The College will maintain and promote the name "Western Heritage Museum and Lea County Cowboy Hall of Fame".

G. Conditions Governing Loans

a. Care and Preservation

i. The Western Heritage Museum will give to objects borrowed the same care as it does comparable property of its own. Objects will be protected from fire; theft, mishandling; dirt and insects; and extremes of light, temperature and humidity while in the College's custody. It is understood by Hall of Fame and borrower that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.

ii. Evidence of damage at the time of receipt or while in the College's custody will be reported immediately to the Hall of Fame.

iii. No alteration, restoration, or repair will be undertaken without the written authorization of the Hall of Fame.

iv. The Hall of Fame certifies that the objects are in such condition as to withstand ordinary strains of packing and transportation.

b. Transportation and Packing

i. Costs of transportation and packing will be borne by the College unless the loan is at the Hall of Fame's request. The method of shipment must be agreed upon by both parties.

- ii. The Hall of Fame will assure that said objects are adequately and securely packed for the type of shipment agreed upon, including any special instructions for unpacking and repacking. Objects will be returned packed in the same or similar materials as received unless otherwise authorized by the Hall of Fame.
- c. Insurance
 - i. Objects will be insured by the Western Heritage Museum under its all risk wall-to-wall policy subject to the standard exclusions. Insurance will be placed in the amount specified by the Hall of Fame herein which must reflect fair market value. If the Hall of Fame fails to indicate an amount, the College will set a value for purposes of insurance for the period of the loan. The amount payable by this insurance is the sole recovery available to the Hall of Fame in event of loss or damage.
 - ii. If the Hall of Fame elects to maintain his own insurance coverage, the College must be supplied with a certificate of insurance naming the Western Heritage Museum and New Mexico Junior College as additional insured or waiving rights of subrogation. The College shall not be responsible for any error or deficiency in information furnished to the Hall of Fame's insurer or for any lapses in coverage.
 - iii. If no insurance is to be carried, this loan agreement shall constitute the agreement of the Hall of Fame to release and hold harmless the Western Heritage Museum from any liability for damage to or loss of the loaned property.
- d. Reproductions
 - i. Unless the College is otherwise notified in writing at the time of this Agreement's execution, the objects lent may be photographed or reproduced by the College for educational, catalog, and publicity purposes.
- e. Return of Loans
 - i. The College will release the loaned objects at the conclusion of the designated Long Term Loan Period. Unless otherwise notified in writing the College will release the objects only to the Lender. If the College's efforts to contact the Hall of Fame, within a reasonable period following the expiration of the loan, are unsuccessful, and no special arrangements have been made for the return of the loan, then the objects will be placed in storage at the Hall of Fame's risk and expense. In case of change of legal ownership during the period of the loan, the new owner is required to establish his legal right by proof satisfactory the College.

H. General Conditions

Assignment. Neither party shall assign or transfer, or permit the assignment or transfer of, this Agreement or any rights or interest hereunder without the prior written consent of the other party. In the event of such assignment or

transfer, the assignee shall assume the liability of assignor, but such assumption of liability shall not relieve the assignor of its obligations and liability under this Agreement.

Applicable Law. This Agreement is interpreted according and subject to New Mexico law and all federal and state laws, rules and regulations pertaining to it. The rights and obligations set forth herein are to be construed and interpreted according to said laws, regardless of whether they are expressly set forth herein. Any action to interpret and/or enforce this Agreement shall be brought and maintained in the District Court in and for Lea County, New Mexico.

Modification. This Agreement shall not be considered modified, altered, changed or amended in any respect unless in writing and signed by the parties hereto.

Merger Clause. This Agreement and any Attachments thereto constitute the entire agreement and understanding of the parties and all other matters addressed or referred to herein and supersedes all prior and contemporaneous agreements and understandings, representations and warranties, whether oral or written, relating such matters.

Construction. Both parties acknowledge that they have had meaningful input into the terms and conditions contained in this Agreement. Therefore, any doubtful or ambiguous provisions contained herein shall not be construed against the party who physically prepared this Agreement.

Partial Invalidity. If any term, clause or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be illegal, invalid or unenforceable under present or future laws effective during the term hereof, then it is the intention of the parties hereto that the remainder of this Agreement, or the application of such term, clause or provision to persons or circumstances other than those to which it is held illegal, invalid or unenforceable, shall not be affected thereby, and it is also the intention of the parties hereto that in lieu of such term, clause or provision that is illegal, invalid or unenforceable, there be added as a part of this agreement clause or provision as similar in terms to such illegal, invalid or unenforceable term, clause or provision as may be possible and be legal, valid and enforceable, so long as the basic intent and object of this Agreement is not undermined by the elimination of the objectionable provision(s).

Survival. All covenants, agreements, warranties and representations and remedies provided herein shall survive the termination of this Agreement.

Independent Contractor Relationship. In all respects Hall Of Fame's relationship and the relationship of its employees to the College shall be that of an independent Contractor and not as employees or agents of the College. The Hall of Fame does not have the power or authority to bind the College in any promise, agreement or representation other than specifically provided for in this Agreement.

Third Parties. The parties agree that it is not intended that by any of the provisions of this agreement to create in the public or any member thereof a third party beneficiary or to authorize anyone not a party to this agreement to maintain suit for any claim whatsoever pursuant to the provisions of this agreement.

Defenses. By entering this agreement the College, it's public employees, the members and their public employees as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and/or waive any limitation of liability pursuant to law.

EXECUTED, AGREED, effective as of this ___ day of _____, 2006, by the New Mexico Junior College signing by and through its President pursuant to the wishes of the New Mexico Junior College Board of Trustees, approved on the ___ day of _____, 2006, and by the Lea County Cowboy Hall of Fame signing by and approving through its hereunder duly authorized Chairman and attested by its Corporate Secretary.

New Mexico Junior College

By: _____
Board Chair

New Mexico Junior College

By: _____
President

Western Heritage Museum
Advisory Board Chair

By: _____
Board Chair

Lea County Cowboy Hall of Fame

By: _____
Board Chair

New Mexico Junior College
Lease And Operating Agreement
with
Lea County Cowboy Hall of Fame

DRAFT
2-17-06

This Agreement is made and entered into by and between New Mexico Junior College (hereinafter "the College"), acting by and through the New Mexico Junior College Board of Trustees, and the Lea County Cowboy Hall of Fame (hereinafter called "Hall of Fame"), a non-profit corporation chartered and existing under the laws of the State of New Mexico, acting by and through its Chairman:

WHEREAS the Western Heritage Museum, located at 5317 Lovington Highway, Hobbs, New Mexico, is owned by New Mexico Junior College, an entity of the State of New Mexico, and was built using state funds;

WHEREAS the Hall of Fame is a New Mexico non-profit corporation with the purpose of commemorating those cowboys, ranchers, and related individuals who have influenced and enhanced the sport of rodeo, the communities, and the inhabitants of Lea County, New Mexico;

WHEREAS both the College and the Hall of Fame wish to ensure the continuation of the Hall of Fame and its collection for the benefit of the citizens of Lea County and of visitors to the Western Heritage Museum from around the world; and

WHEREAS both the College and the Hall of Fame desire to enter into this Agreement to restate the parties' relationship as set out herein:

Section 1. This Agreement shall continue in force and effect through December 31, 2006, unless sooner terminated as provided herein.

Section 2. The Hall of Fame shall have right to operate and manage a designated area of 5,307 square feet (**Exhibit A**) within the Western Heritage Museum ("the leased space"), as specified hereunder, during the term of this Agreement. In return the Hall of Fame shall pay the College an annual amount (prorated in the first year if the Hall of Fame has possession for less than a year) constituting the operating cost to the College for the designated area, beginning in the year the Hall of Fame takes possession of the leased space within the Museum. The Operating Cost Per Square Foot for 2006 is \$4.43 (**Exhibit B**), and therefore the Hall of Fame shall reimburse the College \$23,510.01 for use of said space in 2006. Payments shall be made in equal quarterly payments beginning October 1, 2006, January 1, 2007, April 1, 2007 and July 1, 2007. The College

will retain title to the entire Premises, and will have access thereto for the purposes of carrying out its duties hereunder and any reasonable inspections. In addition, the College anticipates the need to use portions of the leased space from time to time for traveling exhibits, and reserves the right to do so with the approval of the Hall of Fame, it being fully understood that approval will not be unreasonably withheld. The Hall of Fame's obligation to reimburse the College shall be reduced by the square footage of the leased space used by the College for traveling exhibits for the duration of such use by the College. All property on display or used as part of the exhibit within the leased space, and all personal property used by the Hall of Fame in connection with the Western Heritage Museum and the Hall of Fame's activities at the College, including but not limited to collections, artifacts, and archives acquired by the Hall of Fame, shall be the property of the Hall of Fame only. Walls, counters, retail cases, and fixtures attached to the Premises will be the College's property. The Hall of Fame will be required to gain formal, written approval by the College for any modification of the leased space, the Hall of Fame will bear the cost of modification, and any such modification shall be done in consultation with the President, the Director of Physical Plant, and the Executive Director of the Western Heritage Museum.

Section 3. All Hall of Fame personnel shall be employees of the Hall of Fame and not of the College. The College shall in no sense be deemed to be an employer of the Hall of Fame or of any of its personnel, officers, agents, servants, or volunteers. All Hall of Fame budget shall be the budget of the Hall of Fame including those specified items with the current 2005-2006 Fiscal year Cowboy Hall of Fame attached hereto as **Exhibit "C"**. Subsequent years shall have new Hall of Fame budgets approved annually.

Section 4. The Hall of Fame agrees to secure and maintain during the life of this Agreement Commercial General Liability (CGL), Business Automobile, Commercial Property and Worker's Compensation coverage. Minimum coverage limits will be \$1,000,000.00 for CGL and Business Automobile.

Section 5. The Hall of Fame agrees to indemnify, save harmless, and defend the College from payment of any sum or sums of money, including attorneys' fees, to any person whomsoever on account of claims or suits out of injuries to persons or damage to any property caused by the Hall of Fame or anyone in its control or employ, or by the college, where the College may be liable and both parties are jointly liable.

Section 6. This Agreement may be terminated by either party upon material breach of this Agreement, should such breach not be cured within a stipulated period after written notice adequate to cure said breach, which notice period shall not be less than thirty days. This Agreement also shall terminate upon the expiration of the period set out in Section 1 hereof, but will be extended on the same terms as set out herein for up to _____ consecutive _____ terms, unless one party gives notice on or before 180 days from the expiration of the original term or a succeeding term that the party desires to terminate the Agreement at the expiration of the term.

Section 7. Any notice, payment, statement, or demand required or permitted to be given

herein by either party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mail notice shall be addressed to the parties at the addresses appearing below, but each party may change its address by written notice in accordance with this section. Mailed notices shall be deemed communicated as of three days after mailing:

If intended for the College, to:

President
New Mexico Junior College
Administration Building
5317 Lovington Highway,
Hobbs, New Mexico 88240

If intended for the Cowboy Hall of Fame, to:

Chairman
Lea County Cowboy Hall of Fame
5317 Lovington Highway
Hobbs, New Mexico 88240

Section 8. This Agreement embodies the complete agreement of the parties hereto, superseding all former and current oral and written promises between the parties relating to the matters addressed in this Agreement. This Agreement cannot be modified without written amendment by both parties.

Section 9. The Hall of Fame shall not subcontract, assign, or transfer all or any part of its interest, rights, duties and obligations under this Agreement without formal, written consent of the College.

Section 10. If at any time it is necessary and convenient for the Hall of Fame to make temporary use of College property or equipment, the Hall of Fame will pay a reasonable rental fee for such use as billed by the College.

Section 11. The College agrees that it will keep and maintain the Premises in good repair and condition, and will provide in connection therewith heating, air conditioning, utilities, building security, fire protection, repairs, replacement, upkeep, and all other items incident to the described duties. The Hall of Fame shall reimburse the College for its actual operating costs, if such costs exceed the amount specified in Section 3.

Section 12. The Hall of Fame will operate its exhibit space within the Western Heritage Museum and in connection therewith:

A. Will operate in accordance with professional museum standards and through the employment of trained museum personnel;

B. Will coordinate with the Western Heritage Museum its hours of operation, security plans, educational programs for general audiences, plans relating to handling of emergencies, and such other matters as the College requests, including any rules and regulations for the operation of the Hall of Fame;

C. Will maintain full and complete books and records of account reflecting receipts and disbursements related to the operation of the Hall of Fame and related functions, all in accordance with generally accepted accounting principles, and will annually deliver a certified audit to the College;

Section 13. The Hall of Fame will be required to gain formal approval from the College for: (1) the sublease of any real property leased from the College; (2) the institution, increase, or decrease of admission fees.

EXECUTED, AGREED, effective as of this ___ day of _____, 2006, by the New Mexico Junior College signing by and through its President pursuant to the wishes of the New Mexico Junior College Board of Trustees, approved on the ___ day of _____, 2006, and by the Lea County Cowboy Hall of Fame signing by and approving through its hereunder duly authorized Chairman and attested by its Corporate Secretary.

New Mexico Junior College

By: _____
Board Chair

New Mexico Junior College

By: _____
President

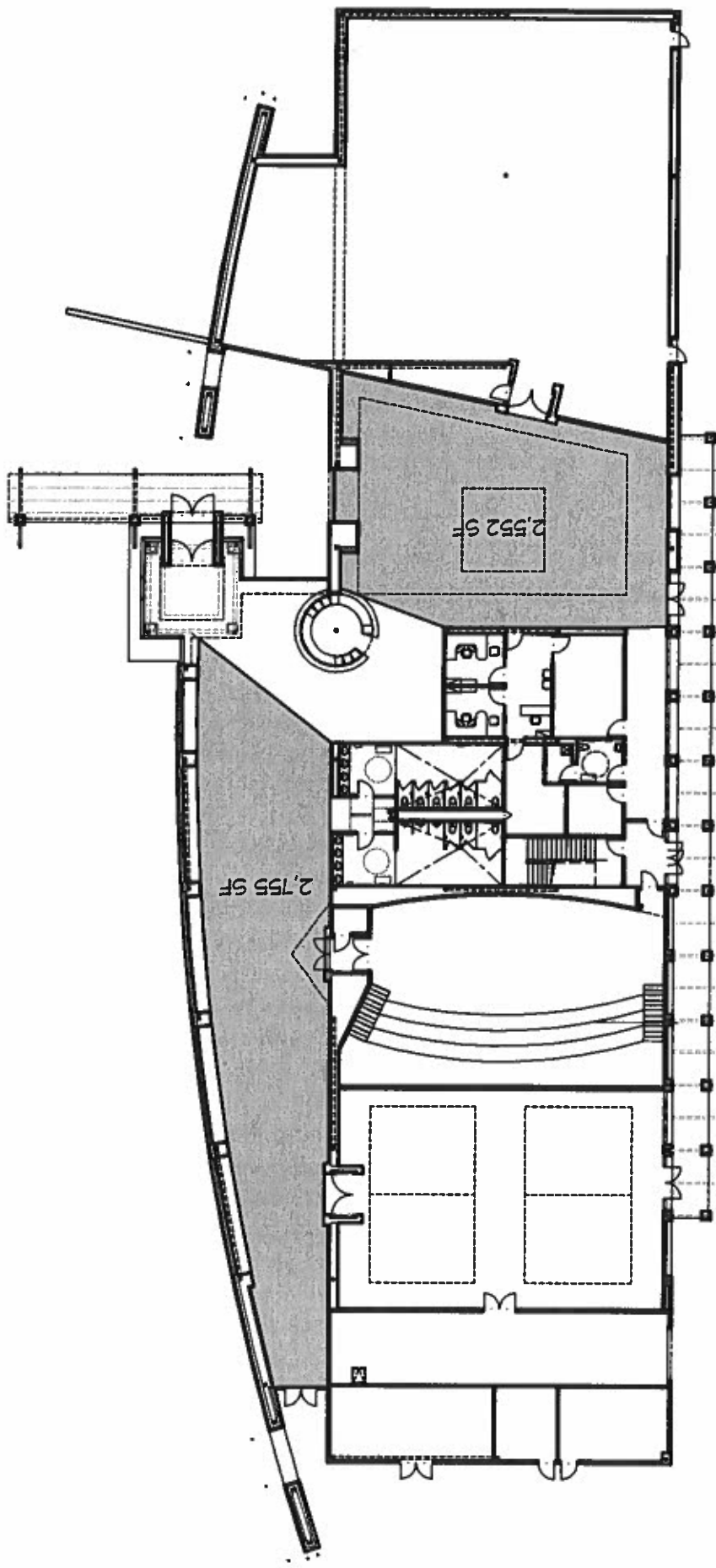
Western Heritage Museum
Advisory Board Chair

By: _____
Board Chair

Lea County Cowboy Hall of Fame

By: _____

Board Chair



New Mexico Junior College
Operational Cost per square foot

December 16, 2005

	Fiscal year 2004	Fiscal year 2005	Estimated for Fiscal year 2006	Estimated Cost per square foot for 2006
Insurance	199,323.00	218,361.00	239,000.00	0.48
Electricity	364,463.00	333,005.00	350,000.00	0.71
Natural Gas	119,858.00	132,445.00	140,000.00	0.28
Water & Sewer	142,092.00	80,610.00	85,000.00	0.17
Garbage	33,191.00	40,989.00	40,000.00	0.08
Maintenance	621,103.00	697,704.00	660,996.00	1.34
Custodial	467,789.00	485,029.00	482,655.00	0.98
Grounds	193,918.00	202,627.00	190,069.00	0.39
Total Cost	2,141,737.00	2,190,770.00	2,187,720.00	
Gross Square Feet	423,931	423,931	493,505	

Operational Cost per square foot 5.05 5.17 4.43 4.43

Exhibit C

New Mexico Junior College
Departmental Budget Request
Fiscal Year 2005-2006

Cowboy Hall of Fame	11000 1070 61301 112	Salaries Professional	\$36,465
Cowboy Hall of Fame	11	Benefits	\$10,574
Cowboy Hall Of Fame	11000 1070 61401 112	½ Salaries – Support	\$12,500
Cowboy Hall of Fame	11	Benefits	\$3,625
Cowboy Hall of Fame	11000 1070 72100 112	Travel	\$1,500
Cowboy Hall of Fame	11000 1070 72110 112	Supplies and Expense	\$4,885
Total			\$69,549



NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 3/1/2006

Candidate's name Holladay, Kellyne G

Position title Dean of Math and Sciences

New position Existing position Classification Faculty Professional Other

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

Effective date of employment * 4-1-06 Standard contract length 12 mos. 9 mos. other

Funding source Institutional Funds

Paid advertising beyond *standard The Chronicle of Higher Education, Community College Weekly

(*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 \$58,326 - \$72,908 Recommended annual salary \$62,500.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 2801 61301 115

Recommended and approved by:

Supervisor _____

[Signature]
Vice President

Dean/Director _____

[Signature]
President

Selection Committee Members: Mickey Best, Dean of Math, English, Education and Transitional Studies - Chairperson

Shirley Conder, Department Secretary for Arts and Sciences

Patricia Emmerich, Professor of Government/History

Jose Garcia, Professor of Sociology

Marcia Gaylean, Administrative Secretary for the Dean of Arts and Sciences

Richard Morris, Director of Athletics

LaRae Phillips, Counselor

Comments: Ms. Holladay, with a M.S. from Texas Women's University, meets and or exceeds the minimum

requirements for this position.

*Ms. Holladay has served as Interim Dean of Arts and Sciences from August 26, 2004 to present.

ABBREVIATED RESUME

Position

Dean of Math and Sciences

Personal Data

Name: Kellyne G. Holladay

Education

M.S., Texas Women's University, Denton, TX, 1990

B.S., University of Texas at Arlington, Arlington, TX, 1985

A.S., Tarrant County Junior College, Fort Worth, TX, 1981

Professional Experience

New Mexico Junior College, Hobbs, NM

Interim Dean of Arts and Sciences

8/2004 to Present

Professor, Science and Aquatics

8/2000 to 8/2005

Professor, Developmental Studies

8/1994 to 8/2000

ABE/Student Recruiter

8/1990 to 5/1994

P-T GED Instructor

8/1989 to 8/1990

Hobbs Municipal Schools, Hobbs, NM

8/1989 to 8/1990

Secondary Science and Math Teacher

Arlington Independent School District, Arlington, TX

1/1987 to 7/1989

Secondary Science Teacher

Overland Exploration, Denver, CO

3/1985 to 7/1986

Geologist

Certifications/Licenses

Aquatic Exercise Association - Instructor

National Arthritis Foundation – Instructor/Trainer

New Mexico Public School – Teaching

Lifeguard/CPR

Texas Real Estate License

Organizations

Geological Society of America

Aquatic Exercise Association

National Arthritis Foundation

New Mexico Community College Association



Vice President for Instruction

TO: Dr. Steve McCleery, Members of the Board
FROM: John Gratton *JG*
SUBJECT: Dean of Arts and Sciences
DATE: February 21, 2006

The position of Dean of Arts and Sciences (Dean of Math and Sciences beginning in the fall 2006 semester) has been filled on an interim basis for the past two years. During this time, NMJC has conducted two different searches for the position but in both cases the search and interview process failed to reveal a candidate who seemed to possess the skills and abilities required of the position.

Ms. Kelly Holladay has served as the Interim Dean of Arts and Sciences for the past two years. During the first year, Kelly also taught geology courses and served as department chair. However, in the past year Kelly served only as interim dean while the geology courses and department chair responsibilities were filled by other individuals. During this time the Arts and Sciences faculty have flourished under her leadership.

It has been my distinct pleasure to work with Kelly since I arrived at NMJC. In all instances she has performed the duties of Dean of Arts and Sciences to an exceptionally high standard of quality. She prides herself on being available for students and faculty, and I have not heard a single negative comment made regarding her performance. In addition, Kelly has been a vital part of the instructional cabinet and the deans and I have the utmost respect for her contributions and suggestions.

In conclusion, I heartily endorse Ms. Kelly Holladay's letter of application for the Dean of Arts and Sciences and I sincerely hope the Board will give their fullest consideration to said application. In my opinion, Kelly Holladay has proven herself and will continue to prove herself as the best possible choice for the position.

approve 2/21/06
Steve McCleery



NEW MEXICO JUNIOR COLLEGE

Arts and Sciences

February 15, 2006

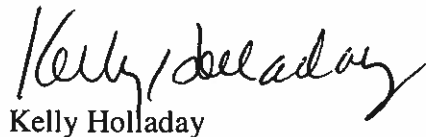
President McCleery and Vice President for Instruction Gratton,

Please accept this letter as formal application for the Dean of Arts and Sciences, soon to be Math and Sciences, position at New Mexico Junior College.

The Arts and Sciences division plays a vital role in the mission of the college which states that NMJC is a comprehensive community college that promotes success through learning. Being Interim Dean of the Arts and Sciences division for the past year and a half has been an enlightening and challenging experience and although I did not initially desire to become a full-time administrator, I feel this is an opportunity that I would like to embrace at this point in my academic career. I believe that if selected as the full-time Dean, I can help to fulfill this mission by being accessible, responsive, effective, and striving for excellence!

With new construction and new programs, challenges of distance education, a generous board, BANNER, and a reorganized division, what an exciting time to be at NMJC! Without doubt, I can say that I am a loyal and dedicated supporter of NMJC and will continue to be whether I am a Professor or the Dean. I am up for the challenges and demands and hope that you'll recognize the respect, skills, contacts, and experience that I have acquired during the fifteen years I have been employed here and seriously consider me for the full-time position of Dean of Arts and Sciences.

Respectfully submitted,



Kelly Holladay

APPLICANT LIST

Position: Dean of Arts and Sciences -- (Opened 03/01/05 -- Closed 06/22/2005)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Davis, Rebecca S.	No	No	Incomplete application materials.
Enea, Vincenzo	No	No	
Gratton, John B	No	No	Accepted Vice President for Instruction Position
Holladay, Kellyne G.	No	No	Withdrew Application
Hunt, Michael E.	No	No	
Jones, Warren C.	No	No	
Rojas, Ralph	No	No	Incomplete application materials.
Shaver, Donald L.	No	No	Incomplete application materials.
Sidlowski, Julian J.	Yes	No	

Position: Dean of Arts and Sciences (Title Change) -- (Opened 09/27/2004 -- Closed 03/01/2005)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Abu-Samn, Raja H.	No	No	Incomplete application materials.
Burt, April D.	No	No	
Buyok, Albert A.	Yes	No	
Lacy, Christopher H.	No	No	
Layton, Bruce A.	No	No	Incomplete application materials.
Lloyd, Richard J.	No	No	
Luallen, Hubert E.	No	No	

Position: Dean of Arts and Sciences (continued from page 1)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
McNair, Julia	No	No	Incomplete application materials
Novak, Alex C.	No	No	Incomplete application materials
Rivera, Philip R.	No	No	Incomplete application materials
Seligman, Ross A.	Yes	No	
Sheski, Harry D.	No	No	Incomplete application materials
Smith, Dennis P.	No	No	Incomplete application materials
Soas, Amir H.	No	No	Incomplete application materials
Torelli, Edmondo G.	No	No	Incomplete application materials
Tyler, Rhonda S.	No	No	
Williams, Carl M.	No	No	

Position: Dean Center for Mathematics and Sciences – (Opened 04/16/2004 – Closed 07/16/2004)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Choudhry, Ghulam G.	No	No	Incomplete application materials.
Cronin, Jerry S.	No	No	Incomplete application materials.
Hassan, Saad A.	No	No	
Kays, Vernon M.	No	No	Incomplete application materials.
Lloyd, Richard J.	No	No	
Luallen, Hubert E.	No	No	
Miller, Joseph L.	No	No	Incomplete application materials.
Mull, Bruce P.	No	No	

Position: Dean Center for Mathematics and Sciences (continued from page 2)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Ramirez De Arellano, Monica	No	No	Incomplete application materials.
Sevigny, Nancy B.	No	No	
Tyler, Rhonda S.	No	No	
Wai, James K.	No	No	Incomplete application materials.