

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Friday, March 18, 2016

Zia Room – Library

9:00 am

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of February 18, 2016 & March 4, 2016 | Pat Chappelle |
| D. President's Report | Steve McCleery |
| E. 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 Appointment of Mr. Tres Hicks
to the New Horizons Foundation Board | Dale Gannaway |
| 6. Consideration of Tuition and Fee Waiver for Transitional Studies
Courses for Summer School | Larry Sanderson |
| 7. Personnel Consideration - Acting Program Planner for Continuing
Education and Community Programs | Larry Sanderson |
| 8. Personnel Recommendation - Coordinator of Transportation Training | Jeff McCool |
| F. Public Comments | Pat Chappelle |
| G. Announcement of Next Meeting | Pat Chappelle |
| H. Closure of Open Meeting | Pat Chappelle |
| I. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
FEBRUARY 18, 2016
MINUTES**

The New Mexico Junior College Board met on Thursday, February 18, 2016, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Travis Glenn; Mr. Manny Gomez; Mrs. Mary Lou Vinson; Mr. Zeak Williams; and Mr. Hector Baeza. Mr. Ron Black, Secretary was absent.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Dorothy Fowler, Hobbs News-Sun; Cindy Bryan, Accounting & Consulting Group; Lance Anderson, Patent Council for New Horizons Foundation; Tim Wittig, Technology Manager for New Horizons Foundation; and Gary Pankonien, Entrepreneur in Residence for New Horizons Foundation.

Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the agenda was unanimously adopted.

Upon a motion by Mrs. Vinson, seconded by Mr. Williams, the Board unanimously approved the minutes of January 21, 2016.

Under President's Report, Dr. McCleery recognized Mr. Steve Saucedo, Workforce Training Coordinator, for a front page article in the Permian Basin Oil & Gas magazine published in February, 2016. Copies were distributed to the Board members.

Professor Maria Vick introduced student Mr. Darrant Kibad, recipient of the All-USA American Team for Phi Theta Kappa. Mr. Kibad was recognized by Senator Kernan in Santa Fe, New Mexico and was the recipient of an award and a \$2,500.00 scholarship to a four year university of his choice. Ms. Vick noted his plans are to attend the University of New Mexico.

Dr. McCleery presented Professor Terry Holloman with a Phi Theta Kappa Five Year Service Award. Dr. McCleery further recognized Professor Holloman and Professor Vick for their leadership of Phi Theta Kappa, the “crème de la crème” of students on the NMJC campus.

Mr. Dale Gannaway introduced Mr. Lance Anderson, Mr. Tim Wittig, and Gary Pankonien. Mr. Anderson provided significant discussion of the Cooperative Research & Development Agreement, Mr. Wittig provided significant discussion of the key points and value of the agreements, and Mr. Pankonien provided updates of the current NHF projects.

Under New Business, Mr. Dan Hardin introduced Ms. Cindy Bryan with the Accounting & Consulting Group who presented the 2015 Audit Report. After much discussion and upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the 2015 Audit Report.

Mr. Dan Hardin presented the January, 2016 financial reports. Upon a motion by Mr. Gomez, seconded by Mrs. Vinson, the Board unanimously approved the Expenditure Report for January, 2016. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Dan Hardin presented the Fiscal Watch Reports for December 2015. Upon a motion by Mr. Gomez, seconded by Mr. Baeza, the Board unanimously approved the Fiscal Watch Reports for December 2015.

Mr. Dan Hardin presented a Consideration of Investment Resolution. Mr. Hardin stated several local banks were contacted about Certificates of Deposit and Treasury Bills as possible investments for NMJC. Mr. Hardin stated CDARS, which have full FDIC insurance coverage, have been suggested as an alternative to Certificates of Deposit or Treasury Bills. Due to the current downturn of the local economy, it was the consensus of the Board that the Consideration of Investment Resolution remain tabled.

Dr. Michele Clingman and Mr. Phillip Roybal recommended Ms. Sarah P. Rollings for the Admission Specialist position at a 12 month salary of \$33,881.00. Upon a

motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the employment of Sarah P. Rollings, effective February 22, 2016.

Dr. Steve Hill and Mr. Steven Blandin recommended Mr. Terrence B. Rasco for the Instructional Technology Specialist position at a 12 month salary of \$41,622.00. Upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the Board unanimously approved the employment of Terrence B. Rasco.

Ms. Chappelle called for comments from the public. Dr. Darrell Beauchamp, Executive Director of the Western Heritage Museum & Lea County Cowboy Hall of Fame announced the “Wicked Plants” exhibit will continue until May 1, 2016 and the “Titanic” exhibit is scheduled for the summer of 2016 as well as other summer and training programs.

The next regular board meeting was scheduled for Thursday, March 17, 2016 beginning at 1:30 pm.

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

Upon re-convening in open meeting, Ms. Chappelle stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved three candidates selected for the NMJC Presidential position as follows: Dr. Sharp, Dr. Solis, and Dr. Anglin.

Upon a motion by Mr. Williams, seconded by Mr. Gomez, the board meeting adjourned at 4:30 pm.

Pat Chappelle, Chair

Ron Black, Secretary

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
MARCH 4, 2016
MINUTES**

The New Mexico Junior College Board met on Friday, March 4, 2016, beginning at 8:30 a.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Mrs. Mary Lou Vinson; Mr. Zeak Williams; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Mr. Scotty Holloman, Attorney with Maddox, Holloman & Kirksey, P.C.

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

Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the minutes of February 26, 2016.

Under New Business, Mr. Holloman requested Agenda item C., Consideration of the March, 2016 Board Meeting, be tabled until after the closed session. Upon a motion by Mr. Gomez, seconded by Mr. Baeza, the Board unanimously approved this request.

Ms. Chappelle called for comments from the public. There being none, Mrs. Vinson moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of New Mexico Statutes Annotated 1978. Mr. Glenn seconded the motion. The roll call vote was as follows: Mr. Baeza – yes; Mr. Williams – yes; Mr. Black – yes; Mrs. Vinson – yes; Mr. Glenn – yes; Mr. Gomez – yes; and Ms. Chappelle – yes.

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

Ms. Chappelle presented for approval a Consideration of Publication of Notice Concerning the Presidential Selection. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the notice for publication.

Ms. Chappelle presented a request for consideration to move the March, 2016 Board Meeting from Thursday, March 17, 2016 at 1:30 pm to Friday, March 18, 2016 at 9:00 am. Upon a motion by Mr. Gomez, seconded by Mrs. Vinson, the Board unanimously approved this request. In addition, Ms. Chappelle announced the scheduling of a Special Board Meeting for Thursday, March 31, 2016 at 3:00 pm.

Upon a motion by Mrs. Vinson, seconded by Mr. Gomez, the board meeting adjourned at 10:30 am.

Pat Chappelle, Chair

Ron Black, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: March 10, 2016
RE: Expenditure and Revenue Reports for February 2016

February is the eighth month of the fiscal year or 67% of the 2015/2016 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 \$28,752,663.00.

The total current unrestricted fund expenditures for Instruction & General through February are \$14,940,743.00, which is 68% 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 other Current Unrestricted Funds, most funds are over the 67% for the budget year. All of these funds either have large expenditures at the beginning of each semester or they have large encumbrances for maintenance agreements. Each month there is a charge to Instruction, Academic Support, Student Services, and Institutional Support for the support from Computer Services. The credit goes to Computer Services in the Internal Services area. As you can see the expenditures for the month was less than the credit, but the year to date total is still over budget. This will be coming down each month until the end of the fiscal year. Student Aid expenditures are at 91% of the budget at the end of February. Student Aid received a check for \$18,838.84 from the NMJC Foundation in February which resulted in a credit for the month. Auxiliary Enterprises is currently over budget, but Robert Adams has been sending books back to the publishers and we will be getting credit back that will be posted to the expenses accounts. This will lower the expenditure in that area.

The expenditures for the Current Restricted Funds are \$4,879,315.00. Most of the expenditures are in the Restricted Student Aid from the Pell and Direct Loans at the start of the spring semester. Restricted Student Aid expenditures are slightly up in compared to FY 15.

Plant funds have expended or encumbered \$4,978,958.00, which consists mostly of expenditures and encumbrances for the Bob Moran Upgrades, WHM Titanic Exhibit, the infrastructure project, Technology Upgrades, and other smaller projects.

Expenditures and encumbrances through February 2016 were \$28,752,663.00, or 61% of the projected budget.

Revenue received in February 2016 was \$1,988,672.00. In unrestricted revenue the institution received \$1,540,810.00 during the month of February. This was generated mostly from the monthly allocation from the state, oil and gas revenue, and Mill Levy property tax revenue.

Restricted funds had revenue of \$444,817.00 from draw downs in February for Grants and from restricted financial aid.

Plant revenue was received from interest income on LGIP funds.

Total revenue for February 2016 is \$1,988,672.00, with year-to-date revenue of \$28,259,540.00 or 72% of projected budget. As you can see the year to date revenue has dropped as compared to this time last year.

Oil and Gas revenue is showing the decline in the price of Oil & Gas, with the actual revenue received for November in the amount of \$594,349.00, the total year-to-date Oil & Gas and Oil & Gas Equipment is \$7,271,802.00. Oil & Gas is ahead of budgeted revenue by \$1,051,813.00 and Oil & Gas Equipment revenue is \$844,989.00 over budgeted projections for the year.

The investment report shows an ending balance of \$10,593,127.00 in the LGIP fund. At the end of February there was \$13,458,669.75 in designated institutional capital projects.

This concludes the Financial Report for February 2016.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
February 2016

67% of Year Completed

Fund	2014-15			2015-16			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	9,731,091	6,306,807	65%	10,103,380	772,124	6,168,336	61%
Academic Support	2,273,743	1,573,894	69%	2,628,124	211,080	1,798,119	68%
Student Services	1,840,687	1,265,454	69%	1,988,062	159,547	1,291,636	65%
Institutional Support	3,528,284	2,920,735	83%	3,694,568	355,006	3,208,002	87%
Operation & Maintenance of Plant	3,541,829	2,552,763	72%	3,658,460	301,201	2,474,650	68%
Subtotal - Instruction & General	20,915,634	14,619,653	70%	22,072,594	1,798,958	14,940,743	68%
Student Activities	0	0	0%	0	0		0%
Research	0	0	0%	0	0		0%
Public Service	0	0	0%	0	0		0%
Internal Service Departments	87,145	189,452	217%	85,520	(12,730)	160,374	188%
Student Aid	593,551	747,127	126%	668,551	(9,509)	607,622	91%
Auxiliary Enterprises	1,800,693	1,704,880	95%	1,858,486	89,525	2,009,024	108%
Athletics	1,029,348	1,049,898	102%	1,157,636	107,779	1,176,627	102%
Total Current Unrestricted Fund	24,426,371	18,311,010	75%	25,842,787	1,974,023	18,894,390	73%
CURRENT RESTRICTED FUND							
Grants	1,157,859	1,136,854	98%	2,055,881	115,022	1,464,255	71%
Student Aid	5,033,468	3,492,092	69%	4,989,673	70,858	3,415,060	68%
Total Current Restricted Fund	6,191,327	4,628,946	75%	7,045,554	185,880	4,879,315	69%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	8,757,760	2,791,969	32%	8,587,117	81,906	3,203,549	37%
Projects from State GOB Funds	3,050,000	2,524,321	83%	5,000,000		317,875	6%
Projects from State STB Funds	0		0%			553,777	0%
Projects from General Fund	0	13,006	0%	0			0%
Projects from Private Funds	0		0%	0			0%
Projects from State ER&R	332,720	307,145	92%	332,720		90,204	27%
Projects from State BR&R	597,281	311,601	52%	597,281	20,286	813,553	136%
Subtotal - Capital and BR&R	12,737,761	5,948,042	47%	14,517,118	102,192	4,978,958	34%
Debt Service							
Revenue Bonds	276,000	0	0%	0	0	0	0%
Total Plant Funds	13,013,761	5,948,042	46%	14,517,118	102,192	4,978,958	34%
GRAND TOTAL EXPENDITURES	43,631,459	28,887,998	66%	47,405,459	2,262,095	28,752,663	61%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
February 2016

67% of Year Completed

Fund	2014-15			2015-16			
	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	3,684,200	3,581,530	97%	3,692,200	76,076	3,654,596	99%
State Appropriations	6,047,200	4,195,508	69%	6,129,500	510,800	4,186,305	68%
Advalorem Taxes - Oil and Gas	7,235,000	8,878,759	123%	7,235,000	598,579	7,271,802	101%
Advalorem Taxes - Property	6,003,500	4,619,181	77%	6,853,725	230,655	4,963,829	72%
Interest Income	5,000	1,831	37%	4,000	127	337	8%
Other Revenues	367,161	224,113	61%	330,105	29,105	243,281	74%
Subtotal - Instruction & General	23,342,061	21,500,922	92%	24,244,530	1,445,342	20,320,150	84%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	27,000	5,952	22%	27,000	0	5,287	20%
Auxiliary Enterprises	2,251,000	2,165,074	96%	2,288,000	52,722	2,238,972	98%
Athletics	483,400	328,864	68%	487,200	42,746	328,408	67%
Total Current Unrestricted	26,103,461	24,000,812	92%	27,046,730	1,540,810	22,892,817	85%
CURRENT RESTRICTED FUND							
Grants	1,157,859	1,210,729	105%	2,055,881	127,130	1,571,128	76%
Student Aid	5,033,468	3,245,930	64%	4,989,673	317,687	3,076,300	62%
Total Current Restricted	6,191,327	4,456,659	72%	7,045,554	444,817	4,647,428	66%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,300,000	1,308,375	0%	5,000,000		665,322	0%
Projects from State STB Funds	0		0%	0		40,042	0%
Projects from General Fund	0		0%	0			0%
Projects from Private Funds	0		0%	0			0%
Interest Income (LGIP)	10,000	13,317	133%	10,000	3,045	13,931	139%
Total Plant Funds	3,310,000	1,321,692	40%	5,010,000	3,045	719,295	14%
GRAND TOTAL REVENUES	35,604,788	29,779,163	84%	39,102,284	1,988,672	28,259,540	72%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

February 2016

67% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2015-16 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$45.16	5,898,788	\$2.85	17,668,988	720,659	465,000	255,659
Actual	August	\$35.51	6,117,230	\$2.76	17,591,052	678,487	465,000	213,487
Actual	September	\$40.02	6,000,461	\$2.81	17,818,034	679,100	465,000	214,100
Actual	October	\$40.75	6,059,129	\$2.75	18,623,279	704,218	465,000	239,218
Accrual	November	\$36.54	5,895,503	\$2.56	17,591,186	594,349	465,000	129,349
Accrual	December					465,000	465,000	0
Accrual	January					465,000	465,000	0
Accrual	February					465,000	465,000	0
Accrual	March						465,000	(465,000)
Accrual	April						465,000	(465,000)
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						4,771,813	5,580,000	(808,187)
Y.T.D. Equipment Tax Revenue						2,499,989	1,655,000	844,989
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						7,271,802	7,235,000	36,802

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

February 2016

67% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	10,593,127	7102-1348	0.210%	2,377
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>10,593,127</u>			<u>2,377</u>

Capital Projects	2/29/2016
Vehicles	0.00
Technology Upgrade	210,937.56
JASI	14,942.34
WHM South Gallery	266,594.43
Baseball Field	23,362.95
Luminis Software	2,993.00
Landscaping	330,777.22
Campus Signage	2,801.67
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	15,496.45
Campus Construction	227,405.60
Oil & Gas Training	161,766.39
Public Sector	9,227.00
Campus Security	79,901.27
Lumens Software-Distance Learnig	5,000.00
Copier Replacement	274.00
Non-Recurring Compensation	152,169.10
Athletics	142,991.36
Student Life Programming	20,432.28
Warehouse/Cont Ed Remodel	1,464.99
Succession Plan	81,487.17
Energy Technology Equipment	300,000.00
WHM Exhibits	110,798.78
Mansur Hall Upgrades	51,043.75
Senior Warm Water Wellness Ctr	3,500,000.00
Driving Range Upgrades	200,000.00
Cosmetology Remodel	700,000.00
Entertainment Technology	2,473,868.30
Cafeteria Upgrade	216,205.32
Channel 19 Upgrade	32,719.62
FERPA & Title IX	688.50
Equestrian Center	3,000,000.00
Bob Moran Upgrades	82,459.39
Campus/Hospital Fencing	200,000.00
Turf Replacement	184,175.00
Watson Hall Theater	238,511.90
WHM Titanic Exhibit	0.00
Mary Hagelstein Upgrades	90,612.80
HVAC Software-Central Plant	200,000.00
Infrastructure Upgrade	93,279.46
Cadet Supplement	3,152.04
Workforce Training Contingency	3,747.85
TOTAL	13,458,669.75



March 17, 2016

Memo to: Dr. Steve McCleery, President
New Mexico Junior College
From: Dale Gannaway, Executive Director
New Horizons Foundation

Concerning: Appointment of Mr. Tres Hicks to New Horizons Foundation Board of Directors

During the March 1, 2016 New Horizons Foundation Board Meeting, The New Horizons Foundation (NHF) Board of Directors unanimously approved the addition of another designated position to the NHF Board of Directors. The new board position will be filled annually by the current Chairperson of the Board of the Economic Development Corporation of Lea County, who will have full voting privileges as a member of the NHF Board of Directors.

Therefore, as called for in the NHF By-Laws (Section 3.b) the NHF Board & Staff are requesting that the NMJC Board approve the creation of this additional NHF board position at the NMJC March 17, 2016 board meeting.

The current Chairperson of the Economic Development Corporation of Lea County is Mr. Tres Hicks (See attached bio). Mr. Hicks has already indicated his and the EDCLC's interest in becoming an active member of the NHF Board. Therefore, the NHF Board of Directors is asking for your vote and approval of this request.

Sincerely,



Dale Gannaway
Executive Director

New Horizons Foundation



W.M. (Tres) Hicks, PE/PS

Pettigrew & Associates Executive Vice President, Principal Surveyor

Mr. Tres Hicks has over 30 years of experience in surveying and civil engineering work with major infrastructure projects covering a wide range of expertise, including airport paving and lighting, arterial roads, highways, water and sewer systems, and major power transmission lines and substations. He has served as Project Surveyor on work such as the HIAP Well System, Monument Water System Improvements, San Jon Sewer System Improvements, Millen Drive Roadway Project, and Baggett Drive Assessment District. He has surveyed more than 900 miles of cross-country routes for high-voltage electric transmission lines.

Mr. Hicks has an array of experience, involved in such important projects as the NEF Water Supply Line for Louisiana Energy Services, the Mid America Pipeline – Hobbs Fractionator Plant, and Colorado Energy Management 550 MW Hobbs Generation Station. Mr. Hicks also has a wealth of experience in the energy field, including the Caprock and San Juan Mesa wind energy projects. Mr. Hicks is currently Chairman of the City of Hobbs Planning Board.

TO: NMJC Board
Cc: Dr. Steve McCleery and Dr. Dennis Atherton

FROM: Larry Sanderson

DATE: March 7, 2016

RE: Request for waiver of course fees and tuition for transitional studies classes

Background:

For the past three years, the Board and the NMJC Foundation have partnered in a program to offer summer transitional classes for free to students. The Foundation has provided a grant to cover tuition for the courses and the Board has authorized waiver of course fees. The only costs for students are books for the courses.

The results of the partnership have been very positive. The number of students taking transitional studies courses in the summer has increased and the majority of these students have remained enrolled in courses in subsequent semesters.

Summer TS Enrollment	Continued in the Fall	Persistence Rate Summer to Fall	Still Enrolled in Spring	Fall to Spring Persistence
2013 – 229	140	61.1%	116	82.8%
2014 – 139	101	72.6%	83	82.8%
2015 – 130	103	79.2%	80	77.6%

Results continue to support the idea that an early start for students not only increases summer enrollment but sets those students up for success in the fall and the subsequent spring semesters.

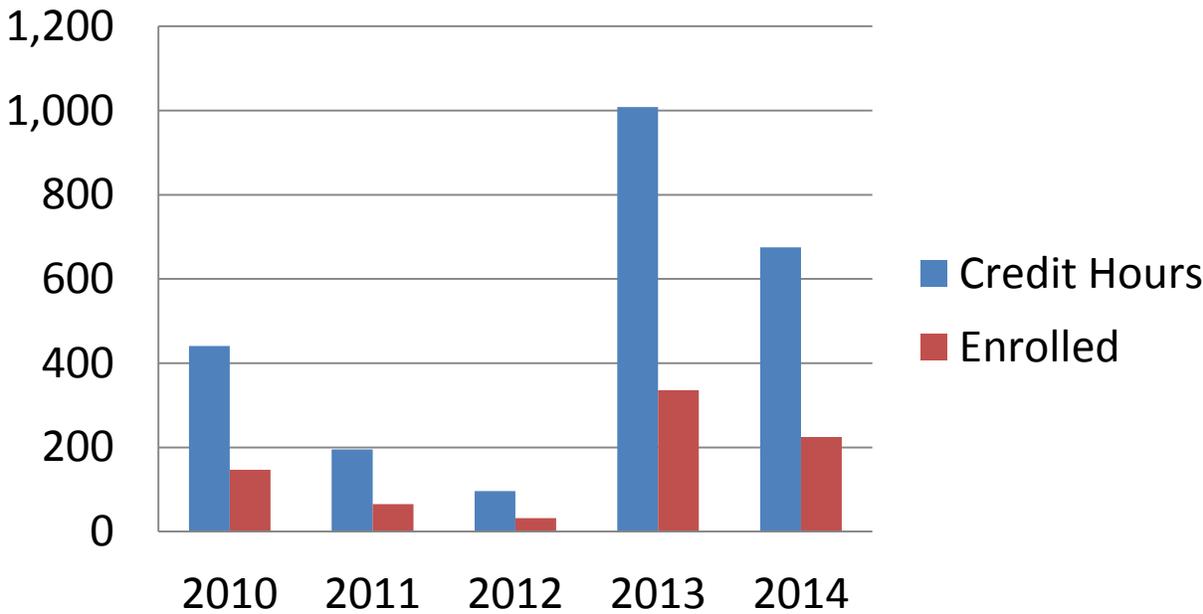
The NMJC Foundation has approximately \$15,000 available for students who might take transitional courses in the summer of 2016. This figure would pay tuition costs for approximately 90-95 students. Based on prior experience, it appears that this figure might fall short of being able to cover tuition for all the students who enroll in transitional classes during the summer. Consequently, the request we are making is that the Board authorize tuition waivers for those students not covered by the Foundation grant.

Request:

We are asking for authorization from the Board to waive transitional class course fees for the summer 2016 session. Additionally, we are asking that the Board authorize tuition waivers for those students taking transitional classes not covered by the Foundation grant.

Thank you for your support of NMJC students.

Summer Transitional Studies Enrollment



Note: this chart has not been updated with the Summer 2015 results.

TO: NMJC Board
Cc: Dr. Steve McCleery

FROM: Larry Sanderson

DATE: March 7, 2016

RE: Appointment of Acting Program Planner
Continuing Education and Community Programs

I am requesting that the Board approve appointment of Kim Latimer as Acting Program Planner for Continuing Education and Community Programs. This is a full-time professional position.

Our plan is to review the status of the appointment after Kim has been in the position for approximately six months. This will allow time for Kim to evaluate her own interest in the position as well as providing us time to better evaluate the long term needs of the role.

Kim has been employed at NMJC for 14 years and has worked as support staff for the NMJC Foundation and now for College Relations. We feel she is the right person for this role and this acting appointment will allow us the flexibility to establish this position as we transition physical education classes and other programs into Continuing Education.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Larry Sanderson". The signature is fluid and cursive, with a large loop at the beginning and a trailing end.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date March 4, 2016

Candidate's name Jeffrey D. Walker

Position title Coordinator of Transportation Training

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 *March 21, 2016 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

Paid advertising beyond *standard HigherEdJobs.com

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

Posted salary range \$42,311 to 63,467 Recommended annual salary \$58,245 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2902 61301 104 100%

Recommended and approved by:

Supervisor

Jeff McCool
Vice President

Dean/Director

Steve McCool
President

Selection Committee Members: Jeff McCool – Vice President of Training and Outreach

Terri Blandin – Executive Assistant – Training and Outreach

Don Hancock – CDL Trainer

Dennis Kelley – Director of Public Safety

Steve Saucedo – Workforce Training Coordinator

Comments: Mr. Walker, with twenty-two years of experience meets and/or exceeds the minimum requirements for this position.

*pending background check

ABBREVIATED RESUME

Position

Coordinator of Transportation Training

Personal Data

Name: Jeffrey D. Walker

Education

Certificate: Las Cruces Police Academy, Las Cruces, NM, 1995

Major: Law Enforcement

Professional Experience

Nova Mud, Hobbs, NM 07/2015 to Present
Safety Manager/DOT Compliance

Lea County Sheriff Department, Lovington, NM 06/2013 to 06/2015
Patrol Sergeant (Retired)

New Mexico Junior College, Hobbs, NM 04/1998 to 06/2015
Adjunct Instructor (Southeastern New Mexico Law Enforcement Academy)

New Mexico Motor Transportation Police 06/2011 to 06/2013
Patrol Officer

New Mexico Army National Guard, Hobbs, NM 12/1989 to 06/2012
Sergeant First Class/E-7

Hobbs Police Department, Hobbs, NM 01/1998 to 01/2011
Patrol/Traffic Officer

Las Cruces Police Department, Las Cruces, NM 02/1995 to 01/1998
Police Officer

Certifications:

CPR

DWI/SFST Master Instructor – NM Department of Public Safety

Intoxilizer 8000 – NM Department of Health Science Lab Division

General Hazmat Certification in USDOT – Federal Motor Carrier Safety Administration/USDOT

NM Law Enforcement Officer - #95-0117P - NM Department of Public Safety

North American Standard (Commercial Vehicle Safety Alliance) Inspector - Federal Motor Carrier
Safety Alliance

Hazmat Cargo Tank/Bulk Hazmat Inspector - Federal Motor Carrier Safety/Administration/USDOT

Radiological Transportation/Inspector - Commercial Vehicle Safety Alliance/USDOT



New Mexico Junior College

Career Opportunities

Position Announcement • December 2015

Position Title: Coordinator of Transportation Training

Position Description: The Coordinator of Transportation Training shall be responsible to the Vice President of Training Outreach. The duties and responsibilities of the Coordinator of Transportation Training shall be, but not limited to, the following: 1) First and foremost, be of service to the public; 2) Assist with the promotion and advertising of driving instruction programs through various media; 3) Assist in the development, implementation, and maintenance of transportation course offerings; 4) Ensure all employee paperwork is completed for Defensive Driving, DWI, Driver Education, and CDL Instructors and Examiners; 5) In the absence of Instructors, instruct Driver Education, Defensive Driving and DWI programs; 6) Assist the Vice President of Training and Outreach with budget preparation and implementation; 7) Coordinate Driver Education, Defensive Driving, and DWI programs and Instructors. Be certified to teach these programs through the Traffic Safety Bureau and the State of New Mexico; 8) Be the NMJC CDL Coordinator for the Third Party Testing system for the State of New Mexico. Direct the Examiner testing program here at NMJC with the State of New Mexico, AAMVA, and the DOT; 9) Coordinate and instruct the CDL test prep classes; 10) Coordinate the behind the wheel Truck Driving Academy courses; 11) Coordinate news releases relating to people, programs, courses, enrollment, special activities, and events with the Vice President of Training & Outreach and the NMJC marketing department; 12) Communicate regularly with the Vice President of Training and Outreach; 13) Serve on committees related to the operations of the department and the mission of the college; 14) participate in a process of continual personal and professional improvement; 15) actively participate in the institutional goals and objectives designed to support the mission of the college; and 16) Nothing contained herein shall limit the President in assigning the employee to any of the various College activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: The desirable candidate will possess excellent communication skills; high level of organizational skills; a professional personal demeanor; ability to perform duties with minimal supervision; and a commitment to excellence and promoting/obtaining success through learning.

Salary/Benefits: This is a twelve-month professional position. Salary range is \$42,311 to \$63,467. The salary and benefits are competitive and commensurate with experience and qualifications. Standard NMJC benefits apply.

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

To Apply: Submit NMJC application form on line at www.nmjc.edu (Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, transcripts/certifications, and three references with current addresses and phone numbers.

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

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

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

"Equal Opportunity Education and Employment"

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