NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, March 20, 2008
Zia Room - Library
4:00 p.m.

AGENDA

A. Welcome
   Larry Hanna

B. Adoption of Agenda
   Larry Hanna

C. Approval of Minutes of February 21, 2008
   Larry Hanna

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 Tuition Rate Increase
      Steve McCleery
   6. Consideration of Presidential Performance Appraisal/Board Self-Evaluations
      Steve McCleery
   7. Consideration of Don Whitaker Automotive Tech Center HVAC Upgrade
      Steve McCleery
   8. Consideration of Museum Curator Position
      Steve McCleery
   9. Consideration of Staff Compensation
      Steve McCleery
   10. Personnel Consideration – Coordinator of Facilities Scheduling
       Jeff McCool
   11. Personnel Consideration – Workforce Training Coordinator
       Jeff McCool

F. Closure of Open Meeting
   Larry Hanna

G. Public Comments
   Larry Hanna

H. Announcement of Next Meeting
   Larry Hanna

I. Adjournment
   Larry Hanna
NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

FEBRUARY 21, 2008

MINUTES

The New Mexico Junior College Board met on Thursday, February 21, 2008, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner.

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

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

Upon a motion by Mrs. Williams, seconded by Mrs. Vinson, the Board unanimously approved the minutes of January 11, 2008.

Under President's Report, Agustin Dorado presented the New Mexico Junior College Quick Facts for suggestions. Dr. McCleery shared the posters displaying the Presidents Priorities and the Board Goals and Priorities. The Board toured the new Workforce Training Center.

Under New Business, Dan Hardin presented the January financial reports and with a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for January, 2008. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously approved the Fiscal Watch Reports.

Mr. Hardin presented a recommendation to complete the phase two renovation of Burke Hall during the summer. The second phase is to replace the ceiling tile, floor tile, all of the cabinets and furniture in the rooms, counter tops, sinks, faucets, showers and shower fixtures in the bathrooms, and completely repaint the inside of the dorm. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board unanimously approved the CES contractor Facility Build, the GSA proposal from Blockhouse for the new furniture, and to move $665,000.00 from reserves to complete the phase two renovation.
Mr. Hardin presented Bid #1010 – Construction of a Concrete Slab for the Oil Field Training Center. The administration recommended acceptance of the bid submitted by Granger Brothers in the amount of $76,400, exclusive of gross receipts tax. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously accepted the recommendation.

Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board voted to table Consideration of Bid #1011 – Parking Lot Paving Projects.

Mr. Hardin presented Request for Proposals #97 – Professional Legal Services. The administration recommends acceptance of the proposal of Shoobridge Law Firm. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the Board unanimously accepted the recommendation.

John Gratton recommended Mr. Enrique Najera for the Professor of High School Automotive Technology position at a nine month salary of $32,934. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Najera effective February 22, 2008.

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

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

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for March 20, 2008, beginning at 4:00 p.m. The budget work session is scheduled for April 9, 2008, beginning at 8:00 a.m.

Upon a motion by Mr. Jones, seconded by Mr. Kesner, the board meeting adjourned at 6:25 p.m.
To: New Mexico Junior College Board Members
From: Dan Hardin
Date: March 10, 2008
RE: Expenditure and Revenue Reports for February 2008

February is the eighth month of the fiscal year or 67% of the 2007/2008 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 $30,527,788.00.

The total current unrestricted fund expenditures for Instruction & General through February are $11,654,490.00, which is 66% 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 Current Unrestricted Funds, all 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. As we reported at the last Board meeting Student Aid is over budget. Student Aid consists of tuition and fee waivers for the high school students across the County, staff tuition and fee waivers, and 55 and over tuition waivers. We expect to resolve this with budget savings from other areas.

The expenditures for the Current Restricted Funds are $4,122,126.00, which is 68% 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 45% of the projected budget. Most of the Grants have several more months in their fiscal year.

Plant funds have expended or encumbered $11,306,300.00, which are largely the two construction projects for the Workforce Training Center and the Student Apartments.

Expenditures and encumbrances through February 2008 were $30,527,788.00, or 69% of the projected budget.
Revenue received in February 2008 was $2,081,737.00. In unrestricted revenue we had $1,730,227.00 in revenue for the month. This was generated mostly from the monthly allocation from the state of $616,003.00, and oil and gas and oil and gas equipment tax income of $921,591.00.

Restricted funds had revenue of $351,510.00 from drawdown in February for Grants and from restricted financial aid.

We did not have any revenue in Plant funds for February.

Total revenue for February 2008 is $2,081,737.00, with year-to-date revenue of $28,243,964.00 or 92% of projected budget.

Oil and Gas revenue remains strong, with the actual revenue through January totaling $5,484,840.00. This is $3,384,840.00 over budget projections for the first seven months of the year. Oil and Gas equipment tax has a year-to-date total of $1,599,786.00, which is $599,786.00 over the budget for the year.

The investment report shows an ending balance of $13,125,000.00. Of the $13,125,000.00 in LGIP, $5,997,993.57 is designated as capital projects.

This concludes the Financial Report for February 2008.
<table>
<thead>
<tr>
<th>Fund</th>
<th>2006-07 Final Budget</th>
<th>Year-to-Date Expended or Encumbered</th>
<th>Percentage of Budget Expended</th>
<th>2007-08 Current Budget</th>
<th>Year-to-Date Expended or Encumbered</th>
<th>Percentage of Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
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<tr>
<td>Instruction and General:</td>
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<tr>
<td>Instruction</td>
<td>7,344,564</td>
<td>4,540,336</td>
<td>62%</td>
<td>7,622,840</td>
<td>728,210</td>
<td>76%</td>
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<td>Academic Support</td>
<td>2,454,663</td>
<td>1,653,628</td>
<td>67%</td>
<td>2,252,838</td>
<td>234,971</td>
<td>71%</td>
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<td>Student Services</td>
<td>1,380,382</td>
<td>876,657</td>
<td>64%</td>
<td>1,357,855</td>
<td>168,844</td>
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<td>Institutional Support</td>
<td>4,072,296</td>
<td>1,990,273</td>
<td>48%</td>
<td>3,793,405</td>
<td>238,467</td>
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<td>Operation &amp; Maintenance of Plant</td>
<td>2,543,319</td>
<td>1,730,070</td>
<td>68%</td>
<td>2,554,214</td>
<td>1,631,226</td>
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<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>17,795,324</td>
<td>10,790,964</td>
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<td>17,583,202</td>
<td>1,553,014</td>
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<td>197,651</td>
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<td>195,768</td>
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<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
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<td>0%</td>
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<td>Internal Service Departments</td>
<td>378,096</td>
<td>334,559</td>
<td>88%</td>
<td>520,005</td>
<td>17,074</td>
<td>87%</td>
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<td>Student Aid</td>
<td>476,039</td>
<td>433,088</td>
<td>91%</td>
<td>461,439</td>
<td>27,480</td>
<td>99%</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>1,677,990</td>
<td>1,619,295</td>
<td>97%</td>
<td>1,622,308</td>
<td>242,565</td>
<td>95%</td>
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<td>Athletics</td>
<td>783,949</td>
<td>713,784</td>
<td>91%</td>
<td>917,796</td>
<td>82,054</td>
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<td>Total Current Unrestricted Fund</td>
<td>21,309,849</td>
<td>14,043,209</td>
<td>66%</td>
<td>21,310,518</td>
<td>1,930,769</td>
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<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
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<tr>
<td>Grants</td>
<td>1,823,022</td>
<td>997,573</td>
<td>55%</td>
<td>2,053,106</td>
<td>104,385</td>
<td>45%</td>
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<td>Student Aid</td>
<td>4,000,000</td>
<td>3,669,529</td>
<td>92%</td>
<td>4,000,000</td>
<td>156,688</td>
<td>38%</td>
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<td>Total Current Restricted Fund</td>
<td>5,823,022</td>
<td>4,667,103</td>
<td>80%</td>
<td>6,053,106</td>
<td>261,073</td>
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<td><strong>PLANT FUNDS</strong></td>
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<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
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<tr>
<td>Projects from Institutional Funds</td>
<td>7,890,054</td>
<td>2,872,572</td>
<td>36%</td>
<td>12,516,756</td>
<td>375,633</td>
<td>71%</td>
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<td>Projects from State GOB Funds</td>
<td>3,431,272</td>
<td>3,378,438</td>
<td>98%</td>
<td>1,639,874</td>
<td>8,467</td>
<td>98%</td>
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<tr>
<td>Projects from State STB Funds</td>
<td>735,252</td>
<td>330,772</td>
<td>44%</td>
<td>330,000</td>
<td>0</td>
<td>100%</td>
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<td>Projects from General Fund</td>
<td>702,664</td>
<td>218,345</td>
<td>31%</td>
<td>465,801</td>
<td>0</td>
<td>6%</td>
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<td>Projects from Private Funds</td>
<td>96,916</td>
<td>0</td>
<td>0%</td>
<td>226,359</td>
<td>0</td>
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<td>Projects from State ER &amp; R</td>
<td>522,303</td>
<td>0</td>
<td>0%</td>
<td>1,219,112</td>
<td>0</td>
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<td>Projects from Auxiliary BR &amp; R</td>
<td>16,943</td>
<td>0</td>
<td>0%</td>
<td>14,042</td>
<td>0</td>
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<td>Subtotal - Capital and BR &amp; R</td>
<td>13,219,414</td>
<td>6,790,127</td>
<td>51%</td>
<td>17,120,002</td>
<td>476,967</td>
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<td>Debt Service</td>
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<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>Revenue Bonds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>Total Plant Funds</td>
<td>13,219,414</td>
<td>6,790,127</td>
<td>51%</td>
<td>17,120,002</td>
<td>476,967</td>
<td>66%</td>
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<tr>
<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>40,352,285</td>
<td>25,500,439</td>
<td>63%</td>
<td>44,483,626</td>
<td>2,668,809</td>
<td>69%</td>
</tr>
</tbody>
</table>
**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**February 2008**

67% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2006-07</th>
<th>Percentage of Budget Received</th>
<th>2007-08</th>
<th>Percentage of Budget Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date Revenue</td>
<td></td>
<td>Budget</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td><strong>2007-08</strong></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>2,647,425</td>
<td>2,499,283 94%</td>
<td>3,337,649</td>
<td>60,875 3,077,038 98%</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>8,800,842</td>
<td>6,316,006 72%</td>
<td>7,890,000</td>
<td>616,003 7,156,184 90%</td>
</tr>
<tr>
<td>Ad valorem Taxes - Oil and Gas</td>
<td>4,700,000</td>
<td>6,749,405 144%</td>
<td>5,200,000</td>
<td>921,591 7,434,626 143%</td>
</tr>
<tr>
<td>Ad valorem Taxes - Property</td>
<td>2,000,000</td>
<td>2,126,267 76%</td>
<td>2,800,000</td>
<td>59,243 2,272,107 81%</td>
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<tr>
<td>Interest Income</td>
<td>185,000</td>
<td>281,957 152%</td>
<td>265,000</td>
<td>50,085 335,995 118%</td>
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<tr>
<td>Other Revenues</td>
<td>225,050</td>
<td>179,586 80%</td>
<td>229,100</td>
<td>1,997 182,038 79%</td>
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<tr>
<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>19,350,317</td>
<td>18,152,504 94%</td>
<td>19,641,849</td>
<td>1,709,794 20,457,988 104%</td>
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<tr>
<td>Student Activities</td>
<td>110,000</td>
<td>107,025 97%</td>
<td>0</td>
<td>0   0 0%</td>
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<tr>
<td>Public Services</td>
<td>0</td>
<td>0 0%</td>
<td>0</td>
<td>0   0 0%</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>0</td>
<td>0 0%</td>
<td>0</td>
<td>0   0 0%</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>2,250,052</td>
<td>2,052,918 91%</td>
<td>2,240,048</td>
<td>17,174 1,899,157 83%</td>
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<td>Athletics</td>
<td>39,100</td>
<td>25,800 66%</td>
<td>189,100</td>
<td>3,359 176,067 93%</td>
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<td><strong>Total Current Unrestricted</strong></td>
<td>21,757,469</td>
<td>20,338,247 93%</td>
<td>22,070,997</td>
<td>1,730,227 22,533,212 102%</td>
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<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td><strong>2007-08</strong></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,829,628</td>
<td>1,121,149 61%</td>
<td>2,038,152</td>
<td>1,010 933,298 46%</td>
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<td>Student Aid</td>
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<td>3,417,351 85%</td>
<td>4,000,000</td>
<td>350,500 3,201,355 80%</td>
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<tr>
<td><strong>Total Current Restricted</strong></td>
<td>5,839,628</td>
<td>4,538,500 78%</td>
<td>6,038,152</td>
<td>351,510 4,134,653 68%</td>
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<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
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<tr>
<td>Capital Outlay / Bldg. Renovl &amp; Repl.</td>
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<tr>
<td>Projects from State GOB Funds</td>
<td>3,420,676</td>
<td>0 0%</td>
<td>1,840,485</td>
<td>0 1,576,099 86%</td>
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<td>Projects from State STB Funds</td>
<td>735,262</td>
<td>0 0%</td>
<td>537,995</td>
<td>0 0 0%</td>
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<td>Projects from General Fund</td>
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<td>0 0%</td>
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<td>0   0 0%</td>
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<td>0</td>
<td>0 0%</td>
<td>0</td>
<td>0   0 0%</td>
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<td><strong>Total Plant Funds</strong></td>
<td>4,155,938</td>
<td>0 0%</td>
<td>2,698,480</td>
<td>0 1,576,099 0%</td>
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<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>31,753,035</td>
<td>24,876,747 78%</td>
<td>30,807,629</td>
<td>2,681,737 28,243,964 92%</td>
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</table>
### NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
February 2008

67% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales</th>
<th>Distribution</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
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<tr>
<td>Actual July</td>
<td></td>
<td>$58.72</td>
<td>2,961,614</td>
<td>$7.64</td>
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<tr>
<td>Actual August</td>
<td></td>
<td>$62.00</td>
<td>2,625,997</td>
<td>$7.72</td>
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<tr>
<td>Actual September</td>
<td></td>
<td>$70.49</td>
<td>2,871,683</td>
<td>$7.46</td>
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<tr>
<td>Actual October</td>
<td></td>
<td>$69.64</td>
<td>2,856,842</td>
<td>$7.09</td>
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<td>Actual November</td>
<td></td>
<td>$73.07</td>
<td>2,865,746</td>
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<td>Actual December</td>
<td></td>
<td>$87.24</td>
<td>2,950,244</td>
<td>$8.67</td>
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<td>Actual January</td>
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<td>Accrual February</td>
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<td>Accrual June</td>
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- Y.T.D. Production Tax Revenue: 5,834,840
- 2006-07 Equipment Tax Revenue: 1,599,786

Total Year-to-Date Oil & Gas and Equipment Tax Revenue: 7,434,626

Source: New Mexico Taxation and Revenue Department
# NEW MEXICO JUNIOR COLLEGE
## Schedule of Investments
### February 2008

67% of Year Completed

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Amount Invested</th>
<th>Date Invested</th>
<th>Maturity Date</th>
<th>Period of Investment (Days)</th>
<th>Account Number</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
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<td>N/A</td>
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### Summary of Current Month’s Activity

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<th>Beginning amount</th>
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<td>Plus: deposits</td>
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<td>Less: withdrawals</td>
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<td>Capital Projects</td>
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<td>Reserves Invested</td>
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<td>Total LGIP Investment</td>
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### Capital Projects

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<tr>
<th>Project Description</th>
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<td>Vehicles</td>
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<td>Milen Fence/Landscape</td>
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<td>JASI</td>
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**NOTE:** Capital projects total does not include encumbered funds
MEMO

Date: March 13, 2008
To: New Mexico Junior College Board Members
From: Steve McCleery
Subject: Tuition Rate Increase

Summer School tuition and fee revenues are expensed in the 2008-2009 budget year, and registration for Summer School begins April 1, 2008. In order to account for the recommended tuition increase in the appropriate budget year, the administration recommends that we increase tuition by $1.00 per credit hour for the initial 12 credit hours. The increase would apply to In-District, Out-of-District, and Out-of-State tuition rates.

Thank you for your consideration.
NEW MEXICO JUNIOR COLLEGE
Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: New Mexico Junior College Board Members
From: Dan Hardin
RE: Tuition Rate Increase
Date: March 12, 2008

The current tuition rate for New Mexico Junior College is as follows:

2007/2008

In district $28.00
Out of district $46.00
Out of state $51.00

Each year administration meets with students to review the tuition rates, discussing tuition credit, and comparing NMJC tuition rates with area colleges. With the input from the students, it is the administration’s recommendation to increase tuition by $1.00 for 2008/2009.

Projected for 2008/2009

In district $29.00
Out of district $47.00
Out of state $52.00

Also, administration is asking the Board to approve the corrected course fee listing. This is not a request for an increase in course fees only corrections to the Board approved course fee listing.

Respectfully,

Dan Hardin
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<tr>
<th>ID</th>
<th>Course or Fee Title</th>
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<th>2008/2009 Approved Fee</th>
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<td>AC 124</td>
<td>Principles of Accounting II</td>
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<td>Intermediate Accounting I</td>
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<td>AC 213A</td>
<td>Microcomputer Accounting I</td>
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<td>Microcomputer Accounting II</td>
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<td>Income Tax I</td>
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<td>Introduction to Agriculture Education</td>
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Internet Courses (section 060-069) - $40.00 Fee
ITV Courses (section 050-055) - $40.00 Fee
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<tr>
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<td>C++ Programming</td>
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<td>Oracle</td>
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<td>Java Programming</td>
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<tr>
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<tr>
<td>SP 103</td>
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<td>10.00</td>
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<tr>
<td>SP 113</td>
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<td>Beginning Spanish I</td>
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</tr>
<tr>
<td>SP 223</td>
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<tr>
<td>TC 112</td>
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<tr>
<td>TC 114</td>
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<td>TC 122</td>
<td>Principles of Electronic Communications</td>
<td>35.00</td>
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<td>TC 122A</td>
<td>Telephone Systems</td>
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<td>TC 124</td>
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<tr>
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<td>TS 113</td>
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<td>TS 113C</td>
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<td>Elementary Algebra</td>
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<td>Fundamentals of Biology</td>
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<td>TS 126</td>
<td>English as A Second Language II</td>
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</table>

Internet Courses (section 060-069) - $40.00 Fee
ITV Courses (section 050-055) - $40.00 Fee
# NMJC Fee Schedule 2008-09

Revised 3/1/08

<table>
<thead>
<tr>
<th>ID</th>
<th>Course or Fee Title</th>
<th>2007/2008 Approved Fee</th>
<th>2008/2009 Approved Fee</th>
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<tr>
<td>TS 133</td>
<td>College Preparatory Reading</td>
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<td>TS 193A</td>
<td>ESL Basic Reading II</td>
<td>-</td>
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<tr>
<td>TS 193E</td>
<td>Basic English Skills</td>
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<tr>
<td>TS 203</td>
<td>Basic Reading</td>
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<td>WE 113D</td>
<td>Destructive Welding</td>
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<td>WE 113M</td>
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<td>WE 124</td>
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<td>WE 214</td>
<td>Inert Gas Welding</td>
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<td>WE 223N</td>
<td>Non-Destructive Testing</td>
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<td>Pipe Welding</td>
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<td>WE 224A</td>
<td>Advanced Welding</td>
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<tr>
<td>WE 224Q</td>
<td>Advanced Theory &amp; Application</td>
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<td>WW 123</td>
<td>Woodworking II</td>
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**INTERNET**

Courses with section numbers 060-069

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>2007/2008 Approved Fee</th>
<th>2008/2009 Approved Fee</th>
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<tbody>
<tr>
<td>Internet Courses (section 060-069)</td>
<td>$40.00</td>
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**ITV**

Courses with section numbers 050-055

<table>
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<tr>
<th></th>
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<th>2007/2008 Approved Fee</th>
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<tr>
<td>ITV</td>
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<table>
<thead>
<tr>
<th>ID</th>
<th>Fee Description</th>
<th>2007/2008 Approved Fee</th>
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<tr>
<td>Automotive Technology Program Fee</td>
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<tr>
<td>Corrections Academy Program Fee</td>
<td>125.00</td>
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<td>Cosmetology Program Fee</td>
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<tr>
<td>DC</td>
<td>Dishonored check fee</td>
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<tr>
<td>DL</td>
<td>Distance Learning Fee, Web Online, ITV, Video Conf, Hybrid</td>
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<td>Emergency Medical Services Program Fee</td>
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<td>Ford Motors ASSET Program Fee</td>
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<tr>
<td>General Motors ASE Program Fee</td>
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<td>GD</td>
<td>Graduation fee</td>
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<td>QUF</td>
<td>General Usage Fee (Per credit hour)</td>
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<td>Law Enforcement Academy Program Fee</td>
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<td>TEAS</td>
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<td>Transcript fee</td>
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<tr>
<td>Housing Application Fee</td>
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</table>

Internet Courses (section 060-069) - $40.00 Fee

ITV Courses (section 050-055) - $40.00 Fee
PRESIDENTIAL PERFORMANCE APPRAISAL
New Mexico Junior College

Please rate the President in the following key functional areas.
1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations;
4 = exceeds some expectations; 5 = significantly exceeds expectations
Please provide comments to improve the performance of the president in specific functions of the job.

Part I

<table>
<thead>
<tr>
<th>Institutional Performance</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The president acts in accordance with the college’s mission, goals and strategic plan.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The president emphasizes compliance with higher education accreditation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3. The president regularly reviews and evaluates the effectiveness of the curricular programs of the college in accordance with state rules and regulations.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4. The president requires all required state and federal reporting requirements to be met in a timely manner, emphasizing accuracy and accountability.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. The president requires the college’s facilities to be developed in accordance with the master plan.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6. The president is well-versed with regard to the legislative and governmental environment affecting higher education.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7. The president adequately monitors the impact the college has on the community.</td>
<td></td>
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<tr>
<td>8. The president regularly reviews reports on student learning outcomes.</td>
<td></td>
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<tr>
<td>9. Access to higher education for underserved and minority populations is evident, and programs to ensure success is noted</td>
<td></td>
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</tr>
<tr>
<td>10. Technology is continuously upgraded and used as a tool to promote greater student access, learning options, service, efficiencies and productivity.</td>
<td></td>
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COMMENTS:

<table>
<thead>
<tr>
<th>External Relations/Community/Advocacy</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>11. The president maintains positive relations with various local and state media.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12. The president regularly consults both internal and external constituents to gauge their satisfaction with the college’s progress.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>13. The president demonstrates support for the college’s institutional public-relations efforts to maintain the positive image of the college.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>14. The president regularly demonstrates his support for community and economic development in the college’s service area.</td>
<td></td>
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<tr>
<td>15. The president represents the college appropriately at the local and state level.</td>
<td></td>
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</tr>
</tbody>
</table>

ACCT ■ New Mexico Junior College
Presidential Evaluation December 2007
16. The president takes an active role in local civic, service, and social organizations.

17. The president represents a positive image for New Mexico Junior College.

18. The president develops useful strategies for building community partners and forms new partnerships as a result.

19. The president actively supports the colleges’ foundation and fundraising efforts.

**COMMENTS:**

<table>
<thead>
<tr>
<th>Institutional Leadership/Internal Relations</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>20. The president maintains a relationship of trust and respect with the faculty/staff.</td>
<td></td>
<td></td>
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<tr>
<td>21. The president encourages direct involvement from all constituent governance groups on-campus.</td>
<td></td>
<td></td>
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<tr>
<td>22. The president demonstrates the college’s commitment to service to business, industry, and the private sector through workforce development.</td>
<td></td>
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<tr>
<td>23. The president emphasizes student success.</td>
<td></td>
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<tr>
<td>24. The president strongly supports meeting the needs of under prepared students through developmental, remedial, and adult basic education.</td>
<td></td>
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<tr>
<td>25. The president advocates the need for flexibility in meeting student curricular needs (programs, schedules, delivery methodologies).</td>
<td></td>
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<tr>
<td>26. The president promotes, initiates, and supports student retention efforts.</td>
<td></td>
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<tr>
<td>27. The president requires that professional development opportunities be made available for faculty and staff.</td>
<td></td>
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<tr>
<td>28. The president regularly attends various college events, functions, and activities.</td>
<td></td>
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**COMMENTS:**

<table>
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<tr>
<th>Operations</th>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>29. The president conveys information with regard to the college’s fiscal condition to the internal and external constituents of the college.</td>
<td></td>
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<tr>
<td>30. The president projects and supports the growth of the institution in a fiscally responsible manner.</td>
<td></td>
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<tr>
<td>31. The president submits a budget, reflecting the mission and priorities of the college, for board approval in a timely manner.</td>
<td></td>
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<tr>
<td>32. The president regularly seeks to find potential savings within the budget.</td>
<td></td>
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</tr>
<tr>
<td>33. The president requires that fiscal affairs of the college are conducted in accordance with all applicable state and federal laws, rules and regulations.</td>
<td></td>
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<tr>
<td>34. The president requires that personnel policies and procedures are administered in accordance with all applicable state and federal laws, rules and regulations.</td>
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<tr>
<td>35. The president conducts performance appraisals of those who report directly to him annually.</td>
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</tbody>
</table>

ACCT ■ New Mexico Junior College
Presidential Evaluation December 2007
36. The president oversees and supports appropriate strategies for attracting new funding streams to the institution.

COMMENTS:

<table>
<thead>
<tr>
<th>Personal Qualities</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>37. The president demonstrates the highest ethical standards and personal integrity.</td>
<td></td>
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<tr>
<td>38. The president presents a professional image and demeanor.</td>
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<tr>
<td>39. The president demonstrates good judgment in dealing with sensitive issues.</td>
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<tr>
<td>40. The president is actively engaged in continuing professional development.</td>
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<tr>
<td>41. The president undertakes tasks with enthusiasm and sees them through to completion</td>
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<td></td>
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<tr>
<td>42. The president is creative and innovative in solving problems</td>
<td></td>
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<tr>
<td>43. The president encourages the development of and exhibits respect for all groups in the decision-making process</td>
<td></td>
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COMMENTS:

<table>
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<tr>
<th>Board-CEO Relations</th>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>44. The president provides effective and professional advice, support, and information to the Board Chair and to the board for any items requiring board action.</td>
<td></td>
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<tr>
<td>45. The president supports the professional development of the board.</td>
<td></td>
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<tr>
<td>46. The president keeps the board informed with regard to local, state, and national issues, which may affect the college.</td>
<td></td>
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</tr>
<tr>
<td>47. The president is consistently available to the board (and staff).</td>
<td></td>
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<tr>
<td>48. The president maintains a current, relevant, and useful board policy manual in support of the board.</td>
<td></td>
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<tr>
<td>49. The president is prepared for the board meetings.</td>
<td></td>
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<tr>
<td>50. The president consults with the Board Chair regarding board agendas.</td>
<td></td>
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<tr>
<td>51. The president provides sound monitoring reports to the Board on all aspects of college operations.</td>
<td></td>
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<tr>
<td>52. A climate of mutual trust and respect exists between the board and CEO</td>
<td></td>
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</tr>
<tr>
<td>53. The president has a good rapport with students, staff, faculty and Board of Trustees</td>
<td></td>
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</tr>
</tbody>
</table>

COMMENTS:

ACCT ■ New Mexico Junior College
Presidential Evaluation December 2007
Part II: Open Ended Questions

1. What are the president's greatest strengths?

2. What are the major accomplishments of the president in the past year?

3. What are areas in which the president could improve?

4. As a trustee, I am most pleased about _____________________

5. As a trustee, I have concerns about _________________________

6. As a trustee, I would like to see the following changes in how the president operates: ________________

Thank you for taking the time to complete and return your candid responses for this evaluation. All survey response information will remain anonymous and the confidential final report is for board use only.
BOARD SELF-EVALUATION FORM
New Mexico Junior College

Please put an X in the box to indicate how you rate the Board in the following key functional areas.
1 = strongly disagree; 2 = somewhat disagree; 3 = somewhat agree; 4 = agree; 5 = strongly agree

<table>
<thead>
<tr>
<th>Board Organization</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The board operates as a unit.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>2. Board members understand that they have no legal authority outside board meetings.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3. The meeting agendas are relevant to the work of the board.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>4. Board committees have clear and appropriate responsibilities.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5. Board committees effectively assist the board to do its work.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

COMMENTS:

<table>
<thead>
<tr>
<th>Policy Role</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6. The board understands that the primary function of the board is to establish the policies by which the community college is to be administered.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>7. The board focuses on policy in board discussions, not administrative matters.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>8. The board policy manual is current, relevant, and useful.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>9. The board has clarified the difference between its policy role and the roles of the president and staff.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>10. The board openly discusses issues and seeks the views of college constituents.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>11. The board periodically reviews and evaluates its policies.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

COMMENTS:

<table>
<thead>
<tr>
<th>Community Relations</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12. The board is knowledgeable about community and regional needs and expectations.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

ACCT New Mexico Junior College
Board Self-Assessment December 2007
13. The board has protocols for dealing with the citizens and the media.

14. The board assists in developing educational partnerships with community agencies, businesses and local government, where appropriate.

COMMENTS:

<table>
<thead>
<tr>
<th>Policy Direction</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. The board has ensured that the mission and goals are sufficiently responsive to community current and future needs.</td>
</tr>
<tr>
<td>16. The board spends sufficient time discussing the future direction of the college.</td>
</tr>
<tr>
<td>17. The board annually sets annual priorities in conjunction with the President.</td>
</tr>
<tr>
<td>18. The board is appropriately involved in the planning process.</td>
</tr>
</tbody>
</table>

COMMENTS:

<table>
<thead>
<tr>
<th>Board-President Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. A climate of mutual trust and respect exists between the board and president.</td>
</tr>
<tr>
<td>20. The board sets clear expectations of the president.</td>
</tr>
<tr>
<td>21. The board has clear protocols for communicating with staff that include the President.</td>
</tr>
<tr>
<td>22. The board and president work cooperatively to maintain a broad perspective.</td>
</tr>
<tr>
<td>23. The board effectively evaluates the president.</td>
</tr>
<tr>
<td>24. The board clearly delegates the administration of the college to the president.</td>
</tr>
</tbody>
</table>

COMMENTS:

<table>
<thead>
<tr>
<th>Standards for College Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>25. The board understands the fiscal condition of the organization.</td>
</tr>
<tr>
<td>26. The board has established parameters for college budget planning.</td>
</tr>
</tbody>
</table>
27. The board requires and is involved in long-range fiscal planning.

28. The college/board approved a long-range facilities plan.

29. The board meets its responsibility as a last court of appeal.

**COMMENTS:**

<table>
<thead>
<tr>
<th>Institutional Performance</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>30. The board has a system to evaluate effectiveness and quality of the educational programs and services of the college.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. The board adequately monitors the impact the college has on the community.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. The board understands the financial audit and its recommendations.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**COMMENTS:**

<table>
<thead>
<tr>
<th>Board Leadership</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>33. The board understands its roles and responsibilities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. Board members are prepared for board meetings.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35. The board accommodates the differences of opinion that arise during debates of issues.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Board members work together as a team to accomplish the work of the board.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. The board maintains confidentiality of privileged information.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**COMMENTS:**

<table>
<thead>
<tr>
<th>Advocating for the College</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>38. Board members support the college by attending various events.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>39. Board members participate in community activities as representatives of the college.</td>
<td></td>
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</tr>
<tr>
<td>40. The board helps educate the local community about the needs and issues of the college.</td>
<td></td>
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</tr>
</tbody>
</table>
41. The board understands and protects the academic freedom of the faculty and administrators.

COMMENTS:

<table>
<thead>
<tr>
<th>Board Education</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>42. Board members are engaged in a continuous process of training and development.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>43. The board is knowledgeable about major social and economic trends and issues that affect the institution and community.</td>
<td></td>
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</tr>
<tr>
<td>44. Sufficient resources are allocated for Board members to attend conferences.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

COMMENTS:

PART II: OPEN-ENDED QUESTIONS

45. What are the major accomplishments of the board in the past year?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

46. What are the board’s greatest strengths?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

47. What are areas in which the board could improve?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

48. What is/are the most important change(s) you think we need to make to improve how the board operates?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

49. I recommend that the board have the following priorities for the coming year…

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

ACCT ■ New Mexico Junior College
Board Self-Assessment December 2007
50. As a trustee, I am most pleased about...

51. As a trustee, I have concerns about...

52. Other comments?

Thank you for taking the time to complete and return your candid responses for this evaluation. All survey response information will remain anonymous and the confidential final report is for board use only.
MEMO

Date: March 13, 2008
To: New Mexico Junior College Board Members
From: Steve McCleery
Subject: Don Whitaker – HVAC Upgrade

During the 2007 Legislative Session, New Mexico Junior College received $894,589 for a one time non-recurring Building Renewal and Replacement fund. The Administration recommends that we replace and upgrade the cooling system in the Don Whitaker Automotive Technology Center. The cost is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural and Engineering</td>
<td>$74,500</td>
</tr>
<tr>
<td>CES 1%</td>
<td>$750</td>
</tr>
<tr>
<td>Construction</td>
<td>$786,500</td>
</tr>
<tr>
<td>Contingency</td>
<td>$32,839</td>
</tr>
</tbody>
</table>

Thank you for your consideration!
Memo

To: New Mexico Junior College Board
From: Steve McCleery, President
Date: March 13, 2008
RE: Western Heritage Museum and Lea County Cowboy Hall of Fame — Position Request

In your Board packet, you will find a recommendation from Calvin Smith for the addition of a Museum Curator. Typically, we request new positions during the budgeting process, and new positions are added with the beginning of a new fiscal year. However, as we prepare for the accessions of the Linam/Weber Collection, the urgency to employee a Curator is of paramount importance to the Institution and to the Museum.

I am recommending the immediate employment of a Curator at $50,000 per year. The yearly employee benefits will cost $15,000. We will need to move $13,000 from reserves to cover the cost for the remainder of the year. We plan to bring a person for your approval at the April 17, 2008 board meeting.
PROPOSAL
CURATOR FOR THE WESTERN HERITAGE MUSEUM COMPLEX

One of the most important elements involved in making the Western Heritage Museum Complex professional and acceptable to our peers and potentially accreditable by the American Association of Museums is meeting the standards set by their Standing Professional Curators Committee.

Most fortunately, the Western Heritage Museum Complex and Lea County Cowboy Hall of Fame have the most respected and up-to-date accessioning program available. Past Perfect is a widely used software that allows each of its participants to "talk" to one another thus enhancing the opportunities of cooperation, referrals, exchanges, (especially of information about artifacts and archives) as well as bringing cultural materials together for major exhibitions that otherwise would languish in museum collections storage areas.

The biggest challenges for the Museum Complex is having or acquiring access to a full time professional curator that can establish the system and train staff and/or volunteers or students/interns in the consistent use of the program so that sister institutions can communicate in the same language.

Therefore, the Museum Complex is requesting the funding necessary to advertise and select a professional curator to be employed by New Mexico Junior College system. The curator would be working initially to properly inventory, accession and catalogue the Linam/Webber museum collection. However, there are over 4,000 existing three-dimensional objects and almost that many archival items that have not been catalogued from previous acceptances that must be addressed as soon as possible. In fact, due to lack of adequate collections management and storage facilities it will not be advisable to accept any future collections unless proper curation and storage can be acquired. Therefore, it becomes obvious that we need to address the proper method of managing this irreplaceable heritage.

Thank you for your continued support and encouragement in making the Museum Complex a special place and the "face" of New Mexico Junior College.

Respectfully submitted,

Calvin B. Smith, Executive Director
Western Heritage Museum Complex & Lea County Cowboy Hall of Fame
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 3-12-08

Candidate’s name LaRae A. Barbre

Position title Coordinator of Facility Scheduling

☐ New position ☑ Existing position Classification ☑ Faculty ☐ Professional ☐ Other

Is candidate related to another NMJC employee? ☑ yes ☐ no If so, to whom Philip Berry, Rodeo Coach

Effective date of employment 4-1-08 Standard contract length ☐ 12 mos. ☐ 9 mos. ☐ other

Funding source Institutional Funds

Paid advertising beyond *standard None

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

Posted salary range $24,577 - $30,721 Recommended annual salary $24,869 Prorated salary ☑ yes ☐ no

Account number(s) with respective % allocation(s) 11000 2904 61301 104 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Angie McConal – Program Planner

Jeff McCool – Dean of Extended Learning

Michael Rutledge – Instructional Technology Coordinator

Steve Sauceda – Training Consultant

Comments: Ms. Barbre meets and/or exceeds the minimum requirements for this position.
ABBREVIATED RESUME

Position
Coordinator of Facility Scheduling

Personal Data
Name: LaRae A. Barbre

Education
B.S., West Texas A&M University, Canyon, Texas, 2006
   Major: Social Work

Professional Experience
Kountry Korral, Hobbs, NM
   Hostess/Sales Associate/Event Coordinator-Facilitator  12/07 to Present

Philip Berry Ranch, Hobbs, NM
   Ranch/Cattle/Horse Manager  4/07 to 12/07

Amarillo ISD, Amarillo, Texas
   Social Work Field-Placement Student  1/06 to 5/06

New Mexico Junior College, Hobbs, NM
   Upward Bound Summer Program – Residential Assistant  6/03 to 7/03

Activities and Honors
Delta Zeta, J Board Member at Large
Delta Zeta Ronald McDonald Cookout Volunteer
WTAMU Campus Clean-up Volunteer
Amarillo IDS Clothing Van Volunteer
Evelyn Rivers Christmas Project Volunteer
P.E.O. – Historian and Guard
Panhellenic Rho Chi
WTAMU Work-A-Thon Volunteer
Bivin’s Memorial Home Volunteer
Position Announcement - February 2008

Position Title: Coordinator of Facility Scheduling

Position Description: The Coordinator of Facility Scheduling reports to the Dean of Extended Learning. Duties and responsibilities shall be, but are not limited to, the following: 1) Sole administrator of EMS Professional (product of Dean Evans & Associates), a comprehensive database used to track facility usage, customers, work orders and other important information for individual reservations; also used to create a master calendar of meetings/events; 2) Administer frequent imports of credit course information from Banner into EMS for room availability and comprehensive reporting; 3) Prepare frequent reports of facility usage for institutional effectiveness and state reporting requirements; 4) Maintain appropriate contracts, invoices, brochures, and website presence regarding facility usage; 5) Understand college policies regarding facility usage; 6) Serve as a liaison for the public to utilize college facilities; 7) Participate in the coordination of room and set-up needs for internal and community meetings on the campus of New Mexico Junior College; 8) Provide customer support to individuals/groups utilizing NMJC facilities to ensure their needs are met in a timely and courteous manner; 9) Coordinate audio/visual needs for scheduled internal and external events; 10) Create a welcoming environment for college guests by providing accurate campus signage and room aesthetics; 11) Be available during scheduled events; 12) Supervise any personnel that may be assigned to assist the Coordinator of Events; 13) Ensure proper communication and awareness of upcoming weekly events to appropriate campus departments and facilitate customer needs accurately to security, maintenance, food service personnel; 14) Communicate as needed with other campus support areas; 15) Solicit and evaluate customer feedback for the purpose of continuous improvement; 16) Communicate regularly with the Dean of Extended Learning to report campus activities, community use of facilities and department needs; 17) Provide a positive image for NMJC through a neat and professional appearance, a positive attitude and a non-judgmental approach to patrons needs/requests for services; 18) Attend professional training as directed by the Dean; 19) Any other duties assigned by the Dean to further the mission of the Distance Learning Department or New Mexico Junior College; and; 20) Nothing contained herein shall limit the President in assigning the employee to any college activity for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A minimum of four years experience related to customer service and an Associate degree preferred. Experience with database management preferred. 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. Must be flexible in setting work hours. Note: Computer proficiency required.

Salary/Benefits: This is a twelve-month professional position. Salary range is $24,577 to $30,721. The salary and benefits are competitive and commensurate with experience and qualifications.

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

To Apply: Submit NMJC application form, letter of application (cover letter), and resume to:

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

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

"Equal Opportunity Education and Employment"

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

**Position:** Coordinator of Facility Scheduling

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briley, Kristin J.</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Tippy, Crystal L.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Deering, Larry W.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Barbre, LaRae A.</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: Pending Board approval.</td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 3-13-08

Candidate’s name Steven “Darrik” Lasater

Position title Workforce Training Coordinator

☐ 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 4-1-08 Standard contract length ☒ 12 mos. ☐ 9 mos. ☐ other

Funding source Institutional Funds

Paid advertising beyond *standard None

(*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 $37,397 - $46,746 Recommended annual salary $42,436 Prorated salary ☒ yes ☐ no

Account number(s) with respective % allocation(s) 11000 2910 61301 115 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Christie Gressett – Enrollment & Financial Services Coordinator

Brandon Hunt – Business Specialist/SBDC

Jeff McCool – Dean of Extended Learning

Steve Sauceda – Training Consultant

Barbara Summers – Administrative Secretary/Dean of Extended Learning

Comments: Mr. Lasater meets and/or exceeds the minimum requirements for this position.
Position

Workforce Training Coordinator

Personal Data

Name: Steven “Darrik” Lasater

Education

B.S., College of the Southwest, Hobbs, NM, 1997
Major: Psychology

Professional Experience

City of Lovington Police Department, Lovington, NM
Training and Recruiting Sergeant 9/07 to 2/08

County of Lea, New Mexico, Sheriff’s Office
Field Training Officer/Deputy/SWAT Sniper 6/04 to 9/07

City of Hobbs Police Department, Hobbs, NM
Police Officer/SWAT Entry Team 6/98 to 5/04

Dixie Electric, Inc., Hobbs, NM
Administrative Assistant 8/92 to 6/98

Certifications

New Mexico Law Enforcement Academy Certificate, January 1999

Awards

Law Enforcement Officer of the Year, 2004
Position Announcement • August 2007 (revised)

Position Title: Workforce Training Coordinator (revised)

Position Description: The Workforce Training Coordinator reports to the Dean of Extended Learning. Duties and responsibilities shall be, but are not limited to, the following: 1) Work with the local industry to develop and deliver training programs; 2) Work in a consulting/marketing relationship with business, industry, and organizations; 3) Work in collaboration with community, workforce, and area economic development groups; 4) Recruit, hire, motivate, train, and oversee adjunct trainers; 5) Create strategies to meet the needs of local and regional industries; 6) Provide presentations to business, industry, and organizations; 7) Assist with identifying funding opportunities to prepare grant proposals; 8) Travel as needed throughout the region; 9) Participate in a process of continual personal and professional improvement; 10) Actively participate in the institutional goals and objectives designed to support the mission of the college; 11) Serve on college committees as assigned, and; 12) 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: A Bachelor’s Degree in Business or related area preferred, but will consider consulting/marketing experience in lieu of a degree. Successful candidate must have excellent oral and written communication skills, public presentation skills, experience in training design, and community and economic development programming. Must be energetic, flexible, and able to handle multiple projects. A valid driver’s license and travel is required. Must be committed to excellence and promoting success through learning. NOTE: Computer proficiency is required.

Salary/Benefits: This is a twelve-month professional position. Salary range is $37,397 to $46,746. The salary and benefits are competitive and commensurate with experience and qualifications.

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

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment) and/or certifications, and eight references with current addresses and phone numbers to:

Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

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

**Position:** Workforce Training Coordinator

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evans, Derelle</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
</tr>
<tr>
<td>Newell, MaryAnn</td>
<td>No</td>
<td>No</td>
<td>Withdrew application.</td>
</tr>
<tr>
<td>Garrett, James E.</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
</tr>
<tr>
<td>Kanmore, Leticia M.</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Brian, Jerry R.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Black, Sean C.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Abella, Michael J.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Gonzalez, Mary L.</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
</tr>
<tr>
<td>Coca, Maria T.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Tippy, Crystal L.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Lasater, Steven “Darrik”</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: Pending Board approval.</td>
</tr>
<tr>
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