NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Friday, May 18, 2012
Zia Room - Library
3:00 p.m.

AGENDA

A. Welcome
   Guy Kesner

B. Adoption of Agenda
   Guy Kesner

C. Approval of Minutes of April 19, 2012
   Guy Kesner

D. President’s Report
   Steve McCleery

E. New Business
   1. Retirement Resolutions
      Steve McCleery
      Josh Morgan
   3. Monthly Revenue Report
      Josh Morgan
   4. Oil and Gas Revenue Report
      Josh Morgan
   5. Schedule of Investments
      Josh Morgan
   6. Personnel Consideration – Professor of Biology
      Kelly Holladay
   7. Personnel Consideration – Vice President for Instruction
      Steve McCleery
   8. Consideration of Pegasus Global Holdings, Inc. Request
      Steve McCleery
   9. Consideration of Funding Request for NMJC Research Foundation
      Guy Kesner
   10. Consideration of District #1 Board Member Appointment
      Pat Chappelle
   11. Joint Recreation Plan – Discussion Only
   12. ACCT Meeting – Discussion Only

F. Public Comments
   Guy Kesner

G. Announcement of Next Meeting
   Guy Kesner

H. Adjournment
   Guy Kesner
NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
APRIL 19, 2012
MINUTES

The New Mexico Junior College Board met on Thursday, April 19, 2012, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Ron Black; Mr. Zeak Williams; Mrs. Mary Lou Vinson; and Mr. Hector Baeza.

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

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

Upon a motion by Mr. Baeza, seconded by Mr. Williams, the Board unanimously approved the minutes of March 26, 2012.

**Under President’s Report,** Jill Henning reported on the recent Skills USA competition, as well as introducing the students. John Cook, with DCP Midstream, donated a check for $40,000 to Robert Rhodes to help develop the micro-grid, hybrid energy demonstration system. Larry Sanderson made a “Pathway to Accreditation” presentation.

**Under New Business,** Mr. Hardin presented the March financial reports and with a motion by Mr. Baeza, seconded by Mr. Williams, the Board unanimously approved the expenditures for March, 2012. Upon a motion by Mrs. Vinson, seconded by Mr. Black, the Board unanimously approved the Fiscal Watch Reports.

Regina Choate presented Bid #1060 – Weed Control and Fertilizing Services for NMJC Campus. The administration recommended acceptance of the bid from Arbor Care, Inc. in the amount of $38,500. Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously accepted the recommendation.

Kelly Holladay recommended Dianne Marquez for the Dean of Arts, Humanities and Career Technology position at an annual salary of $66,000. Upon a motion by
Ms. Chappelle, seconded by Mr. Baeza, the Board unanimously approved the employment of Ms. Marquez, effective May 1, 2012.

Dr. McCleery recommended Debbie Cates for the Professor of Nursing position at a nine month salary of $51,500. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Cates, effective August 13, 2012.

Dr. McCleery presented a revised Employee Handbook Policy #226 - Absence from Assigned Responsibilities due to Participating in Local, State or National Activities of a Political Nature for Board consideration. To the third paragraph, college attorney Scotty Holloman added: The employee shall have the option of using accrued vacation and accrued personal leave for elected duties or to serve in elected duties without pay from the college. Upon a motion by Mrs. Vinson, seconded by Mr. Williams, the Board unanimously approved the revised policy.

Dr. McCleery presented the 2012/2013 budget for Board consideration. The revised budget has a $200,000 increase in Oil & Gas revenue to cover the 4% salary increase with benefits as proposed at the budget work session. Dr. McCleery will come to the Board in June with a proposed Athletic plan. After some discussion and upon a motion by Mr. Black, seconded by Mrs. Vinson, the board unanimously approved the 2012/2013 budget, with changes.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Friday, May 18, 2012, beginning at 3:00 p.m.

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

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

Upon a motion by Mrs. Vinson, seconded by Mr. Williams, the board meeting adjourned at 6:00 p.m.
RESOLUTION

Victor G. Berner

WHEREAS, Victor G. Berner being one of the Staff Members of New Mexico Junior College, has faithfully served the College for thirty-six years; and

WHEREAS, Victor G. Berner has served as Professor of Chemistry/Astronomy from 1999 to 2012; and

WHEREAS, Victor G. Berner has served as Professor of Chemistry from 1976 to 1999; and

WHEREAS, Victor G. Berner has served as Adjunct Instructor of DWI English from 1980 to 2012; and

WHEREAS, Victor G. Berner was selected as Faculty of the year 1997-1998; and

WHEREAS, Victor G. Berner has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, Victor G. Berner has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, Victor G. Berner as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, Victor G. Berner has elected to retire the 1st day of September, 2012.

NOW, THEREFORE BE IT RESOLVED that Victor G. Berner be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 18th day of May, 2012.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary
RESOLUTION

Pamela J. Fisher

WHEREAS, Pamela J. Fisher being one of the Staff Members of New Mexico Junior College, has faithfully served the College for two years; and

WHEREAS, Pamela J. Fisher has served as Professor of Nursing from 2010 to 2012; and

WHEREAS, Pamela J. Fisher has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, Pamela J. Fisher has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, Pamela J. Fisher as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, Pamela J. Fisher has elected to retire the 1st day of August, 2012.

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

ADOPTED THIS 18th day of May, 2012.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary
RESOLUTION

Sam E. Nichols

WHEREAS,  Sam E. Nichols being one of the Staff Members of New Mexico Junior College, has faithfully served the College for four years full-time and sixteen years as an adjunct; and

WHEREAS,  Sam E. Nichols has served as Professor of Biology from 2008 to 2012; and

WHEREAS,  Sam E. Nichols has served as Adjunct Professor of Microbiology and Anatomy and Physiology from 1992 to 2008; and

WHEREAS,  Sam E. Nichols was selected as Faculty of the year 2011; and

WHEREAS,  Sam E. Nichols has served on various committees at New Mexico Junior College and in the community; and

WHEREAS,  Sam E. Nichols has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS,  Sam E. Nichols as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS,  Sam E. Nichols has elected to retire the 1st day of July, 2012.

NOW, THEREFORE BE IT RESOLVED that Sam E. Nichols be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 18th day of May, 2012.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary
RESOLUTION

Calvin B. Smith

WHEREAS, Calvin B. Smith being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 5 years; and

WHEREAS, Calvin B. Smith has served as Executive Director of Western Heritage Museum and Lea County Cowboy Hall of Fame from 2007 to 2012; and

WHEREAS, Calvin B. Smith has served as Adjunct Professor from 2007 to 2012; and

WHEREAS, Calvin B. Smith has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, Calvin B. Smith has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, Calvin B. Smith as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, Calvin B. Smith has elected to retire the 1st day of July 2012.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to Calvin B. Smith for his service and dedication to New Mexico Junior College.

ADOPTED THIS 18th day of May, 2012.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary
### NEW MEXICO JUNIOR COLLEGE

**Expenditure Report**  
**April 2012**

83% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2010-11</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-Date Expended or Encumbered</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>9,317,684</td>
<td>7,447,169</td>
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<tr>
<td>Academic Support</td>
<td>2,317,545</td>
<td>1,995,069</td>
</tr>
<tr>
<td>Student Services</td>
<td>1,750,937</td>
<td>1,357,041</td>
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<tr>
<td>Institutional Support</td>
<td>3,142,261</td>
<td>2,523,788</td>
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<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>2,721,275</td>
<td>2,340,877</td>
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<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>19,249,702</td>
<td>15,663,944</td>
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<tr>
<td>Student Activities</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Internal Service Departments</td>
<td>187,487</td>
<td>135,478</td>
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<tr>
<td>Student Aid</td>
<td>524,551</td>
<td>560,638</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>180,735</td>
<td>160,849</td>
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<tr>
<td>Athletics</td>
<td>1,123,579</td>
<td>1,013,889</td>
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<tr>
<td>Total Current Unrestricted Fund</td>
<td>22,888,054</td>
<td>19,001,798</td>
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<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,667,926</td>
<td>1,202,734</td>
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<tr>
<td>Student Aid</td>
<td>5,355,730</td>
<td>5,731,123</td>
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<tr>
<td>Total Current Restricted Fund</td>
<td>7,023,656</td>
<td>6,933,857</td>
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<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td>16,924,226</td>
<td>6,027,696</td>
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<tr>
<td>Projects from Institutional Funds</td>
<td>383,833</td>
<td>111,679</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>3,000,000</td>
<td>3,000,000</td>
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<tr>
<td>Projects from General Fund</td>
<td>312,972</td>
<td>247,421</td>
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<tr>
<td>Projects from Private Funds</td>
<td>138,383</td>
<td>149,146</td>
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<tr>
<td>Projects from State ER&amp;R</td>
<td>318,919</td>
<td>206,535</td>
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<tr>
<td>Projects from State BR&amp;R</td>
<td>1,830,699</td>
<td>1,001,515</td>
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<tr>
<td>Subtotal - Capital and BR&amp;R</td>
<td>22,954,032</td>
<td>10,743,992</td>
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<tr>
<td>Debt Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Total Plant Funds</td>
<td>22,954,032</td>
<td>10,743,992</td>
</tr>
<tr>
<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>52,865,742</td>
<td>36,679,647</td>
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</table>
# Revenue Report
## April 2012

83% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2010-11</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date Revenue</td>
<td>Year-to-date Revenue</td>
<td>Percentage of Budget Received</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></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>3,523,000</td>
<td>3,810,875</td>
<td>108%</td>
<td>3,589,200</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>6,290,500</td>
<td>5,599,460</td>
<td>89%</td>
<td>5,505,200</td>
</tr>
<tr>
<td>Advalorem Taxes - Oil and Gas</td>
<td>5,500,000</td>
<td>7,159,194</td>
<td>130%</td>
<td>5,900,000</td>
</tr>
<tr>
<td>Advalorem Taxes - Property</td>
<td>4,129,578</td>
<td>3,683,710</td>
<td>89%</td>
<td>4,905,732</td>
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<tr>
<td>Interest Income</td>
<td>20,000</td>
<td>7,433</td>
<td>37%</td>
<td>20,000</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>323,308</td>
<td>592,352</td>
<td>183%</td>
<td>329,471</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>19,786,386</td>
<td>20,853,024</td>
<td>105%</td>
<td>20,249,603</td>
</tr>
<tr>
<td>Student Activities</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
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<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>24,000</td>
<td>15,753</td>
<td>66%</td>
<td>24,000</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>2,202,000</td>
<td>2,261,356</td>
<td>103%</td>
<td>2,184,000</td>
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<tr>
<td>Athletics</td>
<td>428,100</td>
<td>225,420</td>
<td>53%</td>
<td>326,200</td>
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<tr>
<td>Total Current Unrestricted</td>
<td>22,440,486</td>
<td>23,355,553</td>
<td>104%</td>
<td>22,783,803</td>
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<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,667,926</td>
<td>1,535,657</td>
<td>92%</td>
<td>1,569,789</td>
</tr>
<tr>
<td>Student Aid</td>
<td>5,355,730</td>
<td>5,560,737</td>
<td>104%</td>
<td>5,033,468</td>
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<tr>
<td>Total Current Restricted</td>
<td>7,023,656</td>
<td>7,096,394</td>
<td>101%</td>
<td>6,603,257</td>
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<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Projects from State GOB Funds</td>
<td>383,833</td>
<td>99,257</td>
<td>26%</td>
<td>0</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>3,000,000</td>
<td>597,869</td>
<td>20%</td>
<td>1,840,824</td>
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<tr>
<td>Projects from General Fund</td>
<td>312,972</td>
<td>88,850</td>
<td>28%</td>
<td>312,972</td>
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<tr>
<td>Projects from Private Funds</td>
<td>183,383</td>
<td>0</td>
<td>0%</td>
<td>416,000</td>
</tr>
<tr>
<td>Interest Income (LGIP)</td>
<td>80,000</td>
<td>16,537</td>
<td>21%</td>
<td>37,000</td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>3,960,188</td>
<td>802,513</td>
<td>20%</td>
<td>2,606,796</td>
</tr>
<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>33,424,330</td>
<td>31,254,460</td>
<td>94%</td>
<td>31,993,856</td>
</tr>
</tbody>
</table>
83% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales</th>
<th>Price per BBL</th>
<th>Lea County BBLs sold</th>
<th>Price per MCF</th>
<th>Lea County MCF sold</th>
<th>2011-12 Monthly Revenue</th>
<th>Original Budget</th>
<th>Variance Over (Under) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual July</td>
<td>$94.64</td>
<td>2,833,838</td>
<td>$8.06</td>
<td>14,534,816</td>
<td>818,088</td>
<td>366,666</td>
<td>451,422</td>
</tr>
<tr>
<td>Actual August</td>
<td>$89.64</td>
<td>2,788,858</td>
<td>$7.64</td>
<td>14,874,525</td>
<td>905,631</td>
<td>366,666</td>
<td>538,965</td>
</tr>
<tr>
<td>Actual September</td>
<td>$91.62</td>
<td>2,858,059</td>
<td>$7.93</td>
<td>15,210,797</td>
<td>763,002</td>
<td>366,666</td>
<td>396,336</td>
</tr>
<tr>
<td>Actual October</td>
<td>$80.85</td>
<td>2,866,447</td>
<td>$7.55</td>
<td>14,951,382</td>
<td>721,396</td>
<td>366,666</td>
<td>354,730</td>
</tr>
<tr>
<td>Actual November</td>
<td>$80.40</td>
<td>2,863,806</td>
<td>$6.11</td>
<td>14,809,872</td>
<td>732,227</td>
<td>366,666</td>
<td>365,561</td>
</tr>
<tr>
<td>Actual December</td>
<td>$81.17</td>
<td>2,813,641</td>
<td>$7.29</td>
<td>13,060,189</td>
<td>821,808</td>
<td>366,666</td>
<td>455,142</td>
</tr>
<tr>
<td>Actual January</td>
<td>$91.54</td>
<td>2,781,517</td>
<td>$7.04</td>
<td>13,867,445</td>
<td>829,479</td>
<td>366,666</td>
<td>462,813</td>
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<td>Actual February</td>
<td>$95.70</td>
<td>3,020,944</td>
<td>$6.64</td>
<td>14,683,616</td>
<td>858,150</td>
<td>366,666</td>
<td>491,484</td>
</tr>
<tr>
<td>Accrual March</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>366,666</td>
<td>366,666</td>
<td>0</td>
</tr>
<tr>
<td>Accrual April</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>366,666</td>
<td>366,666</td>
<td>0</td>
</tr>
<tr>
<td>Accrual May</td>
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<td></td>
<td></td>
<td></td>
<td>366,666</td>
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<td>Accrual June</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>366,666</td>
<td>366,666</td>
<td>0</td>
</tr>
</tbody>
</table>

Y.T.D. Production Tax Revenue 7,183,113 3,666,660 3,516,453
Y.T.D. Equipment Tax Revenue 1,589,818 1,500,000 89,818
Total Year-to-Date Oil & Gas and Equipment Tax Revenue 8,772,931 5,166,660 3,606,271

Source: New Mexico Taxation and Revenue Department
# Schedule of Investments

**April 2012**

83% 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>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Mexico</td>
<td>9,625,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7102-1348</td>
<td>0.247%</td>
<td>2,418</td>
</tr>
<tr>
<td>Local Government Investment Pool</td>
<td>9,625,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7102-1348</td>
<td>0.247%</td>
<td>2,418</td>
</tr>
</tbody>
</table>

**Total investments**

| 9,625,000 | 2,418 |

## Summary of Current Month's Activity

- **Capital Projects**
  - 4/30/2012
  - Vehicles
  - 100,000.00
  - Campus Facilities Master Plan
  - 25,000.00
  - Technology Upgrade
  - 504,871.45
  - JASI
  - 66,668.09
  - WHM South Gallery
  - 250,493.00
  - Baseball Field
  - 178,510.89
  - Rodeo Arena
  - 97,740.08
  - Original Entrance Landscaping
  - 894,498.73
  - Student Housing Construction
  - 536,636.15
  - Luminis Software
  - 11,568.00
  - Campus Signage
  - 157,567.55
  - Campus Paving
  - 139,811.17
  - Roof Replacement
  - 546,070.75
  - Interior Lighting-Energy Retrofit
  - 52,346.52
  - Dorm/Apartment Refurbish
  - 220,829.07
  - Campus Construction
  - 57,424.65
  - Maintenance Equipment
  - 50,000.00
  - Public Sector
  - 1,826.53
  - Campus Security
  - 126,436.53
  - Track/Area Enhancement
  - 65,044.46
  - Roadway Entrance-Rodeo/CDL
  - 60,000.00
  - Lumens Software-Distance Learning
  - 5,000.00
  - Copier Replacement
  - 147,258.12
  - Non-Recurring Compensation
  - 216,362.12
  - Athletics
  - 2,440.37
  - Student Life Programming
  - 5,000.00
  - Title V (Institutional)
  - 79,597.97
  - Warehouse/Cont Ed Remodel
  - 2,449.43
  - Succession Plan
  - 104,552.25
  - Energy Technology Equipment
  - 683,662.30
  - Watson Hall Stage Lighting
  - 100,000.00
  - WHM Exhibits
  - 178,459.73
  - Remodel McLean/Mansur/VocB/H
  - 222,724.59
  - Shade Structure/Landscape AIPP
  - 50,000.00
  - Senior Warm Water Wellness Ctr
  - 1,500,000.00
  - Paradigms Users Fees
  - 27,245.00
  - Central Plant Upgrade
  - 17,865.74
  - Workforce Training Contingency
  - 10,213.01
  - Banner 8
  - 16,438.77
  - Total
  - 7,932,906.10

**NOTE:** Capital projects total does not include encumbered funds
NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:  

<table>
<thead>
<tr>
<th>Candidate’s name</th>
<th>Heather R. Davis</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Position title</th>
<th>Professor of Biology</th>
</tr>
</thead>
</table>

- ☑ Existing position
- ☑ Faculty
- ☐ Professional
- ☐ Other

<table>
<thead>
<tr>
<th>Is candidate related to another NMJC employee?</th>
<th>☑ yes  ☐ no</th>
</tr>
</thead>
<tbody>
<tr>
<td>If so, to whom</td>
<td></td>
</tr>
</tbody>
</table>

| Effective date of employment | *August 13, 2012*
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Standard contract length</td>
<td>☑ 9 mos.  ☐ 12 mos.  ☐ other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding source</th>
<th>Institutional Funds</th>
</tr>
</thead>
</table>

Paid advertising beyond *standard HigherEdJobs.com

(*) 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

<table>
<thead>
<tr>
<th>Posted salary range</th>
<th>$39,290 to $49,112</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended annual salary</td>
<td>$49,023</td>
</tr>
<tr>
<td>Prorated salary</td>
<td>☑ yes  ☐ no</td>
</tr>
</tbody>
</table>

| Account number(s) with respective % allocation(s) | 11000 2831 61101 101 |

**Recommended and approved by:**

- Supervisor
- Dean/Director
- Vice President
- President

**Selection Committee Members:**

- Kelly Holladay – Dean of Business, Math and Sciences
- Dr. Kay Goad – Professor of Biology
- Dr. Dale Kenison – Professor of Biology

**Comments:**  
Ms. Davis with a M.S. and nine years of experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

rev. 6-28-01
ABBREVIATED RESUME

Position
Professor of Biology

Personal Data
Name: Heather R. Davis

Education
M.S., Saint Joseph College, Hartford, CT, 2011
   Major: Biology
B.S., Eastern New Mexico University, Portales, NM, 2006
   Major: Biology
A.A, New Mexico Junior College, Hobbs, NM, 2003
   Major: Early Childhood Education

Professional Experience
Hobbs Municipal Schools, Hobbs, NM 2007 to Present
   Advanced Placement Biology Professor
New Mexico Junior College, Hobbs, NM 2011 to Present
   Dual Credit Biology Professor
Clovis Municipal Schools, Clovis, NM 2006 to 2007
   Middle School Science Teacher
Roosevelt General Hospital, Portales, NM 2003 to 2006
   Physical Therapy Technician
Hobbs Orthopedic and Sport Therapy, Hobbs, NM 2001 to 2003
   Physical Therapy Technician

Licenses/Certifications:
New Mexico Level Two Professional 7-12 Secondary License

Honors:
New Mexico Junior College - Graduated with Honors
Eastern New Mexico University - Graduated Summa Cum Laude
Saint Joseph College - Graduated with Honors
Position Announcement • February 2012

Position Title: Professor of Biology

Position Description: The Professor of Biology reports to the Dean of Business, Math and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) teach any combination of freshman and sophomore level Biology, including Biology for Majors, Anatomy & Physiology, Microbiology, and/or related courses per fall and per spring semesters (day and/or evening/s and/or online), as enrollment requires. (2) serve on college committees as assigned; (3) serve as an advisor to assigned students; (4) post and maintain approved office hours per week; (5) attend orientation meetings and other in-service meetings/workshops, as scheduled; (6) maintain accurate student records; (7) involve oneself in the general recruitment and retention of students for the institution; (8) participate in course, departmental, and institutional assessment as required; (9) assume other professional responsibilities associated with the position of Professor of Biology; (10) participate in a process of continual personal and professional development; (11) actively participate in the institutional goals and objectives designed to support the mission of the college; 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 Master’s degree in Biology or a related field required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Applicant must be committed to excellence in instruction and willing to work as a team with other, full-time divisional instructors and staff. NOTE: Computer proficiency is required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the summer term for additional compensation. Standard NMJC benefits apply.

Application Deadline: Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all required application materials must be received by 5:00 PM MST Wednesday, March 21st.

To Apply: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), eight references with current addresses and phone numbers including four written letters of reference.

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*
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
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:  Date  May 4, 2012

Candidate’s name  Dennis G. Atherton

Position title  Vice President for Instruction

☐ 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  *6/01/2012  Standard contract length  ☑ 12 mos.  ☐ 9 mos.  ☐ other

Funding source  Institutional Funds

Paid advertising beyond *standard  HigherEdJobs.com; The Chronicle of Higher Education

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

Posted salary range  $90,969 to $113,711  Recommended annual salary  $97,500  Prorated salary  ☑ yes  ☐ no

Account number(s) with respective % allocation(s)  11000 1011 61201 131

Recommended and approved by:

Supervisor  Dean/Director

Vice President  President

Selection Committee Members:  Dr. Regina Organ – Vice President for Student Services

Dr. Walter Journigan – Professor of Psychology

Donna Springer – Executive Assistant - Instruction

T.J. Parks – Hobbs Superintendent of Schools

Comments:  Dr. Atherton, with an Ed.D. in Administration and Supervision and more than eighteen years of applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check
ABBREVIATED RESUME

Position
Vice President for Instruction

Personal Data
Name: Dennis G. Atherton

Education:
Ed.D., University of New Mexico, Albuquerque, NM, 1995
   Major: Administration and Supervision
   Dissertation: Changing Climate in A New Mexico School District: A Case Study
M.Ed., Eastern New Mexico University, Portales, NM, 1992
   Major: Elementary Education
B.A., Lubbock Christian University, Lubbock, TX, 1975
   Major: Bible

Professional Experience
University of the Southwest, Hobbs, NM
   Provost 2008 to 2011
   Vice President of Student Life 2008 to 2011
   Vice President of Instruction 2006 to 2011
   Dean of the School of Education 2004 to 2006
   Professor of Education 2003 to 2004
   Adjunct Professor 1999 to 2003

Eunice Public Schools, Eunice, NM
   Superintendent 1999 to 2003

Pecos Independent Schools, Pecos, NM
   Superintendent 1998 to 1999

Lake Arthur Municipal Schools, Lake Arthur, NM
   Superintendent 1994 to 1998

Loving Municipal Schools, Loving, NM
   Principal 1992 to 1994
   Teacher 1990 to 1992

Pitney-Bowes, Carlsbad Motor Company, Carlsbad
   Sales Representative 1980 to 1986

Church of Christ, Carlsbad, NM
   Minister 1980 to 1986
Awards and Commendations:

Nominee for Educational Leadership's Educator of the Year, 1997
Commendation from State Department of Education, 1996
Who's Who, Among Outstanding Business Executives, 1996
Dean's Honor Roll, Suma Cum Laude, Eastern New Mexico University, 1991
President's Award, Outstanding Senior, Lubbock Christian University, 1975
Welch Homiletics Award, Lubbock Christian University, 1975
U.S. Army, Captain, 1966-1972, three time recipient of Bronze Star Metal

Licenses:

New Mexico Elementary Education, grades K-8, Level III Teaching License, 7/1/2001 to present
Administrative License (Superintendent), 7/1/2001 to present

Professional Memberships:

Phi Kappa Phi Honor Society
Phi Delta Kappa, Professional Organization
National Association of Curriculum and Development
New Mexico Superintendent's Association
New Mexico School Administrator's Coalition
Council of Independent Colleges and Universities
Lea County Commission for the Arts, Vice President, 2006 to present
New Mexico Public Schools Insurance Authority, Board Member, 1998-1999
Lea County Distance Education Consortium, 1999-2002

Publications:

Catalyst for Change; Organizational Learning and Leadership
Home From The Library: A Bus Token To The World
Position Announcement • January 2012

Position Title: Vice President for Instruction

Position Description: The Vice President for Instruction is responsible for the instructional activities of the college and shall report administratively to the President. Duties and responsibilities include, but are not limited to, the following: (1) Coordinate and supervise the instructional activities of the college; (2) Advise the President in matters of college policy; (3) Direct the instructional/educational program development of the college; (4) Coordinate and supervise the accreditation activities of the college; (5) Assist in the recruitment of the professional staff members for the instructional sector of the college and make recommendations of the selections to the President; (6) Direct a continuous evaluation of the instructional activities of the college; (7) Assist with the public relations and marketing activities of the college; (8) Participate in a process of continual personal and professional improvement; (9) Actively participate in the institutional goals and objectives designed to support the mission of the college; (10) Accept other duties as assigned by the President; and (11) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Master’s degree required (Doctorate preferred). Degree must be from a regionally accredited institution. Successful experience in community college teaching, leadership, instructional program development, review and assessment is required. Preference will be given to candidates demonstrating evidence of experience in institutional strategic planning, budget and resource management (including external grants), facilities planning and management, and educational technology. The ideal candidate will have community leadership abilities, strong communications and administrative skills, and computer proficiency.

Salary/Benefits: This is a full-time, exempt, twelve-month administrative position. Salary range is $90,969 to $113,711 commensurate with education and experience. Standard employee benefits apply.

Application Deadline: MONTH DATE, 2012 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline.

To Apply: Submit NMJC application form via the NMJC website (www.nmjc.edu), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and telephone numbers to:

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

New Mexico Junior College is an Equal Opportunity Affirmative Action Employer and does not discriminate against any applicant 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.

“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
Memo

DATE: May 13, 2012
TO: Guy Kesner, Pat Chappelle, Hector Baeza, Zeak Williams,
   Mary Lou Vinson, Ron Black
FROM: Steve McCleery
SUBJECT: Pegasus Global Holdings, Inc. Request

Pegasus Global Holdings, Inc. and the “CITE” project are requesting the following from New Mexico Junior College:

- Rental of office space on the campus of New Mexico Junior College,
- A “CITE” link on the NMJC and Training and Outreach Web Page, and
- Access to the NMJC Research Foundation (may include NMJC president traveling to Washington D.C., and a Non-Binding Letter of Intent with the NMJC Research Foundation)

Thank you for your consideration.
To: New Mexico Junior College Board  
From: Guy Kesner - Chair, New Mexico Junior College  
Date: May 14, 2012

As you know, the New Mexico Junior College Board approved the NMJC Research Foundation with the intended purpose of assisting with economic development and looking for opportunities to commercialize potential research into Lea County economic growth. With Global Pegasus Holdings, Inc., announcing Lea County as the selected site, we need to place the NMJC Research Agenda on a significantly faster developmental pace.

With the aforementioned in mind, I am recommending the NMJC Board utilize $100,000 from reserves to provide funding for projects associated with the Mission of the NMJC Research Foundation. Additionally, we have approached other entities to participate in the development of the NMJC Research Foundation.
It is with great excitement that Ron Black and I recommend Mr. Travis Glenn as Phil Jones’ replacement on the New Mexico Junior College Board. As you know, Phil was a tremendous blessing to Lea County and New Mexico Junior College, and Ron and I feel very strongly that Mr. Glenn will be an exceptional NMJC Board Member, as well as a tremendous asset to NMJC.

Thank you for trusting Ron and me with this very important selection and initiative, and thank you for your consideration.